

## Continuing Mediator Education Report Form

The Dispute Resolution Commission encourages all certified superior court and family financial mediators to complete at least six hours of continuing mediator education every two years. This policy is intended to encourage mediators to reflect on the mediation process and to improve their skills. Mediators will be "on their honor," *i.e.*, the Commission will not seek to verify information reported. The Commission will, however, contact those who do not report. Please report hours accumulated in the appropriate categories below:

1. **Course Work or Independent Study.** The mediator has completed course work or engaged in independent study to improve his/her communication, negotiation, facilitation, or mediation skills. The Commission offers the following suggestions for courses or self-study: 1) training or workshops on active listening; 2) training in large meeting facilitation; 3) workshops in Neuro Linguistic Programming; 4) advanced mediator training; 5) Parent Effectiveness Training; 6) reading articles in periodicals such as *Conflict Resolution Quarterly*, the *Journal of Dispute Resolution* (University of Missouri-Columbia School of Law), the *Ohio Journal of Dispute Resolution* (Ohio State University College of Law), *Negotiation Journal*, or other dispute resolution publications; 7) viewing mediation training tapes obtained through national trainers, and 8) diversity training. (CLE courses designed only to update the attendee in a specific area of the law will not be accepted.)

Courses attended, titles of articles read, or description of other educational activities undertaken:

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Dates courses attended, articles read, or other activities undertaken: \_\_\_\_\_

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Total hours spent in training, independent study, or other educational activity: \_\_\_\_\_

2. **Observations or Peer-Sharing.** The mediator has completed observations of mediated settlement conferences conducted by a certified mediator. Observations should be of cases filed in the NC Superior or District Courts, NC Industrial Commission, NC Office of Administrative Hearings, or US District Courts for NC. Conferences must be observed through settlement or impasse. Observations should be meaningful learning experiences and cases that settle or impasse almost immediately should not be reported. Mediators observed should be experienced individuals. Mediators may also submit role-plays conducted and critiqued as part of a peer-sharing exercise.

File numbers of cases observed: \_\_\_\_\_

Mediators observed: \_\_\_\_\_

Dates of observation or peer-sharing exercises: \_\_\_\_\_

Total hours spent observing or role-playing: \_\_\_\_\_

3. **Serving as a Mentor.** The mediator has served as a mentor, *i.e.*, permitting a less experienced mediator to observe him/her, de-briefing the less experienced mediator post-mediation, taking questions and offering guidance in return, observing the less experienced mediator, critiquing the less experienced mediator's performance, and performing other tasks associated with a mentoring relationship. While a mediator may mentor one or more individuals for purposes of this rule, it is expected that the mentoring relationship will consist of more than observations of the mentor, *i.e.*, that there will be significant give and take between the mentor and the individual mentored.

Names of mediators mentored: \_\_\_\_\_

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Dates during which mentoring occurred: \_\_\_\_\_

Total hours spent serving as a mentor: \_\_\_\_\_

*\* This form is available in fillable format on the Commission's website at [www.ncdrc.org](http://www.ncdrc.org). Click on "Continuing Education for Mediators," then click on "Reporting Forms." The applicant may not submit for credit in any of the categories above training or other activities completed more than two years ago. Also, an applicant may not submit an activity for credit in more than one category, e.g., an applicant may not count an observation submitted under subsection (2) for credit under subsection (4). Training, observations, or other activities completed for the purposes of the applicant's original certification to conduct mediated settlement conferences in either superior or district court may not be applied toward continuing mediator education credits. (Dually certified mediators need to complete only six hours.)*

4. **Being Mentored.** The mediator has been mentored by a more experienced mediator, including having his/her performance critiqued, observing the more experienced mediator, and/or contacting the more experienced mediator for advice or feedback. It is expected that there will have been significant give and take between the mediator and his/her mentors.

Names of experienced mediators who mentored you: \_\_\_\_\_  
\_\_\_\_\_

Dates during which you were mentored: \_\_\_\_\_

Total hours you were mentored: \_\_\_\_\_

5. **Serving as a Trainer.** The mediator has served as a principal trainer or presenter in workshops, seminars, or training courses covering topics germane to the development of mediator skills.

Titles of training courses in which you served as a principal trainer or presenter: \_\_\_\_\_  
\_\_\_\_\_

Dates and locations of training: \_\_\_\_\_

Total hours spent serving as a trainer: \_\_\_\_\_

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Name of Mediator Completing Report Form: \_\_\_\_\_  
*(please print or type)*

Address of Mediator: \_\_\_\_\_  
*(street address or post office box)*

\_\_\_\_\_  
*(city) (state) (zip code)*

Telephone No: ( \_\_\_\_\_ ) \_\_\_\_\_

Date Report Completed: \_\_\_\_\_

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