DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION

Application for Approved Mediation Training Courses under Part 146 of the Rules of the Chief Administrative Judge

Thank you for applying to have your mediation training course approved to train mediators who wish to serve on court-annexed rosters in New York State's Unified Court System. The qualifications and training requirements for mediators who serve on court rosters are governed by Part 146 of the Rules of the Chief Administrative Judge. See http://www.nycourts.gov/rules/chiefadmin/146.shtml.

Applicants should review the Mediation Training Curriculum Guidelines that appear at www.nycourts.gov/adr for further guidance. If the UCS ADR Office has approved your course in the last 3 years and it will be taught by the same trainer(s) simply send an email to Part146@nycourts.gov listing the name of the course and the location and date(s) of the upcoming training and include any updates we may have requested in the initial approval letter. If you have questions, please call (877) Part-146.

I. INSTRUCTIONS

To have your mediator training course approved, please:

(1) Complete the information below (for previously approved courses, see note above).

(2) Submit the trainer's resume or bio.

(3) Submit a sample detailed training agenda.

(4) Be prepared -- if asked -- to submit a training manual, a video clip, references, or appear for an interview.

(5) Submit items 1-3 to Part146@nycourts.gov.

II: GENERAL INFORMATION

Please note, if the ADR Office approves this course your contact information will be posted on the Part 146 Approved Course List on the ADR Office (Part 146) website.

1. Contact Information

Name of Trainer or Organization:_____

If an organization, provide name of contact person:

_____

Contact Information:

_____
Work Telephone Home Telephone

_____
E-mail Fax Number

Mailing Address:

_____

New York

_____
City State ZIP Code

Please answer questions 2 - 4 below and limit your responses to questions 2 and 3 to one page each. For organizations or courses with multiple mediation trainers, please provide answers for **EACH** trainer (*use additional paper if needed*).

2) Describe your experience as a mediator including:

a) Your approach to mediation;
b) Number of years of experience as a mediator; and
c) Number of mediations conducted.

3) Describe your experience as a mediation trainer including:

a) Your approach to training;
b) Methodologies employed ;
c) Number of years of experience as a mediation trainer; and
d) Number of mediation training programs conducted (approximately).

4) **Résumé: Please enclose a current version of your résumé.**

III: SPECIFIC COURSE INFORMATION

1. **Name of Course Offered**_____

2. **Type of Course Provided (Check all that apply)**
   Please deduct lunch and any short breaks in excess of 30 minutes or two-15 minute breaks on any given day when calculating the number of hours.

   ☐ Initial Mediation Training (minimum 24-hour training) per Part 146 of the Rules of the Chief Administrative Judge and Mediation Training Curriculum Guidelines.

   ☐ Additional Mediation Training (minimum 16-hour training) in a specific subject area (e.g., family mediation, commercial mediation) per Part 146 of the Rules of the Chief Administrative Judge and Mediation Training Curriculum Guidelines.

   ☐ Other (Please describe the hours of training and the subject matter covered.)

_____

3. **Dates of Upcoming Training (if scheduled)**_____

4. **Location of Training**_____

5. **Detailed Training Agenda**

   ☐ Please submit a detailed agenda. The agenda should include training topics, scheduled times for each topic, learning objectives, and a description of training methodologies employed.

6. **Additional Information:** The following information is not required at this time but the Office of ADR **may** request that trainers provide one or more of the following:

   ☐ The manual the trainer intends to distribute to the trainees.
   ☐ A video of a past training segment for review by the Office of ADR.
   ☐ References from the field of alternative dispute resolution.
   ☐ An interview with a staff person at the Office of ADR.

Submit by Email

Print Form