

## Rule 916

### CONTINUING DISPUTE RESOLUTION EDUCATION

- (a) **Compliance Period.** The compliance period means the period from January 1 through December 31.
- (b) **Credit Hours.**
  - (1) An approved individual must earn at least six credit hours of CDRE in each compliance period.
  - (2) Of the six CDRE credit hours, at least one hour must be in the area of domestic violence or ethics.
  - (3) CDRE credit will be awarded on the basis of one credit hour for each 50 minutes spent participating in instructional activities, exclusive of introductory remarks, meals, breaks, or other non-educational activities. One-half credit hour will be awarded for attendance of at least 25 but less than 50 minutes. No credit may be claimed for attendance of less than 25 minutes.
- (c) **No Carryover of Credit.** No CDRE credit hours may be carried forward to the next compliance period.
- (d) **Approval for CDRE Credit.**
  - (1) **Approved Presentation.** To offer CDRE credit for any presentation, the provider sponsoring the presentation must obtain written approval from the director. On approval, the director will designate the number of CDRE credit hours that can be earned. The director or a designee may attend, monitor, and observe the presentation.
  - (2) **Presentation that Has Not Been Approved.** To receive CDRE credit for attendance at a presentation that has not been approved, the attendee must submit to the director a written request for CDRE credit. The request must include documentation of the topics addressed and the hours attended. If approved, the director will grant the number of CDRE credit hours that were earned.
  - (3) **Credit for Teaching.** One CDRE credit hour may be awarded for each 50 minutes spent preparing for and teaching an approved CDRE presentation or approved training course, up to a total of five CDRE credit hours per compliance period. An approved individual must submit to the director a written request for CDRE credit that outlines program content, teaching methodology, and time spent in preparation and instruction. In determining the number of credit hours to grant, the director will calculate time spent in preparation and teaching. A repeat presentation may qualify for CDRE credit hours, but the number will be limited to time actually spent updating the

presentation and teaching. Instruction must be directed toward an audience composed primarily of dispute resolution professionals. CDRE credit will not be awarded for teaching undergraduate, graduate, or law school classes.

- (4) **Credit for Authorship.** One CDRE credit hour may be awarded for each 50 minutes spent researching, writing, and preparing articles on dispute resolution for publication, up to a total of five CDRE credit hours per compliance period. An approved individual must submit to the director a written request for CDRE credit. The director may award CDRE credit if the approved individual's work has produced a published article, chapter, monograph, or book personally authored, in whole or part, that contributes substantially to the education of dispute resolution professionals. Publication must occur during the compliance period for which credit is requested.
- (5) **Materials.** Thorough, high quality, readable, useful, and carefully prepared instructional materials must be made available to all participants at or before the time the program is presented, unless the director approves the absence of instructional materials as reasonable.
- (6) **Other Activities for Credit.** The director may approve other activities for CDRE credit if the activity promotes and improves the practice of dispute resolution.
- (e) **Exemption for Good Cause.** The director may grant an exemption from the annual CDRE requirement for good cause, such as hardship or disability. A written request for exemption must be submitted to the director with a full explanation of the circumstances necessitating the request.
- (f) **List of Approved Presentations for CDRE credit.** The director must keep a public listing of approved presentations for CDRE credit. A provider may opt out of the public listing.

**[History:** New rule adopted effective January 1, 2020.]