

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

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**APPLICATION FOR MEDIATOR RECERTIFICATION**

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*Please use black ink and type or print so document will be legible when scanned.*

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

**SECTION I GENERAL CONTACT INFORMATION**

1. Name: \_\_\_\_\_  
Last First Middle

Business Name (if different from above): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street and/or Post Office Box

\_\_\_\_\_ City State Zip Code

2. Phone /Home: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_

3. E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

4. Certification Number: \_\_\_\_\_

**Please check any item you do NOT want posted in the online Searchable Mediator Directory.**

\_\_\_\_\_ Business Name    \_\_\_\_\_ Street Address    \_\_\_\_\_ City    \_\_\_\_\_ Zip Code

\_\_\_\_\_ Home Phone    \_\_\_\_\_ Work Phone    \_\_\_\_\_ Fax    \_\_\_\_\_ Email    \_\_\_\_\_ Website

If you prefer to post alternate contact information online for any of the above, please list that information below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Recertifications requested:

	General District Court		Circuit Court-Civil		Appellate – CAV
	J & DR District Court		Circuit Court-Family		Appellate – SCV

**SECTION II CONTINUING EDUCATION**

Requirements for one or multiple certification levels: 10 hours of approved continuing mediation education (CME), including a minimum of 2 hours mediator ethics (8 CME hours + 2 Ethics = 10 Total Hours)

All continuing education *that is not carryover* must have occurred since your last recertification date or, if this is your first recertification, since the date of your original certification.

**A: CME Carryover credits from Last Recertification**

\_\_\_\_\_ Number of CME credits carried over (max 8)

**B: Current CME Credit Hours**

ATTACH ALL CME EVIDENCE, usually verified by the ADR 1010 form. Only 4 credit hours obtained from pre-recorded webinars or videos will be counted. If you have more than the required 10 CMEs, you may carry over up to 8 hours as non-ethics credit for the next recertification period.

Please note the number of each type of CME earned:

CME Hours	Type
	Mediator ETHICS trainings approved by DRS (minimum 2, max 18)
	Non-ethics trainings approved by DRS (max 16)
	Non-ethics credit from approved pre-recorded webinars or videos (max 4)
	Mediator Peer Consultation (max 6)
	Mediator Self-Reflection credit (max 3)
	Trainer credit for delivering CME courses or CLE seminars related to mediation (max 6)
	_____ Ethics CME requested      _____ Non-Ethics CME requested
	<b>Total (minimum 10, max 18)</b>

**C: CME Totals with Carryover credit for Next Recertification**

	+	-	10	=
CME carried over (A)		CME Earned (B)	10 for Recert	CME carryover for next recertification (max 8)

**SECTION III BACKGROUND**

- 1) Since your last recertification (or certification, if this is your first recertification) have you had a disciplinary action related to a profession, including mediation (such as a professional license suspended or revoked) had any professional privileges curtailed; and/or relinquished a professional privilege or license while under investigation?

No \_\_\_\_\_ If yes, please list: \_\_\_\_\_

- 2) Since your last recertification (or certification, if this is your first recertification) have you been convicted of a felony, a misdemeanor (includes reckless and aggressive driving), a traffic violation resulting in suspension or revocation of a driver's license, or a DUI/DWI? Conviction includes guilty or nolo contendere pleas.  
No \_\_\_\_\_ If Yes, please list, including the specific code section(s) violated:

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Please describe the impact, if any, that such disciplinary actions or conviction(s) could have on your ability to provide mediation services.

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**SECTION IV** **EVALUATION AND CERTIFICATION**

I understand that in court-referred cases, **I will provide an initial orientation session for the parties, and their lawyers if they choose to attend, at no cost to the parties.**

I understand that I am obligated as a condition of my continuing certification:

(1) to familiarize myself with, and abide by, the Standards of Ethics and Professional Responsibility for Certified Mediators, adopted by the Judicial Council of Virginia effective July 1, 2011; and

(2) to ensure that Forms ADR-1002 (Evaluation of Mediation Session(s) and Mediator(s)) are provided to all parties referred from the courts.

I understand that to carry over excess CME to my next recertification period, I must report it on this form and attach evidence.

I also hereby certify that the information provided in this application is true to the best of my knowledge and accurately reflects my qualifications to provide mediation services in cases referred through the court system of the Commonwealth of Virginia. I understand that all information herein is subject to verification.

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Signature of Applicant

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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: [drsapplications@vacourts.gov](mailto:drsapplications@vacourts.gov)**

If you have any questions or comments, please contact Dispute Resolution Services, 804-786-6455.

## **Important Information Regarding the Recertification Process**

1. Recertification is required every 2 years by October 31<sup>st</sup>. Note the first recertification date may be less than 2 years after initial certification, depending on the date certified.
2. An applicant for recertification must complete and submit **FORM ADR-1003** and evidence of CME for courses taken between the last recertification date and October 31<sup>st</sup> of the year currently due.
3. DRS will keep a record of carryover hours for each mediator but recommends mediators keep detailed records of CME. Discrepancies may result in application delays.
4. Mediator ethics are based upon the [Virginia Standards of Ethics](#) and are distinct from attorney ethics. Approved trainings must be live and interactive, attended in person or virtually via webinar.
5. Beginning in 2024, a maximum of four non-ethics credits may be obtained from a course that is pre-recorded, on-demand webinar, or video.
6. Applicants for recertification may request approval by DRS for education relevant to mediation practice they receive from organizations such as the Association for Conflict Resolution, the American Bar Association Section on Dispute Resolution, appropriate courses sponsored by Virginia Continuing Legal Education, and others to meet the requirements for continuing education. *When requesting approval, the applicant should submit a [Mediator Application for CME Course Certification \(ADR-2002\)](#).*
7. Mediators participating in an approved MPC may receive up to 6 hours of CME credit for attendance at such sessions.
8. Mediators may receive up to 3 hours of CME credit for completing Self-Reflection exercises following a mediation. To receive credit, **FORM ADR-1011** must be submitted at least 30 days in advance.
9. Mediators who provide advanced mediation skills training or present an advanced CLE seminar related to the subject of mediation may receive up to 6 hours of CME credit. To request credit, attach a copy of the ADR 1010 form for each course distributed to participants.
10. Notification of recertification shall be made by email of letter and certificate. A letter denying recertification will state the grounds for the denial and reference the applicant's right to request reconsideration by the Executive Secretary of the Supreme Court of Virginia. The written request, with accompanying rationale for reconsideration, must be received by the Executive Secretary within 30 calendar days following the denial letter.
11. A mediator denied recertification may reapply for initial certification after 6 months from the date of the final denial. In the sole discretion of DRS, partial waivers of training and mentorship requirements may be granted on a case-by case basis.
12. Mediators who do not meet the recertification requirements may not hold themselves out as certified mediators, may not mediate court-referred cases without a certified co-mediator, may not mentor others seeking certification, and may not train others seeking certification.
13. A mediator whose certification lapses as a result of not meeting the recertification requirements in a timely manner may contact DRS if they wish to recertify. In the sole discretion of DRS, deviations from the initial certification requirements may be allowed on a case-by-case basis.
14. If a core course trainer is recertified after a lapse of 2 or more years, they must reapply for trainer certification.