



WASHINGTON DC

NATIONAL ASSOCIATION OF HEARING OFFICIALS

2017 ANNUAL
PROFESSIONAL
DEVELOPMENT
CONFERENCE

September 10-13, 2017 | Embassy Suites-DC Convention Center

2017 ANNUAL PROFESSIONAL DEVELOPMENT CONFERENCE

FEATURING:

- Training sessions to interest and educate administrative hearing officials, practitioners, and others involved in the administrative hearing process which satisfy MCLE requirements;
- Course offerings covering general areas of administrative hearings practice such as appellate review of administrative agency decisions, conducting and controlling the hearing, decision writing, due process, ethics, and evidence (basic and advanced) taught by knowledgeable, experienced adjudicators who are also skilled presenters;
- Over 40 hours of instruction eligible for Continuing Legal Education (CLE) credits from which to choose, including classes which should satisfy requirements in these mandatory areas: Equity and Inclusion (1.0), Ethics (3.5), General Legal/Judicial Education (29) and Practical Skills (7.0). Those attending the entire conference are eligible to accrue 14.5 hours of CLE credits, subject to the rules of your local bar association.
- Class modules covering specific areas of administrative hearing practice including Commercial Drivers' Licensing, Medicaid, Worker's Compensation, Special Education and other types of school hearings as well as leadership and management modules for those in supervision.
- Keynote presentations by distinguished speakers who will inform, entertain and provoke with their insights on interesting topics;
- Facilitated discussions on emerging administrative law concerns; 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
 - Hearings Examiners
 - AJs
 - Hearing Officers
 - Board and Commission Members
- Attorneys
- Managers of Agency Adjudicators
- Agency Hearings Representatives/Advocates

Message FROM THE PRESIDENT

PLEASE JOIN US!

Dear Colleagues:

It is my pleasure to invite you to the NAHO 2017 Conference to be held in Washington, DC from Sunday, September 10 to Wednesday, September 13. This annual gathering of hearing officials and others from the world of administrative adjudications is not only a great opportunity to receive excellent professional development training on a variety of subjects concerning administrative hearings practice, but it is also a chance to meet others who “do what you do” to share ideas and experiences.

The conference will be held at the Embassy Suites – Convention Center. For those of you planning to do a little sightseeing, the hotel is close to the Washington Monument, the National WWII Memorial, and the Lincoln Memorial. Reagan National Airport is closest to the hotel and you should plan to use that for your travels. All transportation choices are available and easily accessible, including the inexpensive Metro subway. The amenities at the hotel are very nice. I have sampled the free daily breakfast and I can tell you it is great. The hotel provides a two-hour complimentary manager’s reception each evening serving a variety of hors d’oeuvres, treats and adult beverages. And, for those of you who appreciate sleep, the beds are very comfortable!

The conference planning committee, led by Vice President Toni Boone (OR), has prepared an impressive curriculum. As you read through the program outlined in the next few pages, you will see that the Conference is structured to deliver an array of educational courses on general administrative law topics, hearings practice, and specialized subjects such as writing, evidentiary problems, managing a hearing, ethical issues, and many more timely subjects. Featured this year are hearing-specific sessions for driver’s license hearing officials, school officials, and workers’ compensation administrative law judges. Supervisors of other hearing officers can attend courses being offered with management in mind.

NAHO prides itself on the quality of its faculty. Conference instructors include professors who are recognized experts in administrative law, appellate judges, knowledgeable attorneys, and experienced administrative adjudicators. Be sure to watch for the faculty bios on our website soon!

In addition to the great educational programs, there will be many opportunities to get to know your colleagues from across the country. In addition to all training classes, the registration fee includes the Sunday evening welcome reception, the Monday guest-speaker luncheon, and the Tuesday evening reception and awards banquet.

Please look at this extraordinary program and make your plans to join us in September for the 2017 Conference.

See you in DC!

Janice B. Deshais

Janice B. Deshais (CT), CHO
President



EXPLORE DC

CITY CENTER DC

Just a short stroll from our hotel, you can enjoy luxury shopping, over 30 top restaurants, outdoor entertainment and lively nightlife.



DINING, ENTERTAINMENT & ATTRACTIONS

This ideal city-center location is in the downtown business district which makes visiting the National Mall, Smithsonian Museums, the National Monuments, Georgetown and historic sites very convenient. The Metro subway, Chinatown, Gallery Place shopping and entertainment complex, and the Verizon Center are a short walk away.

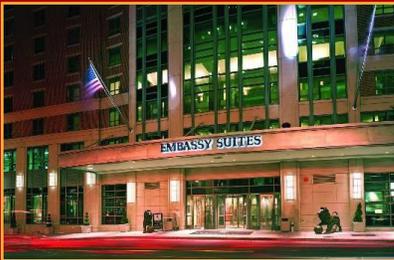


HOTEL & SPECIAL EVENTS



EMBASSY SUITES WASHINGTON DC CONVENTION CENTER

900 10th Street NW
Washington, DC 20001
Telephone: (202) 739-2001
Toll free: 1-800-HILTONS
[https://aws.passkey.com/go/
NAHODC2017](https://aws.passkey.com/go/NAHODC2017)



WELCOME RECEPTION

Sunday, September 10
6:00pm – 8:00 pm
Atrium



LUNCHEON

Monday, September 11
11:45 am – 1:00 pm
Capital Ballroom



BANQUET

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

MAKING YOUR HOTEL RESERVATIONS

The host Embassy Suites is offering conference attendees the 2017 federal per diem rate for DC--\$231 per night for single occupancy (\$20 added for each additional occupant). These rates are subject to a local tax of 14.5%. We realize this rate is considerably more expensive than is typically true of a NAHO conference hotel; however, the rates at this hotel compared favorably with other hotels in the immediate area and were a better value-- every room is a suite complete with a living room (which has a sofa bed) and a separate bedroom, the hotel provides a free made-to-order breakfast each morning, and the complimentary Manager's Reception each evening offered a generous assortment of drinks and edibles. We recommend that you bring a colleague to the conference and split the cost of the suite. Attending with a colleague is not only more affordable but probably more enjoyable!

The deadline to receive this conference rate for your hotel room is August 15, 2017. After August 15, guestrooms may or may not be available. Also, after this date rooms, if available, will be at the hotel's usual prevailing rate.

Embassy Suites' Passkey Reservation System has been programmed so that NAHO conference attendees can easily make room reservations at NAHO's special rate. The website address is: [https://aws.passkey.com/go/
NAHODC2017](https://aws.passkey.com/go/NAHODC2017)

Reservations may also be made by calling toll free 1-800-HILTONS. Please refer to the National Association of Hearing Officials Conference, September 10-13, 2017. To confirm a sleeping room within the NAHO Room Block, the sleeping room must be secured with a valid credit card provided by the guest attending the event, along with a first night's deposit refundable up to three (3) days in advance of the scheduled arrival date. Cancellations made less than 72 hours before arrival will forfeit the cost of one night's lodging plus tax.

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

GETTING TO AND FROM THE HOTEL

Three airports serve the Washington DC area: Ronald Reagan Washington National Airport (airport code DCA), Washington Dulles International Airport (airport code IAD) and Baltimore/Washington International Thurgood Marshall Airport (airport code BWI). Reagan National Airport is located just across the Potomac River from DC and is the closest airport to our hotel.

An underground heavy-rail rapid transit system known as the Metro serves the DC area. A Metro line—the Blue Line—runs from Reagan National Airport to the Metro Center Station which is only a few blocks from our hotel. Get off the Metro at the stop identified as the "Metro Center." As you exit the train, follow signs for the 11th Street and G Street exits. Turn right onto 11th Street and head north for 3 blocks. Turn right onto New York Avenue, then left onto 10th Street NW. The hotel is on the left at 900 10th Street NW between New York Avenue and K Street.

To catch a taxi from the airport, look for the official taxi stand outside of the baggage claim area. A ride into downtown DC from the airport will cost \$15 to \$20.

Super Shuttle also travels between Reagan National Airport and downtown DC hotels. You can book a Super Shuttle reservation at <https://www.supershuttle.com/locations/washington-dca-iad/> or by calling (800) BLUE VAN (258-3826).

NAHO MEMBERSHIP

If you are interested in joining NAHO for the first time or have been away for awhile, now is the time to join! Go to www.naho.org to submit a membership application and pay your membership dues. For those who prefer, membership applications may also be mailed to NAHO Membership, Attn: Kayla Adams, 6302 Iola Ave, Lubbock, Texas 79424. If you are using PayPal to pay for your membership, please include a copy of your PayPal receipt with your application form. A copy of the PayPal receipt may also be emailed to kayla.adams@naho.org

NAHO membership is open to all current and former administrative hearing officials. The Membership Committee considers all applications for regular membership. Associate membership is available for those whose status does not meet the definition of administrative hearing officials. Associate memberships are considered by the NAHO Board at its next regularly scheduled meeting. Because new membership involves consideration and approval by either the Membership Committee or the NAHO Board, please allow time for processing especially if you are seeking a reduced registration rate for multiple members joining simultaneously.

Annual dues are as follows.

Individual Membership

New or lapsed membership: \$60 for one year or \$135 for three years
Membership Renewal: \$50 for one year or \$115 for three years

Groups Membership

Groups of 5 or more (from same agency, paying at same time)
New or lapsed membership: \$50 per person
Membership Renewal: \$40 per person

Questions regarding membership may be directed to Kayla Adams, Interim Membership Committee Chair, at kayla.adams@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 2017. Core requirements can be met by attending annual NAHO conferences or classes arranged through the NAHO Speakers' Bureau, by viewing instructional DVDs from 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 certification or recertification at the 2017 conference should submit complete applications postmarked by **August 1, 2017** to:

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

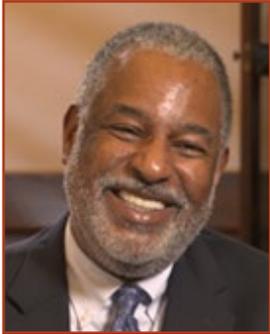
CLE ACCREDITATION

While the DC Bar requires members to maintain their legal competence, it does not have mandatory CLE requirements and does not require that attorneys submit attendance documentation from courses they attend. Consequently, the DC Bar does not have a CLE accreditation body within the Bar to provide accreditation for other organizations, does not certify CLE providers, does not provide CLE accreditation for courses or conferences provided by other organizations, and does not keep records of attendance of other providers' CLE courses. NAHO Conference attendees should retain this brochure, their conference registration, their certificate of attendance and copies of instructional materials from the NAHO website to submit to their location bar associations for MCLE credits.

FEATURED SPEAKERS

Honorable Andre M. Davis, Senior Judge, U.S. Court of Appeals, 4th Circuit

Opening Keynote Address, Monday, September 11, 9:00 a.m.



Judge Davis, a Baltimore native, earned a B.A. in American History from the University of Pennsylvania and a J.D. from the University of Maryland School of Law. He had planned to become a college professor but chose to pursue a legal career after taking an undergraduate constitutional law course.

After law school, Judge Davis clerked for U.S. District Judge Frank Kaufman and U.S. Court of Appeals Judge Francis Dominic Murnaghan Jr., worked as an appellate attorney for the U.S. Department of Justice's Civil Rights Division, and served as an Assistant U.S. Attorney for the District of Maryland U.S. Attorney's Office. After a few years of private practice and teaching at the University of Maryland School of Law, he was appointed associate judge for the District Court of Maryland and subsequently served as an associate judge for the Circuit Court for the City of Baltimore. In 1995, Judge Davis' nomination to the United States District Court for the District of Maryland was unanimously approved by the United States Senate in a voice vote.

In October 2000, Judge Davis was nominated for the U.S. Court of Appeals' Fourth Circuit to replace Murnaghan who had died. The nomination was part of President Clinton's effort to integrate the Fourth Circuit, which up to that point had never had an African-American judge. Since Davis was nominated near the end of Clinton's last term in office, a rule prohibited judicial nomination hearings from being held and his nomination was ultimately returned to President Clinton. Upon taking office in 2001, President George W. Bush chose not to re-nominate Davis to the Fourth Circuit.

In 2009, Judge Davis received his long-delayed nomination to the U.S. Court of Appeals for the Fourth Circuit from President Barack Obama. The Senate Judiciary Committee endorsed the nomination by a vote of 17-3 and the full Senate voted 72-16 to confirm him. He assumed senior status on February 28, 2014. He remains a professor at University of Maryland School of Law and also teaches at the National Judicial College. He is a past Chair of the Faculty Council of the National Judicial College.

Judge Davis discussed his judicial philosophy in an article published in 2000: "I want the loser -- and I know there's always going to be a loser, that's the nature of the beast -- but I want the loser to be able to say, 'I lost, but I was heard, and I believe that judge gave me every consideration in hearing my side.'"

Daniel M. Freeman, J.D., Academic Director, Public Law; Assistant Professor, Department of Government, School of Public Affairs, America University

Luncheon Address, Monday, September 11

Knuckleheads I Have Known: Judicial Impeachments



Professor Freeman received an A.B. in Political Science from Washington University in St. Louis, Missouri, and a J.D. from Columbia University School of Law.

Professor Freeman has extensive experience in government policy making. He is admitted to the bar of District of Columbia

and Federal Courts, as well as the U.S. Supreme Court. He served as White House Legislative Assistant to the President. He has held senior legal positions on three House Committees, and is an expert on Congressional parliamentary procedure.

He was Counsel and Parliamentarian to the House Judiciary Committee under three separate Chairmen of both parties. He is an expert on Constitutional Law and worked on a myriad of Constitutional and legal issues within the Judiciary Committee's jurisdiction. He was the staff counsel on three judicial and one Presidential impeachment. He subsequently served as Counsel and Parliamentarian to the House Committee on International Relations on major foreign relations issues including authorizations for the use of force in Iraq and Afghanistan.

He is a frequent guest speaker on Congress and parliamentary procedure. He has participated in both Federal Government programs for key legislative personnel as well as in seminars and colloquiums on legislative process.

Professor Freeman has considerable experience in the complex issues relating to bioethics and the law. He teaches an Honors Colloquium on "Bioethics and the Law" for undergraduates at AU and has also taught bioethics at the law school level. He is a frequent speaker on bioethics issues both within the United States and in foreign countries. Professor Freeman has written extensively about science and the law; specifically on genetics and bioethics. He has served as a faculty member on a program to educate State, Federal and International judges on scientific and bioethics issues.

Professor Freeman served as the technical adviser on the Robert Redford film "Quiz Show" for the scenes dealing with Congress.

SCHEDULE & CLASS DESCRIPTIONS

Following each class title are one of the following designations: (M), (E) or (S). For those applying to NAHO to become a Certified Administrative Law Judge or Certified Hearing Officer, this indicates whether the class satisfies a Mandatory requirement for certification, counts toward Elective certification hours, or is a Specialized class offering instruction unique to one type of administrative hearing.

All class segments are one-hour in length; however, there are several classes that include two hours of instruction in consecutive class segments divided by a 15-minute break. These two-hour classes are clearly indicated. Conference attendees are not required to register for both hours of a two-hour course but in most cases it is recommended. Separate attendance sheets will be circulated for each half of all two-hour sessions.

SUNDAY, SEPTEMBER 10, 2017

Registration – 8:00 a.m. to 12:00 noon – Capital Foyer, Lower Lobby

9:00 a.m. – CONFERENCE OPENING – Capital Ballroom, Lower Lobby

Janice Deshais, NAHO President

Toni Boone, NAHO Vice-President

9:30 a.m. to 11:00 a.m. – SESSION 1

FORUM: ETHICAL ISSUES IN THE FOREFRONT OF ADMINISTRATIVE LAW (M)

Bring your ethics issues related to administrative adjudication to the forum for examination and conversation with your colleagues guided by experienced discussion facilitators. Time permitting, there may also be discussion of ethical canons, codes of conduct for administrative adjudicators, and one or more of the following questions which are currently trending in administrative law circles: (1) The inherent impartiality concerns created by administrative judges within certain federal agencies as suggested by recent New York Times, Wall Street Journal, UC Davis Law Review article and *Free Enterprise Fund v. Public Co. Accounting Oversight Board*, 561 U.S. 477 (2010); and (2) The application of *North Carolina State Board of Dental Examiners v. Federal Trade Commission*, 135 S.Ct. 1101 (2015), in determining when a Board or Commission is a “sovereign entity” with antitrust immunity and when is it an “active market participant” whose actions may be deemed “anti-competitive activity.”

A. Ethical Concerns for Managers of Hearing Officials

Janice B. Deshais, Director/Hearing Officer, CT Dept. of Energy & Environmental Protection

Peter Halbach, Chief Hearing Officer, North Dakota Department of Transportation

B. Ethical Concerns for Experienced Hearing Officials (M)

Kayla Adams, Hearings Manager, Texas Health & Human Services Commission

Norman Patenaude, Chair, Workers’ Compensation Appeals Board, NH Department of Labor

C. Ethical Concerns for Less Experienced Adjudicators, Attorneys and Others

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

W. Michael (Mick) Gillette, Associate Justice (retired), Oregon Supreme Court

Shareholder & Appellate Specialist: Schwabe, Williamson & Wyatt Firm, Portland, Oregon

AFTERNOON

Free Time - Within easy walking distance of the hotel are Ford’s Theater, the National Archives, the National Portrait Gallery and the International Spy Museum. A few steps beyond is the National Mall, home to numerous monuments and memorials and eleven Smithsonian museums and galleries. If you can’t find *something* to do, you’re not trying. The hotel’s saltwater indoor pool, hot-tub and Fitness Room are open from 5:00 a.m. to midnight.

WELCOME RECEPTION – 6:00 p.m. to 8:00 p.m. K Street Atrium, Ground Floor, Embassy Suites

Network with colleagues, conference faculty, and others interested in the field of administrative law. Heavy hors d’oeuvres will be served and a cash bar will be available.

SCHEDULE & CLASS DESCRIPTIONS

MONDAY, SEPTEMBER 11, 2017

8:00 a.m. to 4:00 p.m. – REGISTRATION – Capital Foyer, Lower Lobby

8:30 a.m. – OPENING WELCOME REMARKS

Janice Deshais, NAHO President

Toni Boone, NAHO Vice-President

9:00 a.m. to 9:30 a.m. – OPENING ADDRESS – Capital Ballroom

The Hon. Andre M. Davis, Senior Judge, U.S. Court of Appeals, 4th Circuit

9:45 a.m. to 10:45 a.m. – SESSION 2

(A) WHAT YOU SHOULD KNOW ABOUT ADMINISTRATIVE LAW, PART 1 (M)

Peter Halbach, Chief Hearing Officer, North Dakota Department of Transportation

In this two-part class held over two hours (Sessions 2-A and 3-A), in addition to a brief history of the development of administrative law, administrative hearings will be compared and contrasted to court trials, including a discussion of the advantages of administrative adjudication over more formal, court proceedings. With full acknowledgment of the vast range and variety of administrative hearings, as well as the participants and interests involved, elements and concerns common to administrative hearings will be identified and explored. Recent trends and developments in administrative law, including important cases in administrative law, will be highlighted.

(B) THE WHEN, WHY AND HOW OF USING INTERPRETERS IN YOUR HEARING (M)

Linda Snow, Special Projects Program Manager, Texas Health and Human Services Commission

Have you ever been puzzled as to whether you really need an interpreter for a particular hearing? When do you need and how do you use a spoken language interpreter? What if you have a participant who is hearing impaired? In these instances, it is the hearing official's responsibility to obtain an interpreter to ensure due process requirements are fulfilled. This course covers the necessity for an interpreter and delivering interpreter's oaths. In addition, the session explains interpreter's roles and obligations in a hearing, and the differences between direct interpretation and summary interpretation. Finally, the class provides tips for effectively working with interpreters for a full, fair, and complete hearing record.

(C) SUCCESS-FOCUSED LEADERSHIP: GETTING THE MONKEY OFF YOUR BACK, PART 1 (E)

William T. Ashe, Branch Chief, Court Services and Offender Supervision Agency (DC)

As a manager/supervisor, do you find yourself taking on so much of your employees responsibilities that you feel like you are the subordinate and they are in charge? There is a way out! This session will discuss the meaning of "Management Time" and the six conversations and processes for successful staff development. Through discussion, attendees will also identify and match the levels of managerial response to staff skill sets. If you're in a Management/Leadership position and fine yourself "overwhelmed" at times, you will find this workshop most useful in strengthening your leadership skills while expanding your toolbox.

11:00 a.m. to 12:00 p.m. – SESSION 3

(A) WHAT YOU SHOULD KNOW ABOUT ADMINISTRATIVE LAW, PART 2 (M)

Peter Halbach, Chief Hearing Officer, North Dakota Department of Transportation

Although this is a continuation of a two-hour session, attendance of the first portion of the session is not a mandatory prerequisite for Part 2. See a description of the class content above at Session 2(A).

(B) SO YOU SAY: DEMONSTRATED FACTS VS. UNSUPPORTED ASSERTIONS (M)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

W. Michael (Mick) Gillette, Associate Justice (retired), Oregon Supreme Court

Shareholder and Appellate Specialist: Schwabe, Williamson and Wyatt Firm, Portland, Oregon

Throughout their presentation of the case, attorneys repeat their contentions as though they are facts—a persuasive technique that, when used skillfully, has been known to sway many a judge. We cannot assume, however, that assertions, as convincing as they might be, are true unless there is evidence in the record to support them. Thus, among the more important skills for a trier-of-fact is the ability to distinguish these claims from facts supported by evidence. This class will discuss what presumptions may be drawn from certain evidence, the type and quantity of evidence necessary to support an inference, and the common fallacies of logic that are often used in courtrooms and hearings.

SCHEDULE & CLASS DESCRIPTIONS

(C) SUCCESS-FOCUSED LEADERSHIP: GETTING THE MONKEY OFF YOUR BACK, PART 2 (E)

William T. Ashe, Branch Chief, Court Services and Offender Supervision Agency (DC)

This is a continuation of a two-hour session. Attendance at the first portion of the session is not a mandatory prerequisite for Part 2, but it is recommended. See a description above at Session 2(C).

12:15 p.m. – LUNCHEON - Capital Ballroom

12:30 p.m. – LUNCHEON ADDRESS: KNUCKLEHEADS I HAVE KNOWN: JUDICIAL IMPEACHMENTS

Daniel Freeman, J.D., Assistant Professor, Department of Government, School of Public Affairs Academic Director, Public Law, American University, Washington, DC

1:30 p.m. to 2:30 p.m. – SESSION 4

(A) HOW TO CONDUCT A PRE-HEARING CONFERENCE (M)

Paul Keeper, Administrative Law Judge (retired), Texas State Office of Administrative Hearings

Bonny Fetch, Administrative Law Judge (retired), North Dakota Office of Administrative Hearings

The session is the first of four interrelated sessions presented by Judge Keeper. This session is designed for new and veteran ALJs. The topics to be covered will include: (1) identifying the purpose, goals, and timing of the conference; (2) providing notice; (3) prehearing procedures; (4) dealing with party conflicts during the conference; (5) preparing the pre-hearing order; (6) responding to requests for changes in the prehearing order; (7) dealing with party non-compliance; (8) the non-appearing party; (9) the “sovereign citizen” problem; (10) the benefit of additional pre-hearing conferences; and (11) the value of the “anything else?” question.

(B) TELEPHONIC HEARINGS: DUE PROCESS & CREDIBILITY ASSESSMENT (M)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

The number and type of hearings conducted by telephone have increased exponentially over the last decade and continue to be on the rise. When, if ever, is conducting a hearing by telephone, as opposed to an in-person hearing, a violation of procedural due process? If a hearing officer has the discretion to conduct the hearing either in person or by telephone, what criteria should be used to determine which type of hearing is more appropriate? How, if the hearing is being conducted by telephone, is an adjudicator supposed to determine the credibility of witnesses without the ability to visually assess demeanor or view non-verbal cues? These issues and more will be included in this presentation.

(C) DUE PROCESS FOR SCHOOL DISCIPLINE HEARING OFFICIALS (S)

Benjamin Brauer, Ed.D., Chief Hearing Official and Supervisor of Student Services, Allegany County Maryland Public Schools

Buzz Williams, School Discipline Hearing Officer, Harford County, Maryland, Public Schools

This session presents due process as the legal foundation for conducting school discipline hearings. Participants will review three pillars of due process, procedural due process versus substantive due process, education as a property and liberty right, and varying degrees of due process. Practical examples illustrate how the application of due process principles provide teachable moments for students, strengthen public trust in the fair treatment of children, level the playing field when working with aggressive attorneys, and provide opportunities for guiding and training school administrators tasked with the difficult balance of maintaining school safety and order with individual rights of students. Due process is explored through case study discussion and a question/answer session.

2:45 p.m. to 3:45 p.m. – SESSION 5

(A) A NUTS AND BOLTS LOOK AT DUE PROCESS, PART 1 (M)

James Gerl, Esquire, West Virginia

What exactly does “due process of law” mean in terms of the work that a hearing officer does? This will not be an academic or law school style review of court precedent. Instead we will examine what due process is and what it should look like in our hearings.

(B) MANAGING HEARINGS INVOLVING DIFFICULT PARTIES, WITNESSES & ATTORNEYS, PART 1 (M)

Joseph Rubenstein, Senior Judge, Minnesota Department of Human Services

Every hearing official has to manage hearings involving difficult parties, witnesses or attorneys. This course provides hearing officials with practical ways and means for addressing the challenges presented by contrary parties, recalcitrant witnesses and obstreperous attorneys. The course includes tips and strategies for dealing with self-proclaimed Sovereign Citizens.

SCHEDULE & CLASS DESCRIPTIONS

(C) CONSTITUTIONAL ISSUES IN WORK-INJURY COMPENSATION INITIATIVES (S)

Richard M. Murrell, Director of Quality Assurance, Tennessee Bureau of Workers' Compensation

This session will look at issues raised in Oklahoma and Florida experiences. Oklahoma adopted a version of alternative work-injury compensation that allowed employers to implement an employee benefit plan. Legal challenges resulted in Oklahoma's Supreme Court finding the law constitutionally infirm. In Florida, cost containment legislation also resulted in legal challenges asserting that the new measures were defective because they reduced benefits so drastically the injured worker was left without an adequate remedy. In both circumstances, the adequacy of benefits drove the analysis of whether the legislated plan overreached constitutional protections.

4:00 p.m. to 5:00 p.m. – SESSION 6

(A) A NUTS AND BOLTS LOOK AT DUE PROCESS, PART 2 (M)

James Gerl, Esquire, West Virginia

Although this is a continuation of a two-hour session, attendance at the first portion of the session is not a mandatory pre-requisite for Part 2. See a description of the class content above at Session 5(A).

(B) MANAGING HEARINGS INVOLVING DIFFICULT PARTIES, WITNESSES & ATTORNEYS, PART 2 (M)

Joseph Rubenstein, Senior Judge, Minnesota Department of Human Services

Although this is a continuation of a two-hour session, attendance at the first portion of the session is not a mandatory prerequisite for Part 2. See a description of the class content above at Session 5(B).

(C) SUPPORTING DECISIONS WITH EVIDENCE: COMPARING EVIDENCE-BASED MEDICINE AND EVIDENCE-BASED ADJUDICATION (S)

Richard M. Murrell, Director of Quality Assurance, Tennessee Bureau of Workers' Compensation (TN)

This session looks at the recommended method of causation analysis advanced by the American College of Occupational and Environmental Medicine Guidelines and the AMA Guide to the Evaluation of Disease and Injury Causation (2nd ed.) compared to the judicial standard of evidence applied to particular matters in controversy. The move toward evidence-based medicine and the development of medical treatment guidelines in the environment of workers' compensation cases has led to controversy over the reasonableness and necessity of recommended treatment as well as the compensability of the claim. The administrative tribunal must expertly conduct the hearing, preserve the record and draft the order.

TUESDAY, SEPTEMBER 12, 2017

8:30 a.m. to 9:30 a.m. – ANNUAL GENERAL MEMBERSHIP MEETING – Capital Ballroom

9:45 a.m. to 10:45 a.m. – SESSION 7

(A) HOW TO CONDUCT A HEARING ON THE MERITS (M)

Paul Keeper, Administrative Law Judge (retired), Texas State Office of Administrative Hearings

The session is the second of four interrelated sessions presented by Judge Keeper, designed for both new and veteran ALJs, although attendance of the prior session is not required. Topics to be covered include: (1) convening the hearing, taking notes, and creating a record; (2) identifying the parties and their representatives; (3) dealing with initial, non-substantive issues like jurisdiction, venue, timing requests, and the "sovereign citizen" problem; (4) application of the Rule; (5) procedural differences between simple and complex cases; (6) dealing with exhibits; (7) dealing with witnesses; (8) dealing with objections; (9) ruling from the bench; (10) dealing with difficult people in your courtroom; (11) dealing with the media; (12) closing arguments; and (13) preparing the post-hearing order.

(B) ADMITTING EVIDENCE: EXCLUSIONARY RULES THAT AREN'T (M)

*W. Michael (Mick) Gillette, Associate Justice (retired), Oregon Supreme Court
Shareholder and Appellate Specialist: Schwabe, Williamson and Wyatt Firm, Portland, Oregon*

Does the 5th Amendment privilege apply to testimony in administrative hearings? If so, how? If not, what action should be taken when a petitioner refuses to testify? Do 4th Amendment exclusions ever apply to administrative hearings? If so, when? Are there contentions made in your hearings that admission of certain testimony or other evidence would be unconstitutional? Do you know how to respond when such contentions are made? If you have doubts, anxiety or just need clarification regarding these or related evidentiary issues, attend this presentation where an experienced appellate jurist and adjunct law professor can answer all these questions and more.

SCHEDULE & CLASS DESCRIPTIONS

(C) FEAR-LESS: MANAGERIAL COURAGE—A KEY ELEMENT IN LEADERSHIP, PART 1 (E)

William T. Ashe, Branch Chief, Court Services and Offender Supervision Agency (DC)

When you take on leadership responsibilities, there will be challenges. The people you are leading look to you for guidance and direction in the face of those challenges. The ability to lead involves making objective decisions and doing what is right under challenging situations even in circumstances where your leadership decisions may lessen your popularity with those you lead. It takes Managerial Courage to be a supervisor in today's world. This workshop will examine Managerial Courage through discussion, reflection and engagement. The targeted audiences are those in leadership positions and those who aspire to be leaders; so, this workshop is for you!

11:00 a.m. to 12:00 p.m. – SESSION 8

(A) HOW DO I?...WHAT DO I?...WHEN DO I?...DEALING WITH PRO SE PARTIES (M)

Joseph Rubenstein, Senior Judge, Minnesota Department of Human Services

Pro Se parties are often unfamiliar with the process for appealing a denial of benefits or a license or how to contest the imposition of an administrative sanction. *Pro se* parties pose unique challenges for hearing officials. This course provides practical tips and strategies for dealing with some of the most common questions and issues hearing officials face when parties represent themselves in administrative hearings.

(B) THE PARTY TO A HEARING AS A WITNESS (M)

Peter Halbach, Chief Hearing Officer, North Dakota Department of Transportation

The party to an administrative hearing is often a witness, and may be the *only* witness, on behalf of the party. Whether *pro se* or represented by counsel, the litigant as a witness presents challenges in addition to and different than other witnesses. The responsibilities and role of the hearing official when a party testifies will be explored, with concepts of due process, evidence, and ethics discussed.

(C) FEAR-LESS: MANAGERIAL COURAGE—A KEY ELEMENT IN LEADERSHIP, PART 2 (E)

William T. Ashe, Branch Chief, Court Services and Offender Supervision Agency (DC)

This is a continuation of a two-hour session. Attendance at the first portion of the session is not a mandatory prerequisite for Part 2, but it is recommended. See a description above at Session 7(C).

1:30 p.m. to 2:30 p.m. – SESSION 9

(A) PRACTICUM: MOCK PREHEARING CONFERENCE & MOCK HEARING (M)

Paul Keeper, Administrative Law Judge (retired), Texas State Office of Administrative Hearings

Bonny Fetch, Administrative Law Judge (retired), North Dakota Office of Administrative Hearings

The session is the third of four interrelated sessions presented by Judge Keeper, designed for both new and veteran ALJs, although attendance of the prior sessions is not required. While lecture-style instruction on the elements of conducting a prehearing conference or an administrative hearing is beneficial, mock prehearings and hearings bring those elements to life. The role-plays will be presented by skilled, knowledgeable hearing officials. The scenarios presented will mirror “real life” hearing experiences. The hearing techniques presented will aid attendees in developing proficiency in presiding over administrative hearings.

(B) EVIDENCE AND HEARSAY IN EDUCATION HEARINGS (S)

Cindy Antrim Rutledge, Assistant Director & Hearing Officer, Gwinnett County, Georgia, Public Schools, Office of Student Discipline and Behavioral Interventions

Jimmy C. Stokes, Hearing Officer and Executive Director, Georgia Association of Educational Leaders

Colleen Ulrich, Assistant Director and Hearing Officer, Gwinnett County Georgia Public Schools, Office of Student Discipline and Behavioral Interventions

The presentation will discuss the role of Due Process in education discipline hearings as it relates to evidence. Levels of evidence, federal evidence rules, and “cause,” as they relate to hearings, will be featured in the discussion. The role of key cases, such as *T.O. v. New Jersey*, and FERPA regulations that pertain to evidence and testimony will be presented via several case studies. The presentation will conclude with proper procedures for handling and securing evidence in discipline hearings.

SCHEDULE & CLASS DESCRIPTIONS

(C) EMERGING CONCERNS ABOUT COMMERCIAL MOTOR VEHICLE DRIVERS, PART 1 (S)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

This presentation will briefly cover 49 CFR § 383.51 regarding Major Disqualifying Offenses and Serious Violations committed by commercial motor vehicle (CMV) drivers and will discuss the prohibition on masking. However, the class will focus on the rising concerns regarding commercial drivers who may not meet the necessary physical qualifications, the increasing risk factors inherent in an aging and unhealthy workforce of drivers, the prevalence of driving a commercial motor vehicle while impaired by drugs, the substantial and growing danger of driving a CMV while distracted, the numerous crashes caused by fatigued or sleep-deprived CMV drivers and possible solutions to all these problems.

2:45 p.m. to 3:45 p.m. – SESSION 10

(A) ETHICS: MAINTAINING NEUTRALITY, INDEPENDENCE & IMPARTIALITY (M)

Peter Halbach, Chief Hearing Officer, North Dakota Department of Transportation

Hearing officials understand the importance of remaining impartial and safeguarding the hearing process from even the appearance of partiality. While efforts to influence the process explicitly may be obvious, recognizing and dealing with possible implicit pressures from outside stakeholders wishing to influence the outcomes of administrative proceedings is a skill this course is intended to sharpen. Even the most discerning and experienced hearing official will benefit from a frank and open dialogue this course is intended to foster as to the implicit challenges, explicit biases, and even political viewpoints existing in the environment in which hearing officials work to maintain their neutrality and independence.

(B) MEDICAID POLICY AND THE FAIR HEARING PROCESS (S)

Linda Snow, Special Projects Program Manager, Texas Health and Human Services Commission

Kayla Adams, Hearings Manager, Texas Health & Human Services Commission

The instructors of this class bring extensive combined experience on the subject of Medicaid program eligibility determination and Medicaid fair hearing processes. This presentation will provide an overview of Medicaid programs and a thorough, multi-faceted overview of Medicaid policy. In addition, the course will provide real hearing scenarios demonstrating the process of conducting Medicaid hearings and developing the hearing record. Bring your Medicaid questions, and be prepared to share your experiences with your peers.

(C) EMERGING CONCERNS ABOUT COMMERCIAL MOTOR VEHICLE DRIVERS, PART 2 (S)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicle

Although this is a continuation of a two-hour session, attendance at the first portion of the session is not a mandatory prerequisite for Part 2. See a description of the class content above at Session 9(C).

4:00 p.m. – 5:00 p.m. – SESSION 11

(A) CONDUCTING HEARINGS TO WITHSTAND APPEAL (M)

W. Michael (Mick) Gillette, Associate Justice (retired), Oregon Supreme Court

Shareholder and Appellate Specialist: Schwabe, Williamson and Wyatt Firm, Portland, Oregon

What does it take for your decisions to be affirmed at the appellate level? What are appellate judges looking for when they review an administrative agency decision? Is it all about creating a good hearing record or are there other factors that are more important? What do appellate judges expect from a written decision? What details should be included and what can safely be omitted?

Wouldn't you like an appellate judge or law professor to answer these questions for you? The instructor for this class happens to be both and can help you conduct a hearing and write a decision that will stand strong.

(B) STRESS MANAGEMENT FOR HEARING OFFICIALS (E)

Linda Snow, Special Projects Program Manager, TX Health and Human Services Commission

Do you often feel overwhelmed or thoroughly stressed-out? Attending this course will provide you with tips for handling the day-to-day pressure of being a hearing official. You'll learn about the underlying physiological origin of stress, how stress impacts your well-being, and common-sense methods to relieve stress. Regardless of the type of hearings you conduct, stress is to be expected. However, it should not become a chronic condition. Come to this class and leave with effective strategies for stress-reduction, stress-prevention and life balance.

SCHEDULE & CLASS DESCRIPTIONS

(C) SPECIAL EDUCATION LAW SUPREME COURT UPDATE (S)

James Gerl, Esquire, West Virginia

The United States Supreme Court decided two Special Education cases this year. One case involves the exhaustion of administrative remedies. The other concerns the definition of the core requirement of a free and appropriate public education. This presenter will discuss these recent decisions.

BANQUET – Capital Ballroom

6:00 p.m. Reception/Social Hour (cash bar)

7:00 p.m. Dinner

WEDNESDAY, SEPTEMBER 13, 2017

8:30 a.m. – 9:30 a.m. – SESSION 12

(A) CONDUCT & CONTROL OF ADMINISTRATIVE HEARINGS: MY POWERS ARE BEYOND YOUR COMPREHENSION, PART 1 (M)

James Gerl, Esquire, West Virginia

This session goes to the very heart of what a hearing officer does. There will be discussion on the following: making a complete record; controlling the proceeding; dealing with witnesses, exhibits, objections and related topics. The presenter will reveal his Eight Rules for conducting a hearing.

(B) PREPARING EVIDENTIARY REPORTS & PRESENTING THE AGENCY'S CASE, PART 1 (E)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

This class, though designed for non-attorneys who prepare evidentiary reports for and who testify in administrative hearings, is a useful review for attorneys and adjudicators. The class covers the rudiments of agency rulemaking as well as the essential elements of jurisdiction, standing and procedural due process. Burden of proof (and what it takes to satisfy it), hearsay admissibility, opinion evidence, judicial or official notice and avoiding impermissible ex parte contact with the ALJ will also be covered. Also included will be the necessary components of evidentiary reports, tips on report writing, and guidelines to help agency witnesses testify honestly, coherently, and persuasively.

(C) YOGA AT YOUR DESK, PART 1 (E)

Bonny Fetch, Administrative Law Judge (retired), North Dakota Office of Administrative Hearings

The purpose of yoga is to create strength, awareness and harmony in both the mind and the body. The relaxation techniques incorporated in yoga can lessen chronic pain, such as lower back pain, arthritis, headaches and carpal tunnel syndrome. Other likely physical benefits are reductions in blood pressure and insomnia. In addition, yoga is helpful in managing stress and can improve mental well-being. Regular practice of yoga creates mental clarity and sharpens concentration. If any of the aforementioned benefits would be useful in your life, you'll want to attend this enjoyable and relaxing class.

9:45 a.m. – 10:45 a.m. – SESSION 13

(A) CONDUCT & CONTROL OF ADMINISTRATIVE HEARINGS: MY POWERS ARE BEYOND YOUR COMPREHENSION, PART 2 (M)

James Gerl, Esquire, West Virginia

This is a continuation of a two-hour session. Attendance at the first portion of the session is not a mandatory prerequisite for Part 2, but it is recommended. See a description above at Session 12(A).

(B) PREPARING EVIDENTIARY REPORTS & PRESENTING THE AGENCY'S CASE, PART 2 (E)

Toni Boone, Administrative Law Judge (retired), Nevada Department of Motor Vehicles

Although this is a continuation of a two-hour session, attendance at the first portion of the session is not a mandatory prerequisite for Part 2. See a description of the class content above at Session 12(B).

(C) YOGA AT YOUR DESK, PART 2 (E)

Bonny Fetch, Administrative Law Judge (retired), North Dakota Office of Administrative Hearings

This is a continuation of a two-hour session. Attendance at the first portion of the session is not a mandatory prerequisite for Part 2, but it is recommended. See a description above at Session 12(C).

SCHEDULE & CLASS DESCRIPTIONS

11:00 a.m. – 12:00 p.m. – SESSION 14

(A) HOW TO WRITE AN ADMINISTRATIVE DECISION (M)

Paul Keeper, Administrative Law Judge (retired), Texas State Office of Administrative Hearings

The session is the fourth of four interrelated sessions presented by Judge Keeper. Attendance at the previous sessions is not required for attendance at the fourth. The session is designed for new and veteran ALJs. The topics to be covered will include: (1) how to use the first hour after the hearing; (2) how to use your bench notes, the transcript, and the post-hearing order; (3) establishing the chronology; (4) preparing the outline; (5) telling the story, both contested and uncontested; (6) presenting the issues; (7) summarizing the law; (8) your analysis of the case; (9) footnotes and citations; (10) Plain English; and (11) editing.

(B) ETHICS CASE STUDIES: NOBODY KNOWS THE TROUBLE THEY'VE SEEN (M)

Janice B. Deshais, Director/Hearing Officer, CT Department of Energy & Environmental Protection

W. Michael (Mick) Gillette, Associate Justice (retired), Oregon Supreme Court

Shareholder and Appellate Specialist: Schwabe, Williamson and Wyatt Firm, Portland, Oregon

Richard M. Murrell, Director of Quality Assurance, Tennessee Bureau of Workers' Compensation

Violating the canons of legal ethics or a code of conduct for administrative adjudicators can be devastating to the career of a hearing official, yet it happens with surprising regularity. This presentation takes a look at some of the real-life situations which warranted some sort of disciplinary action. Some of the cases are rather amusing, others are mind-boggling, but all are instructive. Listen and be prepared to participate as this panel of very experienced adjudicators takes a look at cases which will make you wonder, "What were they thinking?"

(C) FINDINGS & MAKING DECISIONS IN EDUCATION HEARINGS (S)

Cindy Antrim Rutledge, Assistant Director & Hearing Officer, Gwinnett County, Georgia, Public Schools, Office of Student Discipline and Behavioral Interventions

Jimmy C. Stokes, Hearing Officer & Exec. Director, Georgia Assoc. of Educational Leaders

Colleen Ulrich, Assistant Director and Hearing Officer, Gwinnett County, Georgia, Public Schools, Office of Student Discipline and Behavioral Interventions

The session will focus on the proper procedures for making determinations of innocence and guilt in discipline hearings. Actual case studies will be used to illustrate how to reach fair and equitable findings and how those findings are to be applied to determining appropriate consequences in student hearings. Attention will be given to the role of compulsory attendance law, manifestation hearings for special needs students, and behavior contracts as they impact findings and decisions. The discussion will also include dealing with special cases such as chronic disciplinary students and students charged with felonies.

12:05 p.m. – CONFERENCE WRAP-UP – Janice Deshais, NAHO President

Toni Boone, NAHO Vice-President

Pick up information about NAHO Conference 2018 to take home!

THINGS TO DO IN DC

There are endless things to do in Washington DC. From food and wine to cultural events to American history, you can find it all in DC. It's easy to ride the Metro or hop on a bike and explore all that DC has to offer. Walk the halls of free Smithsonian museums, paddle on the Potomac River or sit back on a double-decker tour bus and soak up some history. Local shops, funky marketplaces and people-watching hot spots beckon by midday. Nighttime gives way to multi-course dinners and drinks from local breweries. However you spend your time in DC, make it count. The top ten places to visit in Washington DC, based on the recommendations of the users of the TripAdvisor website, are:

- Lincoln Memorial
- National Gallery of Art
- Smithsonian Air and Space Museum
- U.S. Holocaust Memorial Museum
- Library of Congress
- Vietnam Veterans Memorial
- Korean War Veterans Memorial
- Newseum*
- National World War II Memorial
- Franklin Delano Roosevelt Memorial

* The Newseum is an interactive museum that promotes free expression and the five freedoms of the First Amendment to the United States Constitution, while tracing the evolution of print and electronic communication from earliest days of the United States to the technologies of the present and the future. The modern seven-level, 250,000-square-foot museum is located at 555 Pennsylvania Avenue NW. It features 15 theaters and 15 galleries. The Newseum's Berlin Wall Gallery includes the largest display of sections of the Berlin Wall outside of Germany. The Today's Front Pages Gallery presents daily front pages from more than 80 international newspapers. Other galleries present topics including the First Amendment, world press freedom, news history, the September 11 attacks, and the history of the Internet, TV, and radio. It has become one of DC's most popular attractions hosting around 815,000 visitors per year.

HOW TO REGISTER

Online Registration June 1 – August 30, 2017

Walk-In Registrations Available After August 30 at the Conference By Credit Card Only

To register for the conference online, visit the NAHO conference website at www.naho.org. To register via US mail, please print the form from the website and mail the form and accompanying payment to 2017 NAHO Conference, c/o YesEvents, 1700 Reisterstown Rd., Suite 236, Baltimore, MD 21208. Registrations by facsimile may be sent to (410) 559 - 2217. For registration assistance, call (800) 937-8728. For all other conference-related questions, call (612) 760-2787.

FULL CONFERENCE REGISTRATION FEES

\$529.00 Full conference registration for **NAHO member**

\$549.00 Full conference registration for **Associate NAHO member**

\$599.00 Full conference registration for **Non-Member**

Full conference registration fee includes the welcome reception on Sunday, September 10, 2017; the luncheon on Monday, September 11, 2017; and the banquet on Tuesday, September 12, 2017. Coffee and any other beverages that may be served at break times are also included.

PARTIAL CONFERENCE REGISTRATION RATES

One Day (five classes) NAHO members -- \$199 per day

One Day (five classes) Associate NAHO members -- \$219 per day

One Day (five classes) Non-Members -- \$249 per day

Half Day (up to 3 classes) NAHO members -- \$99 per half day

Half Day (up to 3 classes) Associate NAHO members -- \$119 per half day

Half Day (up to 3 classes) Non-Members -- \$149 per half day

Partial conference registration fee does not include the reception, luncheon, or banquet. Partial registrants are invited to join these events at the guest rate noted below, in addition to the partial registration fee.

Attendees who have registered for the Full Conference (four days) are welcome to bring a guest to meals at the following costs:

\$40.00 Reception – Sunday, September 10, 2017

\$50.00 Luncheon – Monday, September 11, 2017

\$75.00 Banquet – Tuesday, September 12, 2017

PAYMENT POLICY

Pre-payment for full or partial 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 **all walk-in registration fees may only be paid 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, September 7, 2017, and sent by email to NAHOinfo@yesevents.com. A cancellation fee of \$75 will be deducted from your refund for cancellations made from September 7 through September 9, 2017. **NO REFUNDS WILL BE GIVEN** for cancellations received on or after September 9, 2017, or later. Registration fees may be transferred but may only be transferred once. (The fee may be transferred to another registrant to attend the 2017 conference or the fee may be applied to the cost of the registration fee to attend the 2018 conference. In no case may a registration fee be transferred beyond one year.)

Scholarships Available for 2017 Professional Development Conference

The NAHO Board of Directors has authorized a limited number of partial and full scholarships to NAHO members to attend the 2017 Professional Development Conference. Full NAHO scholarships cover the total cost of registration to attend the entire conference and all group meals that are a part of the conference. Partial NAHO 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 alumni of The National Judicial College in appreciation of NJC's enduring commitment to the education of administrative adjudicators and in acknowledgment of their longstanding partnership with NAHO (NAHO was officially formed in 1987 at a conference that was co-sponsored by the National Judicial College). 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 this year's 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 in applying for either or both scholarships must submit a letter to the NAHO Scholarship Committee with the following information:

- You must verify that you are a member in good standing of NAHO or have applied to become a NAHO member. Your status may be verified by providing confirmation of NAHO membership or by providing the date of your membership application.
- Employment information (employer, job title, length of time you have been a hearing official).
- Indicate whether you will 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 letter from your supervisor/employer (stating you will not be receiving any funding) with your application.
- Indicate whether you are working on obtaining NAHO certification or recertification.
- Indicate whether you have previously received a scholarship to attend a NAHO professional development conference and the year you received the scholarship.
- If you are applying for an NJC Alumni scholarship, please indicate the title of the last NJC course you completed, the location of the course and the year of completion.

Letters of application must be received by July 15, 2017 to be considered. Only application letters which provide all of the above information will be considered. Send your letter of application and any supporting information by email to normpaten@comcast.net or by regular mail to:

Norman Patenaude, CALJ
69 Spinnaker Way
Portsmouth, NH 03801



National Association of Hearing Officials
2017 Annual
Professional Development Conference
Sept. 10-13, 2017

WASHINGTON DC

National Association of Hearing Officials
P. O. Box 330865
Fort Worth, TX 76163-0865

