

## **MULTI-DOOR DISPUTE RESOLUTION DIVISION CONTINUING EDUCATION REQUIREMENTS**

Multi-Door mediators are required to complete 12 hours of mediation training during each two-year term to remain in good standing with the program.

1. Mediators must complete 12 hours of training that qualify for credit in *each program* in which they are active, per term. Many classes, especially those on general mediation skill-building topics, will qualify for credit in all Multi-Door programs, but those courses geared specifically to only one program may not. (For instance, a class on the tax treatment of pensions in divorce would offer credit for family mediators but would not for small claims mediators.)

Additionally, programs may, from time to time, identify a particular class as mandatory for continuing participation in that program. This requirement typically arises as a result of a major change in law or procedure that is crucial to providing appropriate assistance to our clients. These classes will count toward the term requirement for that program.

Mediators may attend a course more than once per term, but credit will be given only once each term unless the program requires attendance more frequently. Mediators are encouraged to keep personal records of attendance to ensure that they fulfill the 12-credit requirement and do not attend the same course twice in one term, unless required. Multi-Door will notify a mediator after the fact if they attend the same course twice in one term, but Multi-Door does not cross-check course sign-ups with past attendance records prior to a course.

Credits in excess of 12 hours will not be carried over to the mediator's next term.

2. Creditable continuing mediator education classes must fall into one of two categories: skill-building or subject matter. (Examples of skill-building classes are classes in agreement-writing or getting beyond impasse. Examples of subject matter classes are classes on motor vehicle accident law or adoption/permanency mediation.)
  - a. Mediator events sponsored by Multi-Door, such as meetings with supervising judges, will not normally be credited toward the term continuing education requirement.
  - b. Multi-Door will indicate whether a class qualifies for continuing education credit, and in which program(s), when announcing training opportunities.

Mediators must attend the entire training to receive credit. Late arrival or early departure will result in no credit being awarded. Mediators may enjoy a grace period of up to 15 minutes if their late arrival is due to mediating a multi-Door case.

3. Classes may be taken through Multi-Door or other institutions; Multi-Door will determine which external courses qualify for credit toward the Multi-Door term requirement on a case-by-case basis.
  - a. Multi-Door requires a completed Continuing Education Training Credit Application to consider a request for training credit from an outside entity.
  - b. To submit an application for training credit, the following information is required:
    - (1) Proof of attendance: The mediator is responsible for obtaining and submitting proof as part of the application. Multi-Door reserves the right to determine the sufficiency of the proof provided.
    - (2) Completed Continuing Education Training Credit Application: The entire application must be completed and all necessary attachments included before the application will be considered.
    - (3) Multi-Door may request additional information if the above information is insufficient to determine whether credit will be granted.
  - c. Mediators are encouraged to apply for credit for continuing education taken outside Multi-Door within 30 days of the course to be certain that they have the credits needed by the end of their term.

Rules governing approval of outside training courses:

- (1) A maximum of six credits per term will be given for training not taken through Multi-Door.
- (2) MPME and NVMS courses: As a general rule, mediation classes applicable to the mediator's program(s) that are taken through the Maryland Program for Mediator Excellence (MPME), or through the Northern Virginia Mediation Service (NVMS) or other entities recognized for mediator certification credit by the Supreme Court of Virginia, will be granted credit by Multi-Door. Mediators must submit a complete Training Credit Application for these courses to be approved. The same rules regarding skill-building and subject matter courses outlined above apply.
- (3) Bar and other professional association courses: Mediation-related courses offered through other organizations, particularly bar associations, will likely qualify for credit, if the topic is pertinent to the program in which the applicant mediates.

- (4) Conferences: Attendance at mediation conferences may fulfill up to half of a mediator's continuing education requirement, depending on the session topics. In order to grant credit, Multi-Door will require documentation of the session(s) attended, to determine their applicability.
- 4. Mediators must earn two credits in mediator ethics every term. The ethics course may be taken through providers other than Multi-Door.
- 5. No stipends will be paid for attendance at training classes.
- 6. A mediator who plans and delivers a continuing education course at Multi-Door will be given one-and-a-half times credit for that course.
  - a. Mediators who are invited to help with basic mediation training for new mediators will receive hour-for-hour credit for helping in that capacity, unless they develop and deliver a new segment for the training. If so, they will receive one-and-a-half times credit for that segment.
  - b. A mediator who serves as a presenter for a course outside of Multi-Door, that otherwise qualifies for credit under this policy, will be given the same credit as the attendees. Credit will not be awarded for teaching the same class more than once per mediator term.
- 7. Mediators new to Multi-Door or inactive mediators reactivating to a Multi-Door program roster have separate requirements:
  - a. New Multi-Door mediators who join **through basic mediation training** have no continuing education requirement for the initial, probationary year that follows the initial basic training. When that year ends, they become eligible to begin their first two-year term, at which point the 12-hour requirement starts.
  - b. New Multi-Door mediators and existing Multi-Door mediators who join a program **through the open enrollment process** are immediately given a two-year term in the program and must earn 12 credits applicable to that program during that term, as all others.
  - c. Inactive mediators pursuing reactivation may be granted either a one- or two-year term. Reactivated mediators granted a two-year term must comply with continuing education requirements. See Standards for Returning Mediators for more information.
- 8. If a mediator does not complete the required 12 hours of continuing education during their two-year term, they will be removed from the program roster.

- a. If the mediator's term would have been renewed except for the continuing education deficit, they can apply to be restored to the roster after completing six hours of creditable continuing education, which will be applied to the returning mediator's new 2-year term.
- b. The mediator may or may not be allowed to take the necessary six credits through Multi-Door programming; the program will decide if the mediator will be allowed to take Multi-Door courses to complete these credits. If the program decides not to allow the mediator to take the credits at Multi-Door, the mediator must seek training creditable toward the six credits from other vendors and will be fully responsible for any costs incurred. Mediators are encouraged to inquire of the ADR Training Manager prior to registration to learn whether the course will qualify for Multi-Door credit.

For questions, or to submit a Continuing Education Training Credit Application, contact [MultiDoorTraining@dcsc.gov](mailto:MultiDoorTraining@dcsc.gov).