

State of Alabama Unified Judicial System Form JU-11A Rev. 4/15	JUVENILE PROBATION OFFICER CONTINUING EDUCATION APPROVAL APPLICATION	<p style="text-align: right;">For AOC Use Only</p> APPROVED: Y N PARTIAL EVENT NUMBER: HOURS: DENIED:
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*Instructions: This form is to be utilized by Juvenile Probation Officers or Sponsors to apply for course/conference approval for continuing education hours. Approval should be sought 10 days prior to event with a **detailed agenda**. Additional information may be requested upon submission.*

JPO OR SPONSOR NAME:	ADDRESS:
CONTACT PERSON:	PHONE:
EMAIL:	

COURSE/CONFERENCE INFORMATION

Course Title:	Credit Hours Requested:
Instructor(s):	
Has this course been approved in the past two years?	

COURSE/CONFERENCE SCHEDULE

Course Date(s): Month/Day/Year	Location Name: Venue	City & State:

SPONSORS ONLY

Will a sign-in sheet be available for submission? Y or N	
Will certificates be provided without additional charge? Y or N	
JPO OR SPONSOR SIGNATURE:	DATE:

CPO or Training Designee Initials: _____

Continuing Education Rules

All continuing education activities (live or online) must be *preapproved* by the Administrative Office of Courts. Such approval should be sought and granted at least **10 days** prior to the occurrence of the activity.

The following criteria will govern the approval of continuing education of certified juvenile probation officers:

1. The activity must have a significant intellectual or practical content and its primary objective must be to increase the participant's professional competence;
2. The activity must deal primarily with issues relevant to juvenile probation practice or juvenile court services and must be conducted by an individual or group qualified in offering continued education. Self-study or home study courses do not qualify for credit;
3. The activity must be conducted in a comfortable physical setting, conducive to learning, and should be equipped with suitable writing surfaces;
4. At the conclusion of an education program or activity, each participant must be given the opportunity to complete an evaluation questionnaire addressing the quality, effectiveness and usefulness of the program or activity. Evaluation questionnaires or summaries must be available for review by the AOC upon request;
5. Continuing education credits are based on the 60-minute hour. Generally, no credits will be given for introductory remarks, meals, breaks, business meetings, social activities, ceremonies, evaluations or any other activity that does not constitute instruction in the approved topic.