



NATIONAL ASSOCIATION OF HEARING OFFICIALS

APPLICATION FOR CERTIFICATION - Administrative Law Judge Hearing Officer

**Title must be consistent with job title or permitted by employing agency.*

PERSONAL INFORMATION

Last Name, First Name MI	
Title	Agency
Address Line 1 <input type="checkbox"/> Work Address <input type="checkbox"/> Home Address	
Address Line 2	
City, State ZIP	
Telephone Number	Fax Number
E-mail address	
NAHO Member ** <input type="checkbox"/> Yes <input type="checkbox"/> No If no, date of application _____. <i>Must be member in good standing at time of application..</i>	Expiration Date
Date Hired as Hearing Official:	Length of Service

APPLICATION FEE ENCLOSED

- NAHO member attending NAHO conference in last three years **\$50**
Conference(s) attended: _____
- NAHO member not attending conference in last three years **\$90**

POST-SECONDARY EDUCATION

Name of Institution	Area of Study	Degree/Year
Name of Institution	Area of Study	Degree/Year
Name of Institution	Area of Study	Degree/Year

I swear/affirm that the above is true and correct and that I have completed the courses listed in this application. I understand that compliance with the Model Code of Ethics is a mandatory prerequisite for approval of my application and that by signing this application I agree to do so. I also confirm that I have read and understand the terms and conditions of the Certification Program and I agree to be bound by them.

Signature of Applicant

Date

I approve this application for certification for this employee*.

Signature of Supervisor or Agency Director

Title

*Your signature verifies that the title applied for is authorized for use by the employee in his or her current position.

COURSES

Please go to Academic Requirements and Course Descriptions for guidance on specific courses.

Important: Certification requires a **total of 60 hours** of coursework, distributed as **40 hours of Mandatory** courses, **16 hours of Elective** courses and **4 hours of Specialized** courses. If an applicant is not an attorney, 2 hours of the Elective courses must be training on legal terminology/research.

These charts must be completed for all courses for which you seek credit for certification. List the course under the applicable general subject matter. Please indicate under "Sponsor" if the course was on video or audiotape. List the length of the course under number of hours. For all courses not sponsored by the National Association of Hearing Officials, please attach a copy of the course agenda or outline showing subject matter, speaker, duration, and content of presentation. Do not send a copy of the course materials. Please attach additional sheets as necessary.

MANDATORY COURSES (40 hours required)

Fundamental skills that are essential to the work of a hearing official. Required course hours are listed below.

HISTORY OF ADMINISTRATIVE LAW (2 hours) – *Classes that involve the in-depth study of theories and concepts underlying administrative law.*

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

CONDUCT AND CONTROL OF ADMINISTRATIVE HEARINGS (5 hours)

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

WITNESS/EVIDENCE CREDIBILITY (4 hours)

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

DECISION WRITING (5 hours)

Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Date / # of Hours

EQUITY AND INCLUSION (4 hours)

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

DUE PROCESS IN ADMINISTRATIVE HEARINGS (6 hours) – Legal/constitutional perspective of due process.

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

ETHICS (4 hours)

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

EVIDENCE (6 hours)

Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Sponsor / Address
Course Title	Sponsor / Address	Date / # of Hours

LEGAL RESEARCH/TERMINOLOGY - (2 hours required if not an attorney.)

Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours
Course Title	Sponsor / Address	Date / # of Hours

MINIMUM TOTAL HOURS / YOUR TOTAL 40 HOURS / _____

ELECTIVE COURSES (16 hours required)

Optional courses designed to heighten a hearing officer's understanding of the law and legal concepts or to improve the hearing officer's skills and abilities. Please go to Academic Requirements and Course Descriptions for examples of Elective classes.

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

MINIMUM TOTAL HOURS / YOUR TOTAL 16 HOURS / _____

SPECIALIZED COURSES (4 hours required)

Courses specific to the area in which a hearing official conducts hearings and/or relate to the policy of the agency for which the hearing official conducts hearings. Please go to Academic Requirements and Course Descriptions for examples of Specialized classes. (Note: No more than 2 hours credit will be given for any specialized course.)

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

SUBJECT:

Course Title	Sponsor / Address	Date / # of Hours
--------------	-------------------	-------------------

MINIMUM TOTAL HOURS / YOUR TOTAL **4 HOURS /** _____

PLEASE COMPLETE, PRINT, AND MAIL THIS FORM, ALONG WITH YOUR CHECK OR AGENCY VOUCHER PAYABLE TO:

NATIONAL ASSOCIATION OF HEARING OFFICIALS

*Attention: Certification Committee
c/o Jimmy C. Stokes
328 E. Washington Street
Madison, GA 30650*