# AGENDA

# The National Association of Unemployment Insurance Appeals Professionals

# (NAUIAP)

# *Clear Language and Decision Writing CLE*

**Tuesday, July 28, 2020**

**1:00 P.M.- 2:00 P.M. Eastern**

**10:00 A.M. – 11:00 A.M. Pacific**

**Live Webinar Presentation**

**FACULTY**

**Edward S. Steinmetz, Assistant Chief ALJ, Washington State Office of Administrative Hearings**

**J.S. Cromwell, Chair, Oregon Employment Appeals Board**

*This CLE will begin by exploring the current status of literacy in the U.S, and the growing importance of ALJs choosing language during the administrative hearing which is clear and understandable to most people. The CLE then shifts focus to the written decisions issued by ALJs and appellate review officers. Using the U.S. Dept. of Labor’s Handbook 382, three criteria relating to Clear Language, Understandable Decisions and Logical Reasoning will be reviewed. Next, we will discuss the ethics of clear decision writing and why a clear record and standard of review are necessary prerequisites for a clear decision. Finally, the CLE will end by exploring some common barriers to parties’ understanding and some writing solutions that can help us create written decisions that parties can accept as correct, fair, and well-reasoned.*

**AGENDA**

**Opening Comments**  5 minutes

**Literacy in the United States**  5 minutes

Challenges presented

**Criterion # 7 – Clear Language** 7 minutes

Organized, using simple words

Confirm listener’s understanding

**Criterion # 31 - Understandable Decision** 7 minutes

Writing for multiple audiences

It’s not just the words used

**Criterion # 28 – Logical Reasoning**  6 minutes

Explaining why

**Clear Decision Writing is Ethical Decision Writing** 15 minutes

The “Golden Rule” of Decision Writing

Accessibility & Legitimacy

**Hearing Record Sufficiency & Standard of Review** 5 minutes

Record Sufficiency

Substantial Evidence & Substantial Reason

**Common Barriers**  5 minutes

Barriers to Understanding

Barriers to Accepting

Solutions Through Writing

**Wrap up and adjourn** 5 minutes