

Name: _____

CONTINUING MEDIATOR EDUCATION (CME) REPORTING FORM

Renewal Date: _____

Generally: Sixteen hours of CME, which shall include a minimum of four hours of mediator ethics, a minimum of two hours of domestic violence education, and a minimum of one hour of diversity/cultural awareness education in each two year renewal cycle. **Family and Dependency:** Family and Dependency mediators must complete an additional two hours of the required 16 hours in domestic violence education for a total of four hours. **Appellate:** Appellate mediators must complete no less than four hours of appellate-specific mediation education. This may be part of or in addition to the required 16 hours per each renewal cycle of the underlying certification. All certified mediators must complete a minimum of 8 hours in a live format (education method 1 or 2).

Date CME Earned	Program Title & Sponsoring Organization	Education Method (indicated below)*	Total Hours (50 min=1 hr)	Number of Applicable Hours								
				County	Family	Circuit	Dependency	Appellate	Ethics	Domestic Violence	Diversity	
* Indicate if the hours claimed were obtained from: (1) attendance at a live lecture or seminar; (2) listening to or viewing an audio/video presentation of a seminar with a group and participating in a discussion of the materials presented or interactive Internet activity; (3) listening to or viewing an audio/video presentation or non-interactive Internet activity; (4) mentoring; (5) lecturing or teaching in CME courses; (6) authoring or editing; (7) completion of a self-directed program qualified for continuing education by a governmental licensing board. See back of this form for complete details.												
Total CME Hours												

Signature _____

Dated _____

Please make additional copies of this form as necessary. If using more than one sheet, print your name and renewal date on each page. You must also sign and date each individual page you are submitting. The Dispute Resolution Center can be reached at (850) 921-2910.

The purpose of continuing mediator education (CME) shall be to enhance the participant's professional competence as a mediator. These requirements apply to all certified mediators seeking renewal. Certification shall not be renewed until all CME requirements are completed.

Definition: In order to qualify as CME, a course or activity shall have significant, current intellectual or practical content and shall constitute an organized program of learning directly related to the practice of mediation. CME shall be conducted by an individual or group qualified by practical or academic experience.

Mediators who are certified in more than one area must complete 16 hours of CME applicable to **each** of their areas of certification. Hours completed may be utilized toward more than one area of certification if the subject matter is relevant to the field(s) of certification. For example, courses on such topics as mediator ethics, domestic violence and general mediation skills may be credited to all areas of certification.

At a minimum, fifty percent of the required CME hours must be satisfied by attendance, not as a lecturer or presenter, at a live lecture, live seminar, or an audio/video playback of a seminar attended by a group that discussed the materials presented. Interactive internet presentations may be counted as attendance at a live lecture. Non-interactive internet presentations shall be applied toward the audio-visual category. A maximum of four hours of CME may be earned through mentoring and can be counted in all certifications. Mentoring activities cannot be applied toward the required ethics, diversity/cultural awareness, or domestic violence CME components. Attending, lecturing or teaching the same CME more than once per renewal cycle, will not entitle a mediator to additional credit. Continuing education completed for another profession's continuing education requirement may be used as CME if the material bears directly on the mediator's mediation practice and complies with the CME guidelines set forth in this order.

A CME hour is defined as 50 minutes. CME may be completed during the mediator's renewal cycle in any of the following formats:

- (1) attendance at a live lecture or seminar;
- (2) listening to or viewing an audio/video presentation of a seminar with a group and participating in a discussion of the materials presented, or participating in an interactive Internet activity;
- (3) listening to or viewing an audio/video presentation or non-interactive Internet activity;
- (4) mentoring by co-mediating or supervising trainees as part of the trainees' mentorship requirements;
- (5) lecturing or teaching in CME courses;
- (6) authoring or editing written materials submitted for publication with significant content directly related to the practice of mediation; and
- (7) completion of a self-directed program qualified for continuing education by a governmental licensing board.

Reporting Requirements: Mediators must maintain proof of attendance of CME or other appropriate documentation and must report their CME at the end of each two year renewal cycle on the Center's renewal form. The mediator shall be responsible to keep all records relating to CME and shall be subject to audit. In addition, the mediator must certify that he or she has read the current Florida mediation rules, statutes and procedures. Any CME hours completed may be utilized for only one renewal cycle. Hours in excess of the requirement shall not be carried forward to the next renewal cycle.

If all other qualifications for renewal are met, but a review reveals a deficiency in CME credits, the mediator shall be notified in writing and certification shall be continued for 90 days from the notice of non-compliance. During those 90 days, the mediator shall complete all remaining CME requirements in order to be eligible for renewal. Renewals that are not timely filed are subject to penalties.

Material Misrepresentation: Any misrepresentation shall be automatically referred to the Mediator Qualifications Board.