

## Applying your coursework against mandatory CE hours:

- As always, for complete information and details, go to the Training & Development Unit's webpage!
- There is a limit for on-line training for each two year period: four hours for managers and supervisors and three hours for all other Court personnel.
- Court employees serving as faculty for AOC or Court classes may apply some of their faculty service time against their continuing education requirements.



## Costs:

- Classes through the Sacramento Superior Court or the AOC are offered at no cost to employees.
- Classes taken through outside providers may be reimbursed through the Court's Education



Reimbursement Program.



## Sacramento Superior Court

Training & Development Unit

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## Sacramento Superior Court



## Meeting Your Minimum Continuing Education Requirements

**CRC, Title 10, Division 2,  
Chapter 8,  
Rules 10.451-10.471  
Effective  
January 1, 2007**

**Training and Development Unit**

March 2007

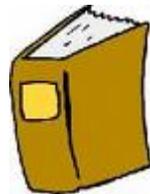
As of January 1, 2007, Court managers and supervisors must acquire 12 hours of continuing education (CE) in a 2-year cycle and all other personnel must acquire 8 hours of CE in a 2-year cycle. *The education must:*

- *be relevant to the work of the court, or*
- *enhance the employee's ability to perform his or her job.*



### As of January 1, 2007:

- Each court staff member must be responsible for maintaining and improving his or her professional competence.
- Managers and supervisors should consult with each court staff member regarding his or her education needs and requirements and professional development.
- The Training & Development Unit will track staff to ensure CE requirements are met.
- Employees must keep records of their own participation for 2 years after each course applied toward the requirements.



### Criteria:



The education MUST meet certain criteria as defined in the rules. The Training & Development Unit will verify the education criteria are or

will be met after you submit the CE Credit Application available on its website.

### Continuing Education Resources for All Court Employees:



Start at the Training & Development Unit's webpage for a full description, instructions, forms and complete information (e.g., description, dates, times, etc.). Go to <http://courtnet/divisions/admin/personnel/sections/training/TrainingRevised.asp>. Check regularly for updates!

### Some of the Court's existing courses meet the continuing education requirements, including:

- Intro to Courtroom Clerking (6 hrs)
- The Leader in Each of Us (4 hrs)
- Basic Principles (4 hrs)

### Some of the courses available through the Court and AOC in 2007 include:

- *I Think One of the Parties' Names was Johnson ..."*: How to Find a Case with Little or Nothing to Go On (2 hrs, March 23)
- *There Oughta Be a Law!* How to Find a Statute (2 hrs, April 13)
- *Legislative Maze: How a Bill Becomes a Law, and Tracking it While it Does!* (2 hrs, May 22)
- *Fun With Forms: What Does the Customer Want and Where Do You Find It?* (2 hrs, June 29)
- AOC Broadcasts (for supervisors/managers and court personnel, 1 hr)
- *Intro to Customer Service* (1 hr, on-line through AOC's Comet)
- *Customer Service in Action* (1 hr, on-line, through AOC's Comet)
- *Advanced Customer Service Issues* (1 hr, on-line, Sacramento Superior Court's customer service training through AOC's Moodle, avail. March)
- *Telephone Customer Service* (1 hr)

### Classes that meet CE requirements are also available through:

- professional organizations (e.g., CCA, ABA, or SCCA);
- outside training organizations (e.g., CPS Training Center, CSUS's College of Continuing Education, or ISI); and
- accredited colleges and universities — four-year and two-year, public and private, non-profit and for profit).

