



**Nebraska Supreme Court
Administrative Office of the Courts/Probation
Judicial Branch Education**

Judicial Branch Education
3rd Floor State Capitol, Law Library
Lincoln, Nebraska 68509
402.471.0275
402.471.0728 (fax)
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Request for Access to Computer-Based Training (CBT)

DIRECTIONS

Court and AOC Employees: Please complete this form. Supervisors must complete the "supervisory approval" section prior to the employee returning the form to Judicial Branch Education at the address above. To obtain JBE Credit after completing a course, submit a "Request for Credit" form along with proof of course completion.

Judges: You may submit the completed form to JBE without seeking supervisory approval.

Name: _____

Email Address: _____

Job Title: _____

Court/Work Location: _____

Name and Title of Supervisor: _____

EDUCATION SOUGHT

Identify the courses (one required) you intend to take using the CBT system:

- 1.
- 2.
- 3.

Please note: Once approved, you may take as many courses as you choose in the fields of your choice. You must first choose one job-related course, which you describe above, in order to obtain approval to use the system. Your Supervisor may set parameters for work-time access to the CBT system, including prohibiting the use of CBT on work time.

SUPERVISORY APPROVAL (REQUIRED FOR EMPLOYEES ONLY)

Name: _____

Job Title: _____

Court/Work Location: _____

I have reviewed the foregoing and believe the Employee will benefit from the type of course(s) they described above. Agree Disagree

Supervisor's Signature (*digital signatures not accepted*)

Date _____

FOR EMPLOYEES OF THE DISTRICT COURT ONLY

Employees of the District Court are only eligible to access CBT at a cost of \$28 per year per account. Password to access the system would not be granted until payment is received by the JBE Office.

Payment is included, check # _____

Check here if your Court requires an invoice from JBE before sending payment.