

A top-down view of a desk with a dark wood grain. In the center is a dark brown leather book with 'ADMINISTRATIVE LAW' printed in gold, slanted letters. To the right is a black fountain pen with gold accents. Below the book is a dark wooden gavel with a gold band. In the top right corner, a blue book is partially visible. A pair of glasses is on the left side.

April 21-22

**NAHO 2021 MID-YEAR
PROFESSIONAL
DEVELOPMENT CONFERENCE**

**National Association
of Hearing Officials**

*...benefiting hearing officials and the
individuals they serve...*

National Association of Hearing Officials 2021 Mid-Year Virtual Professional Development Conference

Who Should Participate?

- Administrative Adjudicators:
 - ALJs
 - Hearing Examiners
 - AJs
 - Hearing Officers
 - Board and Commission Members
- Attorneys
- Managers of Adjudicators
- Agency Representatives
- Petitioner Advocates

CLE Credits and/or NAHO Certification

Prior to the conference, you'll receive instructional materials prepared by the presenters. To obtain CLE credits, you'll need to provide your state bar or CLE commission with: (1) this brochure containing class descriptions and a link to instructor biographies; (2) the instructional materials with which you were provided; and (3) the certificate of completion you will receive via email upon completion of the post-conference survey.

Members pursuing certification must retain these same documents to submit with their certification applications.

Conference Presenters

NAHO prides itself on having knowledgeable conference presenters who also have the practical experience to understand problems faced by hearing officials:

<https://www.naho.org/resources/Documents/Conference/Presenter%20Bios-NAHO%202021%20Mid-Year%20Virtual%20Conference.pdf>

Conference Session Descriptions

M=Mandatory, E= Elective, S=Specialized

Virtual Hearings Overview (M - 15 minutes)

For good or ill, virtual hearings have become the “new normal” for most of us. This overview will cover the most important details and essential techniques for conducting remote hearings using video-conferencing platforms as well as provide the latest information on preventing “Zoom-bombing” and other unwanted intrusions. This class will *not* cover how to remove the cat filters.

Bench Skills for Hearing Officials (M - 1 hour)

What are bench skills and why do you need them? This is the course that shows you how due process touches every step of the administrative process and the role the administrative adjudicator plays to ensure impartiality and prompt resolution of administrative matters. In this course you will learn essential habits to manage your case assignments and identify potential due process problems before they happen; develop effective practices to conduct your hearings fairly and to ensure that you have a full and complete record; and offer tips for preparing your written decision.

Organizing and Writing Findings of Fact, Conclusions of Law, and Orders (M - 1 hour)

This class will cover organizing and writing Findings of Fact, Conclusions of Law, and Orders, how, when writing, to think ahead about the possibility of appeal, how to avoid remand, and how to deal with remand when it can't be avoided. Attendees may also learn a bit about the interesting history of writing administrative law decisions, which dates back to veterans' appeals to Congress for benefits based on Revolutionary War service.

Virtual Supervising (E – 1 hour)

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.

Due Process Overview (M – 15 minutes)

In 1976, the U.S. Supreme Court, in *Mathews v. Eldridge*, determined due process in administrative hearings need not be the same for every hearing. Instead, the procedures required vary depending on the private interest in jeopardy. *Mathews v. Eldridge* is still controlling law today. How do we know how much process is due for each hearing? This class explains how to make that determination in simple terms.

Ruling on Objections (M – 1 hour)

Hearing officials must all rule on objections but it need not be anxiety causing. While the rules of evidence vary somewhat from one jurisdiction to another, the objections we hear are pretty much the same. This session will encourage you to embrace the rules of evidence so you can confidently respond to the most common objections. Knowing what to do and, perhaps as importantly, what the objecting party must do and when, will help you hold fair hearings for all parties while producing a better record for any subsequent review.

Implicit Bias (M – 1 hour)

Hearing officials have an affirmative duty to be neutral and impartial but as human beings, we're subject to implicit or unconscious biases. This class will focus on lesser-known biases, such as dealing with uneducated parties, Highly Sensitive Persons (HSP), the disabled, and other groups that are frequently encountered in hearings but are seldom discussed.

Due Process for School Hearing Officials (S – 1 hour)

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.

How To Register

To register for the conference, visit the NAHO website at www.naho.org and click on the registration link or go directly to www.yesevents.com/naho

For registration assistance, call **(800) 937-8728**.

Conference Registration Fees

NAHO Members \$ 65.00

Non-Members \$135.00

(Non-member fee includes NAHO membership through 12-31-2021, which entitles the member to reduced registration costs to NAHO's annual conference, October 31 - November 3, in Philadelphia, free NAHO webinars, and many other member benefits).

Payment Policy

Registration must be paid by purchase order, payment voucher, or credit card only. Prompt payment is expected. NAHO will assess a \$50 monthly late charge per registrant on the first of every month for payments more than 30 days overdue from the date of billing and an additional \$50 for every 30 days thereafter. The registrant or their agent must inform NAHO, *at the time of registration*, of any information or documentation that will be needed by the agency, department, commission or state in order to process the payment.

Cancellation and Refund Policy

To receive a full refund, a request must be received on or before 5:00 p.m. EST, April 16, 2021, and sent by email to info@yesevents.com. A cancellation fee of \$25 will be deducted from your refund for cancellations after 5 p.m. EST on April 16, 2021 but before 8:00 a.m. on April 21. **NO REFUNDS WILL BE GIVEN** for cancellations received on or after 8:00 a.m. on April 21, 2021. Registration fees may be transferred to another registrant to attend the 2021 NAHO Mid-Year Professional Development Web Conference but may be transferred only once.

Virtual Conference Schedule

WEDNESDAY, APRIL 21

All times Eastern Daylight Time

12:00 p.m. – 12:15 p.m.

Virtual Hearings Overview

Presenter: Toni Boone

SESSION 1

12:15 p.m. – 1:15 p.m.

Bench Skills for Hearing Officials

Presenter: Mary Long

BREAK 1:15 P.M. – 1:30 P.M.

SESSION 2

1:30 P.M. – 2:30 P.M.

Organizing and Writing Findings of Fact, Conclusions of Law, and Orders

Presenter: Teresa Rankin

BREAK 2:30 P.M. – 2:45 P.M.

SESSION 3

2:45 p.m. – 3:45 p.m.

Virtual Supervising

Presenters: Sarah Huber,
Wendy Johnson, and
Bobbie Marshall

3:45 p.m. – 4:00 p.m.

Preview of tomorrow's
classes by Peter Halbach

THURSDAY, APRIL 22

All times Eastern Daylight Time

12:00 p.m. – 12:15 p.m.

Due Process Overview

Presenter: Mick Gillette

SESSION 4

12:15 p.m. – 1:15 p.m.

Ruling on Objections

Presenter: Peter Halbach

BREAK 1:15 P.M. – 1:30 P.M.

SESSION 5

1:30 P.M. – 2:30 P.M.

Implicit Bias

Presenter: Aaron Smith

BREAK 2:30 P.M. – 2:45 P.M.

SESSION 6

2:45 p.m. – 3:45 p.m.

Due Process in School Discipline Hearings

Presenters: Cindy Antrim,
Colleen Ulrich, and
Jimmy Stokes

3:45 p.m. – 4:00 p.m.

Obtaining completion
certificates and CLE
credits by Toni Boone



National Association of Hearing Officials

P. O. Box 492286

Lawrenceville, GA 30049

www.naho.org