



**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 trial court-annexed rosters in New York State's Unified Court System. The qualifications and training requirements for mediators who serve on trial 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 on our [website](#) for further guidance.

Note: If you are applying for approval of a Law School Mediation Clinic, a Graduate School Mediation Clinic, or a CDRC Training, please do not use this application. There is a separate process for approval and information is available on our [website](#) (link).

I. INSTRUCTIONS

To have your mediator training course approved, please:

- (1) Complete Parts II and III of this application
- (2) Submit a resume or bio for each trainer.
- (3) Submit a detailed training agenda. Training agendas will be assessed for substantially fulfilling the criteria outlined in the [Mediation Training Curriculum Guidelines](#). Furthermore, agendas must be formatted chronologically (i.e. in the order in which the training is intended to be delivered) with the following information provided for each distinct lesson or part:
 - i. Duration
 - ii. Topic/Subject
 - iii. Training Methodology
 - iv. Objective
 - v. The specific training topic (of those listed in the [Mediation Training Curriculum Guidelines](#)) the lesson/part is designed to fulfill (if applicable).
- (4) Be prepared -- if asked -- to submit a training manual, a video clip, references, or appear for an interview. A member of the ADR Office may also request to observe the training either in whole or in part.
- (5) If you are offering this course online, please review the [Part 146 Online Mediation Training Guidelines](#) and the [Examples of Questions](#) to include in online training participant evaluations, and incorporate additional pedagogical considerations for online mediation training programs.
- (6) Submit items 1-3 to Part146@nycourts.gov.

II: GENERAL INFORMATION

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

1. Contact Information

Name of Trainer or Organization: _____

If an organization, provide name of contact person:

Contact Information:

Work Telephone

E-mail

Mailing Address:

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 attach a current version of your résumé or include a link to your online profile.

III: SPECIFIC COURSE INFORMATION

1. **Name of Course Offered** _____

2. **Type of Course Provided (Check all that apply)**

- 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 for each topic.

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.
- Access to the training to observe the entire training or select portions.

7. **Diversity:** The New York courts serve a wide variety of litigants, including persons of varying age, race, ethnicity, speakers of other languages, national origin, gender, sexual orientation, physical or mental ability, religion, socioeconomic and family status. The courts recognize that neutrals with a wide variety of cultural and life experiences enrich the alternate dispute resolution process by

bringing diverse perspectives to resolving disputes. Please describe the efforts you will make to recruit diverse registrants, including speakers of languages, other than English, commonly spoken in the county in which your trainees might mediate.

- 7. Financial Assistance (if applicable):** Please describe scholarship options available to potential registrants who may be unable to take your course due to the program fee/s.