

## **Instructions for CE Pre-Qualification and Web Posting Requests**

\* Please e-mail all requests for prequalification and web posting to [gaodr@godr.org](mailto:gaodr@godr.org).

**For evaluation purposes (not to be posted on the website), in your e-mail request, you must include:**

- 1) **Brief biography of trainer(s)/speaker(s).**
- 2) **Brief Description of program content and its relation to the field of Alternative Dispute Resolution (For your reference, Appendix B of the Alternative Dispute Resolution Rules currently specifies that “There must be a nexus between the continuing education attended and enhancement of the neutral’s skill, substantive knowledge and/or professionalism as a neutral.”).**
- 3) **A detailed, timed agenda of the program for which you are requesting pre-qualification and web posting.**
- 4) **Any handouts, Power Point presentations or other written materials to be used as instructional materials for the course.**

**For web posting, please submit information in this format:**

### **Mediation Skills Seminar**

**Date (s):** January 30, 2007

**Time (s):** 12:00pm- 3:00pm

**Location (s):** The Meeting Place, room #9 (99 Smith Ave, Atlanta, GA 33333)

**Cost:** Member: \$15, Nonmember: \$20

**Contact Info:** John Smith at [mediate@123.com](mailto:mediate@123.com)

**Potential CE Hours:** Pre-qualified for up to 1 hour for each 60 minute of instructional time.

If your program qualifies for CE, you will be notified, via e-mail, within two weeks of receipt of all required documentation. Your CE course information will then be posted on the GODR website.\*

**\*GODR reserves the right to decline pre-qualification or publishing of CE.**