

# WMA CERTIFIED MEMBER MEDIATOR APPLICATION

Name: \_\_\_\_\_ New WMA Member? Y/N

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (W) \_\_\_\_\_ (Cell)

E-mail: \_\_\_\_\_

You may submit most of the required materials **by email** to [admin@washingtonmediation.org](mailto:admin@washingtonmediation.org). If you choose this option, you must also mail the **original Affidavit of Compliance** to the address in the next paragraph.

If you choose to submit your full application **by mail**, send one set of all the required materials to:  
**WMA, 1122 E. Pike Street, PMB #1095, Seattle, WA 98122-3934.**

Affidavit must be original; photocopies are acceptable for all supporting documentation. It is suggested that you keep a full copy of your application for your records.

*Your application should include, in this order:* (There is no need to include the Appendices of the application.)

- 1) **THIS FRONT PAGE** – Must be completed. If you would like to complete this portion on your computer, we suggest you cut & paste this front page into a word-processing document.
- 2) **COVER LETTER** – Must be signed and include:
  - Whether you are applying as an Experienced Practitioner, under the Practicum Completion option, or are an Out of State applicant (See *Appendix II of the WMA Application*)
  - If you have had any felony convictions or have been a respondent in any professional liability claims, please include an explanation in your letter
- 3) **FEES DUE** (Make checks payable to **WMA**)
  - Certification Application Fee \$100
  - Membership Fee, if you are a new member or your membership is due for renewal \$ 75
- 4) **MEMBERSHIP APPLICATION**, only if you are a new member
- 5) **AFFIDAVIT OF COMPLIANCE**
  - Original, signed and **notarized**
  - Original **must be mailed to WMA** (see address above), even if you are submitting by email
- 6) **DOCUMENTATION SECTION I: BASIC MEDIATION TRAINING** See *Appendix I of the WMA Application*.
- 7) **DOCUMENTATION SECTION II: MEDIATION EXPERIENCE**
  - See *Appendix II of the WMA Application*.

- Support documentation may be in the form of the *WMA Generic Certification Mediation Log.xls* or the format of your choice, as long as it contains the same information (mediation dates, type, duration, and totals) in a clearly readable form.
- Remember to include a letter of recommendation when required.

8) **DOCUMENTATION SECTION IV: ANY ADDITIONAL DOCUMENTATION**

- This may include additional, optional supporting documentation such as a resume, letters of support, etc.

**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. It is not necessary to satisfy the requirements of Option A-1, Option A-2, and of Option B.

#### **OPTION A-1: EXPERIENCED PRACTITIONERS**

A WMA member can satisfy OPTION A-1 if the member has at least 200 hours of mediation experience in the last 10 years and submits a letter of recommendation. At least 25 of the 200 mediation hours must have been earned in the previous two years.

The following documentation must accompany the application:

1. Mediation Log which includes: date of mediation, location, type of case, duration of mediation, supervised hours, and total hours. (Reference: WMA Generic Certification Mediation Log.xls for a sample document.);
2. Of the total hours mediated, as listed in the log, 25 of those hours must have been conducted in the past two (2) years prior to the application.
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 A-2: COACHED EXPERIENCED PRACTITIONERS**

A WMA member can satisfy OPTION A-2 if the member has at least 100 hours of mediation experience in the last 10 years and submits a letter of recommendation, as described below. At least 25 of the required 100 hours must be earned in the previous two (2) years. In addition:

\* For no fewer than 25 of the 100 hours, the applicant must co-mediate with a certified WMA mediator ("WMA-C"), *who was currently certified at the time of the co-mediation* (That is, the mediator must be certified at the time of the co-mediation but does not need to be certified at the time the letter of recommendation is written). The co-mediated hours must consist of at least 3 complete cases with different parties. It is understood that the number of hours per case may vary, just as the length of each mediation session may vary.

The following documentation must accompany the application:

1. Mediation Log which includes: date of mediation, location, type of case, duration of mediation, supervised hours, and total hours. (Reference: WMA Generic Certification Mediation Log.xls for a sample document.);
2. The name(s) of the organization(s) for which the mediations were conducted.

3. A letter of recommendation from the WMAC mediator\* who co-mediated the applicant's minimum of 25 hours. If the WMAC mediator is not available (such as death, serious health condition, or move out of state), an experienced mediator who knows the applicant's mediation work can substitute to reference 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.

\*If the applicant lives in an area of Washington where there are *no* WMAC mediators a reasonable driving distance (such as, 25 miles), the applicant should either contact the Certification Committee for input, or apply under Option C, which gives the Certification Committee the ability to consider the applicant's possibly unique circumstances.

**OR**

**OPTION B: PRACTICUM COMPLETION:**

A WMA member can satisfy Option B if the member has

1. At least 24 hours of supervised mediation at either a Washington State Dispute Resolution Center WMA pre-approved practicum

**Or**

A WMA pre-approved practicum that meets all the qualifications required in the current manual for approved DRC Practicum providers. (*Note: Please check with your DRC or our WMA website: [www.WashingtonMediation.org](http://www.WashingtonMediation.org), Mediator Certification tab, Practicum Information page for a list of WMA approved Practicum Programs.*)

**And**

2. A minimum of 36 additional hours of post-practicum mediation.

The following documentation must accompany the application and must include:

1. A certificate and/or statement of completion from the DRC or the WMA pre-approved practicum indicating the applicant's successful completion of their Practicum under the direction of a WMA qualified practicum supervisor;

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;

3. Mediation Log which includes: date of mediation, location, type of case, duration of mediation, supervised hours and total hours. (Reference: *WMA Generic Certification Mediation Log.xls* for a sample document.)

**OR**

**OPTION C: OUT-OF-STATE APPLICANTS:** A WMA member who has gained mediation experience in another state will be considered on a case-by-case basis. Required documentation of mediation experience will be similar to that in Option A (or Option B only if practicum is pre-approved).