

OFFICE OF THE EXECUTIVE SECRETARY

INSTRUCTIONS FOR COMPLETION OF FORM ADR-1000A APPLICATION FOR MEDIATOR CERTIFICATION

General Note: Please check the application to ensure all necessary areas are completed. Many applications are put on hold because forms are missing signatures or some other bit of information is missing.

Section I. General Information

1. Fill in your name, your business name (if different), and your address. You are free to use either business or home address here, as long as it is the address to which you want mail sent.
2. Please complete the last four digits of your Social Security number, telephone and fax numbers, e-mail address and website.
3. Fill in the colleges and/or graduate schools you have attended and note any degrees you have received.
4. Check “Yes” or “No” to verify whether you are already currently certified as a mediator at a different level from the one for which you are applying at this time. If you answered, “Yes,” you may disregard answering question #5 even if you do not have a bachelor’s degree.
5. If you have not received a bachelor’s degree, complete this section by attaching a letter relating relevant experiences. The letter must be accompanied by a resume and two letters of recommendation that address your oral and written communication skills. Additional information may be requested. Owning or operating a business, work as a paralegal, or time spent as a volunteer at a community dispute resolution center might provide the experience needed, depending on other circumstances. Applicants must demonstrate an ability to read, write, communicate, and analyze information.
6. Fill in the memberships you hold in professional organizations relevant to this application, i.e.: Association for Conflict Resolution; Virginia Mediation Network; American Bar Association; National Association of Social Workers; and others.
7. Note whether you are applying for certification to do General District Court (GDC), Juvenile and Domestic Relations District Court (JDRC), Circuit Court-Civil (CCC), or Circuit Court-Family (CCF) mediation. You may apply for more than one certification at the same time, if you desire to do so.

Section II. Certified Training

1. If you are seeking General District Court certification, fill in the information requested regarding basic mediation training. Use of Form ADR-1006 (Trainee Evaluation Form) is required.
2. If you are seeking Juvenile and Domestic Relations District Court certification, fill in the information requested regarding both basic and family mediation training. Use of Form ADR-1006 (Trainee Evaluation Form) is required.
3. If you are seeking Circuit Court-Civil certification, please fill in the information regarding the advanced mediation training received. Use of Form ADR-1006 (Trainee Evaluation Form) is required. Please note that certification in Circuit Court-Civil requires 20 hours of basic mediation training and 20 hours of advanced mediation training.
4. If you are seeking Circuit Court-Family certification, please fill in the information regarding the advanced family mediation training received. Use of Form ADR-1006 (Trainee Evaluation Form) is required. Please note that certification in Circuit Court-Family requires 20 hours of basic mediation training, 20 hours of family mediation training, and 12 hours of advanced family mediation training.

Section III. Training in Domestic Abuse

1. If you are seeking Juvenile and Domestic Relations District Court certification or Circuit Court-Family certification, fill in the information regarding your training or experience in screening for and dealing with domestic abuse in the mediation context. A minimum of eight hours of formal training is required. Use of Form ADR-1006 (Trainee Evaluation Form) is required.

Section IV. Training in Virginia's Judicial System

1. All certification types require four hours of training in Virginia's Judicial System. Fill in the information regarding your training or experience in Virginia's judicial system. Use of Form ADR-1006 (Trainee Evaluation Form) is required.

Section V. Observations and Co-Mediations *(Please note that a "qualified mentor" is one who has been granted Mentor Status by the Office of the Executive Secretary. A mediator without such status may not serve as a mentor.)*

1. Fill in the information requested either in 1.a. or 1.b. regarding observations of mediations. Use of Form ADR-1007 (Verification of Observation Form) is required for observations and use of Form ADR-1006 (Trainee Evaluation Form) is required if an observation course is used to meet this requirement. See Section C.3. of the Guidelines for the Training and Certification of Court-Referred Mediators (effective 7/1/2011) for type and number of observations required.

2. Complete the information requested regarding co-mediations completed. Please reference Section C.3. of the Guidelines for the Training and Certification of Court-Referred Mediators (effective 7/1/2011) for type and number of co-mediations required. Use of Form ADR-1001 (Mentee Evaluation Form) completed by a qualified mentor is required for each co-mediation. A Form ADR-1008 (Mentee Portfolio Form) completed by each of your mentors and by you as mentee must be submitted with your application. Please ensure all forms are complete, including Section IV of the Mentee Evaluation Form, Mentee Feedback.
3. & 4. Attach requested documentation (a Memorandum of Agreement/Understanding written by you as the primary scrivener, for each type of certification sought, and a Child Support Worksheet completed by you, by hand, using a calculator and statute) from your co-mediations.

Section VI. Reciprocity

(NOTE: This section need only be completed if you are currently practicing mediation in another state. Please see the Guidelines for the Training and Certification of Court-Referred Mediators, Section C.4. for more information on Reciprocity.)

1. Fill in the mediation training you have received and attach required documentation.
2. Document completion of training in Virginia's judicial system and attach ADR-1006 (Trainee Evaluation Form).
3. Document completion of training in Virginia's Standards of Ethics and attach ADR-1006 (Trainee Evaluation Form).
4. If seeking JDR or Circuit Court Family, document required training in domestic abuse. You must also document training in family law, specifically addressing Virginia child and spousal support. Attach ADR-1006 (Trainee Evaluation Form).
5. Document the mediations you have conducted with suggested attachments.
6. List two personal references, including name, address and telephone number.

Section VII. Background

1. Fill in the information requested about convictions for violations of the law. See Guidelines, Section E.1. and E.2.
2. Answer question and, if the answer is yes, provide a description.
3. If the answer to number 1 or number 2 above is yes, please describe any impact this event could have on your ability to provide mediation services.

Section VIII. Evaluation and Certification

Part of the work of mediation in the Commonwealth of Virginia will include provision of orientation sessions at no cost to the parties to educate and inform them about the availability of dispute resolution services and the propriety of using mediation in a particular case. Your signature on this page indicates your agreement to provide these orientation sessions at no cost to the parties when you accept a referral in those jurisdictions that do not offer these sessions to the parties through the court system itself. Your application will not be processed without this agreement.

Your signature on this page also certifies that the information in the application is correct and indicates your understanding that all information contained in the application is subject to verification.

Section IX. Statement of Adherence to Ethical Standards

Read the Standards of Ethics and Professional Responsibility for Certified Mediators. Sign and date the statement indicating that you agree to abide by these standards. The application will not be processed without your signature in this Section.

A check payable to the Treasurer of Virginia in the amount of \$25.00 must accompany Form ADR-1000A in order for it to be processed. Do not send cash.

Please forward Form ADR-1000A, its attachments, and your application fee to the address located on the bottom of application page 6. For questions or comments, you may call (804) 786-6455.