

The Supreme Court of Ohio

INSTRUCTIONS, OBLIGATIONS, AND RESPONSIBILITIES FOR THE APPROVAL OF DISPUTE RESOLUTION EDUCATION AND TRAINING PROGRAMS REQUIRED BY RULE 16 OF THE RULES OF SUPERINTENDENCE FOR THE COURTS OF OHIO

General information

Rule 16 of the Rules of Superintendence for the Courts of Ohio outlines the required education and training for dispute resolution professionals who receive referrals from a court as follows:

- * All court referred mediations - Sup.R. 16.23 (A)
- * Domestic Relations and Juvenile Court Mediations – Sup.R. 16.23 (B)(1)
- * Child Protection Mediations – Sup.R. 16.23 (B)(2)
- * School Attendance Mediations – Supr.R.16.23(B)(3)
- * Parenting Coordination Cases – Sup.R. 16.64
- * Neutral Evaluation Cases – Sup.R. 16.53

What is approved?

An education or training program (hereafter “program”) offered by an organization or individual faculty/trainer that satisfies the applicable Training Program Standards established by the Commission on Dispute Resolution may be approved by the Dispute Resolution Section of the Supreme Court of Ohio (hereafter “Dispute Resolution Section”) for a period of up to two calendar years. Only one application is needed for programs that will be offered on multiple occasions during a two-year period.

Changes to the Rules of Superintendence for the Courts of Ohio and to the Training Program Standards may occur. In such circumstances, programs will need to comply with the new standards and submit a new application for approval.

What is the general procedure for applying for approval?

An organization or individual providing a training program may apply for approval by submitting an Application for Education and Training Program Approval (hereafter “application”) including the required attachments. For pre-approval the application shall be submitted at least 60 days prior to the first day the program will be offered.

Individual participants seeking approval for a program that was not approved by the Dispute Resolution Section shall submit the *Application for Participant Approval*.

Completed applications and required attachments shall be sent via email to **DisputeResolution@sc.ohio.gov**.

What are the requirements for each training program?

The primary objective of programs shall be to improve the participant's professional competence as a dispute resolution professional. Programs shall have an organized curriculum addressing matters directly related to the practice of mediation, parenting coordination, or neutral evaluation. They shall also address professional conduct or ethical obligations, applicable statutes or rules, and other subjects that will maintain and improve the quality of dispute resolution services in Ohio.

The basic requirements of each program can be found in the applicable *Training Program Standards* (click on the applicable title below):

- [Advanced Mediation Workshop](#)
- [Fundamentals of Mediation Training](#)
- [Parenting Coordination](#)
- [Parenting Coordinator Continuing Education](#)
- [School Attendance Mediation Training](#)
- [Specialized Child Protection Mediation Training](#)
- [Specialized Family or Divorce Mediation Training](#)
- [Specialized Domestic Abuse Issues and Mediation Training](#)

Can an individual submit an application for approval?

Yes. An individual who successfully completed a program that was not pre-approved by the Dispute Resolution Section may submit an application to have the program retroactively approved.

How do I know if a program has been approved?

If an application is approved, an approval letter will be sent via regular US mail or email to the applicant. Approved programs can be found on the [Dispute Resolution Section's website](#). Once an upcoming program has been approved, it will be added to the list. Pending applications and applications for programs that have already occurred will not be posted.

When would program approval be denied?

An application may be denied for the following reasons: 1) substantially incomplete application, 2) the sponsor obligations listed below have not been fulfilled, 3) the title is inconsistent, ambiguous, etc. with the program described, 4) failure to comply with the applicable Training Program Standards, and/or 5) any other reason determined by the Dispute Resolution Section.

If an application is denied, the applicant will receive a denial letter including the reason(s) for denial. An applicant may reapply by submitting a new application form.

Revocation of Approval

The Dispute Resolution Section has the right to audit approved programs during the period for which the training program has been approved. The audit may include, but is not limited to: attendance of any part of the program, examination of evaluation forms, examination of curriculum and written materials, and interviewing participants. Approval of programs that are determined to no longer comply with the Training Program Standards and/or the “*Obligations and Responsibilities for Sponsors*” outlined in this document will be revoked.

What are the Applicant’s Obligations?

By submitting an application, the applicant acknowledges and agrees to comply with all obligations and responsibilities outlined herein:

- During the period for which the program has been approved, the sponsor shall submit to the Dispute Resolution Section a listing of scheduled courses at least 45 days before each course, giving the date, time, location, and cost, if applicable.
- Any material change in the program (such as a change in a primary faculty/trainer member or the curriculum) requires a new application. (The Dispute Resolution Section does not approve sponsors, providers, or faculty/trainers.)
- Applicant agrees that all faculty/trainers are qualified to conduct the program effectively in accordance with the Training Program Standards. Sponsor shall have an ongoing duty to report any activity, criminal or otherwise, that would adversely affect a faculty/trainer member’s ability to perform the functions of delivering the program.

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

Obligations and Responsibilities for Sponsors

Who can be a Sponsor?

"Sponsor" is defined as an organization or an individual that is providing a Dispute Resolution Section approved training. Sponsors are not required to be designated as an "accredited" or "approved" provider to have their programs considered and approved. The Dispute Resolution Section approves individual programs, not sponsors. Any sponsor may submit an application for approval and, if the training meets the Training Program Standards, the program will be approved.

Can I advertise using the Supreme Court name?

Advertising with the use of the Supreme Court name is limited to the information included in the approval letter. Please note that you may not advertise that your program has been "certified." You also may not advertise that your program is approved until you have received the approval letter. You may advertise that your program has been approved, but not that you or your organization have been approved.

What are my Responsibilities as a Sponsor?

Maintaining Records

You are required to maintain accurate and complete records for at least two years following the program. These records shall include (at a minimum) the title, dates, location, and CLE activity code of the program, if applicable.

Monitoring of Training Program and Attendees

Sponsors shall monitor and track when participants arrive and leave their program so that they can report accurate attendance hours. If an attorney wishes to leave the program early and has attended at least one 60-minute substantive hour, you may give the Activity Code to the attorney.

Training Program Materials

Before or at the time of the training program, the Sponsor shall provide each participant with training program materials in printed, electronic, PowerPoint or other format. These materials shall be available for review by the Dispute Resolution Section upon request.

Setting of Training Program

If the program is offered in person, it shall be presented in a suitable setting, conducive to a good educational environment. If the program is offered virtually, it shall be interactive, and participants shall be required to be on camera and have working microphones.

Evaluations

The Sponsor shall develop and implement methods to evaluate programs to determine their effectiveness and the extent to which they meet the needs of participants. Sponsors shall provide program evaluations to the Dispute Resolution Section upon request.

Minimum Hour Requirement; Calculation of Training Hours

Attendance at the activity shall consist of a minimum of one uninterrupted hour (sixty minutes) of instruction. Partial hours over the minimum of sixty minutes are rounded to the nearest one-quarter of an hour.

Credit is not awarded for breaks or opening and closing remarks.

Credit **may be** awarded for meals or presentations concurrent with the consumption of a meal as long as all other requirements for approval are met.

Certificates of Attendance

Certificates of attendance may only be provided for a participant who attended the minimum number of hours for the program pursuant to the applicable Training Program Standards.

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