

**OFFICE OF THE EXECUTIVE SECRETARY
OF THE SUPREME COURT OF VIRGINIA**

APPLICATION FOR MEDIATOR RECERTIFICATION

Please use black ink and type or print so document will be legible when scanned.

This application will be considered pursuant to certification criteria established by the Judicial Council of Virginia and without regard to race, color, political affiliation, national origin, disability, sex or age.

SECTION I GENERAL INFORMATION

1. Name: _____
Last First Middle

Business Name (if different from above): _____

Mailing Address: _____

Street and/or Post Office Box

_____ City State Zip Code County

2. Phones/Home _____ Work _____ Fax: _____

3. E-Mail: _____ Website: _____

4. Certification Number: _____

Please check any item you do NOT want posted in the online Searchable Mediator Directory.

_____ Business Name _____ Street Address _____ City _____ County _____ Zip Code

_____ Home Phone _____ Work Phone _____ Fax _____ Email _____ Website

If you prefer to post alternate contact information online for any of the above, please list that information below.

5. Recertifications requested:

	General District Court		Circuit Court-Civil
	J & DR District Court		Circuit Court-Family

SECTION II

CONTINUING EDUCATION

Requirements for one or multiple certification levels: 10 hours of approved continuing mediation education (CME), including a minimum of 2 hours mediator ethics (8 CME hours + 2 Ethics = 10 Total Hours)

A: CME Carry Over Hours from Previous Recertification

_____ Number of CME hours carried over from the previous recertification cycle (max 8)

B: Current Cycle Continuing Mediator Education

This continuing education must have occurred since your original certification (if this is your first Recertification) or since your last recertification date. ATTACH ALL CME EVIDENCE (18 HRS MAX).

Please note the number of each type of CME earned:

CME Amount	Type
	Non-ethics trainings approved by DRS (max 16)
	Mediator ethics trainings approved by DRS (minimum 2, max 18)
	Mediator Peer Consultation (max 6)
	Self-Reflective Co-mediation hours (max 3)
	Trainer CME for delivering CME courses or CLE seminars related to mediation (max 6)
	Total (Max 18)

C: CME Carryover for Next Recertification

$$\begin{array}{ccccccc}
 \text{CME Hours} & & & \text{CME Hours} & & & \text{CME credits carryover for your} \\
 \text{carried over} & + & & \text{Earned} & - & \text{10 Used for} & \text{next recertification (max 8)} \\
 \text{(A)} & & & \text{(B)} & & \text{Recert} & \\
 \text{_____} & & & \text{_____} & & \text{_____} & \\
 \end{array}$$

SECTION III

BACKGROUND

1. Have you ever 1) had a disciplinary action related to a profession, including mediation (for example, a professional license suspended or revoked); 2) had any professional privileges curtailed; and/or 3) relinquished a professional privilege or license while under investigation? Yes _____ No _____ If Yes, describe on the lines provided below.

2. Have you ever been convicted of a felony, a misdemeanor (includes reckless and aggressive driving), a traffic violation resulting in suspension or revocation of a driver's license, or a DUI/DWI? Conviction includes guilty or nolo contendere pleas. Yes _____ No _____ If Yes, list on the lines provided below (please include the specific code section(s) violated).

3. Please describe the impact, if any, that such conviction(s) could have on your ability to provide mediation services.

SECTION IV **EVALUATION AND CERTIFICATION**

I understand that in court-referred cases, **I will provide an initial orientation session for the parties, and their lawyers if they choose to attend, at no cost to the parties.**

I understand that I am obligated as a condition of my continuing certification:

- (1) to familiarize myself with, and abide by, the Standards of Ethics and Professional Responsibility for Certified Mediators, adopted by the Judicial Council of Virginia effective July 1, 2011; and
- (2) to ensure that Forms ADR-1002 (Evaluation of Mediation Session(s) and Mediator(s)) are provided to all parties referred from the courts.

I understand that to carry over excess CME to my next recertification period, I must report it on this form and attach evidence.

I also hereby certify that the information provided in this application is true to the best of my knowledge and accurately reflects my qualifications to provide mediation services in cases referred through the court system of the Commonwealth of Virginia. I understand that all information herein is subject to verification.

Signature of Applicant

Date

Please forward this application to:

Dispute Resolution Services
Office of the Executive Secretary
Supreme Court of Virginia
100 N. Ninth Street, Third Floor
Richmond, VA 23219
Or email it to @vacourts.gov

If you have any questions or comments, please contact Dispute Resolution Services, 804-786-6455.

Important Information Regarding the Recertification Process

1. Recertification is required every 2 years on November 1. Note the first recertification date may be less than 2 years after initial certification, depending on the certification date.
2. An applicant for recertification must complete and submit **FORM ADR-1003** and evidence of CME that falls between the last recertification date and October 31st of the year currently due for recertification.
3. DRS recommends mediators keep detailed records of carryover credits. DRS will keep a record of carryover hours for each mediator. Discrepancies between the mediator's application and DRS's records may result in application delays.
4. Applicants for recertification may request approval by DRS for education relevant to mediation practice they receive from organizations such as the Association for Conflict Resolution, the American Bar Association Section on Dispute Resolution, appropriate courses sponsored by Virginia Continuing Legal Education, and others to meet the requirements for continuing education. ***When requesting approval, the applicant should submit an outline or agenda describing the content of the educational program.***
5. Mediators participating in an approved MPC may receive up to 6 hours of CME credit for attendance at such sessions.
6. Mediators who complete a SRC may receive up to 3 hours of CME credit for 3 hours of co-mediation followed by self-reflection. To receive credit, the mediator will need to attach **FORM ADR-1012**.
7. Mediators who provide advanced mediation skills training or present an advanced CLE seminar related to the subject of mediation may receive up to 6 hours of CME credit. Evidence of providing such training, information on the length of the training, the number of times the training was offered during the recertification period, and the number of hours spent in preparation for the course must be provided.
8. Notification of recertification shall be made through letter and certificate. A letter denying recertification shall state the grounds for the denial and reference the applicant's right to request reconsideration by the Executive Secretary of the Supreme Court of Virginia within 30 calendar days of the recertification denial notification date. The written request must be received by the Executive Secretary within 5 calendar days after expiration of the 30 day time period. The reconsideration request must include the reasons recertification is warranted.
9. A mediator denied recertification may reapply for initial certification after 6 months from the date of the final denial. In the sole discretion of DRS, partial waivers of training and mentorship requirements may be granted on a case-by case basis.
10. Mediators who do not meet the recertification requirements may not hold themselves out as certified mediators, may not mediate court-referred cases without a certified co-mediator, may not mentor others seeking certification, and may not train others seeking certification.
11. A mediator whose certification lapsed after not meeting the recertification requirements in a timely manner must reapply for initial certification. In the sole discretion of DRS, deviations from the initial certification requirements may be allowed or required on a case-by-case basis.
12. If a core course trainer has not been certified as a mediator for over 2 years, and upon mediator recertification, wishes to train, he or she must also reapply for trainer certification.