

NATIONAL HEARING OFFICER CERTIFICATION

NAME _____

One hour of credit is awarded for each 60 minutes of in-class or video or audio tape time or for each two hours worked on correspondence class. Person seeking certification must attest to their attendance at the training and provide copies of the schedule or agenda listing presenters, topic, and a summary of the curriculum for each course claimed, except for courses offered through NAHO. A passing grade is required for academic courses.

A total of 52 hrs. are required for certification, with 30-32 hrs. Mandatory, 8 hrs. substantive, and 12-14 hrs. elective
Juris Doctor – 30 hrs. Mandatory, 8 hrs. substantive, 14 hrs. elective.

| | | |
|--|---|--------|
| Required Credits: | 0 - 32 hrs. | |
| 1. Administrative Law – 5 hrs | | |
| 2. Conduct and Control of Hearing – 5 hrs. | a. 1.0 hr. – SERC – May 12, 2007 (Gerl) b. 1.0 hr. – SERC – June 2, 2006 (Pool) c. 1.0 hr. – SERC – May 11, 2007 (Pool) – | |
| 3. Credibility – 2 hrs. | | (NAHO) |
| 4. Diversity or Multiculturalism – 2 hrs. | | (NAHO) |
| 5. Due Process in Administrative Hearings – 4 hrs. | | (NAHO) |
| 6. Ethics for and before the Hearing Official – 4 hrs. | a. 1.5 hr. – SERC – May 12, 2007 (Gerl) | (NAHO) |
| 7. Evidence in Administrative Hearings – 5 hrs. | a. 1.5 hr. – SERC – June 2, 2006 Burkett on discovery medical and psych records | (NAHO) |
| 8. Legal Research (non-lawyer) - 2 hrs. | a. 2.0 hrs. – SERC – May 11, 2007 (LRP) | |
| 9. Decision Writing - 5 hrs. | a. 1.5 hrs. – SERC – June 2, 2006 (Baber & Richardson) b. 2.0 hrs. – SERC – May 12, 2007 (Baber & Richardson) | (NAHO) |
| | | |
| Elective Credits: | 12 hrs. | |
| 1. Advanced Evidence – 5 hrs. | | (NAHO) |
| 2. Advanced Writing – 5 hrs. | | (NAHO) |
| 3. AIDS/HIV Training – 2 hrs. | | |
| 4. Caseload Management or high-volume Proceedings – 2 hrs. | N/A | |
| 5. Computers in the work of Hearing Officials – 2hrs. | a. 2.0 hrs. – SERC – May 11, 2007 (LRP) (see above #8 – don't count it twice) | |
| 6. Dealing with Difficult People – 2 hrs. | a. 1.0 hr. – SERC – May 12, 2007 (Gerl) | (NAHO) |
| 7. Hearing Techniques – 3 hrs. | | |
| 8. Hearings via Electronic Media – 2hrs. | | |
| 9. Immunity/Liability of Hearing Officials – 2 hrs. | | |
| 10. Legal Terminology (non-lawyers) – | | |

| | |
|---|--|
| 2hrs. | |
| 11. Listening Skills – 3 hrs. | |
| 12. Logic for Decision-making – 3 hrs. | |
| 13. Mediation and Alternative Dispute Resolution – 3 hrs. | |
| 14. Mock Hearing Practicum – 3 hrs. | a. 2.0 hrs. – SERC – May 12, 2007 (Gerl) |
| 15. Pre-hearing procedures – 3 hrs. | a. 1.0 hrs.- SERC – May 11, 2007 (Pool) (NAHO) |
| 16. Recent Developments in Ad Law – 2 hrs. | (NAHO) |
| 17. Review of Decisions: Administrative Agency – 2 hrs. | (LRP) |
| 18. Review of Decisions: Judicial – 2 hrs. | (LRP) |
| 19. Ruling on Objections – 3 hrs. | a. 1.0 hrs. – SERC- May 12, 2007 (Gerl) (NAHO) |
| 20. Stress Management for Hearing Officials – 2 hrs. | |
| Substantive – | 8 hrs. |
| | a. 7 hrs. – SERC – Part C, IDEA October 30, 2007 (M. Greer) b. 7 hrs. – SERC – IDEA 2004 and 2006 Regs – November 14, 2006 (Art Cernosia) c. 7 hrs. – SERC – IDEA 2004 Latest update – November 13, 2007 d. 1.5 hrs – Section 504 and IDEA: May 10, 2006 (Orientation Audio conference-LRP) e. 13 hrs – Atlanta –March 2006- Art Cernosia – SERRC – Hearing officer training on the IDEA |

This table does not reflect all training provided by the Special Education Resolution Center, as training is ongoing and officials are encouraged to obtain individual training at various opportunities. This table highlights the formal training that SERC has provided and areas which are also addressed at NAHO conferences and LRP conferences. The training of each individual hearing official will vary depending on the length of time of services as an official and individual attendance at conferences. Training provided by SERC is mandatory for all officials.