



MINNESOTA SUPREME COURT

**Alternative Dispute Resolution Program**

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**GUIDELINES FOR  
ALTERNATIVE DISPUTE RESOLUTION - RULE 114  
COURSE APPROVAL PETITION  
  
CONTINUING EDUCATION**

**2013**

**Alternative Dispute Resolution Program**

110 Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155-1500

**[adr@courts.state.mn.us](mailto:adr@courts.state.mn.us)**

Rule 114 requires neutrals to complete continuing education about alternative dispute resolution subjects. Continuing education courses *do not* have to be certified. Neutrals who are on a facilitative/hybrid panel are required to take 18.00 hours per three-year reporting period. Neutrals who are on any of the other panels are required to take 9.00 hours per three-year reporting period. Neutrals who are on more than one panel are required to take no more than 18.00 hours per three-year reporting period.

The ADR Review Board has interpreted the continuing training provision of Rule 114 to mean subjects about ADR are those that *enhance a neutral's skills and abilities in ADR processes*.

### **APPLICATION REQUIREMENTS**

1. Continuing education courses *do not* have to be certified. Certification is offered to ensure participants are attending a course that meets the continuing education requirement. Finance Division maintains a list of certified courses.
2. The number of hours certified will be based on each contact hour of training. A contact hour shall consist of no less than a sixty minute class session. The number of hours certified will not include time spent on meals, breaks, homework assignments, or unrelated activities.

7/2012

ALTERNATIVE DISPUTE RESOLUTION - RULE 114

CONTINUING EDUCATION  
COURSE APPROVAL PETITION

**COURSE INFORMATION**

Course Title: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to receive a signed, scanned, copy of the approval.

**INSTRUCTION HOURS**

\_\_\_\_\_ Total number of instruction hours (60 minutes of instruction = 1 credit hour)

**COURSE CONTENT**

Courses that provide continuing education for approved neutrals should focus on technique. Explain how this course **expands** the skills of the neutral.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COURSE OUTLINE**

Include a course agenda/brochure with this completed form. A course agenda should indicate the time allocations, subject matter, and faculty of each segment of the course.

\_\_\_\_\_  
*Petitioner's Signature*

\_\_\_\_\_  
*Date*

**DIRECTIONS:** Complete this form and send it with supporting materials to:

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25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155-1500

Email: [adr@courts.state.mn.us](mailto:adr@courts.state.mn.us)

Fax: (651) 205-4441

This form will be returned to applicant after review.  
The following section will be completed to indicate whether the course is certified

**DO NOT WRITE BELOW LINE - FOR USE BY FINANCE**

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Approved for credit hours of training for:

\_\_\_\_\_ credit hours of continuing education training

Not approved for the following reason(s):

\_\_\_\_\_  
*Linda Herman*  
*Finance Manager*

\_\_\_\_\_  
*Date*