

## **Instructions for Form ADR-1003: Application for Mediator Recertification**

### **Forms**

Please use the most recent version of *Form ADR-1003, Application for Mediator Recertification* ([PDF](#) or [Word](#)).

This form specifies the requirements and the types of evidence required to document training. You will need to attach evidence of all training taken 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 maximum recertification requirements (Max 18 Hours).** 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 the [Mediator Profile Form, ADR-1005](#) available online. You may review the information currently listed on your profile by visiting the [Searchable Mediator Directory](#).

Note: The PDF forms are revisable, allowing you to complete your information and then print the completed forms from the website. To save the PDF forms, you must first download them and save them to your computer.

### **Review Process and Extensions**

We begin reviewing and processing recertification applications August 1. 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.

Please do not submit your Application for Mediator Recertification until you have completed all training requirements. If your application is found upon initial review to be incomplete, we will send you an email requesting the missing information or documentation.

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, they must also reapply for trainer certification.

If by November 1, 2018, 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.