

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

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**MEDIATOR SELF-REFLECTION - REQUEST FOR CME**

Name		Certification Number	
Mediation Date(s)		Mediation Length	
Co-mediator Name		Co-mediator Certification Number	

The *Guidelines for the Training and Certification of Court-Referred Mediators* allows mediators to request up to 3 hours of CME credit for up to 3 hours of co-mediation followed by self-reflection.

This “Request for CME” form asks a series of questions to prompt self-reflection about a recent co-mediation. The questions come from the “Questions for Exploration” in the “[Mediator Self-Reflection Treasury](#).” Questions cover: 1) specific things that happened and/or actions taken during the mediation; 2) internal thoughts and self-awareness while mediating; 3) new learning the mediation engendered; and 4) steps for professional development.

**INSTRUCTIONS**

1. Following the requirements for each section of the form, select the questions you wish to answer. (For example, in the first section you must answer all the questions. In the second section, select five questions.)
2. Record your responses. Identify each question by noting its number beside your response. Add space as needed or attach additional sheets. To qualify for CME credit, responses must show thoughtful and thorough reflection on the mediation and your actions as mediator. Simple responses likely will not qualify; although quality is always more important than quantity. Remember to write your responses in a way we can read and follow your thoughts. Stream-of-consciousness responses are probably not adequate. Edit for cohesiveness and readability.
3. Consider consulting the Mediator Self-Reflection Treasury. Its vocabulary could prove useful in crafting your responses. Its lists of mediation principles and mediator skills, etc., might prove useful. The Treasury could help facilitate examination, for example, of why certain strategies were employed in the co-mediation and how effective those strategies were.

Submit this form (ADR-1011) to the Division of Dispute Resolution Services (DRS) at [drsapplications@vacourts.gov](mailto:drsapplications@vacourts.gov) soon after the co-mediation. Attach objective evidence of co-mediation length and completion. Objective proof are items like client evaluations, invoices, letters from program coordinators, and reports from case tracking systems. Processing may take up to 2 months. DRS will reply by email whether CME is awarded. **(NOTE: If you would need to obtain other CME credit for recertification should your responses not qualify, DRS recommends submitting requests well in advance of your certification expiration date.)**

## I. VISUALIZE THE MEDIATION

Answer ALL Questions (RESPONSES MUST BE *TYPED*)

1. What were the general issues?
2. Was there anything about this mediation that made it difficult?
3. What do I think the participants were trying to achieve in this mediation?
4. What, if anything, was surprising about this session?
5. What was especially satisfying about this session?

Question	1.
Question	2.
Question	3.
Question	4.
Question	5.

## II. WHAT STANDS OUT?

Answer FIVE Questions (RESPONSES MUST BE *TYPED*)

1. What was a key juncture in this mediation? How did I respond? How did the participants respond to me?
2. What did I do to help the parties? Were my actions timely and effective? How did the participants respond to them?
3. Did I set and maintain boundaries in the parties' negotiation? How?
4. Did I help the participants understand each other? What did I do to assist them?
5. If I was creative and/or tried something that I hadn't tried before, what was it? What was I trying to accomplish? What happened?
6. What did I do to make this more effective than ordinary negotiations between parties?
7. How did I remind the parties of the objectives they were trying to achieve?
8. How did I use an agenda or determine and structure discussion topics to guide to discussion/negotiations?
9. How did I guide the parties from issue identification to problem solving?
10. What techniques did I use to guide the parties through reality testing?
11. What strategies did I use to facilitate the conversation around possible solutions and/or move the parties out of impasse?
12. How did I help the parties understand and be comfortable with what they agreed to?
13. If a resolution was reached, what do I think I did that helped facilitate a resolution?
14. If no resolution was reached, were there other outcomes that made this process worthwhile?
15. Was mediation appropriate for this situation? What made it appropriate or inappropriate? Was there a particular instance that made me doubt the appropriateness of mediation for this case? Were there any clues I have may have missed during the orientation session or before the mediation that would have stopped me from mediating?
16. If I provided any resources in terms of support, training, facilitation, legal advice, or counseling that I felt participants needed after the mediation, how did I do so while maintaining the appearance of impartiality and neutrality?

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### III. WHAT WAS MY SELF-AWARENESS?

Select and Answer THREE questions. (RESPONSES MUST BE TYPED)

1. During the key juncture(s) in the mediation, how did I feel? What was I thinking?
2. Did I feel competent in this mediation? What made me feel more or less competent?
3. Was I attentive? When and why did my mind wander?
4. Did I mindfully select my actions, or did I act out of habit?
5. Do I understand why and when a certain action might prove useful? Do I understand the mediation theory or principle behind it?
6. When was I judgmental of myself or someone else? How did that feel?
7. Did anyone challenge me? How did that feel?
8. How did my actions fit with my beliefs about the role of a mediator and the goals of mediation -- were they consistent with those beliefs?
9. How did my actions fit with mediator ethics? Was I mindful of ethical considerations as I mediated?
10. What did I enjoy about this mediation?
11. How did I think the parties perceived me? What made me think that?
12. Did I step outside the mediator role into another professional role? If so, what were my thoughts/intentions?

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## IV. LEARNING

Select and Answer TWO questions. (RESPONSES MUST BE TYPED)

1. What were my strengths in this mediation (e.g., introducing the process, listening, paraphrasing, identifying/clarifying issues, assisting parties generate their own solutions, remaining neutral and facilitative, assisting parties write an agreement, etc.)? My weaknesses? What makes me think these were strengths/weaknesses? Would my co-mediator agree with this assessment?
2. Did the parties get what they needed from me? If so, what did I do to ensure this? If not, what could I have done differently? Would my co-mediator agree with this assessment?
3. What occurred in this mediation that fostered resolution? What occurred that hindered it? Would my co-mediator agree with this assessment?
4. Did ethical issues arise? If so, how did I handle it? Why did I choose to handle it in that way? Would I do anything differently next time? Why or why not?
5. What did I learn from the co-mediation process?
6. Did I forget to use a skill or technique that might have been helpful? How would it have assisted the parties? What might have changed if I had remembered to use it?
7. Did I forget to use a theory or knowledge/information that might have been helpful? How would it have assisted the parties? What might have changed if I had remembered to use it? How can I remember this in the future?
8. Did all my actions stem from the principles of mediation? Would I do anything differently next time? What might have changed if I had acted differently? How can I remember this in the future?
9. What did I learn from this mediation? What is one thing I want to do better next time? How will I remember to work on it?
10. Is there a skill, technique, theory, or piece of knowledge that would have been helpful in this mediation? What might have changed if I had that skill, technique, theory, or knowledge? How can I acquire it to use next time?

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## V. PROFESSIONAL DEVELOPMENT

Select and Answer TWO questions. (RESPONSES MUST BE TYPED)

1. What is my sense of my progress and overall skills as a mediator? What makes me think that?
2. What skill and knowledge areas can I improve? How?
3. Are there additional skills I want to develop? Additional knowledge? How can they be acquired?
4. Do I practice humility, seek and receive feedback on my performance without defensiveness, and stay abreast of changes in the field? How?
5. What awareness or attitude do I want to develop? Why is this important to develop? How will I do that?
6. Can I improve my understanding of mediation principles? What specific principles? Why is this important? How will I improve my understanding?
7. Can I improve my understanding of mediator ethics? What specific ethics? Why is this important? How will I improve my understanding?
8. What training(s) could I take that would enhance my skills as a mediator? How would I use the information/skills learned in future mediations?
9. What learning goals do I want to set for my next mediation? How will I know I've achieved my goals? If I achieve my goals, what will be different in my mediations?

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**By my signature below I certify:**

**I understand that a materially false statement shall be subject to appropriate disciplinary action.  
I co-mediated with the VA certified mediator listed above. All self-reflection responses are mine.**

**MEDIATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

Questions? Contact Dispute Resolution Services at (804) 786-6455

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