

ELECTIVES AND SPECIALIZED COURSES

Video Number	Name	Description	Length (approx.)	Instructor	Written Material on Website?
1996-01	ADR: Mediation - Part 1	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	Gene Valentini, South Plains Assoc. of Gov't Dispute Resolution Center, Lubbock TX	N
1996-02	ADR: Mediation - Part 2	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	Gene Valentini, South Plains Assoc. of Gov't Dispute Resolution Center, Lubbock TX	N
1996-03	ADR: Mediation - Part 3	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	Gene Valentini, South Plains Assoc. of Gov't Dispute Resolution Center, Lubbock TX	N
1996-04	ADR: Mediation - Part 4	Part 4 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	Gene Valentini, South Plains Assoc. of Gov't Dispute Resolution Center, Lubbock TX	N
1996-08	Stress Management	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	David Biemer, Human Resources Specialist, Tx. Dept. of Human Services	N
1999-05	Perspectives on Decision Making	This seminar focuses on the ways to discuss, analyze, and understand values in the decision-making process.	60	Mark Bennett, Esq., Decision Resources, Inc.	N

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2002-01	Administrative Review of Decisions	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	Hugo Franco, Appeals Board, Arizona Dept. of Economic Security	N
2003-04	Judicial Decision Making: Subjective, Objective or Both	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	N
2003-06	Developments in Admin Law in 2003	Professor Murphy reviews selection of recent administrative law cases from the federal courts.	75	Prof. Richard Murphy, William Mitchell College of Law	N
2005-03	Elder Law	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	Tim Takis, Esquire, Elder Law Attorney; Mr. Begley, Jr., Esquire, Elder Law, Civility Law and Estate Planning	N
2005-06	High Volume Hearings	This seminar focuses on how the administrative judiciary can process cases expeditiously while being responsive to the legal requirements of due process.	60	unk.	N

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2007-02	Judicial Review of Administrative Decisions Parts 1 and 2	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	Hon. Michael D. Bustamante	N
2009-02	Docket Management	"The Mad Hatter vs. Rowdy Yates." Practical advice to administrative law judges on how to manage dockets and individual cases.	90	Hon. Gary Payne, Administrative Law Judge, OK	N
2012-01	Alternative Dispute Resolution	This class will cover the techniques for recognizing which cases are appropriate for alternative dispute resolution and will address how ADR professionals evaluate cases and decide which method of dispute resolution is appropriate for each individual case. The class will explain the standards of conduct and the ethical considerations of ADR. It will provide tips to improve your negotiation skills and will include instruction on how to avoid problems and prevent the classic errors that often block reaching agreement.	80	Don Philbin, Attorney/Mediator	N
2012-02	Writing Skills	Improve the quality of your writing and write more concisely	90	Paul Keeper, Administrative Law Judge, TX State Office of Administrative Hearings	N

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2014-02	Mediation of Administrative Disputes	Mediation—some agencies use it successfully as an adjunct to administrative litigation, and some agencies view mediation as beyond the limits of their jurisdiction. In this course, an ALJ and a mediator-trainer will team-teach an interactive program that will avoid the blather of the usual courses on mediation. Among the topics will be: How could I use mediation even if my agency doesn't provide mediation services?; If my agency wanted to start a pilot mediation program, how would we begin?;What are the ethical issues for an ALJ to serve as a mediator?;"Where could I get (or sharpen) my mediation skills?"	70	Paul Keeper, Administrative Law Judge, TX State Office of Administrative Hearings; Mary Thompson, President, Corder/Thompson & Associates, Austin TX	N
2016-01	Security in the Workplace	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	N
2018-06	Judicial Reasoning for Hearing Officials	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	Y
2018-10	Rulemaking & Why You Need to Know About It	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	Y
2019-01 Pt 1 and Pt 2	Sanctioning Authority of Administrative Hearing Officials	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	Y

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2019-05	Common Issues in DUI/Implied Consent Admin Hearings	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	Y
2019-09	Leadership: Effectively Supervising Administrative Adjudicators	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)	Y
2019-10	Hearing Official Safety	This discussion focuses on how to identify risks and develop a hearing security plan.	60	Avon Jackson, Sr. Inspector, US Marshals Service	N
2020-02	Medicaid Disability Adjudication	Persons under 65 that do not have minor children living with them must prove they are disabled to qualify for Medicaid, in addition to income limitations. Many states also have a separate category for disabled children. This session will provide an in-depth explanation of Medicaid disability requirements, types of evidence that will satisfy those requirements, the process for Medicaid hearings, and the regulations that form the bases for all. The class will feature small-group breakouts for discussion with your peers across the country.	90	Colleen T. Q. Clark, Hearing Officer South Carolina Department of Health and Human Services	y

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2021-01	Online and In-Person Security Recommendations for Administrative Adjudicators	Security and safety measures of which to be aware when using any online conferencing platform; Tips to prevent unwanted intrusions from outsiders during your online hearings; Dealing with hostility or aggression during hearings, whether online or in-person; Calming an angry or disruptive hearing participant, whether online or in-person; Deescalating volatile situations: What to do and say; Threat assessment – determining who is dangerous; Warnings for the wise: general recommendations for your safety and security	90	John Muffler, Principal Aequitas Global Security LLC	y
2021-06	Virtual Supervising	If you're a leader in today's workplace, you've likely been tasked with managing your team from a distance. This class examines the benefits and challenges of virtual leadership and the keys to guide and encourage your team virtually. Three experienced, tech-savvy managers of hearing officials will provide practical advice on communicating clearly via virtual means, building strong working relationships despite physical distance, verifying that goals are being met, and building morale in inventive ways. Non-supervisors will also benefit from this class and are welcome to attend.	60	Sarah Huber, Hearing Officer, North Dakota Department of Transportation; Wendy Johnson, Lead Hearings Officer for the Health and Human Services Commission (TX); Bobbie Marshall, Hearings Manager for Texas Health and Human Services Commission	Y

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2021-09	Due Process in School Discipline Hearings	This class covers aspects of due process for school hearing officials and compares and contrasts school hearings with civil and criminal trials. The three essential elements of due process—Notice, Opportunity to Present and Cross Examine, and a Decision Based on the Evidence Presented in the Case—are examined in detail. Also covered will be hearings with pro se litigants, basics of hearsay evidence, and the use of subpoenas. Presenters will share evidence and proceeding documents used by school hearing officials and will cover issues related to appeals, including those to State Boards of Education and Superior Courts.	60	Cindy Antrim, Assistant Director of Student Discipline and Behavioral Intervention as well as Hearing Officer for Gwinnett County (GA) School District; Colleen Ulrich, Assistant Director of Student Discipline and Behavioral Intervention and Hearing Officer for Gwinnett County (GA) School District; Jimmy Stokes, Executive Director of the Georgia Association of Educational Leaders (GAEL)(ret.)	N
2022-01	Ease Stress and Foster Wellness	Learn some new techniques to alleviate mental and emotional stress and foster wellness in your daily life. Stress is part of daily life but when it becomes elevated for extended periods of time, it can cause physical and psychological damage. Learn how to activate your parasympathetic relaxation response to release stress through soothing breathing practices and self-massage and experience the cooling, calming effects of meditation.	60	Bonnie Fetch, ALJ (retired)	N

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2022-06	How to Hire the Best People, Especially in the Area of Ad Law	Everyone wants to hire the best candidate, especially when the vacancy is for a person to serve as an impartial trier of fact—a representative of the justice system of administrative adjudication. Nowadays, the average government employee remains in a position for 6 years. More hearing officials are being hired. Frequent turnover and additional openings means competition for the best candidates is tough. More adjudicators result in the hiring of additional support personnel too. The best person isn't looking for work—they're working somewhere else. How do you advertise for and recruit that person? How do find someone with the right skills? How do you screen to select those you want to interview? What traits make someone a good fit for your office?	60	Toni Bonne, ALJ (retired)	N
2022-09	Advanced Mediation Issues: Understanding Causes of Impasse	Mediation is a process wherein parties involved in a dispute meet with a neutral go-between who assists them in the negotiation of their differences. Mediation is a wonderful tool in settling disputes except on those occasions when negotiations are at an impasse. In September's one-hour webinar, an experienced mediator will explain different techniques for getting the parties out of deadlock and moving toward settlement again.	60	Richard Murrell, CALJ (TN)	Y
2022-15	Record-Based Fact-Finding: Making Decisions When They Don't Come Easy	Discussion of challenges to decision making, elements essential to objective judicial decision-making; explaining what is meant by the weight of the evidence	60	Richard Murrell, CALJ (TN)	N

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2023-01	Time and Caseload Management for Hearing Officials	Most of us have fallen behind in our decision/order writing and had a backlog of cases waiting to be written up. There are ways to reduce a backlog, make better use of your time, and there are various approaches to do more work in less time. This class provides common-sense techniques and practical methods for preventing backlogs, as well as tips for keeping up with your workload that have been successful for other hearing officials.	60	Toni Boone, ALJ (retired); W. Michael Gillette, Associate Justice, Oregon Supreme Court (retired).	Y
2023-04	Recent Developments in Administrative Law - Spring 2023	In West Virginia v. EPA, the U.S. Supreme Court mandated that administrative agencies must point to clear legislative endorsement for the authority claimed when deciding “major questions”. Do you know when and whether the issues before you are “major questions”? Agencies have long relied on the deference afforded by Chevron USA Inc. v. Natural Resources Defense Council, but appellate courts have recently opined that the Chevron doctrine applies rarely and narrowly. Do you know under what circumstances it may or may not in your hearings? In Lucia v. SEC, the U.S. Supreme Court held that some ALJs lacked the property authority to decide certain cases. Might the same logic be applied to state or local administrative adjudicators or to adjudicators hired on a case-by-case/hourly basis? U.S. Supreme Court decisions can impact how we do what we do. Do you know when and how? This thought-provoking class will provide context and understanding to grasp these important concepts.	60	W. Michael Gillette, Associate Justice, Oregon Supreme Court (retired)	Y

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2023-06	Conducting a Prehearing Conference	Hearing officials have the responsibility of managing every casefile from the time the case is assigned until the decision or order is issued. The prehearing conference is an effective tool in managing this process. This class covers the various types of prehearing conferences, their purposes and functions, and the best practices for scheduling a prehearing conference. Also, discussed will be techniques for dealing with discovery, common prehearing motions, and how to decide whether to set a second or subsequent prehearing conference or to set the case for hearing. Also included will be creating prehearing conference agendas, issuing orders for and notices of the prehearing conferences, and issuing post-prehearing conference orders.	60	Janice Deshais, Director (retired) Office of Adjudications of DEEP (CT) ; Mary Long, ALJ, Pa. Public Utility Comm'n	Y
2023-07	Prehearing Preparation for High Volume Hearing Officials	Many NAHO members preside over hearings with only a few issues but have case calendars with a dozen or more hearings per week. For these hearing officials, prehearing conferences may be rare. But preparing for hearings in advance is just as important, if not more important, for those with high-volume dockets. Prehearing casefile preparation leads to a better, less time-consuming hearing experience. Prehearing preparation can identify (and often eliminate) problems that would otherwise go undiscovered until the hearing. A checklist on prehearing casefile review will be provided. Learn how prehearing casefile review provides a “roadmap” to get through the subsequent hearing quickly, efficiently, and effectively.	60	Toni Bonne, ALJ (retired)	Y

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2023-08	Prepare for Medicaid Unwinding	Join us for an informal discussion for Hearing Officials conducting Medicaid Eligibility hearings and the increase in workload due to continuous Medicaid unwinding. Beginning April 1, 2023, states could terminate Medicaid enrollment for individuals who were no longer eligible because of the expiration of the Covid-19 public health emergency. States have up to 12 months to return to normal eligibility and enrollment operations. This means millions upon millions of individuals will have their Medicaid eligibility reviewed, which means more denials and--you guessed it--more appeals! How will you and your state handle this increase in appeals?	60	Bobbie Marshall, Assistant Director of Fair and Fraud Hearings for the Texas Health and Human Services Commission	Y