



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

Page 1 of 4

**GUIDELINES FOR *SPONSOR'S PETITION*
ALTERNATIVE DISPUTE RESOLUTION - RULE 114
TRAINING APPROVAL PETITION
FOR
PREVIOUSLY APPROVED TRAININGS**

Legal Counsel Division

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 Minnesota Rules of General Practice only those individuals who meet the training requirements in Rule 114.13 shall be listed on the roster of qualified neutrals. The State Court Administrator (SCA), through the Legal Counsel Division (LCD), certifies the training programs which meet the training criteria. Any sponsor (agency, organization, or person) who provides training may seek training certification. A list of certified training programs is kept by LCD.

CONTINUING EDUCATION

Rule 114.13(g) requires neutrals to complete continuing education about alternative dispute resolution subjects. Continuing education trainings *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. Training certification is based on Rule 114.13 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. The training *must* have been previously approved and any differences between the original training and this training must be explained in this petition.

SPONSOR'S PETITION
ALTERNATIVE DISPUTE RESOLUTION - RULE 114
PREVIOUSLY APPROVED TRAINING
APPROVAL PETITION

TRAINING INFORMATION

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

Training Title (if different from above): _____

Date training was *originally* offered: _____

Training was approved as: _____ Basic Education (qualifies participants for neutral rosters)
 _____ Continuing Education

TRAINING OUTLINE

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

TRAINING 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:

Legal Counsel Division
Alternative Dispute Resolution Program
135-D Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-1500

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

DO NOT WRITE BELOW LINE - FOR USE BY LCD

____ 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): _____

Renee Pennington, Legal Counsel Division
Alternative Dispute Resolution Program

Date