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 by 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.

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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

Rev 6/2020 LCD