

Instructions for CE Pre-Qualification and Web Posting Requests

* Please e-mail all requests for prequalification and web posting to gcr.neutrals@georgiacourts.gov.

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

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.**