Judicial Studies Program

The University of Nevada, Reno
The National Judicial College
The National Council of Juvenile and Family Court Judges

2007

PROGRAM DESCRIPTION

SCOPE

The Judicial Studies Program (JSP) is intended to provide a formal academic setting in which trial judges or juvenile and family court judges can integrate technical studies of the judiciary with more academic courses in an effort to provide an intellectual assessment of the role of the American judiciary. Toward this end, the University of Nevada, Reno provides specially designed courses that treat judicially-related issues from a liberal arts perspective, including the humanities, social, behavioral and natural sciences and communications; the National Judicial College (NJC) and the National Council of Juvenile and Family Court Judges (NCJFCJ) provide a series of courses treating technical subject matter.

ACADEMIC OBJECTIVES

A major academic objective of the JSP is to help create and define a new academic discipline: Judicial Studies. Providing a master's degree (MJS) and a Ph.D. degree (DJS) in judicial studies is an attempt to recognize current accomplishments in the field and to encourage further achievements by increasing the discipline's intellectual resources in teaching and research, and by raising its visibility in the judiciary and in the academic community.

IMPORTANCE TO JUDGES AND JUDICIARY

The JSP is a challenging, stimulating academic degree program designed to:

- provide a structured, interdisciplinary academic curriculum applicable to your judicial needs;
- encourage you to take an active role in teaching, planning and administering judicial education;
- provide experience (by virtue of the MJS thesis and DJS dissertation requirement) for you in conducting and publishing research of interest and applicability to the judicial system;
- provide an academic degree program with national scope and impact.

ADMISSION REQUIREMENTS, CRITERIA AND PROCEDURES

For the Master's degree, judges may apply for acceptance to study in one of two major areas: Trial Court Judge Major or Juvenile and Family Court Judge Major. Priority for admission will be given to applicants who are full-time sitting trial judges of general court jurisdiction or judges of juvenile and family courts. Consideration may be given to other qualified full-time judges and international judges. Admission to this MJS program shall be limited to graduates of ABA accredited law schools who are currently serving full-time on the bench. Exceptions may be made for full-time sitting judges who are graduates of recognized foreign law schools or who are graduates of non-accredited American law schools who have been admitted to the Bar, and when it appears that the applicant is otherwise qualified and would, if accepted, contribute to the success of the program.

Factors to be considered in the admission process include professional achievement since law school, professional activities that indicate an interest in the law and the judiciary, published writings (including opinions), academic record in college and law school, extracurricular activities, and three letters of reference provided by professional colleagues. Consideration will also be given to the goal of attaining a wide geographic distribution of participants in this program. Major emphasis will be placed upon the applicant's professional achievements and the potential for making continued contributions to the judicial profession.

For the Ph.D. degree, judges who have graduated from the MJS may apply. Factors to be considered include professional achievements and professional activities since receiving the MJS, performance while working toward the MJS degree, published writings and letters of reference.

Judges interested in applying for admission must fill out the proper admission form and submit. A complete MJS application consists of: the application form; \$60 application fee; two official copies of undergraduate, graduate and law school transcripts sent to the program directly from the school; three letters of reference; and samples of writings. It is the applicant's responsibility to ensure that all materials are received by the JSP office, as no application will be considered until all materials have been received. A completed DJS application consists of: the application form; \$40 application fee; letters of reference from the MJS thesis committee members; three additional letters of reference; and samples of writing since receiving the MJS.

It is the responsibility of applicants to make arrangements with the appropriate judicial personnel to ensure that they can be absent from court for the necessary time during two or more summers.

Admissions decisions shall be made by the JSP Admissions Committee, which consists of representatives from the University of Nevada, Reno, The National Judicial College, and the National Council of Juvenile and Family Court Judges, and by the University of Nevada, Reno Graduate School. Once a decision has been reached, applicants will be notified in writing. An applicant must be accepted into the program in order to enroll in University of Nevada, Reno classes and receive credit for NJC and NCJFCJ/JSP classes.

ADMISSION DATES

MJS applications may be considered anytime during the year. DJS applications are accepted anytime during the year for consideration each January.

TO REQUEST AN APPLICATION FORM, WRITE, CALL OR DOWNLOAD FROM WEB:

Denise Schaar-Buis, Program Officer Justice and Judicial Studies/311 University of Nevada, Reno Reno, Nevada 89557 Tel: (775) 784-6270

Tel.: (775) 784-6270 jsp@unr.nevada.edu

Web site: www.judicialstudies.unr.edu

CURRICULUM

The curriculum focuses on judges and their roles in and contributions to American society, and on the improvement of services rendered by judges in a free society. The curriculum encourages students to become more proficient in the diagnosis and analysis of problems through the use of techniques developed by the social, behavioral and natural sciences, as well as by the humanities. Also, the curriculum will require the study and assimilation of research techniques used by professionals who testify in court. These same techniques will be used by students to study issues important to the advancement of the discipline of judicial studies.

The MJS serves as an umbrella for two related, though distinct, academic majors; one is for trial judges, the other is for juvenile and family court judges. The former is offered by the University of Nevada, Reno with the cooperation of The National Judicial College. The latter is offered by the University of Nevada, Reno with the cooperation of the National Council of Juvenile and Family Court Judges. Each major has some required and some elective courses. The total number of credits required in each major is 32, with NJC and NCJFCJ courses numbered 600-699, and University of Nevada, Reno courses numbered 700-799.

MAJOR FOR TRIAL COURT JUDGES

Required courses include:

- JS 610 General Jurisdiction, 4 credits (NJC) **OR**
- JS 612 Special Court Jurisdiction-Advanced, 4 credits (NJC)
- JS 615 Judicial Writing, 2 credits (NJC)
- JS 710 History and Theory of Judisprudence, 3 credits (UNR)
- JS 797 Thesis, 6 credits (UNR)

Elective courses include:

- Group I (a minimum of 8 credits) (NJC)
- JS 613 Criminal Evidence, 2 credits
- JS 617 Advanced Evidence, 2 credits
- JS 618 Decision Making, 2 credits
- JS 619 Ethical Issues in Law: A Novel Approach, 2 credits
- JS 622 Scientific Evidence and Expert Testimony, 2 credits
- JS 623 Handling Capital Cases, 2 credits
- JS 625 Dispute Resolution Skills, 2 credits
- JS 626 Advanced Judicial Writing, 2 credits
- JS 627 Effective Case flow Management, 2 credits
- JS 628 Practical Approaches to Substance Abuse Issues, 2 credits
- JS 629 Managing Complex Litigation, 2 credits
- JS 632 Conducting the Trial, 2 credits
- JS 634 Managing Family Law Cases: A Practical Approach, 2 credits
- JS 636 Domestic Violence, 2 credits
- JS 638 Probate Courts, 2 credits
- JS 642 Today's Justice, 2 credits
- JS 644 When Justice Fails, 2 credits
- JS 645 Search, Seizure and Criminal Procedure, 2 credits
- JS 690 Topics in Comparative Jurisprudence, 2 credits

Group II (a minimum of 9 credits) (UNR)

- JS 715 Justice, Law and Literature, 3 credits
- JS 720 Comparative Law, 3 credits
- JS 725 Media and the Courts, 3 credits
- JS 730 Law and Economics, 3 credits
- JS 735 Law and the Social and Behavioral Sciences, 3 credits
- JS 740 Legal/Medical Issues, 3 credits
- JS 745 Public Policy in the Courts, 3 credits
- JS 750 Criminology: Causation, Enforcement, Responsibility, 3 credits
- JS 760 Language and Judicial Process, 3 credits
- JS 765 Science in Law, 3 credits
- JS 770 Gaming and the Law, 3 credits

MAJOR FOR JUVENILE AND FAMILY COURT JUDGES

Required courses include:

- JS 610 General Jurisdiction, 4 credits (NJC)
- JS 660 Core College: The Role of the Juvenile Judge, 2 credits (NCJFCJ)
- JS 615 Judicial Writing, 2 credits (NJC)
- JS 710 History and Theory of Jurisprudence, 3 credits (UNR)
- JS 797 Thesis, 6 credits (UNR)

Elective courses include:

Group I (a minimum of 6 credits) (NCJFCJ)

- JS 661 Family Law and Domestic Relations, 2 credits
- JS 662 Evidentiary Problems in the Juvenile and Family Court, 2 credits
- JS 663 Advanced Juvenile Justice Management Institute, 2 credits
- JS 664 Child Abuse and Neglect Institute, 2 credits
- JS 690 Topics in Comparative Jurisprudence, 2 credits

Group II (a minimum of 9 credits) (UNR)

- JS 715 Justice, Law and Literature, 3 credits
- JS 720 Comparative Law, 3 credits
- JS 725 Media and the Courts, 3 credits
- JS 730 Law and Economics, 3 credits
- JS 735 Law and the Social and Behavioral Sciences, 3 credits
- JS 740 Legal/Medical Issues, 3 credits
- JS 745 Public Policy in the Courts, 3 credits
- JS 750 Criminology: Causation, Enforcement, Responsibility, 3 credits
- JS 760 Language and Judicial Process, 3 credits
- JS 765 Science in Law, 3 credits
- JS 770 Gaming and the Law, 3 credits

DOCTOR OF JUDICIAL STUDIES

The DJS requires additional required and elective courses beyond the MJS. This will vary student by student. Please contact Denise Schaar-Buis, Program Officer, for an evaluation of your file to determine additional courses needed.

Required courses include:

- JS 795 Comprehensive Exam, 1 credit (UNR)
- JS 799 Dissertation, 24 credits (UNR)

Elective courses include:

- JS 775 Independent Study, 1-3 credits (UNR)
- JS 780 Special Problems, 1-3 credits (UNR)

COMPLETION OF COURSEWORK

For the MJS, a student may take up to six years to complete the program, but it is designed to be completed in two to four years. In order to complete the program in two years, a student must be able to spend a total of at least 12 weeks on the University of Nevada, Reno campus during two consecutive summers for completion of University of Nevada, Reno requirements. More time may be required for completion of the NJC or NCJFCJ courses, depending upon course schedules and the qualifications of a candidate for retroactive credit (see "Retroactive Credit by Examination").

Coursework for the Trial Court Judge major is comprised of 14 required credits: General Jurisdiction or Special Court Jurisdiction (NJC), Judicial Writing (NJC), History and Theory (UNR), and Thesis (UNR). It also requires 8 elective credits from NJC and 9 elective credits from the University of Nevada, Reno totaling 32 credits in all. NJC courses are one week in length

excluding General Jurisdiction or Special Court Jurisdiction, which are two weeks in length. University of Nevada, Reno courses are two weeks in length, excluding History and Theory, which is offered at night and is four weeks in length.

Coursework for the Juvenile and Family Court Judges is comprised of 17 required credits: General Jurisdiction (UNR), Judicial Writing (NJC), Core College (NCJFCJ), History and Theory (UNR), and Thesis (UNR). It also requires 4 elective credits from NCJFCJ and 9 elective credits from the University of Nevada, Reno totaling 32 credits in all. Again, NJC courses are one week in length excluding General Jurisdiction, which is two weeks in length. University of Nevada, Reno courses are two weeks in length, excluding History and Theory, which is offered at night and is four weeks in length. NCJFCJ courses are all one week in length.

For the DJS (Ph.D.), a student has up to eight years, beyond the masters, to complete the program. Typically, an additional 12 weeks on the University of Nevada, Reno campus and 49 credits are required (18 UNR elective credits, 6 NJC or NCJFCJ elective credits, 1 credit Comprehensive Exam, and 24 credits for the dissertation). For information or an evaluation of your program, please contact James T. Richardson, program director, or Denise Schaar-Buis, program officer.

Considerable effort has gone into making maximum use of the relatively short time students will spend on campus. Students should expect to spend non-classroom time reading or preparing for end-of-course examinations or projects **both before and after course attendance.** The completion of the thesis or dissertation requirements will be accomplished outside of classes. To receive course credit, **students should expect to attend each course in its entirety and schedule travel plans accordingly.**

2007 COURSES ON THE UNIVERSITY OF NEVADA, RENO CAMPUS

| | UNSES ON THE UNIVERSITY OF NEVADA, KENO CAMIFUS | | TT' CD |
|------------------|--|---|---|
| Course JS 610 | General Jurisdiction (NJC) | Dates 3/18-29; 7/15-26; 10/14-25 | Time of Day 8 a.m4 p.m. |
| | Comprehensive introduction to judicial system, role of judges, recent de in trials and the judiciary as a social institution. | evelopments (legal, mar | nagerial, technological) |
| JS 612 | Special Court Jurisdiction-Advanced (NJC) Advanced presentations on legal, managerial, technological developments institution. Prerequisite: five years experience on the bench. | 5/14-24 ents in the trials and the | 8 a.m4 p.m. ne judiciary as a social |
| JS 615 | Judicial Writing (NJC) For judges and decision-makers. Concentrates on achieving clarity of exprand one-on-one critiques by judicial-writing experts are an integral part | | 8 a.m4 p.m. style. Writing exercises |
| JS 617 | Advanced Evidence (NJC) Identification and analysis of common evidentiary problems faced by ge | 10/1-4 eneral jurisdiction court | 8 a.m4 p.m. s in civil cases. |
| JS 618 | Decision Making (NJC) Identifies the ingredients of the decision-making process and acquaints juphilosophical aspects of dispute resolutions. | 7/23-26 udges with the psycholo | 8 a.m4 p.m. ogical, sociological and |
| JS 622 | Scientific Evidence and Expert Testimony (NJC) Overview of use of medical evidence in the courtroom: nature of sciential toxicology, child abuse, and technological innovation. | 7/16-19 entific evidence, exper | 8 a.m4 p.m. t testimony, pathology, |
| JS 628 | Practical Approaches to Substance Abuse Issues (NJC) Substance abuse issues in codependency family law problems, probate mat abuse issues in criminal justice cases. | 4/30-5/3 tter and mental health iss | 8 a.m4 p.m. |
| JS 634 | Managing Challenging Family Law Cases (NJCFCJ & NJC) Daily decisions concerning custody issues, child support enforcement is financial considerations are a part of the curriculum. | 9/24-27 sues, evidentiary issues | 8 a.m4 p.m. in child abuse/neglect; |
| JS 660 | Core College (The Role of the Juvenile Judge) (NCJFCJ) Foundation of knowledge and skills in the area of juvenile law with emphasiand special problems relating to children. | 9/23-28 is on decision-making, d | 8 a.m 4 p.m. ispositional alternatives |
| JS 662 | Evidentiary Problems in Juvenile and Family Court (NCJFCJ) Examination of current evidentiary issues and concerns arising in juveni | 10/14-19 le and family courts. | 8 a.m5 p.m. |
| JS 664 | Child Abuse and Neglect Institute (NCJFCJ) Judicial philosophy and skills necessary for handling child abuse and negle court practice; judicial decision-making under the Adoption and Safe Fa | | 8 a.m5 p.m. e approach to improving |

| JS 710 | History and Theory of Jurisprudence (UNR)† General aspects of law from philosophical, historical and social perspethe administration of justice; and punishment, culture and society. | 7/9-8/2 ectives: jurisprudence; le | 6:30-9 p.m. egal history; courts and | | |
|--|---|---------------------------------------|--|--|--|
| JS 720 | Comparative Law (UNR) Comprehensive review of Anglo-American, continental and socialist legicivil and criminal substantive law (torts and contracts) and procedural of | | 8:30 a.m4:30 p.m. nd current comparative | | |
| JS 725 | Media and the Courts (UNR) Understanding the interaction of media and the courts, including threats to of the tension between the First and Sixth Amendments. | 7/23-8/2 justice by media coverag | 8:30 a.m4:30 p.m. e, includes examination | | |
| JS 730 | Law and Economics (UNR) Examines economic implications and objectives of legal institutions a public regulations of the market and legal procedures. | 6/11-21 nd legal rule making, in | 8:30 a.m4:30 p.m. acluding: common law, | | |
| JS 735 | Law and the Social and Behavioral Sciences (UNR) Assesses social and historical context of law, major roles and processes i of scientific research in actual cases. | 1/8-18 n legal institutions; inclu | 8:30 a.m4:30 p.m. ades major focus on use | | |
| JS 775 | Independent Study (UNR) Ph.D. students only Allows pursuit of special topics with supervision. | | | | |
| JS 795 | Comprehensive Exam (UNR) Ph.D. students only | | | | |
| JS 797 | Thesis (UNR) | | | | |
| JS 799 | Dissertation (UNR) Ph.D. students only | | | | |
| 2007 COURSES NOT ON UNIVERSITY OF NEVADA, RENO CAMPUS | | | | | |
| JS 615 | Judicial Writing (NJC) Examines effective examples of good legal writing; identifies underlying encourages judges to adopt clear, concise style by writing and rewriting | | Jeckyll Island, GA composition; | | |
| JS 617 | Advanced Evidence (NJC) Identification and analysis of common evidentiary problems faced by g | 5/27-31 eneral jurisdiction court | Philadelphia, PA s in civil cases. | | |
| JS 623 | Handling Capital Cases (NJC) Techniques for instituting and maintaining high-quality court managem judicial responsibilities unique to capital cases. | 11/4-8 ent of capital cases; add | New Orleans, LA resses the demands and | | |
| JS 625 | Dispute Resolution (NJC) Examines strengths, weaknesses and potential uses of alternative disput mediation, mini-trials and summary jury trials. | 9/2-6 te resolution methods, in | San Francisco, CA acluding arbitration, | | |
| JS 632 | Conducting the Trial (NJC) | 6/3-7 | Sun Valley, ID | | |
| | Specific techniques for expediting trials without sacrificing basic fairne delay and wasted time during trials. | ss. Participants will prac | ctice skills to overcome | | |

 $[\]dagger$ This course may be taken in consecutive two-week sessions—two weeks one year, remaining two weeks the following year.

2007 STUDENT ORIENTATION PROGRAM

We highly encourage MJS students to attend the student orientation program. This program provides students with an overall view of the program and program requirements, and an in-depth view of the thesis process. In 2007 the student orientation program will be offered:

Friday, July 27, 9 a.m.-noon • NJC 116

ENROLLING IN COURSES

JSP participants **must enroll for courses through the organization that is offering them**. Requests for enrollment information relating to courses should be directed to:

UNR Courses (700 level)

Denise Schaar-Buis, Program Officer Justice and Judicial Studies/311 University of Nevada, Reno Reno, NV 89557 jsp@unr.nevada.edu (775) 784-6270

NJC Courses

Muriel M. Bartlett, Registrar The National Judicial College/358 University of Nevada, Reno Reno, NV 89557 registrar@judges.org (775) 784-6747

NCJFCJ Courses

Cara Cunningham, Registrar
National Council of Juvenile and Family Court Judges/276
University of Nevada, Reno
Reno, NV 89557
ccunningham@ncjfcj.org
(775) 784-6012

REQUIREMENTS FOR THE AWARD OF THE MJS OR DJS DEGREE

To be awarded the MJS degree, the student must: complete a minimum of 32 credits in the prescribed curriculum; maintain a 3.0 grade point average in graded courses; take classes for 12 weeks in residence on the university campus; and complete all required courses, any exams or papers assigned, and a thesis approved by the student's advisory committee composed of JSP faculty members. Students in University of Nevada, Reno courses are assigned letter grades, while those taking NJC or NCJFCJ courses are assigned "S" (satisfactory) or "U" (unsatisfactory).

Approval of the thesis may occur in either of two ways. The applicant may defend the completed thesis orally, or, **with committee approval**, satisfy the requirements of a thesis by publication in a suitable ABA-approved law review or other professional refereed journal, and by submitting the publication in a modified form for archival storage in the University of Nevada, Reno, NJC or NCJFCJ libraries. Again, candidates have six years to finish all requirements of the MJS degree.

To be awarded the DJS degree, the student must complete a minimum of 73 credits in the prescribed curriculum, maintain a 3.0 grade point average in graded courses, take classes for an additional 12 weeks in residence on the University of Nevada, Reno campus, and complete all required courses, exams, assigned papers, and a dissertation. A minimum of 30 credits, not including dissertation credits, of the 73 credits must be 700-level substantive courses. The maximum number of transfer credits from the master's program is 24, with one-half of those in 700-level University of Nevada, Reno courses. Thesis credits do not transfer. An additional one credit is required for the comprehensive exam, which is usually completed in conjunction with the final oral defense of the dissertation. The student's advisory committee, composed of JSP faculty members, approves the program of study and dissertation. Course grading is the same as the master's degree.

RETROACTIVE CREDIT BY EXAMINATION

Past participants in NJC or NCJFCJ programs may receive credit toward the MJS degree for courses under specified conditions as set forth in the University of Nevada, Reno catalog and in the retroactive credit regulations of the Advisory Committee. The credits must be for courses which have been approved for required or elective credit as previously specified. Those who wish to obtain academic credit for courses taken previously must complete the appropriate request form and must take the most current written exam to be administered by NJC or NCJFCJ. None of the retroactive credits may be applied toward or substituted for University of Nevada, Reno courses numbered 700 or above.

The regulations for retroactive credits by examination for NJC and NCJFCJ courses are as follows:

- 1. In order to receive retroactive credit, a degree candidate must fill out an application to take the exam.
- 2. Credit will be granted only upon successful passage of an examination covering the basic topics or objectives of the course. The examination will be the same as or substantially similar to the examination given to students currently enrolled in the course. It will, therefore, test the student's current knowledge of the area rather than the material as presented at the time the course was taken. Examinations will be given at NJC or NCJFCJ at the conclusion of the current course offered, or may be administered by a proctor in the student's home state.
- 3. Credit for General Jurisdiction may be obtained whether the student took the two-week course, three-week course or Advanced General Jurisdiction.
- 4. Credit by examination may be obtained by a student who participated in a course as a faculty member.
- 5. Credit by examination may **not** be obtained by a student for more than 10 credits total.
- 6. Credit by examination will not be granted for courses that were taken more than seven years before the student's admission, except on approval of the Advisory Committee.
- 7. Potential students for the MJS may take an examination in a course offered for credit, and receive credit after admission to the JSP, so long as admission is within seven years of the examination.

TUITION AND FEES

The tuition and fees for the JSP are paid separately to the three schools cooperating in the JSP, according to the tuition and fee policy of each. The three schools assess tuition and fee charges for each course at the time the course is taken.

University of Nevada, Reno Fees

The University of Nevada, Reno requires for each course offered in 2007 a payment of \$965. The DJS dissertation fee is \$3,860. University of Nevada, Reno tuition includes health service and student union use, but does **not** include course materials, room or board.

Certification of payment by an appropriate state agency is acceptable. The fee for the thesis course is payable at the time that the student makes application for graduation. The fee for the DJS dissertation can be spread out over the completion period of the degree. In addition to tuition, students will be required to pay a \$60 JS application fee (\$40 DJS), a \$55 graduation fee, and costs associated with required course materials, as well as research, preparation, copyrighting, \$105 binding costs of the thesis, and \$135 for dissertation.

Cancellations and refunds: Students may withdraw from the JS program at any time. However, no refunds will be given.

NJC Fees*

For NJC coursework taken in Reno in 2007:

Early Bird** Standard

One-week course: \$845 Tuition/\$235 Conference \$945 Tuition/\$235 Conference Two-week course: \$1,295 Tuition/\$455 Conference \$1,395 Tuition/\$455 Conference

For NJC coursework taken **off-site** from Reno in 2007:

One-week course: \$1,095 Tuition/\$230 Conference \$1,195 Tuition/\$230 Conference

Tuition for NJC courses includes the cost of course materials. The conference fee includes welcome reception, daily lunches, coffee breaks, and an award presentation dinner on Thursday evening. (Adjustments may be arranged with the business office for candidates unable to attend Thursday evening functions because of the evening JSP class.)

Students who have previously taken NJC courses that qualify for JS credit, and who successfully pass the appropriate retroactive credit examinations, are not required to pay additional tuition for such courses.

NCJFCJ Fees

NCJFCJ charges students the same tuition and fees as it charges other participants in its programs. Each course offered in 2007 requires a payment of \$595 (tuition and conference fee). Courses cross-listed with NJC are charged at the NJC rate.

NCJFCJ tuition includes the cost of course materials. The conference fee includes coffee, special meal activities and services.

Accommodations

Hotel facilities near campus that provide a discounted rate for judges attending University of Nevada, Reno, NJC, and NCJFCJ courses: El Dorado Hotel Casino, contact Kelly Hedges, (888) 808-7720, Execuline code: DS900; Harrah's Hotel Casino, contact JoAnne Chadwick, (800) 427-7247, discount code: Corp07; Silver Legacy Hotel Casino, contact Meg Kennedy, (800) 687-8733, Code: Silver Class NJC; John Ascuaga's Nugget, contact Samantha Eigenman, (800) 843-2427 ext. 3380, code: National Judicial College; and Sienna Hotel Spa Casino, contact Jim Gerhard, (877) 743-6233, code: NJC.

^{*}Confirm tuition and conference fees prior to registration.

^{**&}quot;Early Bird" registration must be received at least 90 days prior to the start of the course.









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