**RULE 31 TRAINING: HYBRID PILOT PROGRAM**

**Trainers shall use this application when requesting Tennessee Supreme Court Alternative Dispute Resolution Commission (“ADRC”) approval to deliver a currently approved Rule 31 General or Family Mediation Course through a hybrid use of live in-person, remote synchronous, and video modes.**

**The Hybrid Pilot Program is subject to modification by the ADRC**

**and will expire on December 31, 2021 pending further action from the ADRC.**

If the Trainer applying is currently an approved Rule 31 Trainer, this form application is all that is required.

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](http://tncourts.gov/programs/mediation/become-rule-31-trainer) AND this completed form to the ADRC.

Please provide a response to the following:

1. Type of program: General Civil or Family

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:

(Please note if documents and course outline are accompanying the application.)

**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. **40 Hr. General Civil Mediation Training:** Up to 16 hours may be conducted “online live” and all remaining hours (24) shall require the physical presence of the participants.

2. **46 Hr. Family Mediation Training:** Up to 16 hours may be conducted “online live” and all remaining hours (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 done remotely.

b. For reference please see Rule 31, Section 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

3. Participants must be instructed to keep their videos turned on at all times.

4. Class size must be limited to no more than twelve (12) participants.

5. Each participant must conduct a “Role Play” as a mediator.

6. The “Role Play” (Requirement #5) must be conducted when participants are physically present (in person) and be at least one (1) hour in length.

7. Trainer may not use in excess of three (3) hours of pre-recorded material.

8. 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.

9. All other applicable training requirements will remain in effect.

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

**YOU MAY NOT ADVERTISE OR CONDUCT REMOTE TRAINING**

**UNTIL YOU RECEIVE APPROVAL FROM THE ADRC.**

Program Name:

Instructor(s):

Training Organization: Contact Person:

Email: Phone: