

Appendix B:
REQUIREMENTS FOR CERTIFICATION POINT CHART

- Training programs are awarded one point for each contact hour of training.
- Applicants must declare their intention to work in areas requiring the bachelor’s degree at the beginning of the application process.
- Two hundred (200) total points are required for certification, and 50 points per year are required for Continuing Professional Development to maintain certification.
- The 110 points required in the Educational Component are considered minimal by the Committee.

Educational Component 110 POINTS REQUIRED OF ALL CANDIDATES	Required Points	Permitted Points	My Score
1. Minimum 40 hour basic mediation specific training from an approved provider such as CCM, DRPA organization, university certificate program, City Attorney’s Office, ABA, others (list to be determined by the Consortium)	40		
2. Minimum 10 hours of ethics training included as part of the basic mediation training and agreement to abide by an ethics statement as adopted by the Consortium.	10		
3. Minimum 10 hours of practical experience through role plays and simulations as part of the basic mediation training	10		
4. Specialized training in TWO areas such as employment, elder, litigated cases, harassment, landlord/tenant, family, workplace, business disputes, EEOC, Post Office, other @ 10 hours	Max. 20		
5. Passing the written test covering mediation principles, ethics and prevention of bias (test approved by the Consortium)	30		
Performance Component 50 POINTS REQUIRED OF ALL CANDIDATES Points may be accumulated from a variety of sources Activities must have been completed in the two years immediately prior to applying for the certificate			

1. Documented paid or volunteer mediations (2 pts./case, max. 50 pts.; please attach list of cases)		Max. 50	
2. Internship, minimum 20 hrs. including training and case experience		Max. 20	
3. Two letters of recommendation from people who know you as a mediator and can attest to your skills @10 pts.		Max. 20	

4. One co-mediation plus one independent mediation observed and documented by a Consortium accepted mediator		20	
5. Mentoring 1 pt./documented hr.		Max. 15	
6. Peer mediation experience 2 pts./year		Max. 6	
7. Others as accepted by the Review Committee		Max. 10	
Professional Activity 40 POINTS REQUIRED OF ALL CANDIDATES Points may be accumulated from a variety of sources Activities must have been completed in the two years immediately prior to applying for certification			

1. Membership in professional societies (ABA, SCMA, ACR, MBB, other as accepted by the Review Committee 4 @ 5 pts.		20	
2. Active participation on committees, panels, or BOD of related professional societies 4@ 5 pts. max. 20 pts.		20	
3. Attendance at conferences 5 @ 3 pts/day max 15 pts.		15	
4. Attendance at short meetings or study groups (excluding marketing and networking) 2 pts/meeting max 20 pts.		20	
5. Published articles 3 @ 5 pts/article, max 15		15	
6. Formal presentations at conferences 3@ 5 pts. max 15		15	
7. Volunteering at a mediation center 1 pt./documented hour max 20 pts		20	
8. Additional trainings as accepted by the Review Committee max 30 hrs. (1 pt./training hr)		30	
9. University teaching or other training in the field @ 5 pts./course max. 25		25	
10. Awards for professional contributions or accomplishments (past three years, 5 pts. per award, Max. 15		15	
11. Others as accepted by the Review Committee		Max. 10	
Areas of Experience for Annual Requirements for Continuing Professional Development Accepted by the Review Committee			

<p align="center">Information required bi-annually 50 Points per Year Required to Maintain C.M. Status</p>			
1. GED required for general mediation practice		10	
2. Bachelor's degree required for working with litigated cases or for membership on specific panels such as EEOC, AAA, Post Office, court panels, etc.		20	
3. Advanced degree (M.A., M.S., Ph.D., Ed.D., J.D., M.F.T)		20	
4. Professional Certificate or License (L.C.S.W., CPA)		20	
5. Membership in professional societies (ABA, SCMA, ACR, MBB, other as accepted by the Review Committee 4 @ 5 pts. max 20		20	
6. Active participation on committees, panels, or BOD of related professional societies 4@ 5 pts. max. 20 pts.		20	
7. Attendance at conferences 5 @ 3 pts/day max 15 pts.		15	
8. Attendance at short meetings or study groups (max 4 hrs/mtg. excluding marketing and networking) 2 pts/meeting max 20 pts.		20	
9. Published articles 3 @ 5 pts/article, max 15		15	
10. Formal presentations at conferences 3@ 5 pts. max 15		15	
11. Volunteering at a mediation center 1 pt/documentated hour max 20 pts		20	
12. Additional trainings as accepted by the Review Committee max 30 hrs. (1 pt./training hr)		30	
13. University teaching or training in the field @ 5pts./ course max 25		25	
14. Awards for professional contributions or accomplishments (past three years, 5 pts. per award, Max. 15		15	
15. Others as accepted by the Review Committee		15	
		Max. 10	