

GUIDELINES FOR CONTINUING EDUCATION IN ALTERNATIVE DISPUTE RESOLUTION (ADR)

In order to maintain in good standing on the Rule 114 Roster of Neutrals, all qualified neutrals are required to continue their ADR education and professional development. Each qualified neutral must complete continuing education requirements during a three year period and submit their Continuing Education (CE) Report with the State Court Administrator's Office, ADR Program. Continuing education requirements are set forth in Minn. Gen. R. Prac. 114.13(g).

Purpose

There must be broad public trust and confidence in the integrity and fairness of the ADR process in order for the ADR process to be effective. Continuing education courses provide neutrals with the opportunities to improve their knowledge, skillset, and professional competence as a provider of ADR services.

Guidelines

1. To qualify for Continuing Education (CE) credit, a course shall have significant, current intellectual or practical content and shall constitute an organized program of learning directly related to the practice of ADR, ADR skills, and ethical conduct relating to ADR practice.
2. CE courses shall be conducted by an individual qualified by practical or academic experience to teach, lecture, make presentations, or develop courses.
3. The course should contain a description, learning objectives, program content, and include an evaluation component.
4. The course may be attended in person, by video recording, by simultaneous broadcast, or on-demand. No course will be approved which involves solely correspondence work or self-study.
5. The course shall be at least one hour in length.
6. To qualify for teaching CE credit, the subject matter of the course must be directly related to the practice of ADR, ADR skills, and ethical conduct relating to ADR practice. Neutrals who present an approved course may receive one CE credit for each 60 minutes spent by the Neutral preparing the presentation and materials for the course and teaching the course.
7. CE completed for another profession's continuing education requirement may count towards CE requirements for ADR if the course enhances the Neutral's area of

expertise. A course not directly related to enhancing ADR skills must be materially related to the subject matter of the Neutral's ADR practice. For instance, attending a course on the benefits of hypnosis or bankruptcy law would not qualify for a Neutral providing Parenting Consulting services. A course that addresses how to resolve conflicts that keep kids out of the middle would qualify.

8. CE must relate to the services provided by the Neutral. For example, if a Neutral is rostered on the civil facilitative/hybrid panel and submits coursework for ENE or family matter subjects, the course does not qualify as CE for that neutral.

9. For neutrals listed on both rosters (civil and family), CE may be reported for more than one roster subject area as long as the subject matter meets the guidelines set forth above and bears directly on the individual's ADR practice.

10. If a neutral is already rostered and takes a certified basic training course to join another roster, the neutral may use the training towards CE as well, as long as it meets the requirements of being relevant to the services currently being provided, and as long as the course was taken during the neutral's reporting period. For example, if a neutral is already qualified on the family facilitative panel and submits an application to be on the family evaluative panel, the training that the neutral took to qualify for the family evaluative panel can be used towards the neutral's continuing education requirement for that current reporting period.

11. Completion of the initial basic training to be listed on the qualified Rule 114 roster does not count towards the CE requirement. A neutral's reporting period begins the day that the neutral's application is approved for the roster.

12. Only courses that comply with the above guidelines will be approved.