



## **Approval of Primary Training and CDRE Activity: In-Person or Live Virtual Training**

1. This form should be submitted by programs or individuals sponsoring a live training event (either in-person or live virtual). It is intended for live primary training or live CDRE activities that require approval prior to their presentation. Individuals who have attended a live presentation that was not state approved may also use this form to request CDRE credit, in accordance with Supreme Court Rules 916 and 917(b). This form should not be used for prerecorded (on-demand) presentations.
  - a. Sponsors applying for CDRE credit should not complete Part B.
  - b. Individuals seeking CDRE credit for a live presentation they have attended, but which has not been state-approved must complete all parts.
2. NOTE: Only calculate and include the total minutes *actually attended* in Part C. Submit one application for each activity.
3. Approved individuals must be provided with high-quality instructional materials at or before the primary training or CDRE activity.
4. Notice of approval will be emailed to the program or individual seeking CDRE credit for a live presentation. 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)

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### **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**

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## Part A: Sponsor of Activity: Program or Individual Information (Required on all applications)

Organization/Program: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email (*Required*): \_\_\_\_\_  
Web Address: \_\_\_\_\_

## Part B: Individual Information (Should only be completed by individuals seeking CDRE credit for a live presentation they have attended, but which has not been state-approved)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email (*Required*): \_\_\_\_\_

## Part C: Activity Information (Required on all applications)

Title of Activity: \_\_\_\_\_  
Original Date of Activity: \_\_\_\_\_  
Location 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

Was an evaluation distributed for the activity?  Yes  No

Is there a registration fee for the activity?  Yes  No

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## Hours Calculation

Total minutes of instruction: \_\_\_\_\_  
Divided by 50 minutes equals: \_\_\_\_\_ CDRE Hours  
Total minutes devoted to:  
    Domestic Violence Topics: \_\_\_\_\_  
    Ethics: \_\_\_\_\_

## **Part C: Verification**

### Program

*I certify that this activity meets all rules and regulations required for primary training or 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

*I certify that this information is true and complete. I have calculated my hours in Part C based on my individual attendance. Based on this information, the Office of Judicial Administration will enter the approved hours directly into my record unless a modification is required.*

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rev: 04.16.2025