



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, 2018

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

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

**The Manual:**

Study using the self-instructional manual revised in April 2018.

**Examination Dates:**

There are two examination dates set for 2018: Friday, July 27, 9:00 a.m. to 12 noon at the Michigan Hall of Justice, Lansing; **OR**, Friday, August 3, 9:00 a.m. to 12 noon at the Region IV State Court Administrative Office, Gaylord.

**Registration:**

MJI utilizes online registration. Please go to the following link to register: <http://courts.michigan.gov/MjiOnline> and use the invitation code: **C8964B**.

**IF YOU NEED A 2018 JUVENILE PROBATION OFFICER/CASEWORKER SELF-INSTRUCTIONAL MANUAL, PLEASE INDICATE THAT IN THE “ADDITIONAL COMMENTS” SECTION OF THE E-REGISTRATION FORM.**

Travel to and from the examination site, as well as any other expenses, are the responsibility of the participant or his/her funding unit.

**Examination Details:**

- The examination is “timed.” We allow no more than three hours for completion.
- 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.
- The certification standing committee recommended, and MJI has adopted, 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 of 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 by telephone at 517-373-7607, or by e-mail at [stathakisp@courts.mi.gov](mailto:stathakisp@courts.mi.gov).

**REGISTRATION DEADLINE FOR EITHER EXAM: JULY 13, 2018**