Accountability Court Coordinator Certification Program

Course Completion Tracking Sheet

Please use this sheet to track your program completion progress.

CACJ Rules requires all coordinators to successfully complete 21 hours of online training and 3 hours of in-person instruction no later than one year after your hire date.

- ☐ **Accountability and Advocacy (In Person/Zoom)**
- ☐ **Communication (In Person/Zoom)**
- ☐ **Conflict Resolution (In Person/Zoom)**
- ☐ **Financial Concepts (Asynchronous)**
- ☐ **Grant Administration (Asynchronous)**
- ☐ **Procurement and Contract Management (Asynchronous)**
- ☐ **Succession Planning and Delegation (In Person/Zoom)**
- ☐ **Team and Group Dynamics (In Person/Zoom)**

For specific questions about program eligibility and training requirements please email Ms. Kimberly Howard.

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Registration for in-person courses opens 2 months before the class date. To confirm or cancel your course registration please contact Ms. Tiffany Smith, Program Coordinator CVIOG.

Asynchronous course registration is ongoing, registrants will have 90 days from course enrollment to complete the course.

Additional information about the program and specific course registration pages are located on the CACJ website's Accountability Court Certification Program webpage.