



OREGON ASSOCIATION FOR COURT ADMINISTRATION

Outside Training Credit Request

Name: _____ Email: _____

Course Title: _____ Instructor: _____

Date/Time: _____ Hours Completed: _____

Summary _____

Instructor's Signature: _____

*Include certificate of completion and a syllabus or course agenda for consideration for OACA Credits

*This section for OACA use only. *

Circle one: Approved Denied	Credit hours granted:	Legal/Court Procedure	Personnel/People Skills
		Judicial Organization and Theory	Operational Systems Mgmt.
	(Circle Category)	Elective	

Instructions:

1. Note: OACA Membership must be valid at the time classes are taken for credit to be granted. Membership renews in January of each year. Classes taken while membership is lapsed or unpaid will not be counted toward credit hours.
2. Print and complete the form above. Take the form with you when you attend training and have the instructor sign the form after training is completed. If the course is online, or this is a class you have already completed, include the web address for the class, or the contact information for the instructor. You will be notified if further validation is needed. It will be your responsibility to provide all needed information in order to receive credit.
3. Include a copy of the certificate of completion and a syllabus or course agenda. This is essential for placing credits in the appropriate category.
4. Keep all documentation together. Documentation of completion of courses should not be submitted until a certification level has been completed.
5. When Certification level has been completed, refer to oaca.org for application procedures.