



CTAJ Certificate - Administrator

<i>Name of Course</i>	<i># of Days</i>	<i># of Hours</i>	<i>Member Pricing</i>	<i>Non Member Pricing</i>	<i>Date of Course</i>	<i>CTAJ Exam Successful</i>	<i>CTAJ Qualifying Hours</i>
Core Courses							
Principles of Administrative Justice	2	14	\$970.00	\$1,200.00			
Interpreting Legislation	2	14	\$970.00	\$1,200.00			
Required Course							
Case Management Practices	1	7	\$770.00	\$1,000.00			
Elective Courses							
<i>any other Foundation courses - regular or approved custom courses to acquire 70 hours</i>							
Plain Language for Writing Decisions	1	7	\$770.00	\$1,000.00			
Decision Making	2	14	\$970.00	\$1,200.00			
Decision Writing	2	14	\$970.00	\$1,200.00			
Effective Hearings	2	14	\$970.00	\$1,200.00			
Evidence	2	14	\$970.00	\$1,200.00			
Effective Witnesses	1	7	\$770.00	\$1,000.00			
Presenting Cases Before Administrative Tribunals	2	14	\$970.00	\$1,200.00			
CTAJ Qualifying Hours							
						Total	