

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR CERTIFICATION

**CERTIFIED ALTERNATIVE DISPUTE
RESOLUTION PROVIDER**

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a) (13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

1. Submit a “Verification of Experience” form (*attached to this application*) documenting at least 32 clock hours of experience as an arbitrator, mediator, or negotiator.

OR

Submit an official transcript(s) documenting completion of 30 clock hours of education in arbitration, mediation, or negotiation AND a “Verification of Experience” form (*attached to this application*) documenting 3 separate cases or 10 clock hours of experience as an arbitrator, mediator, or negotiator.

2. Submit an **\$85.00** non-refundable application-processing fee, made payable to “DOPL.”

ADDITIONAL IMPORTANT INFORMATION:

1. **Utah Laws and Rules:** You are required to understand all Utah laws and rules pertaining to your ADRP practice. The following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- Division of Occupational & Professional Licensing Act
- General Rules of the Division of Occupational & Professional Licensing
- Alternative Dispute Resolution Providers Certification Act
- Alternative Dispute resolution providers Certification Act Rules

2. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
3. **Voluntary Certification:** Certification is voluntary. Anyone may advertise or engage in the practice of alternative dispute resolution without certification. However, the title “Certified ADRP” is restricted to only those who are certified with DOPL.
4. **License Renewal:** All ADRP certifications expire on September 30 of each even-numbered year.

Unlike many other states, Utah’s renewal schedule **is not** based on the date of initial certification. Under Utah’s renewal system, all certificates in each profession expire as a group on the same day every two years. Therefore, the length of the first renewal cycle depends on how far into the current renewal cycle initial certification was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application is an application-processing fee only. It does not include a renewal fee. Each certificate holder is responsible to renew certification **PRIOR** to the expiration date shown on the current certificate. Two months prior to the expiration date shown on the certificate, renewal information is disseminated to the certificate holder’s last address of record, as provided to DOPL.

5. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.
6. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
7. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
8. **Submit Completed Application to:**

By U.S. Mail	Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City UT 84114-6741
By Express Mail or In Person	Division of Occupational & Professional Licensing 1 st Floor Lobby 160 E 300 S Salt Lake City UT 84111-2305

9. **Telephone Numbers:** (801) 530-6628
(866) ASK-DOPL – Toll-free in Utah
(866) 275-3675
10. **Fax Number:** (801) 530-6511

AFFIDAVIT and RELEASE AUTHORIZATION

1. I certify under penalty of perjury that I am a United States citizen, a qualified alien as defined in 8 U.S.C. Sec. 1641, or I am lawfully present in the United States.
2. I certify that I am qualified in all respects for the license for which I am applying in this application.
3. I certify that to the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, forgery, misrepresentation, omission of material fact; is truthful, correct, and complete; discloses all material facts regarding the applicant; and that I will update or correct the application as necessary, prior to any action on my application.
4. I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
5. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.

Signature of Applicant: _____ Date of Signature: ___/___/_____

EDUCATION AND TRAINING: *(Use additional sheets if necessary.)*

Category of Education:

Arbitration Mediation Negotiation

Name of College: _____

Address: _____

Name of Course: _____

Date Completed: ___/___/___ Hours: _____

Course Description: _____

Name of Course: _____

Date Completed: ___/___/___ Hours: _____

Course Description: _____

Name of Course: _____

Date Completed: ___/___/___ Hours: _____

Course Description: _____

Name of ADR Workshop, Seminar, or Training Program Facility: _____

Address of Facility: _____

Title of Program: _____

Name of Instructor: _____

Date Completed: ___/___/___ Hours: _____

Course Description: _____

Name of ADR Workshop, Seminar, or Training Program Facility: _____

Address of Facility: _____

Title of Program: _____

Name of Instructor: _____

Date Completed: ___/___/___ Hours: _____

Course Description: _____

ADRP QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency or governmental agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
10. _____ Have you been terminated from a position because of drug use or abuse within the past five (5) years?
11. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Continued on the next page.)

12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

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VERIFICATION OF WORK EXPERIENCE

Applicant Name: _____

Social Security Number: _____

Category of Experience:

Arbitration Mediation Negotiation

In chronological order, list qualifying experience for certification.

(Use additional sheets if necessary.)

CASE 1:

Date of Case: ___/___/___ Total Number of Hours: _____

Nature of Case: _____

Answer "yes" or "no."

_____ I conducted the case independently.

_____ I conducted the case under supervision.

Person Who Can Verify That You Conducted the Case:

Name: _____

Address: _____

Phone: _____

(Continued on the next page.)

CASE 2:

Date of Case: ___/___/___ Total Number of Hours: _____

Nature of Case: _____

Answer “yes” or “no.”

_____ I conducted the case independently.

_____ I conducted the case under supervision.

Person Who Can Verify That You Conducted the Case:

Name: _____

Address: _____

Phone: _____

CASE 3:

Date of Case: ___/___/___ Total Number of Hours: _____

Nature of Case: _____

Answer “yes” or “no.”

_____ I conducted the case independently.

_____ I conducted the case under supervision.

Person Who Can Verify That You Conducted the Case:

Name: _____

Address: _____

Phone: _____