

Video Number	Name	Course Category	Skill	Description	Length (approx.)	Instructor
2019-05	Common Issues in DUI/Implied Consent Admin Hearings	Specialized		This session address common issues such as admissibility of evidence, elements of "actual physical control" and what constitutes a refusal. Other topics include the distinction between due process and admissibility of evidence in criminal proceedings compared to administrative hearings	60	Peter Halbach, Chief Hearing Officer, North Dakota Dept. of Transportation
1997-03	Decision Writing	Mandatory	Decision Writing	This workshop stresses the importance of writing legally sufficient findings of fact and conclusions of law. Subjects include: identifying the law, finding of facts from the evidence, drafting preliminary findings of fact, and deriving conclusions of law from the facts and the statutes. This course also addresses how to distinguish findings of fact from discussions, considerations in drafting, and the role of peer\supervisor review of decisions prior to issuance.	105	
1998-02	Decision Writing - Part 1	Mandatory	Decision Writing	Part I. Dean Burnett discusses the processes of finding facts, applying law, and exercising sound discretion; the roles of lawyers, judges, and hearing officials as professional writers (whether they view themselves that way or not); techniques for enhancing the logic and persuasive power of written decisions; and the development of individual checklists for persuasive written communication.	70	Dean Burnett
1998-03	Decision Writing - Part 2	Mandatory	Decision Writing	Part 2. Dean Burnett continues the discussion of the processes of finding facts, applying law, and exercising sound discretion; the roles of lawyers, judges, and hearing officials as professional writers (whether they view themselves that way or not); techniques for enhancing the logic and persuasive power of written decisions; and the development of individual checklists for persuasive written communication.	70	Dean Burnett
2008-04	Writing the Decision: Nuts and Bolts	Mandatory	Decision Writing	This class will focus on the following issues: (1) whether the issue was clearly defined and properly identified; (2) whether the facts and findings of fact were supported by the identified evidence; (3) whether the law cited was clear, appropriate and tied in to the facts; (4) whether the legal conclusions were clear to be understood by the parties; (5) whether the Order was clear; and (6) whether a reviewing court would find the decision sufficient.		
1999-06	Due Process	Mandatory	Due Process		60	
2002-03	Due Process	Mandatory	Due Process	This advanced seminar discusses the theoretical foundations of the administrative hearing.	70	
2003-03	History of Administrative Due Process	Mandatory	Due Process	This seminar offers a historical review of the evolution of administrative due process from the beginning – the “right vs. privilege” distinction – the federal administrative procedures act – welfare and civil rights litigation and the seminal case of <i>Goldberg v. Kelly</i> .	75	Steven Moore, Administrative Appeals Referee, Minnesota Dept. of Human Services
2005-02	Due Process: When Is Judicial Review Required	Mandatory	Due Process	The United States Supreme Court has never clearly indicated whether judicial review of agency action by an Article III court is constitutionally required. This presentation describes and critiques the Court’s jurisprudence on the availability of review and propose an alternative to the Court’s current approach.	80	
2008-02	Due Process in an Era of Budget Constraints	Mandatory	Due Process			
2011-03	Nuts & Bolts Look at Due Process	Mandatory	Due Process	What exactly does “due process of law” mean in terms of the work that a hearing officer does? This will not be an academic or law school style review of court precedent. Instead, we will examine what due process is and what it should look like in our hearings.	90	

2018-01	How Due Process Impacts Administrative Hearings	Mandatory	Due Process	Long time hearing officer and popular NAHO lecturer Jim Gerl asks you to consider exactly what "due process of law" means for a hearing officer. This will not be an academic review of court precedent. Instead, we examined what due process is and what it should look like in our hearings.	60	Jim Gerl
2019-06	Procedural Due Process: Essential Elements	Mandatory	Due Process	In this session, we'll break down the elements of due process from a common sense perspective. Different types of administrative hearings are compared and contrasted with respect to the degree of process that is "due" in each case	60	Toni Boone, ALJ (retired); W. Michael Gillette, Associate Justice, Oregon Supreme Court (retired).
2003-05	Justice vs Prejudice and You	Mandatory	Equity and Inclusion	Laurence Geller presents a provocative view of our system of justice and the role prejudice plays.		
2018-05	Examining & Eliminating Implicit Biases	Mandatory	Equity and Inclusion	Many hearing officers believe they have few biases and, if they do, they're aware of them. This class by Peter Hemenway will explore whether these beliefs are true and, if untrue, how biases affect us when we conduct hearings, make findings of act and write decisions.		
1999-03	Ethics for and Before the Hearing Official/ALJ	Mandatory	Ethics	Dean Ewald explores and examines ethical issues and dilemmas commonly faced by hearing officials in the administrative process. Active involvement of participants of participants will help you discover how to respond to these issues in your daily practice.	85	
2002-04	Ethics	Mandatory	Ethics	Ethical issues and dilemmas commonly faced by hearing officials in the administrative process are explored and examined.	90	
2007-01	Ensuring Unbiased Administrative Hearings: Projecting Appropriate Demeanor	Mandatory	Ethics	Paul Biderman discusses how hearing officials can protect litigants, attorneys, witnesses, and others with whom they work from perceiving bias in their hearing processes or in their offices. Participants will be better able to articulate the likely reactions of those who experience such behavior as biased in their hearings and other official acts; and they will be able to take appropriate action to eliminate bias from their hearings.	90	
2008-03	Judicial Ethics for Hearing Officials	Mandatory	Ethics	Professor Ogden discusses core ethical principles such as impartiality and neutrality in decision-making; typical ethical issues common to all adjudicators.		
2018-02	Ethics: Independence, Impartiality & Integrity	Mandatory	Ethics	This class by Peter Hemenway examines how to recognize pressures which may affect hearing officers and discuss how to safeguard the hearing process from the slightest appearance of partiality.	60	Peter Hemenway
2019-07	Judicial Ethics for Hearing Officials	Mandatory	Ethics	This lecture discusses core ethical principles such as impartiality and neutrality in decision making. Note: The first hour of this class was not recorded.	60	Prof. Gregory Ogden
1993-01 Pt 1 & 2	Basic Evidence	Mandatory	Evidence		180	Prof. Melvin B. Goldberg, William Mitchell College of Law
1997-01	Burden of Proof: Something to Prove	Mandatory	Evidence	This seminar helps you to discover or review how courts have worked out some of the most challenging aspects of decision-making - who has to prove what and how do they prove it? This will boost your ability to make sound evidentiary rulings and decisions by finding out what these terms really mean.	95	

1998-01	Advanced Evidence - Beyond the Basics	Mandatory	Evidence	This advanced evidence seminar focuses on evidentiary problems commonly confronted by hearing officials in administrative hearings. Because of jurisdictional variations in rules, the Federal Rules of Evidence will be used as a starting point for class discussion. Topics include hearsay, relevance, official notice, admission of documentary evidence and problems in rulings.	85	
2003-02	Evaluating Evidence	Mandatory	Evidence	Hearing officials accept as evidence a sworn (or un-sworn) statement, an agency document, a medical report, or a printout from an employer that states how much an individual has earned. Hearing officials accept hearsay testimony by persons lacking first-hand knowledge of the events described, or testimony from individuals when the event occurred years ago. What weight is or should be given to this evidence?	95	
2005-04	Evidence Basics for Hearing Officials	Mandatory	Evidence	This seminar presents basic principles of evidence for hearing officials including the following: admissibility of evidence (including relevance and materiality); hearsay rule, hearsay exceptions, and legal residuum rule; privileges, including self-incrimination, and attorney-client privilege; burdens of proof, prima facie case, presumptions, and reliability; foundation, authentication, and judicial notice; impeachment, prior inconsistent statements, and character for truthfulness; making a record, fact finding and standards for judicial review.	88	
2006-05	Evidence	Mandatory	Evidence	Discussion of the theory behind the rules of evidence.	90	Prof. Martha Davis, Thurgood Marshall School of Law, TX Southern University
2007-04 Pt 1 & 2	Ruling on Objections - Parts 1 and 2	Mandatory	Evidence	Part I of a 2-part interactive program concerning how a hearing officer properly rules on objections raised during a hearing. The first part of each session will involve a brief review of the generally applicable administrative rules of evidence. This will be followed by extensive practice by participants in ruling on objections in a series of mini-mock hearing scenarios. Other participants and the presenter will then provide constructive feedback as to the rulings.	120	Jim Gerl, Attorney & Special Education Hearing Officer, State of W. Virginia
2018-03	Evidence: Handling Controversial or Problematic Admissibility Questions	Mandatory	Evidence	Determining what evidence to admit and what to exclude in a hearing is one of the integral and most difficult parts of a hearing officer's job. Hearsay evidence is often problematic. Bonny Fetch, James Gerl and Paul Keeper address how to handle these questions in this session.	60	
2019-03	Why All This Talk About Hearsay?	Mandatory	Evidence	This course is an opportunity for hearing officials to deepen their understanding of what hearsay is, what it is not, and when it matters. The session also explores the relationship of hearsay to evidence concepts, such as relevancy and materiality	45	Peter Halbach, Chief Hearing Officer, North Dakota Dept. of Transportation
1998-04	Developing the Record	Mandatory	Hearing Management/Conducting Hearings	Judges Marousek and Futch identify specific problem areas, such as dealing with pro se clients; dealing with attorneys who are inexperienced in administrative law; using interpreters; handling "difficult" parties; and handling record-making problems that arise when one party is present in person and the other party is appearing by telephone. Some of these problems will be illustrated by scripted live-action actors	90	

1999-02 Pt 1 & 2	Judicial Demeanor and Temperament	Mandatory	Hearing Management/Conducting Hearings	Part I - Hearing officials will be asked to step back and evaluate the judicial temperament and demeanor of themselves and their colleagues. Workshop participants set aside any preconceived notions of their own impartiality or infallibility and look at themselves in new ways. During the workshop, the presenters review ways to control the hearing without limiting the ability of participants to fully and fairly present their cases.		Lawrence Geller & Peter Hemenway
2005-01	Controlling Disruptions in the Hearing	Mandatory	Hearing Management/Conducting Hearings	How should a hearing officer or ALJ handle situations where a pro se party disrupts a hearing? What are the best ways to control attorneys who cross the line with contumacious conduct? This seminar looks at the techniques that hearing officers and administrative law judges might employ in these situations	90	
2010-01	Is This A Circus or An Administrative Hearing	Mandatory	Hearing Management/Conducting Hearings	Lights . . . Camera . . . Action! This interactive course will focus on how to prepare for and conduct an administrative hearing in light of media presence and interest. Participants will have the opportunity to participate in a mock practicum designed to hone their skills in responding to media inquiries and controlling the hearing process.	60	
2010-03	Dealing Effectively with the Pro Se Litigant	Mandatory	Hearing Management/Conducting Hearings	The program discussion will cover the unique challenges of effectively handling a pro se appellant (or appellee) in a hearing setting, focusing on the perspective of that pro se party. The issues will include reduction of anxiety, dealing with confusion and a lack of understanding, understanding the role of the hearing officer, and balancing the rights of the parties without sacrificing the process or giving up too much control.		
2010-04	Culture of Respect	Mandatory	Hearing Management/Conducting Hearings	This workshop will address primary and secondary dimensions of diversity and how those impact the workplace. It will also address how our actions, guided by stereotypes and generalization, can lead to workplace behavior that is unlawful. An overview of the law and the steps we can take to prevent unlawful harassment and discrimination is also covered.		
2018-04 Pt 1 and 2	How to be An Administrative Hearing Officer	Mandatory	Hearing Management/Conducting Hearings	This session goes to the very heart of what a hearing officer does. There will be discussion on the following: making a complete record, controlling the proceeding, dealing with witnesses, exhibits, objections and related topics. The presenter, James Gerl, will reveal his 8 rules for conducting a hearing.		
2018-08	Handling Hearings Involving Pro Se Parties/Witnesses Who Cannot Read	Mandatory	Hearing Management/Conducting Hearings	In this highly interactive session, Jim Gerl explores administrative hearing officer strategies for dealing with both difficult pro se parties and witnesses or parties who are illiterate. Best practices as well as constitutional requirements will be examined.	60	Jim Gerl, Attorney & Special Education Hearing Officer
2018-09	Problematic Communications & Obstructions to Decisiveness	Mandatory	Hearing Management/Conducting Hearings	This session explores (1) the handling of ex parte communications with the hearing officer by parties, witnesses and the press and (2) methods to reduce delays and stress that flow from the indecisiveness that naturally occurs for hearing officers in pursuit of fairness	60	Karen Gorman, Inspector General & Chief Hearing Officer, Los Angeles MTA
2019-02	Conducting Telephonic & Video Hearings & Assessing Credibility By Telephone	Mandatory	Hearing Management/Conducting Hearings	This session addresses issues such as authenticating identity, maintaining control, and determining credibility during an administrative hearing conducted by telephone or video conference	60	Toni Boone, ALJ (retired)
2019-04	Managing Hearings Involving Self Represented Litigants	Mandatory	Hearing Management/Conducting Hearings	This session discusses how to make the administrative hearing process accessible to pro se parties and representatives	60	Brian J. Curley, ALJ US Coast Guard and Richard Murrell, ALJ State of Tennessee

1998-05	History and Theory of Administrative Law	Mandatory	History of Administrative Law	This seminar covers basic principles of administrative law and includes the Administrative Procedure Act and an overview of due process in administrative hearings.	80	Carrie McLarty, ALJ, TX Dept. of Human Services
1999-01 Pt 1 & 2	Administrative Law	Mandatory	History of Administrative Law	Professor Albert, who was the attorney who made the oral argument in Goldberg v. Kelly before the United States Supreme Court, presents this seminar on the theory and history of administrative law. Prof. Albert focuses on due process mandates for administrative hearings since Goldberg.		
2003-03	History of Administrative Due Process	Mandatory	History of Administrative Law	This seminar offers a historical review of the evolution of administrative due process from the beginning – the “right vs. privilege” distinction – the federal administrative procedures act – welfare and civil rights litigation and the seminal case of Goldberg v. Kelly.	75	Steven Moore, Administrative Appeals Referee, Minnesota Dept. of Human Services
2008-01	History & Evolution of Administrative Law	Mandatory	History of Administrative Law	Discussion of the nature, history, and evolution of American administrative law. Topics will include the history of administrative law in the United States, starting with the early federal agencies (ICC, FTC), the new deal expansion of federal agencies, the adoption of the federal APA, the later expansion of federal agencies in the 1960’s and 1970’s, and the evolution of state administrative law, including the rise of worker’s compensation agencies, and state pension laws, the adoption of the MSAPA, and the development of state agencies in social welfare fields as a response to federal laws, and money. Other topics include types of agencies and administrative agencies functions in the executive branch, development of administrative adjudication, and rulemaking, and the important roles played by the courts in developing the law governing administrative agencies.	60	Prof. Ogden
1996-06	Legal Research: Traditional Part I	Mandatory	Non-Attorney	Part I of a seminar which surveys the use of the law library’s resources to find the most recent and applicable case law, statutory, and regulatory materials. The course is a refresher for those who have been out of law school for a while or as a foundation for the technically trained adjudicator	60	Kay Schluter, Librarian, TX State Law Library
2009-01	Researching Administrative Law	Mandatory	Non-Attorneys	Examples and explanations on how to research federal administrative rules and regulations in print, using the Code of Federal Regulation (CFR), List of CFR Sections Affected (LSA), and the Federal Register, and how to do the same using the electronic versions of these publications. Discussion of these equivalents on the state level, and how to access administrative decisions and documents from the various states.	100	
2011-01	Legal Research	Mandatory	Non-Attorneys	The purpose of legal research is to find “authority” that will aid in finding a solution to a legal problem. In this seminar we’ll provide an outline of the process, define certain terminology, identify the principle sources of case law and do a demonstration of how to perform legal research using Westlaw online.	90	
2019-08	Legal Research & Terminology for Non-Attorneys	Mandatory	Non-Attorneys	This session outlines the legal research process, defines terminology, identifies sources of case law, and gives examples of research strategies	60	Anthony J Baratta, Associate Chief Administrative Judge (retired), Atomic Safety & Licensing Board.
1997-02	Credibility	Mandatory	Witness/Evidence Credibility	In this seminar, participants examine what adjudicators believe and why, exploring the basic assumptions underlying fact finding.	80	

2002-02	Credibility of Witnesses	Mandatory	Witness/Evidence Credibility	This seminar considers demeanor evidence in determining credibility of witnesses in the fact-finding process.	90	
2012-02	Writing Skills	Elective	Writing	Improve the quality of your writing and write more concisely	90	Paul Keeper, Administrative Law Judge, TX State Office of Administrative Hearings
1996-01	ADR: Mediation - Part 1	Elective		Part 1 of a skills-based course designed to give participants an introduction to the theory, statutory requirements, and techniques needed to serve as neutral third party mediators. Practice pointers for the judge as mediator will be discussed.	90	
1996-02	ADR: Mediation - Part 2	Elective		Part 2 of a skills-based course designed to give participants an introduction to the theory, statutory requirements, and techniques needed to serve as neutral third party mediators. Practice pointers for the judge as mediator will be discussed.	90	
1996-03	ADR: Mediation - Part 3	Elective		Part 3 of a skills-based course designed to give participants an introduction to the theory, statutory requirements, and techniques needed to serve as neutral third party mediators. Practice pointers for the judge as mediator will be discussed.	90	
1996-04	ADR: Mediation - Part 4	Elective		Part 1 of a skills-based course designed to give participants an introduction to the theory, statutory requirements, and techniques needed to serve as neutral third party mediators. Practice pointers for the judge as mediator will be discussed.	90	
1996-08	Stress Management	Elective		If you need stress relief (and who doesn't?), this class is essential! It includes lecture, group discussion and information sharing regarding stress that is associated with rapid changes in the work place. Participants also practice both effective and ineffective stress management techniques.	90	
1999-05	Perspectives on Decision Making	Elective		This seminar focuses on the ways to discuss, analyze, and understand values in the decision-making process.	60	
2002-01	Administrative Review of Decisions	Elective		This seminar includes a brief overview of the administrative review process, and focuses on things that hearing officials do that may cause an appellate body to reverse, set aside or remand a case. Helpful hints and practical suggestions will be provided concerning both hearing procedure and decision writing.	85	
2003-04	Judicial Decision Making: Subjective, Objective or Both	Elective		Participants will gain insight into how judicial officers make decisions, what factors influence decision making, how personal values affect decision-making and what practical steps can be taken to encourage good decision-making.	70	Judge Kathleen Gearin, 2nd Judicial District of Minnesota
2003-06	Recent Developments in Admin Law	Elective		Professor Murphy reviews selection of recent administrative law cases from the federal courts.	75	
2005-03	Elder Law	Elective		This session will discuss what elder law attorneys do, their intake process, and common strategies regarding Medicaid eligibility. The attorneys also discuss common issues appealed, the reason for the appeal, and the independence of the hearing officer.	90	
2005-06	High Volume Hearings	Elective		This seminar focuses on how the administrative judiciary can process cases expeditiously while being responsive to the legal requirements of due process.	180	

2007-02	Judicial Review of Administrative Decisions Parts 1 and 2	Elective		Discussion of the availability of judicial review of administrative agency decisions, its constitutional and statutory basis, including the Administrative Procedure Act, the required exhaustion of administrative remedies, standing to seek judicial intervention and other related procedural doctrines. Judge Bustamante will also discuss the scope of judicial review such as deference accorded to agencies on findings of fact, weight of the evidence and credibility, the de novo analysis of conclusions of law, and the standard of review and other perspectives from the bench on selected cases.	90	
2009-02	Docket Management	Elective		"The Mad Hatter vs. Rowdy Yates." Practical advice to administrative law judges on how to manage dockets and individual cases.	90	
2012-01	Alternative Dispute Resolution	Elective				
2014-02	Mediation of Administrative Disputes	Elective				Paul Keeper, Administrative Law Judge, TX State Office of Administrative Hearings; Mary Thompson, President, Corder/Thompson & Associates, Austin TX
2016-01	Security in the Workplace	Elective		Across the country threats against the Federal Courts and incidents of workplace violence have been on the rise. This series of videos provides simple, common-sense tips to ensure your hearing site is as safe and secure as it can be..	30	US Marshals Service
2018-06	Judicial Reasoning for Hearing Officials	Elective		Decision making is at the heart of a hearing official's work. If you struggle with the cognitive process of decision making or if you often wonder if you've reached the right conclusions, this session will help you better understand the process	60	Toni Boone, Administrative Law Judge (retired); Janice Deshais, Esq. : W. Michael Gillette, Associate Justice, Oregon Supreme Court (retired)
2018-10	Rulemaking & Why You Need to Know About It	Elective		This seminar examines what happens when agencies make mistakes during the rulemaking process. Does failure to follow the process invalidate the rule? Can the mistake be cured? Judge Gillette also focuses on the hearing officers' powers and obligations when a rule is challenged on jurisdictional grounds	60	W. Michael Gillette, Associate Justice, Oregon Supreme Court (retired)
2019-01 Pt 1 and Pt 2	Sanctioning Authority of Administrative Hearing Officials	Elective		This course addresses whether hearing officials have sanctioning authority related to parties, attorneys or other hearing representatives	120	Gregory Ogden, Professor, Pepperdine Univ. School of Law
2019-09	Leadership: Effectively Supervising Administrative Adjudicators	Elective		This lively, interactive class will identify the errors many managers make and provide real world suggestions for inducing your employees to willingly follow your leadership and direction	60	Toni Bonne, ALJ (retired)
2019-10	Hearing Official Safety	Elective		This discussion focuses on how to identify risks and develop a hearing security plan.	60	Avon Jackson, Sr. Inspector, US Marshals Service
2005-07	Doing Justice in Small Ways	Elective			60	John Connor, ALJ North Carolina Office of Administrative Hearings
2005-08	Atmospheric Conditions Affecting Administrative Hearings: When is a Judge Not a Judge	Elective		Closing session of the 2005 conference as presented by John Hardwick.	45	