



New York State Unified Court System Office of Court Administration
Division of Professional and Court Services
Office of ADR Programs (UCS ADR Office)

Guidelines for Continuing ADR Education under Part 146 of the Rules of the Chief Administrative Judge

I. Overview

Pursuant to [Part 146 of the Rules of the Chief Administrative Judge](#), all neutrals must attend at least six hours of additional approved training relevant to their respective practice areas every two years. This requirement is intended to ensure that New York State Courts and the public are served by professional, quality neutrals.

In deciding whether to re-designate neutrals to rosters, District Administrative Judges or the judges' designees, must determine whether each neutral has complied with [section 146.5, Continuing Education for Neutrals](#) (CE).

The ADR Office does not approve courses or activities for CE nor does it audit neutrals for compliance with CE requirements. The following criteria are intended as a guide for providers when developing CE courses and activities and to help neutrals and the local administrative judge, or the administrative judge's designee, determine whether a neutral's CE requirements have been met.

Continuing **ADR** education requirements under "Part 146" are different from mandatory continuing legal education "MCLE" (22 NYCRR 1500). Although a course approved for CLE credit may also qualify for CE credits, it is not necessary for the CE course to be approved for CLE credit.

II. Guidelines

A. Continuing ADR Education Course Content

- 1.** To qualify for CE credit, a course or activity shall be relevant to the neutral's respective practice area and be directly related to the practice of ADR, for example ADR skills, ADR techniques, ethics in ADR, and substantive legal updates or issues related to the practice of ADR relevant to the context in which the ADR neutral serves.
- 2.** CE may be conducted by an individual or group qualified by practical or academic experience to teach, lecture, make presentations, facilitate discussions, or develop courses, e.g. bar associations, community dispute resolution centers, law schools, the courts, mediation providers and practitioners, etc.
- 3.** Activities include programs such as workshops, mediator roundtable discussions, mediator support and development groups, or any organized UCS - sponsored educational activities for neutrals.

4. A course or activity may be offered in various formats including traditional in-person classroom setting, in-person setting, on-line either through pre-recorded content or simultaneous broadcast, or by video or on-demand.
5. CE completed for another profession's continuing education requirement may count toward CE requirements for ADR if the course or activity enhances the neutral's area of ADR expertise.
6. Completion of a 24-hour initial course and 16-hour additional course to meet the training requirements to apply for a roster will not qualify for CE credits.

B. Continuing ADR Education Tracking Requirements

1. In order to qualify for CE credit, the course or activity provider shall include an attendance verification process or a certificate of completion. If the provider does not offer a certificate at the completion of the program, the provider should offer a program description including the date of the program, a timed agenda, and program content.
2. Neutrals shall retain documentation of their attendance, such as a certificate of attendance and completion if offered, or a program agenda with time frames and program content reflected, a copy of their registration information, or any other similar documentation.
3. 50 minutes of course attendance shall be the equivalent of one hour for calculating CE hours.
4. A neutral's reporting period begins the day the neutral is accepted to a court roster.