



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

**Application for Approved Mediation  
Apprenticeship / Mentorship Providers  
under Part 146 of the Rules of the Chief Administrative Judge**

Thank you for applying to become an approved mediation apprenticeship / mentorship provider (Provider), offering experience to mediators who wish to serve on trial court rosters in New York State's Unified Court System. The minimum qualifications and training requirements for mediators who serve on trial court rosters are governed by [Part 146 of the Rules of the Chief Administrative Judge](#).

**I. INSTRUCTIONS**

To become an approved provider, please submit the following to [Part146@nycourts.gov](mailto:Part146@nycourts.gov):

1. **Letter(s) of commitment** from any public or private entity that has agreed to provide live cases for the apprenticeship. This could be from a court, a private mediation firm, or any other source for live cases;
2. **Mediation Apprenticeship / Mentorship Plan.** Applicants should review the "Guidelines for Apprenticeship/Mentorship Plans" [LINK] that appear at [www.nycourts.gov/adr](http://www.nycourts.gov/adr) for information on the minimum requirements for plans under Part 146. Plans should include:
  - a. Observations, mediations and/or co-mediations: The number of actual mediations that will be:
    - i. Observed by each apprentice (*see Part 146 Guidelines for Apprenticeship/Mentorship Plans III.A*);
    - ii. Co-mediated by each apprentice with another apprentice and/or with a mentor (*III.B and D*); and/or
    - iii. Mediated by each apprentice (*III.B and D*).
  - b. Coordination of live components: A description of how the Mediation Apprenticeship/Mentorship will operate:
    - i. Where will sessions be held, how will courts and/or other partners be involved (*III.E and F*)?
    - ii. What case type will be the focus of the apprenticeship/ mentorship? (*III.B*)?
    - iii. On what rosters (if any) may the apprentices subsequently be qualified to serve? and,
    - iv. What is the anticipated duration of the program?
  - c. Evaluation:
    - i. A description of what criteria you will use to assess each apprentice (*III.B and D*);
    - ii. A description of the method(s) of feedback and debriefing (*III.B and D*); and,
    - iii. A description of at least one instance when you gave feedback about mediation skills that needed improvement. Describe the results of that feedback

conversation.

3. Responses to the information requested in Section II below.

## **II: MENTOR / ORGANIZATION INFORMATION**

Please provide the following information in a single Word or pdf document:

### **A. Contact Information**

- a. Name of Mentor and/or Organization
- b. If an organization, provide name of contact person
- c. Telephone
- d. E-mail
- e. Zip code

### **B. Mediator Apprenticeship/Mentorship Program Title (if applicable)**

### **C. Please describe the provider's experience and approach to mediating and mentoring.**

The provider is asked to ensure that each mentor has the necessary experience mediating and mentoring and has the requisite training in the provider's approach to mediation.

- ### **D. Diversity:** The New York courts serve a wide variety of litigants, including persons of varying age, race, ethnicity, speakers of other languages, national origin, gender, sexual orientation, physical or mental ability, religion, socioeconomic and family status. The courts recognize that neutrals with a wide variety of cultural and life experiences enrich the alternative dispute resolution process by bringing diverse perspectives to resolving disputes. **Please describe the efforts you will make to recruit diverse applicants**, including speakers of languages, other than English, commonly spoken in the county in which your apprentices might mediate.

- ### **E. Financial Costs or Assistance (if applicable):** If you intend to charge for this program, state the amount that you will charge and any **scholarship options** that your program will offer to applicants who may be unable to participate in the mentorship or apprenticeship program due to the program fee/s.

**Please note:**

1. If the UCS ADR Office approves your plan, the contact information you provide here will be posted on the Part 146 Approved Apprenticeship/Mentorship Provider List on the NYS UCS ADR Office website.
2. The UCS ADR Office may ask for references or to observe elements of the apprenticeship/mentorship program.
3. If the Provider intends to market their program to service a particular trial court's roster, then the Provider must ensure that the plan meets the mediation experience requirements set forth by that court's roster.
4. Providers must inform any participants that placements on any court's roster is at the discretion of the local administrative judge, and may depend on a number of factors, including the court's need for neutrals at any given time. Placement may also include a court's need for mediators with specific case-type or legal experience.
5. Providers should keep records of the observations/co-mediations for each participant in the program.
6. Providers should inform participants that any final evaluation may be shared with a court administrator, if requested.