

# The Supreme Court of Ohio

## APPLICATION FOR TRAINING PROGRAM APPROVAL

This application is *not* an application for CLE credit. To receive CLE credit you must follow the process and procedure located here: [www.supremecourt.ohio.gov/AttySvcs/CLE](http://www.supremecourt.ohio.gov/AttySvcs/CLE)

Submit your application to [DisputeResolution@sc.ohio.gov](mailto:DisputeResolution@sc.ohio.gov)

**RESPONSES ARE REQUIRED FOR ALL QUESTIONS.** Incomplete applications will be returned with a request for additional information.

Check which training (one per application) you are applying for:

- Advanced Mediation Workshop
- Fundamentals of Mediation (Note: Fundamentals of Mediation training can, but is not required to, include the 2.25 hours of online learning found in OhioCourtEDU for the Uniform Mediation Act and an overview of mediation)
- Parenting Coordination
- Parenting Coordinator Continuing Education
- School Attendance Mediation Training
- Specialized Child Protection Mediation Training
- Specialized Family or Divorce Mediation Training (Note: The Specialized Family or Divorce Mediation training can, but is not required to, include the 2.25 hours of online learning found in OhioCourtEDU for the Uniform Mediation Act and an overview of mediation)
- Specialized Training in Domestic Abuse Issues and Mediation Training

1. Name and address of organization/individual providing the training program.  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP Code: \_\_\_\_\_
2. Name of contact person for the training program: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
3. Title of the training program: \_\_\_\_\_

Note: training may not be approved if the title is inconsistent, ambiguous, etc. with the training described in the Rules of Superintendence.

4. List training date(s) and city(s): \_\_\_\_\_
5. Registration fee, if applicable: \_\_\_\_\_
6. Minimum number of participants: \_\_\_\_\_  
Maximum number of participants: \_\_\_\_\_
7. Writing surface available? \_\_\_\_\_
8. Methods of presentation (check all that apply):
  - Faculty in Room with Participants
  - PowerPoint Presentation
  - Videotape
  - Other (please specify): \_\_\_\_\_
9. Advertised to (check all that apply):
  - Lawyers
  - Mediators
  - Parenting Coordinators
  - Others - Specify: \_\_\_\_\_
10. List admission restrictions, if any: \_\_\_\_\_
11. Method of evaluation (check all that apply):  Participant critique  
 Independent evaluator  Other – Specify: \_\_\_\_\_
12. Description of materials to be distributed: \_\_Total Pages \_\_Loose leaf \_\_Bound
13. Please state the total minutes of instruction not including welcome, introductions, breaks and closing remarks. Credit **may be** awarded for presentations concurrent with the consumption of a meal as long as all other requirements for approval are met.  
General Minutes: \_\_\_\_  
Professional Conduct Minutes: \_\_\_\_

14. When are materials distributed?  
 Before training       At the training       Other – Specify: \_\_\_\_\_

15. Faculty/Trainer  
Lead faculty/trainer name/credentials: \_\_\_\_\_  
Other faculty/trainer name/credentials: \_\_\_\_\_

16. Faculty/trainee ratio for lecture segments: \_\_\_\_\_  
Description of activity: \_\_\_\_\_  
Faculty/trainee ratio for other segments: \_\_\_\_\_  
Description of activity: \_\_\_\_\_

17. Number of hours of credit approved\* for:  CLE\_\_  CEU\_\_  CPE\_\_  N/A

\* Attach approval letter. If not approved, mail to the address noted above when approval is received.

18. REQUIRED ATTACHEMENTS

- a. Detailed time schedule/agenda (shall show times of day, not just length of time)
- b. Brochure or any other marketing information, including a web site, if applicable
- c. Training Program Description
- d. Table of Contents
- e. List of all faculty names, credentials, and their resumes/vitae. Faculty shall be qualified by education, or have the necessary practical skills to conduct the program effectively in accordance with standards set by the Supreme Court of Ohio Dispute Resolution Section. A sponsor shall have an ongoing duty to report any activity, criminal or otherwise that would adversely affect the faculty's ability to perform the functions of faculty delivering a training program.
- f. Training Program Standards Form
- g. Complete set of materials shall be available upon request.

19. APPLICANT'S OBLIGATIONS:

Applicant acknowledges and agrees to comply with all obligations and responsibilities outlined in the *Instructions, Obligations, and Responsibilities for Approval of Required Dispute Resolution Trainings under the Supreme Court Rules of Superintendence for the Courts of Ohio*.

Name of Person Applying: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_