



## **Approval of CDRE Activity: Authorship Credit – Instructions**

1. This form should be submitted by individuals seeking Continuing Dispute Resolution Education (CDRE) credit for published materials they have authored pursuant to Supreme Court Rules 916(d)(4) and 917(b).
2. CDRE credit granted will be allocated to the compliance period in which publication occurs.
3. Submit one application for each unique publication.
4. Make sure the application is accurate. This form will serve as the affidavit of participation. The Office of Judicial Administration will enter the approved hours directly into your file based on this information unless modifications are required. Credit will not be entered into your file unless your name and dispute resolution provider number are printed clearly and your signature is included at the end of the application.
6. Notice of approval will be emailed to the individual.
7. Completed applications (and any attachments) should be submitted to the Director of Dispute Resolution via mail or email to:

**Office of Judicial Administration**  
**301 SW 10<sup>th</sup> Avenue**  
**Topeka, KS 66612-1507**  
[\*\*adr@kscourts.org\*\*](mailto:adr@kscourts.org)

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### **Required Attachments:**

- A written request for CDRE credit for authorship of a published article, chapter, monograph, or book personally authored, in whole or part, that contributes substantially to the education of dispute resolution professionals.

**INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW**

# Approval of CDRE Activity: Authorship – Application

## Part A: Individual Information (Required on all applications)

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

## Part B: Publication Information (Required on all applications)

Publisher: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Title of Publication: \_\_\_\_\_  
Volume/Issue of Publication: \_\_\_\_\_  
Subject Matter: \_\_\_\_\_  
Type of Publication: \_\_\_\_\_  
Publication Date: \_\_\_\_\_  
Is book or article personally authored by applicant?                       Yes    No

Audience this activity is directed and advertised to. List all groups invited:

- 1.
- 2.
- 3.

### Hours Calculation

Total hours personally spent researching, writing,  
and preparing for publication: \_\_\_\_\_  
Divided by (50 minute hours) equals: \_\_\_\_\_ CDRE Hours  
Total hours devoted to:  
Domestic Violence Topics: \_\_\_\_\_  
Ethics: \_\_\_\_\_

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### **Part C: Verification**

*I certify that this information is true and complete. I have calculated my hours in Part B based on my actual time researching, writing, and preparing for publication a topic qualifying for CDRE credit pursuant to Supreme Court Rule 916(d)(4). Based on this information, the Office of Judicial Administration will enter the approved hours directly into my record unless a modification is required.*

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Name (Print)

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Signature

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Date