



Expired Alternative Dispute Resolution Qualifications and Professional License

When do I update my Alternative Dispute Resolution (ADR) qualifications in the Provider Availability Scheduling System (PASS)?

Every year when you receive confirmation that your renewal has been processed from the ADR board.

When do I update my professional license date in PASS?

Every year when your new license is issued or when your standing license is renewed.

How do I know when my ADR or professional license expires?

When you log into PASS, the ADR or professional license expired banner message displays on the home page. This message is based on your anniversary date for ADR qualifications or expiration date for your professional license.

How do I update my ADR qualifications or professional license information in PASS?

For instructions, See the QRG - Completing and Editing a Provider Profile on mncourts.gov/ under the Help Topic Early Case Management/Early Neutral Evaluation (ENE) in the Provider Information section for instructions.

Why are my qualifications not updated even though I already sent in my renewal form?

The ENE Program is separate from the Rule 114 Roster, so renewing does not update your record in PASS. Your licensing authority is also different from PASS. The information will need to be updated in both the ADR system and in PASS.

What do I need to do to have my license verified if I am not an attorney?

If you are not an attorney, email a copy of your new license to this email address:
PASS@courts.state.mn.us.

Why do I get a circle with a slash when I go to edit my provider profile?

Click Edit then update your information. See the QRG - Completing and Editing a Provider Profile on mncourts.gov/ under the Help Topic Early Case Management/Early Neutral Evaluation in the Provider Information section.