



Approval of CDRE Activity: Teaching Credit – Instructions

1. This form should be submitted by individuals seeking Continuing Dispute Resolution Education (CDRE) credit for teaching an approved CDRE activity or an approved primary training course pursuant to Supreme Court Rules 916(d)(3) and 917(b).
2. CDRE credit granted will be allocated to the compliance period in which the approved activity or course is taught.
3. Submit one application for each approved activity or course taught.
4. Credit will only be granted for preparing and teaching written materials for an approved CDRE activity.
5. Notice of approval will be emailed to the individual.
6. Completed applications (and any attachments) should be submitted to the Director of Dispute Resolution via mail or email to:

Office of Judicial Administration
301 SW 10th Avenue
Topeka, KS 66612-1507
adr@kscourts.gov

Required Attachments:

- A written request outlining program content, teaching methodology, and time spent in preparation and instruction.
- A copy of the final version of the timed agenda for the activity, with the time(s) during which the applicant provided instructions for the training clearly marked.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW

Approval of CDRE Activity: Teaching Credit – Application

Part A: Individual Information (Required on all applications)

Name: _____ DRP#: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email (Required): _____

Part B: Teaching Information (Required on all applications)

Title of Activity: _____
Approved Program Activity Sponsor: _____
Title of CDRE Activity: _____
Approved CDRE Sponsor: _____
Date(s) of Activity: _____
Location of Activity: _____

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

- 1.
- 2.
- 3.

Hours Calculation

Total minutes of instruction: _____
Total minutes of preparation: _____
Divided by 50 minutes equals: _____ CDRE Hours
Total minutes devoted to:
 Domestic Violence Topics: _____
 Ethics: _____

Part C: Verification

I certify that this information is true and complete. I have calculated my hours in Part B based on my actual teaching time in presentations or courses qualifying me for CDRE credit pursuant to Supreme Court Rule 916(d)(3). Based on this information, the Office of Judicial Administration will enter the approved hours directly into my record unless a modification is required.

Name (Print)

Signature

Date