



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30048 • Lansing, MI 48909
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TO: Juvenile Probation Officers and Caseworkers
FROM: Peter Stathakis, Program Manager
SUBJECT: Juvenile Probation Officer/Caseworker Certification Examination
Pursuant to Administrative Order 1985-5
DATE: April 26, 2019

Michigan Supreme Court Administrative Order 1985-5 requires a juvenile [court] probation officer/caseworker to complete the Michigan Judicial Institute (MJl) certification training within two years of employment.

The certification process is two-phased. Phase I requires participation in (or waiver of) the MJl "Basic Interviewing, Counseling, and Communication Techniques" seminar. Phase II consists of a self-paced study of the MJl *Juvenile Probation Officer/Caseworker Self-Instructional Manual* and satisfactory completion of the certification examination.

Manual:

Study using the self-instructional manual revised in April 2019.

Examination Dates:

There are two examination dates set for 2019: Friday, July 26, 9:00 a.m. to 12:00 p.m., at the Michigan Hall of Justice, Lansing; **OR**, Friday, August 2, 9:00 a.m. to 12:00 p.m., at the Region IV State Court Administrative Office, Gaylord.

Registration:

MJl utilizes online registration. Please go to the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **FC4E75**.

IF YOU NEED A 2019 JUVENILE PROBATION OFFICER/CASEWORKER SELF-INSTRUCTIONAL MANUAL, PLEASE INDICATE THAT IN THE "ADDITIONAL COMMENTS" SECTION OF THE E-REGISTRATION FORM.

Travel and other expenses are the responsibility of the participant or his/her funding unit.

Examination Details:

- The examination is timed. It begins at 9:00 a.m. and ends no later than 12:00 p.m.
- The examination will be open book, so you may utilize your manual to assist you in answering questions.
- The format for the examination is primarily true-false, multiple-choice, and fill-in-the-blank.
- The examination will contain approximately 150-200 questions.
- There are no grades - it is pass-fail. You must achieve a score of 85 percent or better to pass the examination. This is based upon a cumulative score on the entire test.

If you know other probation officers and/or caseworkers who need to complete the certification process, please let them know.

If you have any questions, please contact me at 517-373-7607, or by e-mail at stathakisp@courts.mi.gov.

REGISTRATION DEADLINE FOR EITHER EXAM: JULY 12, 2019