




# Getting the Most from the Learning Center

**Training & Services Division**  
March 2023

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## Session Agenda

- **What we will cover in this session**
  - Our mission
  - Available courses and resources
    - Learning Center Magistrate content
  - Training records and CE credits
  - Questions from the floor



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# Commitment to Timely Justice

## NCAOC Mission Statement

*The mission of the Administrative Office of the Courts is to assist and equip the General Court of Justice to fulfill its constitutional mandate of timely dispensing equal justice under the law.*



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# Magistrate Courses & Resources

## Online Courses and Collections:

- Judicial Foundations
- UNC School of Government recordings
  - Webinars
  - Conference sessions
  - Basic School sessions
- \* Includes a curated mandatory topics playlist
  - Bloodborne Pathogens for Magistrates
  - Cyber Security training



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### Technology Resources:

- \* How to Check Magistrate CE Credits
- Webex
- Email Encryption and LiquidFiles
- eFax



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## The Learning Center

- Access through the Judicial Branch intranet (Juno) to train on procedures and processes
- Tracks training hours and credits
- Used by Judicial Branch employees to:
  - Register for classes
  - Complete online training
  - Review transcripts
  - Track credit hours
  - Acknowledge policies and agency directives



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## Mandatory Training Topics

..... every magistrate shall annually and satisfactorily complete a course of in-service training consisting of at least 12 hours in the civil and criminal duties of a magistrate, including, but not limited to, the following subjects:

- (1) Setting conditions of pretrial release.
- (2) Impaired driving laws.
- (3) Issuing criminal processes.
- (4) Issuing search warrants.
- (5) Technology.
- (6) Orders of protection.
- (7) Summary ejectment laws.

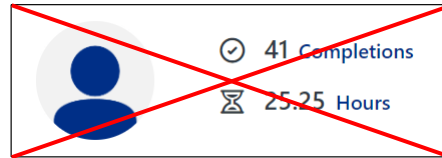


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## CE Credits

Magistrates are required to obtain 12 CE credits in each calendar year

- Training hours are not CE credits
  - Training hours are tracked for the fiscal year
  - Not all training qualifies for CE credit
- CE credits for qualifying training are awarded on a 1 hour : 1 credit basis
- Most training only provides CE credit the first time it is completed

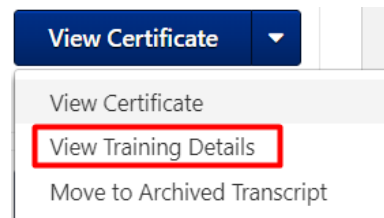


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## How to Check CE Credits

Individual CE credits can be reviewed in various ways:

- The CE credits associated with a specific training can be found by selecting **View Training Details**
- A Hiring Authority or designee can request the CE credits for magistrates in a county or district
- You can call or email the Learning Center support staff



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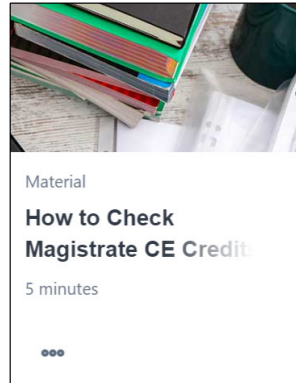
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OR

- You can run your own Transcript Report



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## Resources

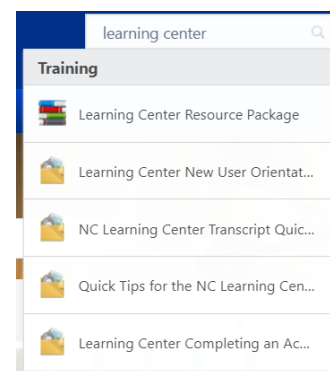
### On Juno:

- Learning Center Access Guide

### In the Learning Center:

- 2023 Mandatory Magistrate Topics
- How to Check Magistrate CE Credits
- Learning Center Resource Package, including
  - Learning Center New User Orientation
  - Search and Register for Training
  - Generate a Transcript Report

*What would you like to see training on?*



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## Questions?

Do you have questions about:

- The different training types?
- How to find and access training?
- How to access your training history?
- Aggregate training hours vs CE credits?
- Where to get help with training?
- Anything else?



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## Contact Information and Resources

Contact the Learning Center admin team

- By phone at 919-890-1271
- By email at [LearningCenter@nccourts.org](mailto:LearningCenter@nccourts.org)

*Please stop by our table with any questions, to pick up our info sheet, or just to say hello.*

*We are happy to help or demonstrate the Learning Center, help you find training or information, and we are looking forward to meeting you.*



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## Thank You

If you need assistance with training resources or the Learning Center (LMS), contact the Learning Center at [LearningCenter@nccourts.org](mailto:LearningCenter@nccourts.org) or 919-890-1271.