

How to Apply for Approval of Rule 16 of the Supreme Court's Rule of Superintendence for the Courts of Ohio Forty-hour Specialized Family or Divorce Mediation Training

- General information
- What are the basic requirements of the training?
- What is the general procedure for applying for approval?
- How can I obtain application forms?
- Sponsor status
- Sponsor obligations
- Maintaining records
- Managing the activity presentation site to ensure accurate certificates of attendance
- Additional notes and guidelines

General information

Thank you for sponsoring training programs that will help Ohio mediators meet their obligations under Rule 16 of the Supreme Court Rules of Superintendence for the Courts of Ohio.

The information given in all sections below is a very general overview of the requirements relating to approval of **Forty-hour Specialized Family or Divorce Mediation Training**. Please see [Rule 16](#) for additional information and details.

We do not actually accredit providers or sponsors, nor do we accredit courses that can then be presented repeatedly without application. What we do accredit is an activity that is going to take place on a certain date and in a certain city.

Each time you wish to present the activity, you must submit a separate application. (However, if you have several definite dates and cities scheduled, you may put them all on one application-as long as all dates occurs in the same calendar year.)

If you have questions, please contact the Dispute Resolution Section at mediate@sc.ohio.gov.

What are the basic requirements of the training?

All requirements can be found in:

- **Rule 16 Forty-Hour Specialized Family or Divorce Mediation Training Approval Application**

AND

- **Rule 16 Forty-Hour Specialized Family or Divorce Mediation Training Approval Form Checklist (Note: Excel format must be utilized to be considered.)**

What is the general procedure for applying for approval?

For any training that takes place within the state of Ohio, the complete application, with all required attachments, must be received in our office at least 60 days in advance. Applications will not be approved retroactively.

Please mail an application packet including the application and checklist (listed above) which can be found on our web site, including and all required attachments (listed on the form). *The checklist must be completed on the computer and then printed. Handwritten submissions will not be considered.* Please do not send the full set of materials unless requested to do so.

We will review the application. The general turnaround time is about one month, but it may be longer during busy times of the year. You can help by insuring that you have filled out the application form completely and have submitted all required attachments.

In general, incomplete applications are returned to the applicant with a request for additional information.

If you wish to know whether your program has been received, please use Certified Mail, Federal Express, or a similar service that provides a tracking service.

To check if your upcoming program has been approved, please check our Web site under *Supreme Court of Ohio Rule 16 Approved Forty-hour Specialized Family or Divorce Mediation Training*. If your upcoming program has been approved, you will find it on the list. Pending applications do not show on the website.

After approval, we will send you an approval letter.

The letter will also give you detailed wording that may be used in your advertising materials. Please note that you may not advertise that your program has been approved until you actually have the approval letter in hand.

If your application is denied, we will send you a denial letter. The letter will give the reasons for denial. You may request reconsideration of the denial.

Please remember that every session of your program must be an organized program of learning, similar to a class in school or college.

How can I obtain application forms?

You may download application forms from our website at www.supremecourtfohio.gov/dispute_resolution.

Sponsor status

"Sponsor" is defined as an organization that is providing or sponsoring a Supreme Court Dispute Resolution Section approved Forty-hour Specialized Family or Divorce Mediation Training.

Sponsor obligations

By submitting an Application for Approval, you are responsible for the following obligations:

- Sponsor acknowledges and agrees to comply with all applicable local rules and regulations.
- Sponsor agrees that no changes will be made to the approved training without prior approval from the Court.

Failure to meet these obligations may result in revocation of the training approval.

Maintaining records

You are required to maintain accurate and complete records of each training for at least two years following the training. You also need to keep this information readily available for at least two years, in case any attendee (or this office) has a question.

These records must include (at a minimum) the title, dates, location, and CLE activity code of the program.

Managing the Activity Presentation Site to ensure accurate certificates of attendance

Certificates of attendance presented to a participant who did not attend the entire forty-hours of training do *not* meet the requirements of Rule 16. It is recommended that certificates of attendance only be presented to participants who have attended the entire forty hours of training.

This does not apply to attorneys applying for continuing legal education (CLE) credits.

For questions, contact the Dispute Resolution Section at mediate@sc.ohio.gov.

Additional notes and guidelines

Links

- **Rule 16:** <http://www.supremecourtofohio.gov/JCS/disputeResolution/rule16/>
- **Rule 16 Forty-Hour Specialized Family or Divorce Mediation Training Approval Application:**
<http://www.supremecourtofohio.gov/JCS/disputeResolution/resources/default.asp>

- **Rule 16 Forty-hour Specialized Family or Divorce Mediation Training Approval Form Checklist:**
<http://www.supremecourtofohio.gov/JCS/disputeResolution/resources/default.asp>