

## Instructions for October 31, 2017 Recertification

### **Forms**

Please use the most recent version of *Form ADR-1003, Application for Mediator Recertification* ([PDF](#) or [Word](#)), and attach *Form ADR-1003/GDC/CCC* ([PDF](#) or [Word](#)) and/or *Form ADR-1003/JDR/CCF* ([PDF](#) or [Word](#)), depending on the levels of certification for which you are applying to be recertified.

These forms specify the requirements and the types of evidence required to document training and mediation cases. Cases mediated and training taken must be completed during the two-year period that falls between the last recertification date and October 31<sup>st</sup> of the year currently due for recertification. **Please do not send more documentation than is necessary to meet the minimum recertification requirements.** Be sure to keep a complete copy for your files. DRS scans the application forms but saves no supporting documentation for the electronic record.

If the information in your online profile has changed, please complete and enclose an updated *Mediator Profile Form, ADR-1005* ([PDF](#) or [Word](#)). You may review your profile on the [Searchable Mediator Directory](#) by typing in your last name in the “Last Name Begins With” search field.

Note: The PDF forms are revisable, allowing you to complete your information and then print the completed forms from the website. You will not be able to save the completed PDF forms to your hard drive. Forms are also provided in Word format, allowing you to use the “File, Save As” feature to save them to your hard drive, complete your information and print the finished forms for submission.

### **Review Process and Extensions**

We begin reviewing and processing recertification applications August 1, 2017. Applications will be reviewed in the order in which they are received, so the earlier you send in your application, the more likely we will be able to process it by October 31. The effective recertification date of all applications approved by October 31 will be November 1, 2017.

Please do not submit your Application for Mediator Recertification until you have completed all training and mediation requirements.

If your application is found upon initial review to be incomplete, we will send you an email requesting the missing information or documentation.

If you know you will be unable to meet all requirements by the deadline, you may email DRS to request an extension and indicate how much time you anticipate needing.

An extension DOES NOT extend your mediator certification, but merely means that we will keep your file open beyond the October 31st due date. Even with an “extension,” your certification lapses on October 31, 2017.

With a lapsed certification, you are not certified and should co-mediate any court cases rather than mediating solo. You may not hold yourself out as a certified mediator; and if you have mentor status, you may not mentor others. If you are a certified trainer of a course that requires your certification to be current, you may not train until you are recertified. If a core course trainer has not been certified as a

mediator for over two years, and upon mediator recertification, wishes to train, he or she must also reapply for trainer certification.

If by November 1, 2017, you have not been approved for recertification you will be removed from the searchable mediator directory on the court website until such a time as recertification has been completed. No additional follow-up reminders will be issued.

### **Communication**

The DRS staff is working diligently to increase time and resource efficiency. Due to the state of the economy, we must communicate electronically with the mediation community so it is essential that you keep us informed of your current email address and check the mediation web site regularly for important updates. Please let us know if you have questions.