



MINNESOTA SUPREME COURT

Alternative Dispute Resolution (ADR)

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

Alternative Dispute Resolution Program
135 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-1500
(651) 297-7590

Rule 114 requires Neutrals to complete continuing education that address alternative dispute resolution subjects. Continuing education courses *do not* have to be certified unlike the courses required to meet the training requirements to be placed on the roster(s) ***but must be directly related to ADR processes***. Course work must discuss or address some aspect of an ADR process in order to qualify for continuing education credits. Neutrals who are listed on a facilitative, hybrid, or evaluative services roster are required to take 18 hours per three-year reporting period. Neutrals who are exclusively on an adjudicative roster are required to take 9-hours per three-year reporting period. Neutrals who are listed on both a facilitative/hybrid and evaluative or adjudicative roster are required to take no more than 18-hours per three-year reporting period.

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 and so the ADR Program has knowledge of what courses are being offered and by whom. A list of certified training programs is kept by Legal Counsel Division, ADR Program.
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 (60) minute class session. The number of hours certified will not include time spent on meals, breaks, homework assignments, or unrelated activities. The course activity shall be at least one hour in length.
3. To qualify for Continuing Education (CE) credit, a course shall have significant, current intellectual or practical content and shall consist of an organized program of learning directly related to the practice of ADR, ADR skills, the professional responsibility or ethical obligations of Neutrals, or the elimination of bias in Neutral work.
4. Continuing Education shall be conducted by an individual or group qualified by practical or academic experience to teach, lecture, make presentations, or develop courses.
5. The course or activity should be structured on sound educational principles.
6. Classroom training shall be conducted in a comfortable classroom or other facility which provides space and equipment appropriate for the learning activities. "Classroom training" includes both interactive training conducted in person and interactive training conducted through virtual means. Classroom training also includes a "ride-along." "Ride-along" means observation of a real-life ADR process, including observation by remote means, conducted by Qualified Neutral. With consent of the parties and under the supervision of the Qualified Neutral, the ride-along may also include participation in the ADR process. No course will be approved which involves solely correspondence work or self-study.
7. If you are seeking certification, it is strongly recommended that an application for course approval shall be submitted at least 30 days prior to the scheduled training date(s) to ensure the course meets all requirements to be certified. Note: If the course is not certified 30 days prior to the scheduled training date(s), the course may be denied.

TRAINER REQUIREMENTS

In order to qualify as a certified training course, trainer(s) must meet the following requirements:

1. Have taken a training as set forth in Rule 114.12 of the General Rules of Practice, or equivalent training on the same topic before teaching it.
2. Be a Qualified Neutral if providing ADR services in Minnesota.
3. Demonstrate 5 years of experience as a Neutral in the ADR process being taught.
4. Demonstrate experience as a trainer using the role play/experiential learning format required by Rule 114.12.
5. Instructors shall provide a suitable learning environment and assist attendees and answer questions related to the course.

COORDINATOR REQUIREMENTS

1. The sponsor shall designate a **coordinator** who is responsible for supervising the course and assuring compliance with the statutes and rules governing alternative dispute resolution methods.
2. The coordinator shall notify the ADR Program Manager of the date and location of each subsequent presentation of a certified course. Any change in faculty or course content must also be noted.

ADVERTISING

1. Courses must be certified in writing by the ADR Program Manager in order to be advertised as *certified alternative dispute resolution training*.
2. A sponsor may make a written request to use the term “certification pending” if a petition for certification has been made to the ADR Program Manager. Permission must be granted by the ADR Program Manager to use “certification pending.”
3. When a sponsor receives written notice from the ADR Program Manager of the certification, advertising may include the statement “This course has been certified for () hours of alternative dispute resolution training by the State Court Administrator, ADR Program.”
4. Advertising must be truthful, clear, and not deceptive or misleading.

FAILURE TO COMPLY

1. Failure to comply with these guidelines will result in loss of certification of the course until full compliance with all requirements has been met.



SPONSOR'S PETITION
ALTERNATIVE DISPUTE RESOLUTION
MINNESOTA SUPREME COURT FOR ADR ROSTERS AND TRAINING
CONTINUING EDUCATION
TRAINING COURSE CERTIFICATION

SECTION I: COURSE INFORMATION

Course Title: _____

Date(s): _____

Location: _____

Sponsor: _____

Coordinator: _____

Registration URL: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

SECTION II: INSTRUCTION HOURS

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

SECTION III. TRAINER QUALIFICATION (to be completed by the Trainer)

Trainer Name(s)

To qualify as a trainer, one or more trainers must be a Qualified Neutral on the Rule 114 ADR Roster and have taken a training as set forth in Rule 114.12 or equivalent training on the same topic before teaching it. Indicate the certified or equivalent training the trainer attended. Attached additional sheets if necessary. To verify the trainer is currently active on the Roster, follow the link [Minnesota Statewide ADR-Rule 114 Qualified Neutrals Roster](#) to search the public list of all active Neutrals.

Qualified Trainer Name(s)

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Date(s) of Training Name of Training Sponsor Total Hours

I certify that I have five years of professional experience as a Neutral in the ADR process being taught and that I have experience as a trainer using the role play/experiential learning format required by these rules.

Qualified Trainer Signature

Date

SECTION IV: COURSE CONTENT

Courses that provide continuing education for approved Neutrals should focus on technique. Explain how this course is directly related to the practice of ADR.

SECTION IV: COURSE OUTLINE

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

Petitioner's Signature

Date

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

ADR@courts.state.mn.us

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 LCD

Approved for _____ credit hours of continuing education training

Not approved for the following reason(s): _____

Kirsten Stockwell, ADR Program Manager
Alternative Dispute Resolution

Date