

WMA CERTIFIED MEMBER MEDIATOR APPLICATION

Name: _____ New WMA Member: Yes No

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (W) _____ (H)

FAX: _____ E-mail: _____

Please submit the original and one copy of all the required materials to the Committee Chair, and **keep one full copy for your records**. Photocopies are acceptable for all supporting documentation.

___ COVER LETTER:

- The area(s) of specialization (previously known as: subject matter expertise) categories under which you are applying;
 - How your area(s) of specialization experience or study is relevant to your mediation practice;
 - If you have had any felony convictions or have been a respondent in any professional liability claims, please attach an explanation.
 - Enclosures (e.g., application and supporting documentation; application fee; membership fee, etc.)
 - Application Fee: \$100.00
 - Membership Fee or Current Dues: \$75.00
- Note: Make checks payable to WMA.

___ SECTION I: BASIC MEDIATION TRAINING

- Evidence of completion of at least 36 hours of basic mediation training.
See *Appendix I of the WMA Application*.

___ SECTION II: MEDIATION EXPERIENCE DOCUMENTATION

- Evidence of your mediation experience documentation and include a letter of recommendation when required. See *Appendix II of the WMA Application*. Support Documentation: *WMA Generic Certification Mediation Log.xls*

___ SECTION III: AFFIDAVIT OF COMPLIANCE

- Signed and **notarized** Affidavit of Compliance.

___ SECTION IV: AREA OF SPECIALIZATION OR CATEGORIES OF PRACTICE

- Relevant documentation for 60 hours of area(s) of specialization or categories of practice experience and/or study, and indicate the category or categories under which those hours apply. You may apply under more than one category as long as you have 60 hours per category. See *Appendix III of the WMA Application*. Support documentation: *WMA Area of Specialization Ed and Exp Template.doc*.

SECTION V: APPENDICES

- Include supporting documentation such as:
 - Resume
 - Training Log (Support documentation: *Definitions of Training Types - WMA Areas of Study and Training Categories.pdf*. Sample Training Log - *WMA Sample Training Log.xls*)
 - Training Certificates (With the exception of the Basic Mediation Training to be included in Section I.)

Mail the ORIGINAL AND ONE COPY of the complete application to WMA at 1122 E. Pike Street, PMB #1095, Seattle, WA 98122-3934.

**WASHINGTON MEDIATION ASSOCIATION
AFFIDAVIT OF COMPLIANCE**

STATE OF _____ COUNTY OF _____

I, _____ being first duly sworn, depose and say that: I am the applicant named who has signed this application for approval of Certified Member Mediator in the Washington Mediation Association.

By signing this affidavit, I attest that I have fulfilled the requirements set out in the application upon which I have submitted my name, and agree to continue to abide by WMA's Standards of Practice and Grievance Procedure.

I also attest that, unless explained in attached documentation, I have not been a respondent in a professional liability claim and I have never been convicted of a felony.

I understand that the determination as to whether I qualify under the above categories, as well as my continuing membership, depends upon the truth, falsity, or completeness of my answers set forth in this application and any attached statements.

To my knowledge, the answers and information which I have supplied in connection with this application are true and complete.

Applicant's Signature _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, _____.

(Seal)

NOTARY PUBLIC FOR _____

RESIDING AT _____

MY COMMISSION EXPIRES _____

Appendix I

Basic Mediation Training

Applicants must successfully complete a Basic Mediation Training (BMT) that includes at least 36 hours of actual training experience. The BMT curriculum should include the following components:

1. **ADR AND MEDIATION:** An explanation of mediation in the continuum of dispute resolution alternatives that include discussions of different styles of mediation and how to assess the appropriate style for individual cases.
2. **THEORY:** Explanation of negotiation and conflict theory, including an analysis of conflict styles, distributive and integrative bargaining, BATNA, and types of joint gains.
3. **SKILLS:** Training that includes, but is not limited to, communication and listening skills, identifying underlying interests and motivations, assessing the impact of cultural differences on negotiation.
4. **INTAKE AND ASSESSMENT:** Training on intake and assessment procedures should include screening parties to determine if the dispute is appropriate for mediation.
5. **MEDIATION PROCESS:** Training in and application of components of the mediation process including: mediator's opening statement, the parties' opening statements, agenda setting, negotiation, generating and evaluating options, caucus, agreement writing and closure.
6. **ETHICS:** Discussion and analysis of ethical issues in mediation, standards of practice, and Washington State statutes pertaining to mediation.
7. **EXPERIENTIAL LEARNING:** Twelve hours of interactive exercises including supervised mediation role-play.

BASIC MEDIATION TRAINING DOCUMENTATION

The following documentation needs to accompany the application:

1. Certificates of completion issued by the individual or organization that conducted the training, or if offered through a college or university, verification of attendance or completion. *(Note: Graduates of any 40 hour Academy of Family Mediator or WMA approved Washington State Dispute Resolution Center basic mediation training need only submit certificate of training to meet this requirement. Documentation for items 2 & 3 below are not required.)*
2. Number of training hours completed – provide a list of courses with associated hours, and total the number of hours taken; and
3. Identification of how all components listed above has been acquired. Course outlines, syllabus, or similar documentation is required.

Appendix II Mediation Experience

Applicants can meet the experience requirement through any **one** of the following four options:

OPTION A--EXPERIENCED PRACTITIONERS:

A WMA member can satisfy Option A if s/he has at least 200 hours of mediation experience in the last 10 years and submits a letter of recommendation. Documentation **must** include:

1. The approximate total number of hours of mediation experience and the time period;
2. A listing of the types of cases mediated and number of hours per type;
3. The name(s) of the organization(s) for which the mediations were conducted;
4. A letter of recommendation from an experienced mediator or mediation organization. referencing the applicant's specific mediation abilities. It should include how the applicant manages the mediation process and how s/he relates to the parties? The recommendation can be based on personal co-mediation experience with the applicant, client evaluations, or a review of other co-mediator evaluations.

OPTION B—PRACTICUM OPTION:

A WMA member can satisfy Option B if s/he has at least 24 hours of supervised mediation either

1. a Washington State Dispute Resolution Center WMA pre-approved practicum
or
a pre-approved practicum that meets all the qualifications required in the current manual for approved DRC Practicum providers,
and
2. a minimum of 36 additional hours of post-practicum mediation.

Documentation **must** include:

1. A certificate and/or statement of completion from the DRC indicating the applicant's successful completion of their DRC Practicum under the direction of a WMA qualified practicum supervisor;
or
A certificate and/or statement of completion from the WMA pre-approved practicum indicating the applicant's successful completion of their Practicum under the direction of a WMA qualified practicum supervisor;
and
2. A listing of the types of cases mediated and the number of hours each type represents for both the 24 hours of supervised mediations and the minimum 36 hours of post-practicum mediation experience.
(Note: Please check with your DRC or our WMA website: www.WashingtonMediation.org, Mediator Certification tab, Practicum Information page for a list of WMA approved Practicum Programs.)

OPTION C—INDEPENDENT APPRENTICE PRACTICUM (MENTOR OPTION):

A WMA member can satisfy Option C if s/he has at least 24 hours of supervised mediation (in at least 3 separate cases) by a WMA qualified mentor* and a minimum of 36 additional hours of post-practicum mediation.

Documentation **must** include:

1. A letter from the applicant's mentor that contains the following information:
 - a. The mentor's name, address and telephone number and; how s/he meets the WMA mentor qualifications. If the mentor is not currently on the WMA Supervisor/Mentor list, please include how sh/he meets the WMA mentor qualifications.
 - b. A brief description of the design of the practicum, the total number of hours involved, and the type and number of hours for each case either observed or co-mediated by the applicant; (Note: At a minimum, each practicum must include supervision of the applicant conducting at least 24 hours of actual mediation in the role of mediator or co-mediator and for at least 3 separate cases. Each case must include at least a mediator opening statement, opening statements by the parties, some negotiation and closure. The applicant may co-mediate with mediators other than their supervising mentor as long as those mediators are supervised by the WMA qualified mentor).
 - c. A statement that the applicant has successfully completed the practicum.

2. A copy of a settlement agreement or memorandum of understanding rendered anonymous resulting from one of the applicant's practicum cases;
3. A listing of the types of cases mediated and the number of hours each type represents for both the 24 hours of supervised mediations and the minimum 36 hours of post-practicum mediation experience.
4. A letter of recommendation from an experienced mediator or mediation organization referencing the applicant's specific mediation abilities. It should include how the applicant manages the mediation process and how s/he relates to the parties. The recommendation can be based on personal co-mediation experience with the applicant, client evaluations, or a review of other co-mediator evaluations.

The Washington Mediation Association recommends that the mentor and apprentice discuss the issue of liability insurance prior to entering into a mentoring arrangement. (*Note: Please check with your Mentor or our WMA website: www.WashingtonMediation.org, Mediator Certification tab, Mentor Information page for a list of WMA approved mentors.*)

OPTION D-- OUT-OF-STATE APPLICANTS: A WMA member who has gained mediation experience in another state will be considered on a case-by-case basis.

WMA Approved Mentor: Reference WMA website, *Certification* tab, *Mentor* page for additional information.

MEDIATION EXPERIENCE DOCUMENTATION

The following documentation needs to accompany the application:

1. Cover page documenting Option used, number of hours supervised, additional hours mediated since certification and total number of mediation hours.
2. Certificates of completion, letter of recommendation etc. as specified in the specific Option above issued by the individual or organization that conducted the training, or if offered through a college or university, verification of attendance or completion. (*Note: WMA approved Washington State Dispute Resolution Center Mediation Practicums and other WMA approved Practicum Programs need only submit a certificate of training to meet this requirement.*)
3. Mediation Log which includes: date of mediation, location, type of case, supervised hours and total hours. (Reference: *WMA Generic Certification Mediation Log.xls* for a sample document.)

Appendix III.
Areas of Specialization or Categories of Practice
Experience and Study

(previously: Subject Matter Experience and Study)

Applicants can meet the area of specialization knowledge requirement by documenting sixty (60) hours of subject matter experience and/or education for each subject area in which the applicant wishes certification.* It is expected that the **experience and study** will be multi-disciplinary in content and will draw from both the social and natural sciences including psychology, sociology, anthropology, law, economics, political science, communications, organizational development, and the relevant physical sciences. The purpose of this requirement is to help insure that the mediator meets reasonable expectations of the parties with regard to the content of their dispute, as well as the accepted standards of the field.

This experience or study must relate directly to the substantive field(s) in which the applicant currently mediates or is likely to mediate, and may include volunteer or job experience, formal education, professional training, workshops, or co-mediation with someone with expertise in the category. These substantive fields include, but are not necessarily limited to, the following categories:

- Commercial/Business
- Consumer
- Community
- Construction
- Criminal Justice
- Domestic Relations
- Education
- Employment
- Environmental
- Health Care
- Intercultural Relations
- Labor Relations
- Organizational Relations
- Public Policy

Applicants may propose their own category and may apply under as many categories as they wish, as long as 60 hours of experience/education are documented for each.

(Note: Hours spent co-mediating and/or consulting with someone who has expertise in the “applied for” category may be included in the 60 hours. The name and the subject matter qualifications of the co-mediator or consultant must be included in the documentation.)

AREA OF SPECIALIZATION EDUCATION DOCUMENTATION

Documentation for each area of specialization **education experience must** include:

1. Area of Specialization
2. Educational Experience including:
 - a. Name and location of sponsoring organization;
 - b. Title and dates of the education activity;
 - c. Description of the educational experience and content;
3. Total number of hours applicant is claiming for the experience. (Note: Each college quarter credit equals 33 contact hours, and each college semester credit equals 48 contact hours);
4. Copy of certificate of completion if available;
5. Brief statement of how the study is relevant to the applicant’s mediation practice.

(Note: Credit cannot be given under this requirement for additional mediation or communication skills training. If however, the training also focuses on subject matter areas such as divorce/family law or workplace regulations, credit will be given for the actual hours the training devotes to those areas, e.g. the Parenting Act, child support guidelines, property division, Title VII statutes, Americans with Disabilities Act.)

AREA OF SPECIALIZATION EXPERIENCE DOCUMENTATION

The following documentation needs to accompany the application:

Documentation of **area of specialization experience** must include:

1. A brief description of the experience;
2. The time period and number of hours/years;
3. The location(s);
4. Your co-mediator's name and qualifications (if relevant), and
5. A brief statement describing the relevance of the experience to your mediation practice.

References and Sample Documentation:

1. *WMA Area of Specialization Ed and Exp Template.pdf* for a template to document an area of specialization of category of practice.
2. *WMA Areas of Study and Training Categories.pdf* for information regarding areas of study and training categories.

Applicants may add additional categories to their certification at any time by submitting appropriate documentation to the Qualifications Committee.

However, there will be an additional \$50.00 fee for each Area of Specialization added if the update is submitted at any time other than when the member's continuing education documentation is due.

*AFM Practitioner Members must only document an additional 40 hours beyond their required 60 hours of approved training.