



MINNESOTA JUDICIAL BRANCH

State Family Early Case Management/ Early Neutral Evaluation Program

Initial Early Neutral Evaluation (ENE) Provider Training Program Accreditation Requirements and Application

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I. ENE Provider Training and Accreditation

- a. The State ECM/ENE Program accredits training programs that meet the minimum Initial ENE Provider Training criteria. Any sponsor or individual who wishes to provide Initial ENE Provider Training may seek certification and accreditation of a proposed training course.
- b. Initial ENE Provider Training is a prerequisite to be listed as an ENE provider on any of the ENE rosters statewide. Initial SENE Provider Training is a prerequisite for Initial FENE Provider Training. The State ECM/ENE Program maintains a master list of individuals who have completed Initial ENE Provider Training. Only those individuals who have completed an Initial ENE Provider Training accredited by the State ECM/ENE Program shall be listed on the master training list of ENE-trained neutrals. The master training list of ENE-trained neutrals is available at <http://mncourts.gov/Help-Topics/ENE-ECM.aspx#tab04MasterTraining>.

II. Minimum Accreditation Requirements

- a. Course certification is based upon the Initial ENE Provider Training Manual approved by the State Family ECM/ENE Program on March 7, 2017. Prospective trainers are encouraged to use the course outlines in the Manual as a model training course format and checklist of topics to be discussed in training.
- b. The number of hours meeting the minimum requirements for certification are based on each contact hour of training. A contact hour shall consist of a sixty-minute class session. The number of hours certified does not include time spent on meals, breaks, or non-substantive activities.
- c. Initial ENE Provider Training courses must be interactive, experiential, and in-person. Partial video replay and simulcast presentations will not be certified unless a qualified lead instructor is present to discuss the content, answer questions and facilitate the training participants' role play.

III. Initial SENE Provider Training Requirements

- a. Minimum 12 hours of instruction.
- b. Instructional topics must include:
 - i. Philosophy and purpose of ENE (See Manual, SENE Day 1, Part 4);
 - ii. Comparison of ENE to other forms of ADR (See Manual, SENE Day 1, Part 4);
 - iii. Background of ENE in Minnesota (See Manual, SENE Day 1, Part 1);
 - iv. Overview of ICMC and relationship to SENE (See Manual, SENE Day 1, Part 2);
 - v. Demonstration of ENE talk at ICMC (See Manual, SENE Day 1, Part 2);

- vi. Introduction to, description of, and demonstration of each of the phases of SENE (minimum 3 hours of instruction¹) (See Manual, SENE Day 1, Part 3 & 5, and Day 2, Part 4);
 - vii. Opportunity for participants to role-play each of the phases of SENE (minimum 3 hours of roll play);
 - viii. Discussion of ethical issues associated with SENE (minimum 1 hour of instruction) (See Manual, SENE Day 1, Part 6);
 - ix. Instruction on special issues in SENE, including domestic violence (See Manual, SENE Day 2, Part 2 & 3); and
 - x. Instruction on how to become listed on ENE Provider Rosters.
- c. Written materials, including the following:
- i. Written description of each of the phases of SENE (*Recommend providing the descriptions in the Manual*);
 - ii. Sample forms used for ENEs (*Recommend providing forms available on <http://mncourts.gov/Help-Topics/ENE-ECM.aspx> under County Information or Provider Information*); and
 - iii. Current versions of statutes and rules relevant to SENEs.

IV. Minimum Qualifications for Lead SENE Trainers

- a. Lead SENE Trainers are those faculty that will directly teach the components of SENE, demonstrate the SENE, and provide instruction/feedback during experiential learning portions of the training. Training may be supplemented with presentations by experts in various subject matters such as domestic violence, family law, etc., and/or with question and answer panel discussions by ECM/ENE Program Coordinators/Managers and current ENE program rostered providers who are listed separately from the Lead Trainers.
- b. Lead faculty must meet the following minimum criteria:
- c. Be listed on the Minnesota Statewide ADR-Rule 114 Family Law Neutrals Roster as a Mediator and an Evaluator or currently be a judicial officer;
- d. Have completed a qualified SENE training approved by the State Family ECM/ENE Program and be listed on the Master Training List for SENE and FENE Training;
- e. Provide a curriculum consistent with the State Family ECM/ENE Program-approved curriculum;

¹ For purposes of complying with proposed changes to Rule 114, training sponsors should document in their application and materials exactly how many minutes of this section are spent demonstrating the components of SENE. It is recommend that 2 hours be demonstration or other experiential learning. This is in addition to the 3-hour roll play requirement.

- f. Be part of a team consisting of a male and female, one who must be an attorney and the other a professional who has family-systems and/or child development background; and
- g. Have conducted 25 court ordered/appointed SENEs, or performed ICMCs as a judicial officer, during the five years prior to the time the applicant wishes to serve as an SENE trainer.

V. Initial FENE Provider Training Requirements

- a. Minimum 5 hours of instruction.
- b. Course must be presented along with Initial SENE Provider Training or attendees must be required to have previously completed Initial SENE Provider Training.
- c. Instructional topics must include:
 - i. Introduction to, description of, and demonstration of each of the phases of FENE (minimum 2 hours of instruction²) (See Manual, FENE Parts 2-8);
 - ii. Opportunity for participants to role-play each of the phases of FENE (minimum 2 hours of roll play);
 - iii. Instruction on special issues in FENE, including ethical issues (See Manual, FENE, Parts 2-8); and
 - iv. Instruction on how to become listed on ENE Provider Rosters.
- d. Written materials, including the following:
 - i. Written description of each of the phases of FENE (*Recommend providing the descriptions in the Manual*);
 - ii. Sample forms used for ENEs (*Recommend providing forms available on <http://mncourts.gov/Help-Topics/ENE-ECM.aspx> under County Information or Provider Information*); and
 - iii. Current versions of statutes and rules relevant to FENEs

VI. Minimum Qualifications for Lead FENE Trainers

- a. The lead FENE Trainer(s) is(are) the presenter(s) that will directly teach the components of FENE, demonstrate FENE components, and provide instruction/feedback during experiential learning portions of the training. Training may be supplemented with presentations by experts in various subject matters such as domestic violence, family law, accounting, etc., and/or with question and answer panel discussions by ECM/ENE Program Coordinators/Managers and current ENE program rostered providers who are listed separately from the Lead Trainer(s).

² For purposes of complying with proposed changes to Rule 114, training sponsors should document in their application and materials exactly how many minutes of this section are spent demonstrating the components of FENE.

- i. Lead faculty must meet the following minimum criteria:
- ii. Be listed on the Minnesota Statewide ADR-Rule 114 Family Law Neutrals Roster as a Mediator and an Evaluator or currently be a judicial officer;
- iii. Have completed SENE and FENE training approved by the State Family ECM/ENE Program and be listed on the Master Training List for SENE and FENE Training;
- iv. Be an attorney or CPA;
- v. Have conducted 25 court ordered/appointed FENEs, or performed ICMCs as a judicial officer, during the five years prior to the time the applicant wishes to serve as an FENE trainer; and
- vi. Provide a curriculum consistent with the State Family ECM/ENE Program-approved curriculum.

<h2 style="margin: 0;">Application</h2> <h3 style="margin: 0;">Initial SENE Provider Training Course</h3>

I. Applicant Information

Applicant Name	
Sponsor Organization	
Address	
City/State/Zip	
Telephone	
Email	

II. Course Information

Course Title	
Dates and Times	
Location	
Cost	

III. Faculty/Trainers

For each of the individuals who will present instruction at the proposed Initial SENE provider training, please provide the individual’s name and qualifications, in terms of applicable experience as ENE provider or judicial officer, and any relevant licensures or certifications. (Attach additional sheets as necessary for other faculty/trainers/panel members.)

Name	Qualifications
	1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENEs performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____</p> <hr/> <p>12. Portions of training will be conducting: _____ _____ _____ _____ _____</p>
	<p>1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p>

	<p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENE performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____ _____</p> <p>12. Portions of training will be conducting: _____ _____ _____ _____ _____</p>
	<p>1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p>

	<p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENEs performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____ _____</p> <p>12. Portions of training will be conducting: _____ _____ _____ _____ _____</p>
	<p>1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p>

	<p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENEs performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____ _____</p> <p>12. Portions of training will be conducting: _____ _____ _____ _____</p>
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IV. Minimum Requirements

1. Please provide a proposed course agenda or outline along with this application. Course agenda should indicate the time allocations and subject matter of each segment of the course.
2. Identify the segments of the course agenda that satisfy each of the following requirements.

A. Philosophy and purpose of ENE (See Manual, SENE Day 1, Part 4)

Name of Segment(s)	
Total Instructional Time	

B. Comparison of ENE to other forms of ADR (See Manual, SENE Day 1, Part 4)

Name of Segment(s)	
Total Instructional Time	

C. Background of ENE in Minnesota (See Manual, SENE Day 1, Part 1)

Name of Segment(s)	
Total Instructional Time	

D. Overview of ICMC and relationship to ENE; Demonstration of ENE talk at ICMC (See Manual, SENE Day 1, Part 2)

Name of Segment(s)	
Total Instructional Time	

E. Introduction to, description of, and demonstration of each of the phases of SENE (minimum 3 hours of instruction) (See Manual, SENE Day 1, Part 3 & 5; Day 2, Part 4)

Name of Segment(s)	
Total Instructional Time	

F. Opportunity for participants to role-play each of the phases of SENE (minimum 3 hours of roll play)

Name of Segment(s)	
Total Instructional Time	

G. Discussion of ethical issues associated with SENE (minimum 1 hour of instruction) (See Manual, SENE Day 1, Part 6)

Name of Segment(s)	
Total Instructional Time	

H. Instruction on special issues in SENE, including domestic violence (See Manual, SENE Day 2, Part 2 & 3)

Name of Segment(s)	
Total Instructional Time	
Identify special issues to be discussed	

I. Instruction on how to become listed on ENE Provider Rosters

Name of Segment(s)	
Total Instructional Time	

3. Provide a copy of the written materials to be provided to trainees, which should include, at minimum, the following:
 - A. Written description of each of the phases of SENE (*Recommend providing the descriptions in SENE Course Outline, in Manual*);
 - B. Sample forms used for ENEs (*Recommend providing forms available on <http://mncourts.gov/Help-Topics/ENE-ECM.aspx> under County Information or Provider Information*); and
 - C. Current versions of statutes and rules relevant to SENEs.
4. Total instructional time for complete course: _____ hours

Applicant Signature: _____ Date: _____

<p>Complete this form and submit it with supporting materials to: Angel Lussier State Family ECM/ENE Program Manager Court Services Division State Court Administrator's Office Minnesota Judicial Center 25 Rev. Dr. Martin Luther King, Jr. Blvd. St. Paul, MN 55155 Or by email to Angela.Lussier@courts.state.mn.us. Applications must be received at least thirty (30) days before the scheduled course date.</p>
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<h2 style="margin: 0;">Application</h2> <h3 style="margin: 0;">Initial FENE Provider Training Course</h3>

I. Applicant Information

Applicant Name	
Sponsor Organization	
Address	
City/State/Zip	
Telephone	
Email	

II. Course Information

Course Title	
Date(s) and Times	
Location	
Cost	

III. Faculty/Trainers

For each of the individuals who will present instruction at the proposed Initial SENE provider training, please provide the individual’s name and qualifications, in terms of applicable experience as ENE provider or judicial officer, and any relevant licensures or certifications. (Attach additional sheets as necessary for other faculty/trainers/panel members.)

Name	Qualifications
	<ol style="list-style-type: none"> 1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No 4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No

	<p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>7. Current ENE rosters listed on: _____ _____</p> <p>8. Number of court-ordered/court-appointed SENEs performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____</p> <p>12. Portions of training will be conducting: _____ _____ _____ _____</p>
	<p>1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p>

	<p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENE performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENE performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>11. Relevant licensures and certifications: _____ _____ _____ _____ _____</p> <p>12. Portions of training will be conducting: _____ _____ _____ _____ _____</p>
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	<p>1. Lead Trainer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Rule 114 Qualified Mediator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Rule 114 Qualified Evaluator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Current Judicial Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Earliest SENE Training Dates and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>6. Earliest FENE Training Date and Location: _____</p> <p>This training was completed as a <input type="checkbox"/> participant <input type="checkbox"/> instructor</p> <p>7. Current ENE rosters listed on: _____ _____ _____</p> <p>8. Number of court-ordered/court-appointed SENEs performed in the last five (5) years: _____</p> <p>9. Number of court-ordered/court-appointed FENEs performed in the last five (5) years: _____</p> <p>10. Performed multiple ICMCs in the last five (5) years as a judicial officer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

	<p>11. Relevant licensures and certifications: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>12. Portions of training will be conducting: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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IV. Minimum Requirements

1. Please provide a proposed course agenda or outline along with this application. Course agenda should indicate the time allocations and subject matter of each segment of the course.
2. Identify the segments of the course agenda that satisfy each of the following requirements.
 - A. Introduction to, description of, and demonstration of each of the phases of FENE (minimum 2 hours of instruction) (See Manual, FENE Parts 2-8)

Name of Segment(s)	
Total Instructional Time	

- B. Opportunity for participants to role-play each of the phases of FENE (minimum 2 hours of roll play)

Name of Segment(s)	
Total Instructional Time	

- C. Instruction on special issues in FENE, including ethical issues (See Manual, FENE Parts 2-8)

Name of Segment(s)	
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Total Instructional Time	
Identify special issues to be discussed	

D. Instruction on how to become listed on ENE Provider Rosters

Name of Segment(s)	
Total Instructional Time	

3. Provide a copy of the written materials to be provided to trainees, which should include, at minimum, the following:

D. Written description of each of the phases of FENE (*Recommend providing the descriptions in FENE Course Outline, in Manual*);

E. Sample forms used for FENEs (*Recommend providing forms available on <http://mncourts.gov/Help-Topics/ENE-ECM.aspx> under County Information or Provider Information*); and

F. Current versions of statutes and rules relevant to FENEs.

4. Total instructional time for complete course: _____ hours

5. SENE Training Prerequisite:

a. This course will be presented along with Initial SENE Provider Training: Yes. No.

b. Attendees will be required to attend Initial SENE Provider Training presented prior to this FENE training or to provide proof of previously attended Initial SENE Provider Training: Yes. No.

Applicant Signature: _____ Date: _____

Complete this form and submit it with supporting materials to:
 Angel Lussier
 State Family ECM/ENE Program Manager
 Court Services Division - State Court Administrator's Office
 Minnesota Judicial Center
 25 Rev. Dr. Martin Luther King, Jr. Blvd.
 St. Paul, MN 55155
 (651) 297-1741 Or by email to Angela.Lussier@courts.state.mn.us.

Applications must be received at least thirty (30) days before the scheduled course date.