



STATE OF IDAHO

OFFICE OF ADMINISTRATIVE HEARINGS

Policy No.: **26-2**

Date: March 13, 2026

Effective Date: April 1, 2026

Re: ALJ Education/Training Requirements

PURPOSE: To update standards for OAH administrative law judges (“ALJs”) for initial and ongoing education and training.

APPLICABILITY: All ALJs who are full-time employees of OAH, including the Chief and Deputy Chief.

SUPERCEDES: Policy 23-5, issued March 31, 2023, and Policy 23-6, issued March 31, 2023, as they relate to OAH ALJs. Those policies remain in effect with respect to independent contract hearing officers.

AUTHORITY: I.C. §67-5280(2)(b), & -5282(1)(a), (d), & (g)

POLICY: Except as otherwise authorized by the Chief Administrative Law Judge or their authorized designee (collectively, “CALJ”), ALJs shall complete training and educational courses addressing subject matter, conduct, civility, and ethics topics relevant to their work at OAH, as follows:

- **Initial training/education** –ALJs shall complete the following courses **within one (1) year** of their hire date:
 - An in-person course of not less than 7 days for new administrative law judges, as assigned by the CALJ;
 - A remote or in-person 40-hour mediation training course, subject to CALJ approval;
 - 6 hours of remote or in-person arbitration training, subject to CALJ approval;
 - 16 hours of remote or in-person criminal mediation training, subject to CALJ approval; and

- Self-study of existing in-house CLE training materials regarding the OAH Code of Conduct.
- Subsequent training/education –ALJs shall complete the following courses **within three (3) years** of their hire date:
 - A remote or in-person course regarding evidence in administrative contested cases, as assigned by the CALJ;
 - An in-person course regarding self-represented litigants, as assigned by the CALJ; and
 - A remote or in-person course regarding judicial writing, as assigned by the CALJ.
- Lead ALJs – Lead ALJs shall complete the following courses **within two (2) years** of designation as a Lead ALJ:
 - A remote or in-person course regarding judicial decision-making, as assigned by the CALJ; and
 - An in-person course regarding advanced administrative law topics, as assigned by the CALJ.
- Chief and Deputy Chief – The Chief Administrative Law Judge and Deputy Chief Administrative Law Judge shall complete the following courses **at their and the agency's earliest convenience**:
 - An in-person course regarding executive judicial leadership;
 - An in-person course regarding court administration.
- Other training/education – ALJs shall complete such other courses assigned from time to time by the CALJ, including, but not limited to, CLEs on administrative law, mediation, arbitration, and ethics topics.
- Mediation/arbitration continuing education – In conjunction with an ALJ's 3-year Idaho State Bar CLE cycle, the ALJ shall complete, as a component thereof, at least five (5) hours of mediation-related CLEs **and** five (5) hours of arbitration-related CLEs.

Approved:



Chief Administrative Law Judge