



Application for Program Approval Instructions

1. This form should be submitted when newly applying for approval of a dispute resolution program pursuant to Supreme Court Rule 913.
2. Approval is granted on an annual basis. Each new calendar year, a renewal must be completed to remain active. Do not use this form when applying for annual renewal; it is for new applications only.
3. Each application must include the items listed in [Supreme Court Rule 913](#).
4. Please ensure that all dispute resolution providers listed on the form are approved before submitting your renewal form.
5. A nonrefundable \$50.00 fee must accompany the application. Checks should be made out to the Kansas Office of Judicial Administration.
6. Applications must be mailed to the address in the page footer below.

Required Attachments:

- Plan for the operation of the program or service, including identification of the dispute resolution services, training courses, or CDRE that will be provided;
- Program or individual's objectives;
- The areas of population to be served;
- Administrative organization of the program or service;
- Recordkeeping procedures;
- Procedures for client intake and for scheduling, conducting, and terminating dispute resolution sessions;
- Qualifications for neutral persons for the program
- Annual budget;
- Sliding scale system for assessing fees under K.S.A.5-508 if the program will be providing dispute resolution services;
- A non-refundable \$50.00 application fee
- If applying for practicum approval attach a copy of the mentoring agreement your program will provide with the practicum.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW

Office Use Only	Fee enclosed	Approved	Denied	Date of Decision	Office Use Only

Approved Program Application

A. Program Information

Program Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax#: _____

Email: _____

B. Neutral Persons of the Program or Service (Please list only approved providers)

Before submitting your application, please ensure that all neutral persons listed on this form are approved dispute resolution providers. Neutral persons are impartial third parties who intervene in a dispute to help facilitate settlement or resolution of the dispute (see K.S.A. 5-502(m)). If a person is not involved with facilitating the settlement or resolution of disputes, do not list the person here. Approved program renewal requirements are listed in Supreme Court Rule 913.

Name:	Qualifications Attached:	
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

C. Practicum Approval (if your program is seeking approval as a practicum provider please complete section C).

Name(s) of Kansas Supreme Court Approved Mentor Mediator(s) Overseeing practicum:

If your program is applying for practicum approval, which types of mediation practicum will be offered?

- Core
- Civil
- Parent/Adolescent
- Juvenile Dependency
- Domestic

What types of practicum experience will your program offer?

- Co-mediation
- Mediation simulations
- Combination of co-mediations and mediation simulations

- ❖ Under Supreme Court Rule 915(b), the approved mentor mediator must enter into a written mentoring agreement with the prospective mediator that includes all items identified in the rule. Please attach a copy of the mentoring agreement you will provide with the practicum.

D. Verification

I verify that all information I have supplied in applying for program approval is truthful and accurate. I agree to uphold the Kansas Supreme Court Rules Rules Relating to Dispute Resolution. I also agree to submit to periodic supervision and evaluation, and release of any information concerning my supervision or evaluation to the Director of Dispute Resolution while I am serving as an approved program. In addition, I understand that to gain and maintain approval, I shall provide an annual report to the Director of Dispute Resolution on an annual basis.

Signature: _____

Date: _____

Subscribed and sworn to me before this ____ day of _____, 20____.

Notary Public

Commision Expires

Rev. 09/15/2022