

BOARD FOR JUDICIAL ADMINISTRATION (BJA)
COURT EDUCATION COMMITTEE (CEC)

POLICIES AND STANDARDS

The Court Education Committee (CEC)

The Court Education Committee is a standing committee of the BJA and assists the Supreme Court and the BJA in developing educational policies and standards for the court system. Pursuant the BJA Charter, the CEC is comprised of three BJA members, Chairs/designees from various education committees/associations, and a Washington State law school Dean/designee. The CEC Chair is appointed by the BJA from the three BJA members. The CEC Assistant Chair is selected by the CEC Chair from non-BJA members. The CEC provides budget and appropriation support, monitors the quality of funded programs, coordinates in-state and out-of-state educational programs and services, recommends changes in policies and standards, and approves guidelines for accrediting training programs.

It is the intent of the Court Education Committee (CEC) to promote the judicious use of the limited funds appropriated for education of judicial officers and court personnel for programs and activities that address the core education and training needs of the judiciary.

These policies provide guidance to the court community, the Administrative Office of the Courts (AOC), and funded programs to support the effective implementation of that strategy.

BJA-CEC Charter

The [BJA-CEC Charter](#) informs the CEC related policies and standards in this document.

Terms and Definitions

Court Education: Education funded through CEC-allocation ([see section 2.1](#))

Funded Programs: A phrase used to describe various education committees and associations that are allocated funds by the CEC.

Standards: High level standards that support the CEC's purpose and policies as described in the BJA-CEC Charter. Funded programs also develop their own curricular and instructional standards.

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1. Court Education

1.1. Roles and Responsibilities

1.1.1. Court Education Committee (CEC)

- a) Plan, implement, coordinate, and approve BJA funded education and training for judges and court personnel throughout the state.
- b) Advocate for adequate funding for education to meet the needs of judges and court personnel throughout the state at all levels of the court.
- c) Collect and preserve curricula, and establish policy and protocol for periodic review and update of curricula.
- d) Enhance the performance of the judicial system as a whole by continuously improving the personal and professional competence of all persons performing court functions.
- e) Develop working relationships with the other BJA standing committees and task forces.
- f) Encourage funded programs (e.g., education committees, associations, and commissions) to coordinate education presentations and to open educational opportunities to a wider audience when the content is general in nature and applicable to others.
- g) Be a resource to assist funded programs to identify and coordinate common education and training content.
- h) Develop and implement standard curriculum for the Judicial College per GR 26, and District and Municipal Court Manager's Washington Court Administrator Academy per ARLJ 14.

1.1.2. Administrative Office of the Courts (AOC)

- a) Under the direction of the Supreme Court and CEC, develop guidelines for the implementation of the standards.
- b) Develop, administer, and coordinate judicial education programs throughout the state.
- c) Work with funded programs and other ad hoc groups to prepare (design/develop) and implement judicial education programs.
- d) Establish an outreach plan for creating awareness about conferences and related education services.
- e) Coordinate all judicial education programs, provide staff, and evaluate educational programs.
- f) Provide support and assistance to judicial advisory committees in the planning, development, implementation, and evaluation of education programs consistent with established standards and requirements for judicial education.
- g) Provide faculty development opportunities for all funded program speakers/presenters.
- h) AOC Court Education Services (CES) will provide a centralized online portal to access online education.
- i) Obtain an executive summary (or report) of each funded program and make available to the CEC as requested.
- j) AOC will evaluate and gather Americans with Disabilities Act (ADA) compliance criteria for all aspects of programming, in-person, online, or otherwise.

1.1.2.1 Required Education Programs

The AOC, in partnership with the CEC, shall administer the following Required Education Programs:

- a) Judicial College GR 26[b] [[Rule](#)] [[Standards](#)]
- b) Court Administrator Academy ARLJ 14 [[Rule](#)] [[Standards](#)]

1.1.2.2 AOC Shall Track Mandatory Continuing Education Credits

AOC shall track the following continuing education credits:

- a) Judicial Officers GR 26 [a] [[Requirements](#)]
- b) Court Administrators ARLJ 14 [[Requirements](#)]

1.1.3 Funded Programs

([see 2.1 for list of funded programs](#))

Work with AOC Court Education Services (CES) to:

- a) Determine each program's curriculum plans and instructional standards.
- b) Determine the best use of allocated funds.
- c) Provide program cost estimates to the CEC for funding allocations.
- d) Negotiate all costs associated with instructors/faculty.
- e) Ensure each program is properly staffed.

1.2. Promote Diversity, Equity, and Inclusion (DEI)

The CEC encourages all programs to follow the CEC-DEI guidelines when developing CEC funded education and training programs, no matter the format. ([Guidelines](#))

1.3. Going Green/Reducing Education's Carbon Footprint

The Court Education Committee is committed to sustainable and environmental management of education and training materials. The CEC encourages all Association's education committees and other CEC sponsored programs to go green where possible and print only when needed.

2. Funding of Education

2.1. Funded Programs

The following programs currently receive AOC funding.

- a) Appellate Courts
- b) Superior Court Judges (SCJA)
- c) District/Municipal Court Judges (DMCJA)
- d) Judicial College
- e) Superior Court Administrators (AWSCA)
- f) Juvenile Court Administrators (WAJCA)
- g) District/Municipal Court Administrators (DMCMA)
- h) CLJ Administrators Academy
- i) Institute for New Court Employees (INCE)
- j) Institute for Court Management Scholarships (ICM)
- k) County Clerks
- l) Misdemeanant Probation Association (MPA)

2.2. Allocation Process

Initial fiscal year funding plan:

- a) CEC Executive Committee receives overall fiscal year budget from AOC.
- b) Funded programs submit allocation requests (cost estimates) to the CEC Executive Committee.
- c) CEC Executive Committee proposes a funding plan to fund each program's education.
- d) Proposed funding plan is submitted to the CEC.
- e) CEC discusses, revises, and approves the funding plan.
- f) AOC Court Educator(s) relay approved funding to each program.

Subsequent allocation requests:

Funded programs and other parties can request allocations at any time by submitting their request to the CEC. The CEC will then vote on the supplemental allocation request.

2.3. Conditions for Funding

Court education funding is only available for programs and organizations that demonstrate that they satisfy the following conditions:

- a) Course content shall be educational in nature. Social or recreational programs or activities may not be supported by court education funding.
- b) Court education funds cannot be used for association or court level business meetings, extra costs of guests, Association needs, or events.
- c) Court education funds cannot be used for any educational program required due to a sanction of any type.
- d) In order to minimize the perception of improper influence, court education funded programs shall not include vendors or business sponsors. CJC Rule 2.4 (C) provides that "a judge shall not convey or authorize others to convey the impression that any person or organization is in a

position to influence the judge. CJC Rule 2.12(A) provides: “A judge shall require court staff, court officials, and others subject to the judge's direction and control to act with fidelity and in a diligent manner consistent with the judge's obligations under this Code.” National educational opportunities are exempt from this rule.

- e) Court education funding is prioritized upon use of AOC-provided education services for program planning, design, development, and delivery.

2.4. Scholarships

Scholarships may be granted when funding is available.

2.5. Funding Restrictions

- a) Funds must be spent in the approved fiscal year.
- b) Funds cannot be used to pay for incidental fees, if they exceed the per diem rate.
- c) Funds cannot be used to pre-pay, and cannot be used for deposits.
- d) Funds cannot be used to purchase conference swag, gifts, or alcoholic beverages.
- e) Venues should be procured via an AOC Request for Proposals (RFP), and awarded via an AOC contract.
- f) The funded program should provide AOC with an itemized expense report.

3. Education Events

3.1. Roles and Responsibilities

The roles and responsibilities of the AOC and the funded programs are set forth in the following [guidelines](#).

3.2. Fiscal Considerations

Instructor/Faculty Payments

Funded programs will coordinate with AOC to negotiate all costs associated with instructors/faculty. All contracts are developed and held by the AOC. Payment will occur after the program has been conducted.

- a) Instructors/faculty shall be entitled to reimbursement for travel in accordance with current state travel policies.
- b) Instructors/faculty who are not court employees or employees of state agencies may receive a stipend for instructional services.
- c) Instructor payment will be based on a written contract between the instructor and AOC in the form of an AOC Educational Services Agreement (ESA), executed before services are rendered.

3.3. Venue Selection

Venue selection should be guided by the CEC Venue Selection Criteria.

3.4. Attendance Eligibility

Participation in education programs shall be limited to Washington state judicial officers, administrators, county clerks, and their employees. Retired Washington state judicial officers are eligible to attend CEC sponsored education. Judges pro tem are not eligible to attend CEC sponsored education. Tribal courts will be provided CEC education program announcements. Attendance will be open to tribal court judges and staff on a space available basis.

3.5. Audio/Video and Livestreaming

All education events are encouraged to be livestreamed when funding allows. A funded program may have a tech fee, only for the livestream technology costs, not to exceed the incidental fee. See section 3.3 Venue Selection for details.

3.6. Reimbursements

- a) Travel and per diem reimbursement are subject to state travel policies.
- b) Only participants who are active Washington state judicial officers, administrators, county clerks, and their employees are eligible for expense reimbursement from CEC funds. Additional participants may be eligible for reimbursement if appropriations allow for such reimbursement and/or reimbursement is contracted separately.
- c) A participant must attend a minimum of five (5) hours of education per day to warrant full per diem reimbursement. A participant who attends at least three (3) hours of education may be eligible for partial reimbursement, unless a multiple day program begins and ends with less than a full day. In the latter circumstance, a participant may qualify for per diem reimbursement by attending three (3) hours on one day and two (2) hours on another day of the same program for a total of five (5) education hours.

- d) The reimbursement allowance will be based on that which is most economical to the state. Reimbursement for programs funded by the CEC may be less than the maximum allowed under state or federal law in order to meet budget constraints. Per diem and housing rates are not to exceed the state rates for the county in which their education is conducted. Funded programs develop their own housing and per diem restrictions (i.e. reimbursement levels, or reimbursement days) or decide to pay in full leaving what remains for all the costs associated with the education program (supplies, audio-visuals, faculty costs, etc.) Any overages beyond the CEC budget allotted will be the responsibility of the funded programs, the Association, or the individual participant.
- e) Housing: In most cases attendees are responsible for making their own housing arrangements. Each reservation must be guaranteed by credit card for the amount of the first night's room and tax. Attendees are responsible for cancellation within the cancellation date noted in the flyers to avoid penalty. If attendees choose to depart earlier than their reservation states at check-in, they will be held accountable for any applicable charges.
- f) Participants should endeavor to stay on-site at the contracted facility. If on-site rooms are not available, participants should work with the AOC Event Coordinator to explore the possibility of off-site lodging. Unauthorized off-site lodging will not be reimbursed.
- g) Requests for reimbursement to CEC programs must be submitted to the AOC within 30 days of the completion of the program or no later than June 30 within the same fiscal year as the program, whichever comes first.

3.7. Health and Safety Protocols

AOC will provide health and safety protocols for participants at in-person education events.

3.8. ADA Requirements

Programs shall consult with AOC staff to ensure Americans with Disabilities Act (ADA) compliance for all aspects of programming, in-person, online, or otherwise.

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