

ACR FAMILY SECTION
ACCREDITED CONTINUING EDUCATION TRAINER
GUIDELINES

The goal of accrediting continuing education trainers is to make it easy for practitioners to select high quality training opportunities and for trainers to promote their work with a seal of approval from their peers. The committee has attempted to create a process that balances their need to know with an uncomplicated process of approval for those who maintain basic records of their training. Please let us know if there is any portion of this application that is unclear or burdensome.

A. DEFINITIONS

1. **ACET:** An Accredited Continuing Education Trainer (ACET) is a natural person whose ability to offer continuing education which meets ACR Family Section standards has been pre-approved by the ACR Family Section Training Committee ("Training Committee"), allowing the Trainer to offer Continuing Education Programs which do not need to be individually approved.
2. **Continuing Education (CE) Programs:** Continuing Education Programs are all forms of continuing education activities for mediators, including courses, seminars, workshops, and conference presentations. Programs may be offered in-person, by video, or by other electronic means.

B. APPROVAL

1. **Procedure:** Application may be made for ACET status by submitting the appropriate forms and materials to the Training Committee pursuant to these rules.
2. **Requirements:** ACET status shall be granted to applicants satisfying the following requirements:
 - a. The Trainer is an Advanced Practitioner member in good standing with the Family Section of ACR;
 - b. The Trainer has presented, within the prior four (4) years, six (6) or more separate CE and/or "basic" 30/40 hour Programs totaling at least 30 hours [of which at least 15 hours have been in Programs of a minimum of three hours each] that meet the standards of the Family Section of ACR;
 - c. Applications for ACET status shall include a list of CE and/or "basic" 30/40 hour Programs for which the applicant has been a standup trainer over the prior four (4) years. The list shall include the title, hours, date, location, and faculty names for each CE and/or "basic" 30/40 hour Program, and shall indicate which faculty members, if any, were or are Advanced Practitioner members of ACR. Program descriptions shall be included, sufficient to understand how each Program would contribute to the knowledge, skills, and abilities of a mediator working to help resolve family-related disputes; and

- d. The application shall also be accompanied by supporting information for three (3) of those Programs (each of a minimum of three hours in length), each from a different calendar year. Supporting information for each of the three Programs shall include:
 1. Timed agenda or outline (hour by hour),
 2. Faculty resumes or 'curriculum vitae',
 3. Number of participants completing the Program.
 4. Materials distributed and/or displayed. The materials should include enough information for the reviewers to ascertain the depth and quality of the training. The expectation is that continuing education would go beyond the basics of initial training. All handouts, Power Point slides, and similar materials are expected for a training of three hours to eight hours. If training is longer than eight hours, the trainer may select two chapters or other divisions of their training manual and the table of contents. Print or electronic submission is acceptable, electronic is preferred.

Supplemental information may also be included, at the option of the applicant:

1. Financial aid policy,
 2. Attendance verification procedures,
 3. Names of participants completing the Program,
 4. Participant evaluations, and
 5. Other information.
- 3. Exceptions for Senior Trainers:** ACET status shall be granted to highly experienced applicants satisfying the following requirements:
- a. The Trainer is an Advanced Practitioner member in good standing with the Family Section of ACR;
 - b. The Trainer has presented CE and/or "basic" 30/40 hour Programs totaling at least 600 hours that meet the standards of the Family Section of ACR;
 - c. The Trainer summarizes his or her experience in a letter to the Training Committee in a format sufficient for the Committee to be able to verify the volume and quality of programs conducted.
- 4. Notice:** The individual requesting accreditation shall be provided with written notice of the Training Committee's determination to approve or deny the application for ACET status. The written notice shall include the following:
- a. **Approval:** If the application for accreditation is approved, the notice shall state the years for which ACET status is approved.
 1. Accreditation will be valid for the balance of the calendar year in which it is approved, plus the following two calendar years.

2. Once a Trainer has been granted ACET status, all CE Programs sponsored by that Trainer are presumptively approved for the years specified.
- b. **Denial:** If the application is denied, the notice shall state the reasons for the determination and:
1. Indicate the criteria ("action steps") which, upon being met by the applicant, will allow the applicant to be granted ACET status, and
 2. Advise the applicant of the right and process to appeal the determination.

5. Appeal:

- a. Review. Any person whose application for ACET status has been denied may seek review of the Training Committee's decision by filing a written request, within 60 days of the notice of denial, with the Training Committee, stating the reasons why the applicant believes he or she should not be required to complete the specified action steps prior to being approved for ACET status.
- b. Additional Information. The applicant may present additional written information to the Training Committee.
- c. Decision of Training Committee. Following its review, the Training Committee may take such action as it deems appropriate. The Committee will notify the applicant, within 60 days of receipt of the appeal, of its finding. The Training Committee's decision shall be final.

C. ACET ANNUAL REPORT

Trainers granted ACET status shall file a written report with the Training Committee by February 28 of each year.

1. **Programs:** The report shall describe the CE and "basic" 30/40 hour Programs conducted during the prior calendar year, shall be in such form as required by the Training Committee, and shall include the following information for each Program:
 - a. Title,
 - b. Date and location,
 - c. Hours,
 - d. Names of trainers, their roles (e.g., coach, a subject matter expert, presenter, etc.), and approximate time spent by each of them, and
 - e. Number of attendees who completed the Program.
2. **Website verification:** The report shall also indicate that the Trainer has verified, as of the date of the report, the accuracy of all information on the ACR website regarding the Trainer and CE Programs sponsored by the Trainer.
3. **Suspension:** Trainers who fail to file their annual report by February 28 of the following year shall have their ACET status suspended until the report is filed.

D. RETENTION OF DOCUMENTS

For each CE Program, ACETs shall retain, for a period of at least four (4) years:

1. A copy of the timed agenda or outline (hour by hour),
2. List of presenters,
3. A Program brochure or a copy of the advertisement, where applicable,
4. A copy of the Program materials, and
5. Evaluations by trainees.

E. RENEWAL OF ACET STATUS

An ACET may request renewal of his or her ACET status for additional four-year periods. Requests shall be made in writing to the Training Committee between July 1 and October 31 of the last year of the accreditation period.

1. **Timely request:** If a request for renewal is timely, the ACET status shall continue until the Training Committee acts on the application, or until the end of the current calendar year, whichever occurs later.
2. **Late request:** If the Training Committee does not receive a request for renewal by October 31 of the last year of the accreditation period, the Trainer's ACET status will be suspended effective January 1 of the following year.
 - a. Trainers who submit their application for renewal between November 1 of the last year of their accreditation period and the following March 31 will have their ACET status reinstated upon approval of their renewal application by the Training Committee.
 - b. Trainers who fail to submit their application for renewal by March 31 of the year following the last year of their accreditation period will be required to submit a full application as a new applicant in order to regain their ACET status.
3. **Breaches of ACR Rules or Guidelines:** The Training Committee shall determine if there are pending or past breaches of ACR Rules or Guidelines, and the Training Committee may condition renewal of the ACET status upon the Trainer meeting additional requirements specified by the Training Committee to deal with such breaches. The Trainer shall, within 60 days of receipt of the renewal application, be furnished with written notice of the Training Committee's determination to approve, conditionally approve, or deny the request for renewal of ACET status.
 - a. If the renewal application has been conditionally approved, the Trainer will be given a list itemizing remedies to be enacted within a specified period of time.
 - b. If the renewal application has been denied, the Trainer will be informed of the criteria ("action steps") which, upon being met by the Trainer, will allow the Trainer to be again granted ACET status.

F. ACET REVIEW

1. **Challenges:** ACET status may be challenged by the Training Committee, if upon review of the Trainer's performance (including, but not limited to, the

- a. The Trainer's Continuing Education offerings do not contribute meaningfully to the knowledge, skills, and abilities of mediators working to help resolve family-related disputes, and/or
 - b. The Trainer did not comply with ACR Family Section standards.
- 2. Notice of challenge:** In the event of such challenge, the Training Committee shall notify the Trainer of the perceived deficiencies in the CE Programs and/or in the Trainer's behaviors. The Trainer shall have 60 days to respond in writing to the Training Committee's challenge, either rebutting the perceived deficiencies and/or proposing remedies for the perceived deficiencies. The Training Committee shall review the Trainer's response within 60 days of receipt of the response, and send notice to the Trainer of the Training Committee's decision, which will be one of the following:
- a. Retraction of the challenge,
 - b. Conditional continuation of the Trainer's status as an ACET, itemizing remedies to be enacted by the Trainer within a specified period of time, or
 - c. Revocation of the Trainer's status as an ACET.
 - i. In all but the most severe circumstances, the Trainer will be informed of the criteria ("action steps") which, upon being met by the Trainer, will allow the Trainer to be again granted ACET status.
 - ii. Only in the most severe circumstances will the Trainer not be allowed to reapply for ACET status.
- 3. Decision final:** The decision of the Training Committee shall be final after such review, except if the Trainer's status as an ACET has been permanently revoked (paragraph F.2.c.ii above), in which case the Trainer may appeal the Training Committee's decision to the Chair of the Family Section, who shall establish an Appeals Panel to review the revocation. The Appeals Panel's decision shall be final.

G. ACET LIST

A list of ACETs whose CE Programs have been presumptively approved for credit shall be compiled and published periodically by the Training Committee.

H. NOTIFICATION OF CHANGES IN TRAINER INFORMATION

ACETs shall notify the Training Committee of any change in contact information within 30 days of the effective date of the change.

I. REASONABLE INTERPRETATION

All of the above requirements are subject to reasonable interpretation of the Training Committee.