

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

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**MEDIATOR APPLICATION FOR CONTINUING MEDIATOR EDUCATION (CME)  
COURSE CERTIFICATION**

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**DRS reviews applications within thirty (30) calendar days of receipt. Use this form to request CME certification for any program DRS has not already approved, e.g., a video or webinar course, CLE or out of state conference session.**

This application will be considered pursuant to certification criteria established by the Judicial Council of Virginia and without regard to race, color, religion, political affiliation, national origin, disability, sex, or age.

**SECTION I APPLICANT INFORMATION (Please type or print.)**

Name	
VA Certification #	
Telephone	
Email	

**SECTION II TRAINER INFORMATION**

Name of person/ organization responsible for training	
Trainer Name(s), if different	

**SECTION III COURSE INFORMATION**

Title		
Length (using 50 min. hour)		
Indicate the number of each CME type requested	Non-ethics	Ethics <sup>1</sup>

1. Please attach the following for each session:

- trainer's bio

and at least one of the following:

- course summary that describes the content
- course agenda

2. Please answer the following questions for each session (attach additional sheets if needed):

a. How is this course relevant to mediation?

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<sup>1</sup> Only *mediator* ethics may receive ethics credit. Please note that a session given ethics credit by a training organization could be denied ethics credit by DRS.

b. How will this course help you as a mediator?

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**SECTION IV CERTIFICATION**

I hereby certify that the information provided in this application is true to the best of my knowledge. I understand that all information herein is subject to verification and that any CME determination is at DRS's discretion. I understand DRS may certify fewer hours and/or a different CME type than requested.

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Mediator Signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward this application to:

Dispute Resolution Services  
Office of the Executive Secretary  
Supreme Court of Virginia  
100 N. Ninth Street, Third Floor  
Richmond, VA 23219  
Or email it to [drsapplications@vacourts.gov](mailto:drsapplications@vacourts.gov).

Please contact Dispute Resolution Services, 804-786-6455, or email [drsapplications@vacourts.gov](mailto:drsapplications@vacourts.gov) with questions.