

Continuing Judicial Education (CJE) Accreditation Application Guidelines

Program sponsors must complete an application for accreditation and submit the required information to the Office of Court Education for a course to be reviewed for CJE credit. Based upon the information furnished, the office, in consultation with the Florida Court Education Council (FCEC), will make a determination of whether the program satisfies the CJE credit criteria. **The review process can take between 6-8 weeks.** To receive CJE credit, the educational program must substantially meet the enumerated criteria for program preparation and presentation and at least one of the enumerated criteria for program content and purpose (see below).

The Criteria

As to program preparation and presentation, the educational program or course:

- Employs adult education methods and principles, including:
 - Needs assessment(s) – How did you determine the need for this program?
 - Learning objectives – Required for each course to drive the preparation, content, and evaluations.
 - Learning activities – Adult education is done best if participants are actively engaged.
 - Learning environment – Will learners be comfortable and will environment be open and safe?
 - Evaluation – Should be prepared to include an assessment of whether the Learning Objectives were achieved.
- Uses qualified individual(s) to prepare program materials.
- Has as its primary objective to increase a participant’s professional competence and skills.
- Uses qualified faculty or presenters whose credentials may be independently verified.

As to program content and purpose, the program has significant intellectual and/or practical content, and, either:

- Contributes directly to the judge attendee’s professional competence and/or knowledge or understanding of ethical obligations of judges or attorneys;
- Is germane to the judge attendee’s jurisdiction;
- Is designed to improve the administration of justice;
- Promotes effective court practices and procedures;
- Strengthens public trust and confidence in the judicial branch;
- Assists the judge attendee in acquiring the knowledge and skills to perform judicial duties correctly and efficiently;
- Promotes fairness, integrity, and impartiality in the court system by striving to eliminate bias and prejudice.

Learning Objectives

The Learning Objectives are the most important components of the application. Learning objectives represent what you want the **learner** to think, feel, or do as a result of attending the session. The objectives must be measurable, and thus, we stay away from verbs like “understand, know, be aware of, learn,” and use **action verbs** instead like “list, discuss, explain, identify, analyze, etc.” Learning objectives are different from goals or what the **presenter** wants to accomplish. Any learning objective should complete the following sentence:

As a result of attending this session, the learner will be better able to... (think, feel or do something).

A great tool to help you write appropriate learning objectives can be found online at [Golden Gate University’s Cyber Campus](http://www.ggu.edu). (Developed by James Basore, Instructional Designer, www.ggu.edu)

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Office of Court Education, Office of the State Courts Administrator
500 South Duval Street, Tallahassee, Florida 32399-1900 Phone:
850-922-5079 • Fax: 850-922-9290 • Email: CJEMail@flcourts.org

Sponsoring Organization:

Sponsor/Application Contact:

Email:

Phone:

Mailing Address:

Course/Program Title:

Date(s):

Location(s):

Type of Course/Program:

Live

Satellite Transmission

Online Self-Study

Target Audience:

Registration Fee, if any:

Registration Contact:

Registration Link:

Total Number of CJE hours requested:

Total Number of Ethics/Fairness and Diversity hours requested:

Required Attachments

- Timed and detailed agenda of course (*includes session titles and time frames, faculty, and break times*)
- Description of each time period/session listed on the agenda
- Learning objectives for each time period/session (*refer to page 1 for guidance on properly drafted learning objectives*)
- List of active participant learning activities
- Description of how needs assessment was conducted
- Faculty biographies
- Evaluation form

CJE hours are calculated at 50 instructional minutes per hour.
Introductions and Question/Answer periods do not qualify for CJE credit because neither support learning objectives.

Submit your completed application to: CJEMail@flcourts.org.
Applications that do not include learning objectives cannot be reviewed for accreditation.