



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

Page 1 of 4

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

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

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 30 and 40 hour training requirements, but must be directly related to ADR processes. Neutrals who are listed on a facilitative or hybrid services roster are required to take 18 hours per three-year reporting period. Neutrals who are on any of the other panels listed exclusively on an evaluative or 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.

The ADR Ethics Board has interpreted the continuing training provision of Rule 114.13(g) to mean ADR continuing education courses are those that *are 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.

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. Legal Counsel Division maintains a list of certified courses.
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. 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. The course shall be presented and attended in a suitable classroom setting. A course presented via video recording, simultaneous broadcast, teleconference, or audiotape, or available on-demand or by podcast, may be approved provided that it complies with the above rules. No course will be approved which involves solely correspondence work or self-study.
7. The course or activity shall be at least one hour in length.



ALTERNATIVE DISPUTE RESOLUTION - RULE 114

**CONTINUING EDUCATION
COURSE APPROVAL PETITION**

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.

INSTRUCTION HOURS

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

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.

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:

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

This form will be returned to applicant after LCD 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): _____

Renee Salmon, Legal Counsel Division
Alternative Dispute Resolution Program

Date