



PROFESSIONAL DEVELOPMENT PROGRAM FACT SHEET

Date:	June 14-18, 2010
Sponsored by:	Texas Center for the Judiciary, Inc.
Registration fee:	\$160 — <u>DO NOT SEND FEE WITH APPLICATION</u>
Location:	Westin at the Domain Hotel Austin, Texas
Classes begin:	Monday, June 14, at 3:30 p.m. (Check-in Registration from 2:30 - 3:30 p.m.)
Classes conclude:	Friday, June 18, at 11:30 a.m.
Acceptance:	Applications will be reviewed ONLY ONCE for acceptance into the program. <u>Incomplete applications will not be accepted.</u> You must include your job description when submitting your completed application to TCJ.
Attendance Policy:	If accepted, attendance is mandatory in all portions of the program. If a student misses 6 hours of class for any reason, the student must repeat the course at his/her own expense. A student with any unexcused absence will not be reimbursed for the entire program.
Dress Code:	Dress during the week is business casual. Dress code will be enforced.
Travel:	Travel will be reimbursed at 50 cents per mile or based on economy airfare.
All Meals:	Most meals are provided at the program. Meals <i>on your own</i> are reimbursed at maximums per day of: \$6 for breakfast, \$10 for lunch, and \$20 for dinner.

IMPORTANT!

Acceptance into the 2010 Professional Development Program is based on the applicant's job description, duties, number of years in the position, and jurisdiction. The TCJ Admissions Committee will consider an application one time only, so be extremely detailed and comprehensive when completing the application, and don't forget to include a current job description.

Applications will not be accepted after March 5, 2010.

Enrollment is limited. Not every individual who applies is accepted into the program.

The Texas Center for the Judiciary will notify you of your acceptance into the program.

Application Process:

1. Send your judge-certified application and a copy of your job description to TCJ by March 5, 2010.
2. The TCJ Admissions Committee meets in March to consider applications and select candidates.
3. Notification letters and registration materials are sent to individuals accepted into the program.
4. If accepted, you must complete a registration form that must be returned to the Texas Center with the required registration fee before April 19, 2010.