

**INSTRUCTIONS FOR COMPLETION OF FORM ADR-2000
APPLICATION FOR MEDIATOR COURSE CERTIFICATION**

SECTION I PROGRAM INFORMATION

1. Fill in the name and address of the individual responsible for providing the training program.
2. Indicate for which type of program the certification is being sought. Descriptions of the various course types and the requirements for each are incorporated in or attached to the Guidelines for the Certification of Mediation Training Programs.
- 3-7. Provide the information requested regarding the trainer(s) seeking certification for the course.
8. Indicate whether this training program has been offered before. If it has, indicate the number of times and the number of participants in the last offering of the training. Attach copies of all course evaluations by the participants in the last training session.
9. Indicate the maximum and minimum number of participants for this training program. Approximate numbers are acceptable.
10. Indicate how many experienced certified mediators will be available during the training to provide feedback to role players and the ratio of trainers to observers. If these individuals are already known, indicate their names and mediator certification level. If specific individuals have not yet been selected for this purpose, indicate how these observers will be selected.
11. List any assistant trainers and their levels of certification.
12. List any subject matter specialists who will participate in the training and provide their experience and qualifications.

SECTION II GENERAL COURSE INFORMATION

1. Describe the objectives of the program.
2. Describe the format of the program, with approximate amounts of time spent on each component (lecture, discussion, exercises and role plays).
2. Attach a copy of the course outline, agenda, and manual. Additional materials may also be supplied (handouts, role play scenarios, and exercises) but are not required as part of the application process.

SECTION III SPECIFIC COURSE INFORMATION

This section is designed to give the reviewers an accurate picture of the course content and the approximate amount of time spent on each of the required subjects. The list of subjects in each outline is by no means exclusive. Each of the listed topics must, however, be covered.

SECTION IV BACKGROUND

1. Fill in the information requested about convictions for violations of the law. Please see Section G.1. and G.2. of the Guidelines.
2. Answer question and, if the answer is yes, provide a description.
3. If the answer to number 1 or number 2 above is yes, please describe any impact this event could have on your ability to provide mediation services.

SECTION V CERTIFICATION

This section informs the applicant of the responsibilities that attach to the certification process: information about the course may be provided to individuals interested in training; the course may be observed by representatives of the Office of the Executive Secretary; and the course is required to comply with the Standards of Ethics and Professional Responsibility for Certified Mediators.

A processing fee of \$25.00 is required with the application.