



MICHIGAN SUPREME COURT
MICHIGAN JUDICIAL INSTITUTE

Michigan Hall of Justice • PO Box 30048 • Lansing, MI 48909
Phone: 517-373-7171 Fax: 517-373-7615 Website: mjieducation.mi.gov

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

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

The certification process is two-phased: Phase I requires participation in (or waiver of) the MJ "Basic Interviewing, Counseling, and Communication Techniques" seminar. Phase II consists of self-paced study of the MJ *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:

MJ 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 MJ 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.

REGISTRATION DEADLINE FOR EITHER EXAM: JULY 13, 2018