



Application for renewal instructions

1. This form should be submitted when applying for annual renewal of an individual Dispute Resolution Provider in the following categories
 - Mediation
 - Core
 - Domestic
 - Parent Adolescent
 - Civil
 - Juvenile
 - Mentor
 - Domestic Conciliation
 - Parenting Coordination
 - Case Management
 2. Renewal is governed by [Supreme Court Rule 911](#).
 3. A renewal application will need to be completed and submitted each new calendar year to remain active. Failure to submit a renewal application by January 30 may result in nonrenewal of approved status.
 4. A **new application** is required when requesting approval in any of the above categories, even if you are approved in another category. Do not use this form when newly requesting approval to become a Dispute Resolution Provider.
 5. The fee is waived if the applicant is providing services as a court employee, is employed by a state agency, or does not receive compensation for dispute resolution services.
 6. Renewals must be submitted via mail to the address in the page footer below. If you qualify for a fee waiver, you may email the application to the email address below.
 7. The renewal application and fee must be postmarked by January 30. Renewal applications postmarked after January 30th will be \$75 (a \$25 reinstatement fee in addition to the \$50 renewal fee). Checks should be made out to the Kansas Office of Judicial Administration
- Required Attachments:
- Copies of all CDRE affidavits (unless already submitted);
 - Each year 6 CDRE credit hours, including at least one hour of domestic violence or ethics credit, are required.
 - \$50.00 Application fee (an additional \$25 reinstatement fee is required if the renewal request is submitted after January 30th); and
 - If requesting a waiver of any required qualification, a letter must be included with your renewal application along with any supporting documentation.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW

Approved		Denied		Fee		Date of Decision		
				<input type="checkbox"/> Enclosed <input type="checkbox"/> Waived				
Core	Civil	Domestic	Parent Adolescent	Juvenile Dependency	Mentor	Domestic Conciliator	Parenting Coordinator	Case Management

Dispute Resolution Provider Renewal

A. Individual Information

Name: _____

DRP#: _____ Current CDRE Hours: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax#: _____

Email: _____

B. Renewal Information

Categories in which you are requesting renewal:

Core Mediation	Domestic Conciliation
Civil Mediation	Parenting Coordination
Parent/Adolescent Mediation	Case Management
Juvenile Dependency Mediation	
Domestic Mediation	
Mentor Mediation	

If you are requesting renewal of mentor mediator approvals and intend to facilitate practicums during the coming year, which types of mediation practicums will you offer?

Core	Domestic	Parent/Adolescent
Civil	Juvenile Dependency	

If you are not previously approved in any of the above-listed processes, please apply for initial approval as required by Supreme Court Rule 911.

Number of Other Forms: including domestic conciliator, parent coordinator, case management, arbitrations, settlement conferences, neutral evaluations, etc. Count each case just once.

_____ Domestic (Custody/Parenting Plan)	_____ Civil Rights	_____ Family
_____ Domestic (Full Case)	_____ Agricultural	_____ Employment
_____ Domestic (Property)	_____ Special Education	_____ Malpractice
_____ Parent/Adolescent	_____ Environmental	_____ Small Claims
_____ Limited Actions	_____ Consumer	_____ Community
_____ Victim/Offender	_____ Workers Comp	_____ Probate
_____ Personal Injury	_____ Public Policy	_____ Church
_____ Juvenile Dependency	_____ Military/Veteran	
Other: _____		

If no services were provided during the prior year, please indicate here: _____

Dispute Resolution session format: _____ in-person ____ virtual (Please list total number of dispute resolution sessions completed in-person and the number completed virtually (e.g., via Zoom)).

Mentor Mediation: If you are a mentor mediator, please list the number of co-mediations, mediation simulations, or combination of both you facilitated during the year:

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

If you are a mentor mediator, which types of mediation practicum did you offer during the year and how many people did you mentor in each category?

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

D. Optional Information

What language(s), other than English, can you use in dispute resolutions?

Estimated average number of hours per case: _____
This includes preparation, paperwork, and actual work with parties

Average fee per hour: _____

Have significant changes occurred this year in how dispute resolution is conducted or are there any dispute resolution programs/services which have begun in the past year in your judicial district?

E. Verification:

I, _____, verify that all information I have supplied in applying for renewal as an approved dispute resolution provider is truthful and accurate. I agree to uphold the Kansas Supreme Court 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 dispute resolution provider. In addition, I understand that to gain and maintain approval, I must provide statistical information to the Director of Dispute Resolution on an annual basis.

Signature: _____

Date: _____

Revised: 9/20/2022 9:34:14 AM