



NATIONAL
ASSOCIATION
OF HEARING
OFFICIALS

35TH ANNUAL

2023

PROFESSIONAL DEVELOPMENT CONFERENCE

SEPTEMBER 10 - 13, 2023

WHITNEY PEAK HOTEL | RENO, NV



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National Association of
Hearing Officials

2023 PROFESSIONAL DEVELOPMENT CONFERENCE

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FEATURING

- 40 hours of MCLE instruction from which to choose to interest and educate administrative law judges, hearing officers, practitioners, and others involved in the administrative hearing process;
- Courses covering general areas of administrative hearings practice such as credibility assessment, due process, ethics, hearing safety and security, implicit bias, hearing conduct and control, decision writing, evidence (basic and advanced), managing hearings with self-represented litigants, diversity, equity and inclusion, hearsay, qualifying expert witnesses, and many more topics, taught by law professors, appellate judges, or knowledgeable, experienced administrative adjudicators who are also skilled presenters;
- Sessions for specific types of administrative hearings and subtopics within administrative law;
- Facilitated discussions on emerging topics in administrative law; and
- Opportunities for the exchange of ideas and experiences, in both formal and informal settings, with administrative adjudicators, faculty and others from across the nation.

WHO SHOULD ATTEND?

- Administrative Adjudicators
 - ALJs
 - Hearing Examiners
 - AJs
 - Hearing Officers
 - Board & Commission Members
- Attorneys
- Managers of Agency Adjudicators
- Advocating Agency Representatives



NAHO will have access to the National Judicial College's facilities and faculty.

FEATURED TOPICS

- Keeping Your Sanity
- Boundaries of Adjudication
- Evidence
- Improving the Quality of Written Decisions
- Legal Research & Terminology
- Cherry-Picking: Isolating Dispositive Issues
- Special Problems in School Discipline Hearings
- Pre-hearing Motions and Discovery Issues
- Human Services Hearings
- Presiding for Non-Attorney Adjudicators

MESSAGE FROM THE PRESIDENT

A wise person once said: “Always remember your roots. They are the foundation of your life and the wings of your future.” NAHO’s roots grew from the National Judicial College (NJC).

In the mid-eighties, the NJC jointly sponsored three consecutive conferences for administrative hearing officials. From these conferences, with the help of hearing officials across the nation, NAHO began in 1987. The first professional development conference held by the National Association of Hearing Officials was in 1988 at the National Judicial College in Reno.

Since 1961, the NJC has instructed newly appointed or elected adjudicators of all kinds in the finer points of judging and has provided continuing professional development. The NJC’s idea on how best to do this, which was novel at the time—was judges teaching other judges.

In 1972, the NJC added courses for administrative hearing officials to its curriculum. Since that time, the NJC has provided instruction to thousands of administrative adjudicators of many different jurisdictions and levels of government. Including the custom courses that the NJC provides, administrative hearing officials make up approximately 33% of the NJC’s annual enrollment. Because the NJC believes in “judges teaching judges,” much of their faculty for hearing officials is comprised of experienced administrative adjudicators. If you attend this conference, you’ll be meeting some of that faculty in a facility that was designed specifically for people like NAHO members.

Our host hotel, the Whitney Peak, is a non-gaming, non-smoking hotel that is very near the beautiful Truckee Riverwalk. The 3.5-mile Riverwalk winds its way through Reno, passing many taste-tempting restaurants, and interesting shops, pubs, and galleries. Within easy walking distance of the hotel, you’ll find the National Automobile Museum and a variety of live entertainment. Also, nearby is the National Bowling stadium—known as the Taj Mahal of bowling—where you can bowl or visit the bowling museum. The Reno Aces will be playing the Salt Lake Bees at their new minor league baseball park which is an easy stroll around the corner and down the street a bit.

Reno is at an altitude of 4,500 feet in the heart of the picturesque Sierra Nevada Mountains. September is the ideal month to visit there. Daytime highs will be around 82 degrees and the overnight lows around 45. As Reno is in the “high desert,” rain is highly unlikely, but bring a jacket or sweater for the cool Reno evenings.

We look forward to welcoming you to Reno and to the National Judicial College!

NAHO
RETURNS
TO THE
NATIONAL
JUDICIAL
COLLEGE
IN RENO,
NEVADA!



Toni Boone
NAHO President

WHITNEY PEAK HOTEL

255 N. VIRGINIA ST RENO, NV 89501

Our host hotel, The Whitney Peak, is a non-gaming, non-smoking boutique hotel near the Truckee Riverwalk in the heart of downtown Reno. Conveniently located within easy walking distance to the automobile museum, the ballpark, the bowling palace, and lots of nightly entertainment.

HOTEL AMENITIES INCLUDE:

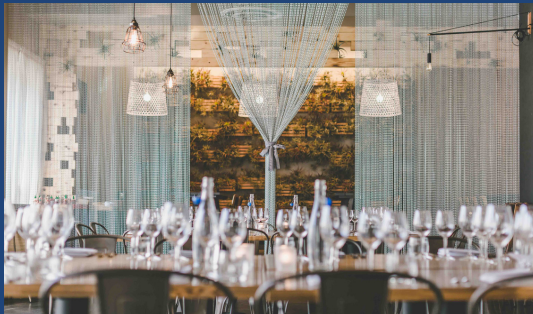
- Sauna & Steam Room
- In-Room Dining available
- Guinness Book of World Record's Tallest Indoor Climbing Wall

Call (775) 398-5400 or;
visit [THIS LINK](#) to book
Group Code: NAHO-2023



WELCOME RECEPTION

Sunday, September 10
5:00 pm to 7:00 pm



APPRECIATION DINNER

Tuesday, September 12
Social Hour, 6:00 pm
Dinner, 7:00 pm

MAKING HOTEL RESERVATIONS

Located at 255 N. Virginia Street in Reno, the Whitney Peak Hotel is offering NAHO conference attendees a [special discounted room rate of \\$114.00 per night](#) based on the per diem set by the General Services Administration.

This rate is only available these nights: **Saturday, September 9 through Thursday, September 14**. Rooms will be available before and after these dates at the prevailing rate. These rates are subject to 8.27% sales tax and 13.5% lodging tax, which may change without notice based on state and local laws. Reservations must be guaranteed with a major credit card or accompanied by a first night room deposit. The hotel will not hold any reservations unless secured by one of these methods.

To receive NAHO's special discounted rate, **reservations must be received by the hotel by Friday, August 16**. After August 16, the hotel will release all remaining rooms for general sale at the prevailing rate. NAHO conference attendees can easily make room reservations at NAHO's special rate [HERE](#).

Reservations may also be made by calling (775) 398-5400. When making reservations by telephone, please refer to **GROUP CODE: NAHO-2023** to receive the special discounted rate.

The hotel has a 48-hour cancellation policy. Individual reservations must be cancelled not later than 48 hours prior to intended arrival in order to avoid cancellation charges. If cancellation is received within the 48-hour cancellation period, the hotel reserves the right to charge one night's room and tax to the credit card on file. If you cancel, be sure to obtain a cancellation number from the hotel's reservations agent to ensure that a credit will be issued.

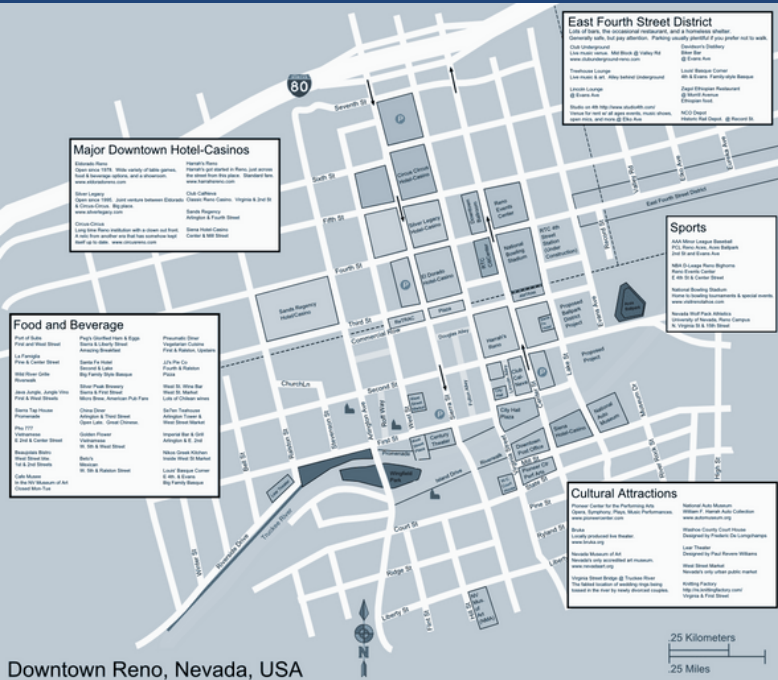
NAHO's guaranteed room block for the conference is limited, so please make your reservations early!

GETTING TO THE HOTEL FROM RENO-TAHOE INTERNATIONAL AIRPORT

You can easily get from the Reno airport to the Whitney Peak Hotel by bus, taxi, Uber, or Lyft.

While the bus (Line 12) is least expensive at \$2, the route takes over an hour. The hotel is only a six-minute drive from the airport, so taxi, Uber, and Lyft costs are not expensive.

EXPLORE RENO "The Biggest Little City"

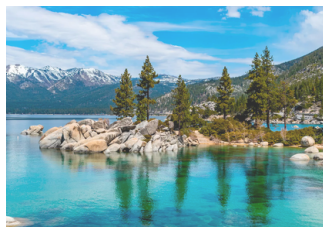


What's there to do in Reno?

You can take a stroll down the Truckee Riverwalk and find a bistro for an al fresco meal. You can visit the **National Automobile Museum**—200 exceptional vehicles (including motorcycles and trucks) that are antique, or unique, or belonged to someone famous.

You can take in a minor league baseball game at the home of the **Reno Aces**. If you bowl, you probably already know that the “Taj Mahal of Tenpins,” the beautiful **National Bowling Stadium** and its 78 lanes, is in Reno.

And on the weekend our conference begins, you can observe **The Great Reno Balloon Race**, the largest free balloon race in the U.S.





SCHOLARSHIPS AVAILABLE FOR NAHO'S 2023 PROFESSIONAL DEVELOPMENT CONFERENCE

The NAHO Board of Directors has authorized a limited number of partial and full scholarships to NAHO members to attend the 2023 Professional Development Conference. Full scholarships cover the total cost of registration to attend the entire conference and all group meals that are a part of the conference. Partial scholarships cover a portion of the registration fee to attend the entire conference and all group meals that are a part of the conference. NAHO scholarships do not cover travel/transportation expenses, lodging expenses or meals that are not provided as a part of the conference. All scholarship applicants must be members in good standing of NAHO or must have applied to be members of NAHO at the time the scholarship application is submitted.

Each year, NAHO offers one or more additional scholarships to the NAHO conference to alumni of The National Judicial College in appreciation of NJC's enduring commitment to the education of administrative adjudicators and in acknowledgment of its longstanding partnership with NAHO. Full conference scholarship(s) for NJC alumni cover the total cost of registration to attend the entire conference and all group meals that are a part of the conference. Partial conference scholarships for NJC alumni cover a portion of the registration fee to attend the entire conference and all group meals that are a part of the conference. Scholarships for NJC alumni do not cover travel/transportation expenses, lodging expenses, or meals that are not provided as a part of the conference. All applicants for NJC alumni scholarships to attend the 2023 NAHO conference must be an alumnus of the National Judicial College in addition to being a member in good standing of NAHO or an applicant for membership in NAHO.

Those interested a scholarship must complete the scholarship application on the NAHO website or submit a letter to the NAHO Scholarship Committee with information indicating:

- You are a member in good standing of NAHO or have applied to become a NAHO member. Your status may be verified by providing the date you became a member or the date of your membership application.
- Your employer, job title, length of time you have been a hearing official.
- Whether you'll be receiving any financial assistance from your agency or employer to attend the conference. If you will not be receiving any financial aid, please include a confirmatory letter from your supervisor/employer with your application.
- Whether you are working on obtaining NAHO certification or recertification.
- Whether you have previously received a scholarship to attend a NAHO professional development conference and the year you received the scholarship.

Scholarship application letters must be received by July 7, 2023, to be considered. Only application letters providing all the required information will be considered. Recipient(s) will be announced July 21, 2023.

Send letters of application and supporting information by email to the Chair of NAHO's Scholarship Committee:
Caroline.Ryker@NAHO.org

NAHO MEMBERSHIP

If you are interested in joining NAHO for the first time or have been away for a while, now is the time to join! To join NAHO, go to <https://www.naho.org/page-18112> or go to the NAHO homepage at www.NAHO.org and click on the “Join NAHO” tab.

NAHO membership is open to all current and former administrative hearing officials. Associate membership is available for those who are not hearing officials, but who provide support for hearing officials or contribute to the administrative hearing process through their work, their scholarship, or their efforts on behalf of NAHO. The Membership Committee reviews all applications for membership. If you are applying to receive the member discount for the conference, please allow time for processing.

NAHO membership runs from January 1 to December 31. Annual dues are as follows:

	Full Members (Adjudicators, Supervisors of Adjudicators, former Adjudicators)	Associate Members (Involved in Administrative hearing Process, but not adjudicators)	Group Members (5+ Full Members joining or renewing at once with a group invoice)
One Year New Membership	\$60	\$45	\$50 each
Renewal One Year	\$50	\$35	\$40 each
Three Year New Membership	\$135	\$120	\$120 each
Renewal Three Years	\$115	\$100	\$115 each

Questions regarding membership may be directed to Marilyn Slifman, Membership Committee Chair, at marilyn.slifman@naho.org

NAHO CERTIFICATION

The National Association of Hearing Officials is the only national professional organization for administrative hearing officials that offers a certification program for hearing officers and administrative law judges.

The NAHO certification program is dedicated to developing uniform standards of excellence and professionalism for hearing officers and administrative law judges across the country. Course requirements for certification ensure that individuals have a sound background in administrative law and hearing procedures. Certification stands as tangible evidence of your personal commitment to your own professional development and to a fair hearing process. NAHO membership is required for certification. Courses attended at this year’s conference may be considered towards meeting certification requirements for 2023. Core requirements can be met by attending NAHO webinars, virtual and in-person NAHO conferences, viewing instructional videos of past webinars and conference classes via the NAHO Library, through courses completed at the National Judicial College, and by participating in other recognized programs addressing the administrative hearing process.

For complete information on certification, visit www.naho.org. Individuals seeking to receive certification or recertification at the 2023 conference should submit complete applications postmarked by July 1, 2023 to:

NAHO Certification Committee
C/O Jimmy C. Stokes
328 E. Washington Street
Madison, GA 30650

HOW TO REGISTER

Go to www.naho.org and click Register Here or use this link: www.yesevents.com/naho
To register by US mail, please print the form from the website and mail it with the payment to 2023 NAHO Conference, c/o YesEvents, PO Box 3024, Westminster, MD 21158. Send fax registrations to (410) 559-2217. For registration assistance, call (800) 937-8728. For all other conference-related questions, call (612) 760-2787.

RECEPTION, MOST MEALS, & APPRECIATION DINNER INCL. IN REGISTRATION FEES

Because classes will be held in the National Judicial College Building on the campus of the University of Nevada-Reno making finding coffee, tea, and meals near the classrooms difficult, NAHO is catering beverages, a hot breakfast, and a hot lunch on each of the three full days of classes. The full conference registration fees include the following meals:

Sun, September 10:	Welcome Reception at Whitney Peak Hotel
Mon, September 11:	Hot breakfast and lunch at the NJC dining hall
Tues, September 12:	Hot NJC breakfast and lunch and Appreciation Dinner at hotel
Weds, September 13:	Hot breakfast and lunch

CONFERENCE REGISTRATION FEES

NAHO Members or Associate Members paid prior to August 16, 2023.....	\$699
Conference + Join/Rejoin NAHO paid prior to August 16, 2023.....	\$759
Non-Members Registration Fee paid prior to August 16, 2023.....	\$829

LATE REGISTRATIONS (ON OR AFTER AUGUST 16TH, 2023)

NAHO Members or Associate Members paid on or after August 16, 2023.....	\$779
Conference + Join/Rejoin NAHO paid on or after August 16, 2023.....	\$839
Non-Members Registration Fee paid on or after August 16, 2023.....	\$909

GUEST MEALS

If you bring a guest to NAHO's reception or meals, you must purchase guest meals.

Welcome Reception on Sunday, September 10.....	\$40/ea
Hot breakfast or hot lunch at the NJC.....	\$25/ea
Appreciation Dinner on Tuesday, September 12.....	\$75/ea

PAYMENT POLICY

Pre-payment for registration may be made only by purchase order, payment voucher, or credit card. Prompt payment is expected. NAHO will assess a \$75 monthly late charge per registrant on the first of every month for payments 60 days overdue from the date of billing and every 30 days thereafter. At the time of registration, NAHO must be informed of any information or materials that will be needed by an agency or state to process payment. Walk-in registrations are welcome, however walk-in registration fees may be paid only by credit or debit card. No purchase orders or payment vouchers will be accepted for walk-in registrations.

CANCELLATION POLICY

To receive a full refund, a request must be received on or before 5 p.m. EST, August 8, 2023, and sent by email to NAHOinfo@yesevents.com. A cancellation fee of \$75 will be deducted from any refund for cancellation made after 5 p.m. EST on August 8, 2023. **NO REFUNDS WILL BE GIVEN** for cancellations received on or after September 10, 2023. Registration fees may be transferred but may only be transferred once. (The fee may be transferred to another registrant to attend the 2023 conference, or the fee may be applied to the cost of the registration fee to attend the 2024 conference. In no case may a registration fee be transferred beyond one year.

CLE ACCREDITATION

The 2023 NAHO Professional Development Conference will provide 40 hours of instruction. The format of the conference is such that three classes are scheduled simultaneously. As conference attendees may only take one of the three offered simultaneous sessions, attendees completing the entire conference can expect to accrue 15 total CLE hours.

Conference attendees are responsible for applying and paying any associated fees for CLE credit from their state CLE board or bar association NAHO will furnish each attendee with the following supporting documentation:

1. conference registration form showing sessions for which you registered;
2. the course descriptions from the NAHO website or your conference packet;
3. your certificate of completion for the conference; and
4. the conference faculty brochure with biographical information for the instructors



2023 NAHO CONFERENCE HEALTH AND SAFETY PROTOCOL

While participating in events held or sponsored by the National Association of Hearing Officials (NAHO), all conference attendees must abide by any and all health and safety protocols for the prevention of infectious illnesses that are mandated or recommended by the Whitney Peak Hotel, the National Judicial College, the City of Reno, Washoe County, and the State of Nevada. These protocols may include: social distancing, face coverings, frequent washing of hands or use of hand sanitizer, covering coughs and sneezes; and self-quarantining if experiencing fever, cough, shortness of breath, or other symptoms. Because contagious illnesses are spread from person-to-person contact, NAHO will adhere to all preventative measures to reduce the spread of all illnesses that have been mandated or recommended for the conference site at the time of the conference. NAHO cannot guarantee that its participants, volunteers, employees, vendors, partners, presenters, agents, or guests in attendance will not become infected with a virus or other infectious disease. Attendance of and participation in the 2023 NAHO Professional Development Conference is entirely voluntary. By attending, observing, or participating in the conference, you acknowledge that you assume all risks associated with participation and attendance related to COVID-19 or any other infectious illness.