

RULE 31 TRAINER APPLICATION – HYBRID PROGRAM

Trainers shall use this application when requesting Tennessee Supreme Court Alternative Dispute Resolution Commission (“ADRC”) approval to deliver a currently approved Rule 31 training course through a hybrid use of in-person, live online, synchronous and asynchronous video formats

The ADRC Training Committee provides the following guidance:

The sixteen (16) hours of remote training should be focused on communicating more general information. Among the topics in the general information may include conducting online mediation and a short exercise in doing so. May also include the following: Rule 31 and procedures and standards, court process, standards of conduct and ethics for Rule 31 Neutrals. See Rule 31, §14(c)(1) (2018)

The twenty-four (24) hour in-person training should be more devoted to skills – the “doing” – and role plays. For example: negotiation dynamics, mediation process and techniques, and communication skills. See Rule 31, §14(c)(1) (2018)

REQUIREMENTS

1. If the Trainer applying is currently an approved Rule 31 Trainer, this form application is all that is required.
2. However, trainers who are not previously approved by the ADRC and who wish to conduct a portion of a training program online must submit a standard Rule 31 Trainer Application AND this completed form to the ADRC.
3. **40 Hr. General Civil Mediation Training:** Up to sixteen (16) hours may be conducted “online live” and all remaining hours twenty-four (24) shall require the physical presence of the participants.
4. **40-46 Hr. Family Mediation Training:** Up to sixteen (16) hours may be conducted “online live” and all remaining hours thirty (30) shall require the physical presence of the participants.
 - a. The four (4) hours of **domestic violence training** included in Family Mediation Training shall require the physical presence of the participants and may not be conducted live online. See Rule 31, §14(b)(ii)-(iii): “ (ii) . . .40 hours of training in family mediation which includes the curriculum

components specified by the ADRC for Rule 31 Mediators in family cases and which also includes four hours of training in screening for and dealing with domestic violence in the mediation context; and (iii) . . . six additional hours of training in Tennessee family law and court procedure.”
<http://www.tncourts.gov/rules/supreme-court/31>

5. **Domestic Violence Designation Training:** Up to thirteen (13) hours may be conducted “online live” and all remaining hours (3) shall require the physical presence of the participants. The three (3) hours of “online live” training must include the following topics:
 - a. “Maintaining Control of the Mediation”; and
 - b. A simulation that addresses the topic – “How and When to Terminate Mediation Where Domestic Violence Occurs Between the Mediating Parties during the course of the mediation.”
6. Participants must be instructed to keep their videos turned on at all times.
7. Class size must be limited to no more than twelve (12) participants.
8. Each participant must conduct a “Role Play” as a mediator.
9. The “Role Play” (Requirement #5) must be conducted when participants are physically present (in person) and be at least one (1) hour in length.
10. Trainer may not use in excess of three (3) hours of pre-recorded material.
11. The Trainer will be required to submit an ADRC provided evaluation form. ADRC provided evaluation form will be completed by all students upon completion of the course and submitted to the Rule 31 Programs Manager.
12. All other applicable training requirements will remain in effect.

HYBRID PROGRAM APPLICATION FORM

Program Name: _____

Instructor(s): _____

Training Organization: _____ Contact Person: _____

Email: _____ Phone: _____

1. Type of program: (select all that apply)

- General Civil Family Domestic Violence Designation

2. Remote platform to be used:

3. Provide detail regarding the Trainer's familiarity with the delivery platform:

4. Provide a link to a video recording segment (3 minutes or less) which demonstrates the Trainer using the delivery platform including breakout rooms: (For example, some platforms have the capability to "Record to the cloud" or do an internet search for "screen recording applications.")

5. Provide detail regarding the Trainer's experience in (1) mediating online and (2) delivering training online:

6. Provide detail regarding what topics will be taught remotely:

7. Attach all proposed training forms, documents and course outline to the application email.

PLEASE RETURN THIS YOUR APPLICATION TO THE AOC RULE 31 PROGRAMS MANAGER VIA EMAIL AT ADRRegistration@tncourts.gov.

YOU MAY NOT ADVERTISE OR CONDUCT HYBRID TRAINING UNTIL YOU RECEIVE APPROVAL FROM THE ADRC.