

# Application for PA CJE Accredited Provider Status

## SUPREME COURT OF PENNSYLVANIA CONTINUING JUDICIAL EDUCATION BOARD OF JUDGES

Administrative Office of Pennsylvania Courts

Judicial Education Department

601 Commonwealth Ave, Suite 1500

P.O. Box 61260

Harrisburg, PA 17106

717-231-3311

Email- [judicial.education@pacourts.us](mailto:judicial.education@pacourts.us)



1. Organization: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Your organization is: For Profit ☐ Not for Profit ☐
4. Contact Person(s): \_\_\_\_\_
5. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
6. Company Website: \_\_\_\_\_  
Email: \_\_\_\_\_
7. Does your organization institutionally provide education **primarily** to judges? Yes ☐ No ☐
8. Please complete the Executive Summary for five (5) Continuing Judicial Education (CJE) programs the organization presented over the last two (2) years including at least (1) judicial ethics program. Include course information such as course description, agenda/outline, advertisement, faculty bios, course materials and a copy or summary of course evaluations.
  - a. Title of program
  - b. Date and time of program
  - c. Length of program in minutes (excluding introductory remarks, keynote speakers, luncheon speakers, or breaks, but including question and answer periods)
  - d. Method or manner of presentation
  - e. Number of judges in attendance vs. non-judges
  - f. Faculty members and their qualification
  - g. Description of location
9. Approximately how many CJE activities does the applicant anticipate providing over the next year? \_\_\_\_\_
10. The grant of accreditation shall be effective for a period of two (2) years from the date of the grant. Accreditation may be continued after two (2) years by filing appropriate renewal information. By this application, the applicant agrees to follow the requirements of the Pennsylvania Continuing Judicial Education Board of Judges including all reporting responsibilities. The applicant further agrees to permit any Board Member or AOPC Judicial Education Department staff to audit any educational activity.
11. A required supplement to this application is the *Accredited Provider Survey of Quality Control Practice & Procedure*. Please complete the attached survey and return it with your application.

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Signature and Title of Applicant

Date

## CJE Accredited Provider Application Executive Summary:

### ORGANIZATION NAME:

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- SUMMARIES OF FIVE PAST CONTINUING JUDICIAL EDUCATION (CJE) PROGRAMS (*please paginate for each program*):

1. PROGRAM NAME:

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- Date: \_\_\_\_\_
- Duration in minutes (excluding breaks): \_\_\_\_\_
- Methodology (lecture, panel, etc.): \_\_\_\_\_

- Number of judicial attendees: \_\_\_\_\_
- Number of non-judicial attendees: \_\_\_\_\_
- Faculty (name and title/qualification)

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

- Description of location of course: \_\_\_\_\_

- REQUIRED ATTACHMENTS (*please paginate for each program*):
  - a) Course Information (course description, agenda/outline, advertisement(s), etc.)
  - b) Faculty Bios
  - c) Course Materials (PowerPoint slides, handouts, written material, etc.)
  - d) Evaluations

## CJE Accredited Provider Application Executive Summary:

2. PROGRAM NAME: \_\_\_\_\_

- Date: \_\_\_\_\_
- Duration in minutes (excluding breaks): \_\_\_\_\_
- Methodology (lecture, panel, etc.):  
\_\_\_\_\_
- Number of judicial attendees: \_\_\_\_\_
- Number of non-judicial attendees: \_\_\_\_\_
- Faculty (name and title/qualification)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
- Description of location of course: \_\_\_\_\_
- REQUIRED ATTACHMENTS (*please paginate for each program*):
  - a) Course Information (course description, agenda/outline, advertisement(s), etc.)
  - b) Faculty Bios
  - c) Course Materials (PowerPoint slides, handouts, written material, etc.)
  - d) Evaluations

## CJE Accredited Provider Application Executive Summary:

3. PROGRAM NAME: \_\_\_\_\_

- Date: \_\_\_\_\_
- Duration in minutes (excluding breaks): \_\_\_\_\_
- Methodology (lecture, panel, etc.):  
\_\_\_\_\_

- Number of judicial attendees: \_\_\_\_\_
- Number of non-judicial attendees: \_\_\_\_\_
- Faculty (name and title/qualification)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_

- Description of location of course: \_\_\_\_\_

- REQUIRED ATTACHMENTS (*please paginate for each program*):
  - a) Course Information (course description, agenda/outline, advertisement(s), etc.)
  - b) Faculty Bios
  - c) Course Materials (PowerPoint slides, handouts, written material, etc.)
  - d) Evaluations

## CJE Accredited Provider Application Executive Summary:

4. PROGRAM NAME: \_\_\_\_\_

- Date: \_\_\_\_\_
- Duration in minutes (excluding breaks): \_\_\_\_\_
- Methodology (lecture, panel, etc.):  
\_\_\_\_\_

- Number of judicial attendees: \_\_\_\_\_
- Number of non-judicial attendees: \_\_\_\_\_
- Faculty (name and title/qualification)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_

- Description of location of course: \_\_\_\_\_

- REQUIRED ATTACHMENTS (*please paginate for each program*):
  - a) Course Information (course description, agenda/outline, advertisement(s), etc.)
  - b) Faculty Bios
  - c) Course Materials (PowerPoint slides, handouts, written material, etc.)
  - d) Evaluations

## CJE Accredited Provider Application Executive Summary:

5. PROGRAM NAME: \_\_\_\_\_

- Date: \_\_\_\_\_
- Duration in minutes (excluding breaks): \_\_\_\_\_
- Methodology (lecture, panel, etc.):  
\_\_\_\_\_

- Number of judicial attendees: \_\_\_\_\_
- Number of non-judicial attendees: \_\_\_\_\_
- Faculty (name and title/qualification)
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_

- Description of location of course: \_\_\_\_\_

- REQUIRED ATTACHMENTS (*please paginate for each program*):
  - a) Course Information (course description, agenda/outline, advertisement(s), etc.)
  - b) Faculty Bios
  - c) Course Materials (PowerPoint slides, handouts, written material, etc.)
  - d) Evaluations

# **Pennsylvania Continuing Judicial Education Board**

## **Accredited Provider Survey of Quality Control Practice & Procedure**

## Part I - Needs Assessment

Accredited providers of CJE in PA should actively determine the educational needs of the judges of their CJE programs. Needs assessments can enable providers to more objectively plan, organize and present their programs or publish their materials. A needs assessment not only documents the fact that the provider has met its responsibility to offer relevant learning experiences, but also increases the likelihood that potential participants will engage in CJE activities and apply what they learn.

Please indicate the extent to which your organization employs the following needs assessment techniques:

	<i>Please Check One</i>		
	<b>Regular Basis</b>	<b>On Occasion</b>	<b>Not Employed</b>
1. Focus group interview (Curriculum planning committee or board planning committee).			
2. Literature search – Legal periodicals/business journals/materials from other CJE entities/case law/legislative developments, etc.			
4. Surveys to judges.			
5. Interviews of judges in specific fields of practice.			
6. Consultation with experts in adult education.			
7. Other techniques. Please list:			



## Part II - Faculty Selection and Training

The program leaders or lecturers shall be qualified with the practical and/or academic experience necessary to conduct the program effectively. The faculty in CJE programs should be qualified by education, intellect, law practice experience or law teaching, and personality to provide instruction that promotes the achievement of intended learning objectives.

Please indicate the extent to which the following procedures are used with regard to faculty selection.

	<i>Please Check One</i>		
	<b>Regular Basis</b>	<b>On Occasion</b>	<b>Not Employed</b>
1. Staff member assessment of communication skills and/or individual's willingness to commit time to planning meetings, preparation for presentation, presentation and preparing materials.			
2. Reference check through other practitioners or advisory board members.			
3. Review of academic and practice credentials including prior teaching experience.			
a. Does your organization maintain a record of each speaker's evaluation results?		Yes	No
b. Are those records computerized?		Yes	No
4. Do you conduct faculty development workshops?		Yes	No
5. Do you have a policy that requires a minimum number of years of practice before a judge/lawyer is invited to serve on a course faculty? If <b>yes</b> , please specify number of years of practice required:		Yes	No

## Part III - Educational Techniques

The intended learning objectives in CJE activities should determine the selection of instructional methods and strategies, the choice of accompanying program materials, and the use of appropriate technological aids. Also, CJE learning activities should be designed to provide opportunities for active learner participation.

Please indicate the degree to which the following techniques are employed:

	<i>Please Check One</i>		
	<b>Regular Basis</b>	<b>On Occasion</b>	<b>Not Employed</b>
1. Lecture presentations.			
2. Trial simulations or mock practice exercises.			
3. Demonstrations/dramatization.			
4. Small group discussion sessions conducted by designated discussion leaders.			
5. Workshops with drafting exercises.			
6. Use of slides, overhead projections, videotapes and other visual aids.			
7. Panel discussions.			
8. Case studies – Teaching based on pre-determined hypothetical facts or problems.			
9. Pre-planned question and answer period built into program structure.			
10. Assignment of materials to be reviewed and/or prepared in advance of the course of instruction.			
11. Other techniques utilized. Please specify:			

12. Please Indicate the approximate percentage of your courses that are presented:

(a) solely by lecture presentation. \_\_\_\_\_ %

(b) by combination of lecture presentation and any of the educational techniques listed above. \_\_\_\_\_ %

(c) solely by educational techniques other than lecture presentation. \_\_\_\_\_ %

Comments:

## Part IV - Description of Program Content

In preparing course brochures or announcements, please indicate the extent to which your organization provides the following information:

***Please Check One***

	Regular Basis	On Occasion	Not Employed
1. Detailed description of each topic to be covered.			
2. Time schedule covering all subjects to be addressed.			
3. Description of the categories of judges for whom the program is intended.			
4. Description of course prerequisites: level of experience required or description of the experience level at which the course is directed.			
5. The educational objectives for each major topic or component of the program.			
6. A detailed description of benefits to be obtained.			
7. A description of faculty qualifications.			
8. A description of the educational techniques to be employed.			
9. Other pertinent factors focusing on quality of program. Please specify:			

## Part V - Evaluation

Program evaluation should also be used to assess past program efforts for purposes of planning and improving CJE activities.

Please indicate the extent to which you use the following evaluation methods:

	<b>Regular Basis</b>	<b>On Occasion</b>	<b>Not Employed</b>
1. Post-course testing.			
2. Written survey or interview of attendees.			
3. Post-course evaluation by each member of faculty.			
4. Evaluation by independent consultant.			
5. Please list other evaluation techniques or comments:			