

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 509. EDUCATION, TRAINING &**  
**REQUIRED EDUCATION CREDITS**

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**EFFECTIVE DATE: 05/04/98**  
**REVISED DATE: 10/21/19**

- A. EDUCATION AND STAFF TRAINING:** The Superior Court encourages employees to grow professionally through continuing education and training. Division Heads will identify education needs and provide opportunities for employees to enroll in courses or seminars which increase their ability to contribute to Superior Court or division goals. To the extent possible, training opportunities will be offered in an equitable and non-discriminatory manner and must be job-related. Sufficient funds must be available in the Superior Court budget to cover training costs.
- B. REQUIRED EDUCATION CREDITS:**
1. Arizona Supreme Court Code of Judicial Administration §1-302 Education and Training requires that full-time regular employees complete a minimum of sixteen (16) hours of approved coursework each year including ethics training, computer security/network security training and six hours of live training. Part-time court personnel starting employment after January 1, as well as court personnel with a regular part-time schedule shall complete the training requirements on a prorated schedule as outlined in ACJA § 1-302H2, Education and Training.
  2. Employees should obtain and maintain professional competence through court-related education programs and report compliance with these standards by completing required reports. Compliance forms should be filed with the employee's designated training coordinator. Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment.
  3. Only accredited programs meet the requirements of these standards. Programs are accredited pursuant to guidelines approved by the Arizona Supreme Court Council on Judicial Education and Training (COJET).