



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

Page 1 of 7

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

**SUPPLEMENTAL TRAINING FOR
CERTIFIED 40 FAMILY FACILITATIVE/HYBRID TRAINING
TO MEET THE REQUIREMENTS OF RULE 114.13(a)
CIVIL FACILITATIVE/HYBRID NEUTRAL**

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

The Alternative Dispute Resolution Review Board has developed training requirements to supplement certified family facilitative/hybrid training (40 hour) to meet the training requirements of Rule 114.13. Such supplemental training must be certified by the Finance Division.

APPLICATION REQUIREMENTS

1. Application for course approval shall be submitted at least 30 days prior to the scheduled training date(s).
2. Course agenda that includes topics, speakers, and time frames of presentations must be attached to the petition.
3. Course certification is based on training requirements developed by the Alternative Dispute Resolution Review Board.
4. 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.
5. This supplementary training must include 14.0 hours of classroom training and must emphasize experiential learning with a minimum of nine (9) hours of role-playing.
6. Certification will not be granted for courses consisting solely of television viewing, correspondence work, or self-study. Video, motion picture, or sound tape presentations will not be certified unless a qualified instructor is present to discuss the content and answer questions.

FACULTY REQUIREMENTS

1. Instructors shall possess professionally recognized training and experience in the assigned subject area.
2. Instructors shall be familiar with the alternative dispute resolution methods and all laws and rules pertaining to any of these methods.
3. Instructors shall provide a suitable learning environment and assist students 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 Finance of the date and location of each subsequent presentation of a certified course. Any change in faculty or course content must also be noted.

FACILITIES

1. Courses shall be conducted in a comfortable classroom or other facility which provides space and equipment appropriate for the learning activities.

ADVERTISING

1. Courses must be certified in writing by Finance 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 Finance. Permission must be granted by Finance to use "certification pending".
3. When a sponsor receives written notice from Finance of certification, advertising may include the statement, "This course has been certified for () hours of alternative dispute resolution training by the Finance Division."
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.

7/12

SPONSOR'S PETITION
ALTERNATIVE DISPUTE RESOLUTION - RULE 114

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CERTIFIED 40 FAMILY FACILITATIVE/HYBRID
TRAINING TO MEET THE REQUIREMENTS OF RULE 114.13(a)
CIVIL FACILITATIVE/HYBRID NEUTRAL
TRAINING COURSE CERTIFICATION

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.

FOCUS OF THE COURSE

Course will fulfill Rule 114 requirements for:

14-hour Civil Facilitative/Hybrid Training

SUPPLEMENTAL CIVIL FACILITATIVE/HYBRID TRAINING

1. Indicate *by name* the segments of the course agenda that deal with each of the following topics.
 - a. Aspects of mediation that are different in civil cases than in family cases - examples include: orientation, caucus, and identification of issues.

 - b. Simulations involving civil claims that are representative of the types of cases that are filed in district court. (This eliminates family law, probate, and unlawful detainer cases.)

 - c. Mediator conduct including ethnic and gender issues, conflicts of interest, confidentiality, neutrality, ethics, standards of practice and mediator introduction pursuant to the Civil Mediation Act, Minn. Stat. §572.31.

 - d. Rules, statutes, and practices governing mediation in the trial court system, including Rule 114 of the Minnesota General Rules of Court, Special Rules of Court, and applicable statutes including the Civil Mediation Act.

2. _____ Total number of instruction hours (60 minutes of instruction - 1 credit hour)

3. _____ Number of hours of role-playing (9 hour minimum)

FACULTY/SPEAKERS

Please provide: (1) name, (2) title, (3) area of expertise for this course, and (4) applicable experience. Attach supplemental sheet(s) if necessary.

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

3. _____

4. _____

1. _____

2. _____

3. _____

4. _____

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.

EVALUATION FORMS

- Participant critique submitted at end of session
- Survey to be sent out after program
- Other (specify): _____

COURSE MATERIALS

Submit copies of all course materials to be provided to participants (including evaluation forms).

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 THIS LINE - FOR USE BY FINANCE

Approved for credit hours of training for:

_____ 14-HOUR CIVIL FACILITATIVE/HYBRID TRAINING
of hours (Mediation, Mediation-Arbitration, and Mini-Trial Processes)

Not approved for the following reason(s):

Signature

Date