



## **Approval of CDRE Activity: On-Demand Training – Instructions**

1. This form should be submitted by programs and individuals seeking Continuing Dispute Resolution Education (CDRE) credit for on-demand (pre-recorded) training pursuant to Supreme Court Rules 916 and 917(b).
2. Submit one application for each activity.
3. Approved individuals must be provided with high-quality instructional materials at or before the activity.
4. Notice of approval will be emailed. 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).
5. 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.gov](mailto:adr@kscourts.gov)**

---

### **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: On-Demand Training– 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

### 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: \_\_\_\_\_

**Approval of CDRE Activity:  
On-Demand Training– Application**

**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

\_\_\_\_\_  
Individual Name Printed

\_\_\_\_\_  
Individual Name Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date