



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

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

CONTINUING EDUCATION**

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
(651) 297-7590

Rule 114 requires neutrals to complete continuing education about alternative dispute resolution subjects. Continuing education courses *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.

The ADR Review Board has interpreted the continuing training provision of Rule 114 to mean subjects about ADR are those that *enhance a neutral's skills and abilities in ADR processes*.

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. 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.

05/01/02

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 **expands** the skills of the neutral.

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