



# Sponsor Application for Accreditation of Continuing Mediator Education Course

This form may only be used by an education sponsor applying for credit.

## Instructions

- 1. Determine the accreditation type.** You need to know whether you wish to apply for a traditional CME course, in-house, or distance education. For descriptions and restrictions, see <https://www.in.gov/judiciary/ace/2331.htm>.
- 2. Complete this form.** Please type your responses into this fillable form. Do not include these instructions (and the blank page that follows) with your application.
- 3. Determine whether or not you owe a fee.** Use the chart below to determine whether or not you owe a fee to process this application and what the fee amount is. If you owe a fee, contact our office to make payment electronically or over the phone. (317) 232.2552
  - To be considered timely, your completed application must be received at least **30 days prior** to the course.
  - To be considered timely, the certification of attendance of all Indiana mediators who attended must be received no later than **30 days after** the course.

	Application		Attendance	
	Timely	Late	Timely	Late
Approved sponsor	\$0	\$25	\$0	\$25
Non-approved sponsor (exempt)*	\$0	\$25	\$0	\$50 (\$25)**
Non-approved sponsor (non-exempt)	\$25	\$50	\$0	\$25

\*Exempt means not-for-profit that does not charge a course registration fee.

\*\*If attendance is reported late for an already approved course, fee is reduced to \$25.

- 4. Submit your application.** Return your completed application, including all required attachments via e-mail to: [ace@courts.in.gov](mailto:ace@courts.in.gov)

**IF YOU DO NOT INCLUDE ALL REQUIRED ATTACHMENTS AND PAYMENT (IF OWED), YOUR APPLICATION WILL BE RETURNED TO YOU.**

- 5. Allow 60 days to process.** Your application will be reviewed by the Commission for Continuing Mediator Education. You will receive notification of the accreditation decision.

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# Sponsor Application for Accreditation of Continuing Mediator Education Course

This form may only be used by an education sponsor applying for credit.

**OFFICE USE ONLY**

Course number

APPROVED for CME credits

DENIED Accreditation denied because:

RETURNED Application incomplete. Please complete the following section(s): 1 2 3 4 5 6 7

REFERRED to CME Commission meeting on:

Please see attached materials

Date received by Commission:

CME Staff:

# 1. Sponsor

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Sponsor Name

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Indiana Sponsor Number	Not-for-profit organization?	Yes
		No

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Contact Name

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Contact Email

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Web Address                      http://

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Address

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City	State	Zip Code
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Phone	Ext.	Fax
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# 2. Basic Course Information

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Date(s)	From	To
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Exact course title

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Internal course ID # (if applicable)	Registration fee	\$
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Admission restrictions

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Course location	Address
	City    State    Zip
	Phone    Fax

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Is this course primarily designed for and targeted to mediators?	Yes
	No

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What percentage of attendees are expected from outside the sponsor's organization?	%
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How many pages of materials will be distributed (printed or electronic)?

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Have you previously <b>applied</b> for accreditation of this course (or any portion of it)?	Yes, it was approved
	Yes, it was denied
	No

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If it was approved or denied, provide the course number:

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### 3. Delivery Method and Content

#### Traditional education

For traditional presentation methods, the course must provide a discussion leader or two-way communication, a classroom setting away from mediators' offices, an opportunity to ask questions, and attendance must be monitored at the attendance site. Generally, distance and in-house education are not traditional courses. Self-study courses will not be approved. **Check all that apply:**

#### Advertising

The course is advertised and open to mediators

The course is by invitation. List groups:

#### Setting

Classroom situation

Away from mediator offices

Writing surface available

Attendance monitored by sponsor

Accessible to persons with disabilities

Other setting. Describe:

#### Audience

Mediator audience

Academic or governmental mediator audience

Mediators from other offices present

#### Content & Presentation

Live and in-person presentation

Discussion leader present on site

Faculty in room with participants

Written materials

Webcast (in a sponsor-organized group setting)

Audio or video (in a sponsor-organized group setting)

Teleconference (in a sponsor-organized group setting)

Self-study (i.e., booklet, CD-ROM, podcast)

## Distance education

Distance education courses do not require mediators to be in the same room as the speaker. However, the courses must be interactive, and the sponsor must be able to verify continuing attendance of the mediator through such means as random prompts, polling or quizzes during the course. Self-study courses will not be approved. Applications for distance education must be submitted at least 30 days prior to the course date. Mediators may receive a maximum of 6 hours per 3-year educational period. **Check all that apply:**

### Attendance Monitoring

- Attendance continually monitored by sponsor
- Random prompts or polling used **during** course
- Quizzes used **during** course
- Other. Describe:

### Advertising

- The course is advertised and open to mediators
- The course is by invitation. List groups:

### Content & Presentation

- Online / on demand
- Written materials
- Interactive webinar or screencast
- Audio or video webcast
- Teleconference
- Self-study (i.e., booklet, CD-ROM, podcast)
- Meaningful technical assistance was provided.

### Audience

- Mediator audience
- Academic or governmental mediator audience
- Mediators from other offices present

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## In-house education

In-house programs include those primarily designed for the exclusive benefit of mediators employed by a private organization or law firm. Applications for in-house education must be submitted at least 30 days prior to the course date. Governmental and academic mediators may receive unlimited in-house credits. Nongovernmental or non-academic mediators may receive a maximum of 3 in-house hours per 3-year educational period. **Check all that apply:**

### Setting

- Classroom situation
- Away from mediator offices
- Writing surface available
- Attendance monitored
- Accessible to persons with disabilities

### Content & Presentation

- Live presentation
- Discussion leader present on site
- Written materials
- Webcast (in a sponsor-organized group setting)
- Audio or video (in a sponsor-organized group setting)
- Teleconference (in a sponsor-organized group setting)
- Self-study (i.e., booklet, CD-ROM, podcast)

### Faculty & Audience

- Academic or governmental mediator audience
- Course is for exclusive benefit of mediators employed by a private organization or law firm
- Taught by judge, mediator, or sponsor who is not a member, employee or of counsel of the target private organization or law firm

## 4. Credits

When reporting minutes of instruction below, exclude breaks, meals, introductory remarks and business meetings.

### Total credits

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Enter the total minutes of instruction for this course.

Minutes

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Describe how this course will make a significant contribution to the professional competency of mediators who attend. Also describe how this course addresses matters related directly to the practice of alternative dispute resolution and the professional responsibility of neutrals.

## 5. Required Enclosures

For accreditation, make sure you submit the following along with this form to the Commission for CME:

- Timed agenda
- Course brochure or course description
- Faculty name(s) and credentials (if not included in brochure or agenda)
- Payment for applicable fees (see instructions on page 1)
- For attendance reporting, attach a list of course attendees specifying each mediator's name, mediator number, and the date they attended.

## 6. Sponsor Acknowledgement

The applicant acknowledges that the Commission may later require submission of copies of course materials distributed in connection with this program. The applicant acknowledges that this course (will be) (was) open to the Commission for observation. The applicant will provide the Commission with certification of attendance of all Indiana mediators who attended within thirty days following the course. This certification will be under oath and on applicant's letterhead or standard form. I affirm, under the penalties for perjury, that the foregoing representations are true. *(You may sign this form electronically)*

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Signature

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Date

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Printed Name and Title