



MINNESOTA SUPREME COURT

Alternative Dispute Resolution (ADR)

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

PREVIOUSLY APPROVED COURSE

**NOTE: Do not use this Sponsor Petition for courses previously approved prior to January 1, 2023. You must submit a new sponsor petition to have the course reapproved based on the new training requirements effective January 1, 2023. Once the course has been approved, you may then use the Previously Approved Course Petition when seeking course approval.*

Alternative Dispute Resolution Program

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

BASIC EDUCATION

Under the General Rules of Practice Rule 114 only those individuals who meet the training requirements established in Rule 114.12, subdivision 4, or who have received a waiver under subdivision 4(m) shall be listed on the roster of Qualified Neutrals. The State Court Administrator 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 State Court Administration, ADR Program.

CONTINUING EDUCATION

Rule 114 requires Qualified Neutrals to complete continuing education about alternative dispute resolution subjects. Continuing education courses *do not* have to be certified. Qualified Neutrals who are on a facilitative, hybrid, or evaluative roster(s) are required to take 18.00 hours per three-year reporting period. Qualified Neutrals who are on an adjudicative roster *only*, are required to take 9.00 hours per three-year reporting period. Qualified Neutrals who are on more than one roster are required to take no more than 18.00 hours per three-year reporting period.

APPLICATION REQUIREMENTS

1. Course certification is based on Rule 114.12 of the General Rules of 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.
4. 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

The name of the trainer must be listed each time the course is certified to verify the trainer meets all trainer requirements as set forth in Rule 114.12 of the General Rules of Practice.



SPONSOR'S PETITION
ALTERNATIVE DISPUTE RESOLUTION
MINNESOTA SUPREME COURT FOR ADR ROSTERS AND TRAINING
PREVIOUSLY APPROVED COURSE
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: PREVIOUS APPROVAL INFORMATION

Course Title (if different from above): _____

Date course was originally offered: _____

Course was approved as: Basic Education (qualifies participants for rosters)
 Continuing Education

SECTION IV. 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 and subject matter of each segment of the course.

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

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 VI. 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:

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 training for:

Civil Facilitative/Hybrid

of credits

Family Facilitative/Hybrid

of credits

Continuing Education

of credits

Civil Adjudicative/Evaluative

of credits

Family Adjudicative

of credits

Family Hybrid - PTE

of credits

Family Hybrid - PC

of credits

Family Evaluative/Hybrid - SENE

of credits

Family Evaluative/Hybrid - FENE

of credits

Family Evaluative/Hybrid - MSC

of credits

Domestic Abuse Issues

of credits

Not approved for the following reason(s): _____

Kirsten Stockwell, ADR Program Manager
Alternative Dispute Resolution

Date