

# RULE 31 TRAINING: VIRTUAL PROGRAM

**Trainers shall use this application when requesting Tennessee Supreme Court Alternative Dispute Resolution Commission (“ADRC”) approval to deliver a currently approved Rule 31 General through a virtual use of live online, remote synchronous, and video modes.**

If the Trainer applying is currently an approved Rule 31 Trainer, this form application is all that is required.

However, trainers who are not previously approved by the ADRC and who wish to conduct a training program online must submit a standard Rule 31 Trainer [Application](#) AND this completed form to the ADRC.

Please provide a response to the following:

1. Type of program: General Civil

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2. Remote platform to be used:

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3. Provide detail regarding the Trainer’s familiarity with the delivery platform:

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4. Provide a link to a video recording segment (3 minutes or less) which demonstrates the Trainer using the delivery platform including breakout rooms and synchronous engagement of participants in the trainer’s teaching methodologies:

(For example, some platforms have the capability to “Record to the cloud” or do an internet search for “screen recording applications.”)

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5. Provide detail regarding the Trainer’s experience in (1) mediating online and (2) delivering training online (especially the interactive engagement of online participants):

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## **REQUIREMENTS**

1. Participants must be instructed to keep their videos turned on at all times.
2. Class size must be limited to no more than twelve (12) participants.
3. Each participant must conduct at least one entire "Role Play" as a mediator.
4. The "Role Play" (Requirement #3) must be at least one (1) hour in length.
5. Trainer may not use in excess of eight (8) hours of pre-recorded material. Three (3) hours of the eight (8) hours of said pre-recorded material may be asynchronous. Asynchronous is considered training time without the Trainer present.
6. The Trainer will be required to submit an ADRC provided evaluation form. ADRC provided evaluation form will be completed by all students upon completion of the course and submitted to the Rule 31 Programs Manager.
7. All other applicable training requirements will remain in effect.

**PLEASE RETURN THIS FORM TO THE AOC RULE 31 PROGRAMS MANAGER VIA EMAIL  
AT [ADRRegistration@tncourts.gov](mailto:ADRRegistration@tncourts.gov).**

**YOU MAY NOT ADVERTISE OR CONDUCT REMOTE TRAINING  
UNTIL YOU RECEIVE APPROVAL FROM THE ADRC.**

Program Name: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Training Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_