



## **Approval of CDRE Activity: Live Teleconference and/or Webinar – Instructions**

1. This form should be submitted by approved programs seeking Continuing Dispute Resolution Education (CDRE) credit for a live teleconference or webinar presentation pursuant to Supreme Court Rules 916 and 917(b).
2. This application will not be accepted from individuals.
3. Submit one application for each activity.
4. Approved individuals must be provided with high quality instructional materials at or before the activity.
5. Notice of approval will be emailed to the program. For approved programs, approval of CDRE credit for an activity is valid until the next calendar year pursuant to the limitations of Rule 917(b)(2).
6. Completed applications (and any attachments) should be submitted to the Director of Dispute Resolution via mail to:

**Office of Judicial Administration**  
**301 SW 10<sup>th</sup> Avenue**  
**Topeka, KS 66612-1507**  
[adr@kscourts.org](mailto:adr@kscourts.org)

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### **Required Attachments:**

- A copy of the final version of the timed agenda of the activity.
  - Indicate beginning, ending, and break times.
  - Indicate on the agenda for which items you seek CDRE credit (specifying any domestic violence and/or ethics components).
- A brochure, advertisement, or announcement for the activity.

**INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW**

# Approval of CDRE Activity: Live Teleconference and/or Webinar – Application

## Part A: Program Information (Required on all application)

Organization/Program: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email (Required): \_\_\_\_\_  
Web Address: \_\_\_\_\_

## Part B: Activity Information (Required on all applications)

Title of Activity: \_\_\_\_\_  
Date(s) of Activity: \_\_\_\_\_

Audience this activity is directed and advertised to. List all groups invited:

- 1.
- 2.
- 3.

Are "high quality" instructional materials distributed before or at the activity?  Yes  No

Is an evaluation distributed for the activity?  Yes  No

Is there a registration fee for the activity?  Yes  No

Activity Format:  Teleconference  Webinar

### Technology

Are you able to monitor log on/log off times:  Yes  No

Are prompts (verification codes/polling questions) used?  Yes  No

If yes, how many prompts are included in the activity? \_\_\_\_\_

Is there interaction with remote audience during the activity?  Yes  No

### Hours Calculation

Total minutes of instruction: \_\_\_\_\_

Divided by 50 minutes equals: \_\_\_\_\_ CDRE Hours

Total minutes devoted to:  
Domestic Violence Topics: \_\_\_\_\_

Ethics: \_\_\_\_\_

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**Part C: Verification**

*I certify that this activity meets all rules and regulations required for CDRE credit in the State of Kansas, and that the above information (including attachments) is true and complete.*

\_\_\_\_\_  
Program Representative Name (Print)

\_\_\_\_\_  
Program Representative Title (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date