

For Office Use Only:

Date Received _____

Approval Number _____

Date Approved _____

Re-Approval Date _____

ARKANSAS ALTERNATIVE DISPUTE RESOLUTION COMMISSION

Application for Mediation Course Approval

This application will be considered pursuant to approval criteria established by the Arkansas Alternative Dispute Resolution. Please read the Commission's *Minimum Standards for Mediation Training* carefully before completing this application.

SECTION I: PROGRAM INFORMATION

1. Name and address of person or organization responsible for the training program:

Phone: _____ E-mail: _____

2. Name and affiliation of primary trainer(s):

3. Please attach resumes for each trainer. The resume must contain the following information:

- a. Academic Background/Education
- b. Mediation Training
- c. Mediation Experience
- d. Training Delivery Experience
- e. Subject Matter Experience (relevant to the type of training submitted for approval)

The resume may contain additional information that the trainer would like the Commission to consider.

4. Name of Course _____

5. Dates scheduled for the training program: _____

6. Location at which program will be presented: _____

7. Cost of training program to participants. *Please note that the cost of the program does not affect course approval.* _____
8. Has the training program been presented before? Yes___No____ If yes:
 - a. Number of times this training program has been presented: _____
 - b. Number of participants in most recent presentation: _____
 - c. Attach evaluations of the program by the participants in the most recent presentation.
9. Minimum number of participants for this course: _____
Maximum number of participants for this course: _____
10. Number of role-plays:_____How many times will participant act as mediator? _____
11. Will you have experienced mediators who will observe and critique the role-plays? _____
If so, how many experienced mediators will participate in observation? _____
12. If the trainer does not have the requisite knowledge of Arkansas ADR legislation and court processes, who will teach those components of the course? A resume must be attached.

SECTION II: COURSE CONTENT

The course must include all topics listed below as described in the *Minimum Standards for Mediation Training*. You must highlight specifically where in the course each topic is covered. The Minimum Standards for Mediation Training Course Approval Application Review Checklist is attached to assist you.

1. History of Mediation
2. An overview of ADR legislation in Arkansas.
3. Conflict Resolution Theory. Please include how the student will develop an understanding of the differences between mediation and other forms of dispute resolution.
4. Mediation Theory and Practice. Students should gain a theoretical grounding to completely understand the processes involved in mediation.
5. Arkansas Legal System and Court Process.
6. Mediation Process and Techniques.
7. Ethics and Professionalism.

SECTION III: CHECKLIST FOR TRAINING APPROVAL

Please attach copies of the following, which are required to support the description of the course content:

1. Outline of course materials;
2. Table of Contents from training manual or textbook;
3. Resumes of trainer(s);
4. Checklist used by observers in evaluating role-plays.

The Commission reserves the right to request additional materials or information to assist them in making a determination about course qualification.

COURSE EVALUATIONS

Trainers must solicit evaluation comments from trainees each time the course is conducted. The evaluations must be on a form provided by the Commission, and once completed must be submitted to the Commission. The trainer must complete a cover sheet for the evaluations stating the number of attendees in the course and attesting that no evaluations were omitted.

EXAMINATIONS

At the conclusion of the training course, the trainer may be required to administer an exam provided by the Commission.

COURSE APPROVAL

Once approved by the Commission, the course may be offered repeatedly for a period of three years. Three years from the date of the approval letter, approval expires and the trainer must re-apply to the Commission to determine if the course meets existing training standards.

During the three-year approval period, the trainer must notify the Commission each time the course is offered. This allows the Commission to notify interested parties of training opportunities and to notify the trainer of any changes to the training requirements.

The Commission reserves the right to revoke current approval or deny re-application for approval of a course based on participant evaluations and other relevant factors.

I, _____, certify that the information on this application is correct to the best of my knowledge and that I will notify the Arkansas Alternative Dispute Resolution Commission of any changes in primary instructors or course content. I understand that all information herein is subject to verification and that the training may be observed at any time by a representative of the Arkansas Alternative Dispute Resolution Commission as part of the approval process.

Signature of Person Responsible for Providing Training

Date

Return this application and supporting documents to:

Arkansas Alternative Dispute Resolution Commission
625 Marshall Street Little
Rock, Arkansas 72201 (501)
682-9400
(501) 682-9410 fax
<http://courts.arkansas.gov/adr>

**Minimum Standards for Mediation Training
Course Approval Application Review Checklist**

TRAINER QUALIFICATIONS		
Academic Background	Must meet equivalent education requirement set out in corresponding category of certification	
Mediation Training	Must have training equivalent to that set out in corresponding category for certification	
Training Delivery Experience	Completed 25 mediations since time of their training	
	Actively engaged in the practice of mediation	
Subject Matter Experience	Must be knowledgeable in all areas of training curriculum	
	If lacking knowledge; must bring in faculty who is an expert	
COURSE CONTENT		
History of Mediation		
Overview of AR ADR legislation		
Conflict Resolution Theory	Definition, types of, responses to conflict	
	Dispute resolution continuum	
	Win/win collaborative problem solving	
Mediation Theory & Practice	Definition of mediation; characteristics of mediators	
	Theory of mediation	
	Benefits of mediation	
	Differences in roles: judges, arbitrators, attorneys and mediators	
	Range of styles, types of mediators and mediations	
AR legal system & court process	Overview of Arkansas court system	
	Basic overview of initiation and resolution of lawsuits	
	State rules, statutes, and local procedures governing mediation	
	ADR statutes and case law	
	Compare and contrast state and federal systems as it pertains to mediation	
Mediation Process	Preliminary arrangements	
	Opening and structuring mediation process	
	Introduction/orientation of disputants/attorneys	
	Gathering and exchanging information (presentation of situation by each party)	
	Issue and problem clarification	
	Generating options	
	Bargaining and negotiation	
	Agreement writing/enforceability	

	Closure	
Techniques	Trust building	
	Restating and clarifying	
	Keeping on track, following agenda, managing process	
	Focusing on interests vs. positions	
	Building on partial agreements	
	Caucusing	
	Reality testing	
	Working with third parties	
	Managing difficult people	
Confidentiality		
Self Awareness of Trainee	Diversity/cultural awareness (personal bias)	
	Language differences	
	Conflict style	
	How trainee responds to conflict	
Ethics	<i>Requirements for the Conduct of Mediation and Mediators</i>	
	Power imbalances	
	liability	
Role Plays	Three as mediator; two as disputant	
Observers	Recommended 1:6 ratio	
	Must observe and give feedback	

FAMILY TRAINING

Additional Topics	Psychological issues in separation and divorce and family dynamics	
	Needs of children in divorce	
	Arkansas Family Law as it relates to family mediation	
	Family economics	
	Awareness of tax issues relating to divorce	
	Domestic violence, substance abuse, child abuse and neglect, screening and reporting, and legal issues	