



Approval of CDRE Activity: Prerecorded Programming – Instructions

1. This form should be submitted by approved programs seeking Continuing Dispute Resolution Education (CDRE) credit for prerecorded programming (including DVD, online video, audio, CD, podcast/mp3, etc.), 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 10th Avenue
Topeka, KS 66612-1507
adr@kscourts.org

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: Prerecorded Programming – Application

Part A: Program Information (Required on all applications)

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 (check all that apply): CD DVD
 Archived Audio Archived Video/Webinar
 Podcast/mp3

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

Program Representative Title

Signature

Date