

FOUNDATION OF ADMINISTRATIVE JUSTICE

Policy A-4

Last Updated: April 12, 2010

Certificate in Tribunal Administrative Justice

Scope:

FAJ will award a Certificate in Tribunal Administrative Justice to qualified candidates.

There are three (3) streams to the Certificate:

1. *Tribunal Member* (for the appointed or elected board members and decision makers)
2. *Administrator* (for staff and other support personnel)
3. *Advocate* (for clients, presenters and counsel).

Program Requirements:

All applicants must:

- complete the required courses for a total of 70 hours of classroom training (100% attendance is mandatory)
- obtain 65% or better on the evaluation exam for each course
- complete the Certificate application form
- pay the required exam and application fees.

Courses:

Core courses:

All applicants must complete the core courses: (total of 28 hours)

1. Introduction to Administrative Justice
2. Interpreting Legislation.

Required courses:

Applicants need also complete the required courses for their Certificate stream:

1. *Tribunal Member* - at least two (2) of Decision Making, Decision Writing, Evidence or Effective Hearings
2. *Administrator* - Case Management Practices
3. *Advocate* – Presenting Cases.

Elective courses:

All applicants must complete elective courses of their choice to fulfill the total 70 hours of training. The number of hours of elective training will vary by stream. All courses must be from the regular or approved custom courses offered by FAJ.

Custom Courses:

Custom courses delivered by the Foundation instructors may be eligible for credit with prior approval of the Executive Director. The Foundation will publish a list of the qualifying courses.

Multiple Certificates:

A person may apply for more than one Certificate. Courses and exams may be used to qualify for more than one Certificate. A person applying for each Certificate must complete the requirements and pay the fees for each Certificate.

Written Evaluation (Exam) Requirements:

All applicants must obtain 65% or better on all written evaluations (exams). As the Certificate Program is optional to course participation, there is a separate fee for the exam in each course.

All marks given on any written evaluation are final and not subject to negotiation or appeal. A participant who obtains an exam mark of 60-64 may re-write the exam if they pay the exam re-write fee (same as the exam fee). A participant who obtains an exam mark of 59 or lower must either retake the course or complete a refresher course to become eligible to re-write the exam.

Exams on Courses after January 1, 2009

Beginning January 1, 2009 an evaluation exam will be delivered at the end of each course. The exam questions will be True/False, short answer and multiple choice on the course.

To be eligible for certification credit, a participant must write the exam at the end of the course. From January 1, 2009 forward, anyone registering for a course will be asked if they wish to complete the written exam as part of the course delivery.

- Should a person choose not to take the examination at the time of taking the course, the person will not be given a separate opportunity to write the exam at a later date without prior approval of the Executive Director.

or

- Should a person choose not to take the exam the person will be required to attend the course again or a refresher course and take the exam as part of the delivery.

Exams on Courses taken before January 1, 2009

The Foundation will allow persons attending courses before January 1, 2009 to write an exam to complete the program requirements. Anyone who has taken an eligible course delivered by the Foundation prior to January 1, 2009, will be provided the opportunity to complete the written exam for that course by December 31, 2010. After December 31,

2010 the person will be required to attend the course again or a refresher course and write the exam at the course.

The Executive Director will coordinate exam times. The exam fee is \$95.00 per course exam.

Course Credit based on Challenge Evaluation

Each person will be given the opportunity to challenge the written evaluation for one elective course of up to 14 hours training time (other than a Required Elective) if the person wishes to use the credit for the certification without having to attend the course. The person must obtain a pass mark of 65% or higher to be given credit for the course.

The Executive Director will coordinate exam times. The exam fee is \$95.00.

Recognition of Equivalent Courses from Other Providers

FAJ will not accept an equivalency for any of its courses for the Certificate. Persons who feel they have an equivalency should consider writing the challenge exam for the one elective course of their choice.

Exam and Application Fees (GST extra):

1. Course Exam – from January 1, 2009 for exams written at the completion time of the course - \$75.00/ exam
2. Course Exam – for challenge exams or courses taken before January 1, 2009 - \$95.00/exam
3. Certificate Application - \$175.00.