



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

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**GUIDELINES FOR
ALTERNATIVE DISPUTE RESOLUTION - RULE 114
TRAINING APPROVAL PETITION
CONTINUING EDUCATION (CE)**

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

The Minnesota General Rules of Practice, Rule 114.13(g) requires neutrals to complete continuing education (CE) that address alternative dispute resolution subjects. CE trainings *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 CE training provision of Rule 114.13(g) to mean ADR CE trainings are those that *are directly related to ADR processes*. Trainings certified for ADR CE must address some aspect of an ADR process in order to qualify for CE certification.

APPLICATION REQUIREMENTS

1. CE trainings *do not* have to be certified. Certification is offered to ensure participants are attending a training that meets the CE requirement under 114.13(g), and so the ADR Program has knowledge of what trainings are being offered and by whom. Legal Counsel Division (LCD) maintains a list of certified trainings.
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 training 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. CE shall be conducted by an individual or group qualified by practical or academic experience to teach, lecture, make presentations, or develop courses.
5. The training or activity should be structured on sound educational principles.
6. An in-person training shall be presented and attended in a suitable classroom setting. A training 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 training will be approved which involves solely correspondence work or self-study.
7. The training or activity shall be at least one hour in length.



MINNESOTA JUDICIAL BRANCH

ALTERNATIVE DISPUTE RESOLUTION - RULE 114

CONTINUING EDUCATION 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)

TRAINING CONTENT

Trainings that provide continuing education for approved neutrals should focus on technique. Explain how this training is directly related to the practice of ADR.

TRAINING OUTLINE

Include a training agenda/brochure with this completed form. A training agenda should indicate the time allocations and subject matter of each segment of the training.

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 training is certified.

DO NOT WRITE BELOW LINE - FOR USE BY LCD

_____ Approved for _____ credit hours of continuing education (CE) training

_____ Not approved for the following reason(s): _____

Renee Pennington, Legal Counsel Division
Alternative Dispute Resolution Program

Date