



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

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**GUIDELINES FOR *SPONSOR'S PETITION*
ALTERNATIVE DISPUTE RESOLUTION - RULE 114
COURSE APPROVAL PETITION**

PREVIOUSLY APPROVED COURSE

2012

Finance Division

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

BASIC EDUCATION

Under the Minnesota Rules of General Practice only those individuals who meet the training requirements in Rule 114 shall be listed on the roster of qualified neutrals. Finance Division certifies the training programs which meet the training criteria. Any sponsor (agency, organization, or person) who provides training may seek course certification. A list of certified training programs is kept by Finance.

CONTINUING EDUCATION

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.

APPLICATION REQUIREMENTS

1. Course certification is based on Rule 114 of the Rules of General Practice.
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.
3. Course must have been previously approved and any differences between the original course and this course must be explained in this petition.

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SPONSOR'S PETITION
ALTERNATIVE DISPUTE RESOLUTION - RULE 114

PREVIOUSLY APPROVED COURSE
APPROVAL PETITION

COURSE INFORMATION

Course Title: _____

Date(s): _____

Location: _____

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)

PREVIOUS APPROVAL INFORMATION

Course Title (if different from above): _____

Date course was originally offered: _____

Course was approved as:

Basic Education (qualifies participants for neutral rosters)

Continuing Education

COURSE OUTLINE

Include a course agenda/brochure with this completed form *only* if different from course previously approved. A course agenda should indicate the time allocations, subject matter, and faculty of each segment of the course.

COURSE CONTENT

Indicate *any* changes in this offering that would make it different from the original offering. (If changes are significant, a new petition will be necessary.)

Petitioner's Signature

Date

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

Finance Division

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

Email: adr@courts.state.mn.us

Fax: (651) 205-4441

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

DO NOT WRITE BELOW LINE - FOR USE BY FINANCE

Approved for credit hours of training for:

_____ Civil Facilitative
of credits

_____ Family Facilitative
of credits

_____ Continuing Education
of credits

_____ Civil Adjudicative
of credits

_____ Family Adjudicative
of credits

_____ Family Evaluative
of credits

_____ Domestic Abuse Issues
of credits

Not approved for the following reason(s):

Signature

Date