



CTAJ™ Administrator - for staff and other support personnel

Name of Course	# of Days	# of Credits	Member Pricing	Non Member Pricing	Date of Course	CTAJ™ Exam Successful	CTAJ™ Qualifying Credits
Core Courses							
Principles of Administrative Justice	2	14	\$1,070.00	\$1,320.00			
Interpreting Legislation*	2	14	\$1,070.00	\$1,320.00			
Required Course							
Case Management Practices	1	7	\$850.00	\$1,100.00			
Elective Courses							
<i>regular or approved custom courses offered by the Foundation of Administrative Justice</i>							
Decision Making**	2	14	\$1,070.00	\$1,320.00			
Decision Writing	2	14	\$1,070.00	\$1,320.00			
Effective Hearings	2	14	\$1,070.00	\$1,320.00			
Evidence	2	14	\$1,070.00	\$1,320.00			
Presenting Cases Before Administrative Tribunals	2	14	\$1,070.00	\$1,320.00			
Investigations	2	14	\$1,070.00	\$1,320.00			
Plain Language: Building Results	1	7	\$850.00	\$1,100.00			
E-Learning Courses							
Interpreting Legislation e-Learning*		14		\$1,320.00			
Decision Making e-Learning**		14		\$1,320.00			
70 Certificate Credits Required for the CTAJ™ Certificate							
Total							