DISPUTE RESOLUTION SERVICES

Mediator Recertification

Mediators certified in the Commonwealth of Virginia must apply for recertification every two years. The deadline to recertify is always October 31st. To find your certification and expiration date, please refer to your certification documents or your online profile. Requirements for recertification are governed by the Guidelines for the Training and Certification of Court-Referred Mediators.

Continuing Mediator Education (CME) Requirements

- CME credit hours are earned by attending trainings that are approved by DRS and are defined as either *Non-ethics* or *Ethics*.
- Mediators must earn a minimum of 10 CME credits every two years, at least two of which must be in mediator Ethics. A maximum of four (4) credits may be obtained from pre-recorded on-demand webinars or videos that are non-interactive. A maximum of eight (8) credits may be obtained from completing a core course training.
    - Please note: mediator ethics are based upon the Standards of Ethics and Professional Responsibility for Certified Mediator Guidelines and are distinct from attorney ethics that are based upon requirements of the Virginia State Bar.
    - Ethics courses must be live and interactive, attended virtually or in-person.
    - Courses approved for CME are verified by the ADR 1010 form. Participants will be given this form by the course trainer. Core courses may also be used for CME and are verified by the ADR 1006 form.
- Application for Mediator Recertification (ADR 1003). Please use this form to apply to DRS for recertification. Attach proof of the courses taken for CME (either the ADR 1010 form or, for a core course, the ADR 1006 form).
    - Click here for Instructions for form ADR 1003.

- DRS accepts applications for recertification starting on August 1 of each year. Please ensure the form is complete and all necessary proof is included with the application.

How to Obtain CME Credits

- Many approved training opportunities are posted on either DRS's Advanced Training Calendar or the Core Training Calendar.
- Additional course offerings can be found on the websites of the many Alternative Dispute Resolution Organizations located in Virginia.
- Trainer Application for CME Course Certification form (ADR 2001). If you have a course you would like to deliver as a trainer, use this form to request approval for CME credit.
    - A mediator who delivers an approved CME training may receive up to 6 CME.
    - Facilitate a Mediator Peer Consultation session and participating mediators can receive up to 6 CME credit.
- Mediator Application for CME Course Certification form (ADR-2002). If you attend a training that has **not** been approved by DRS but you believe is applicable to your mediation practice, you may request CME credit. Complete this form before or after you attend a training but please allow 30 calendar days to review. If approved, you will receive an ADR-1010 form to attach to your recertification application.
- Mediator Self-Reflection – Request for CME form (ADR-1011). You may earn up to three CME credits following a co-mediation by engaging in self-reflection. DRS will determine the amount of credit approved and send you an ADR-1010.
    - As a helpful resource, please see DRS's Mediator Self-Reflection Treasury created by mediators and trainers in Virginia.
- On-demand webinars or videos (ADR-1010/ ADR-2002). You may earn a maximum of four (4) credits from pre-recorded programs, courses, seminars related to mediation and your professional practice. If pre-approved you will receive an ADR-1010 from the trainer with space to mark the date viewed. To request approval for an on-demand webinar or video please use the ADR-2002 form described above.
    - DRS library of Online CME Resources are pre-approved courses found on the Certification and Training page. This site will link you to free webinars available

for non-ethics CME credit verified by a specialized version of the ADR-1010 to submit with your application.

- If you register for a live training or webinar approved for *non-ethics* credit but are unable to attend due to an unforeseen circumstance, you have 60 days to view a recording of the event (if available) and receive full CME credit. The sponsor of the training must offer a way to ask follow-up questions or discuss the material.

What if I have more than enough credits?

If you earn more than 10 CME credits toward recertification, you may **carry over** up to 8 credits to your next recertification cycle. All carryover credits, even ethics, will be treated as non-ethics CME. If you attend a course *after* submitting your recertification application but *before* the start of your new certification period, you can request carryover CME using the CME Carryover Supplemental Form (ADR-1003A).

What if I do not have enough credits to recertify?

If you are unable to complete the requirements before your certification(s) expire, your certification(s) will lapse. **Extensions cannot be granted to a mediator's certification.** Mediators who do not renew their certification(s) may not hold themselves out as certified mediators, trainers, or mentors; may not mediate court-referred cases without a certified mediator; and will not be covered by civil immunity.

- A mediator with a lapsed certification has one year to complete the requirements to be recertified. If more than 12 months have passed, please contact drsapplications@vacourts.gov for any requirements in addition to the minimum number of CME credits.