

**ARKANSAS ADR COMMISSION  
CONTINUING MEDIATION EDUCATION FORMS AND INSTRUCTIONS**

This site provides all forms you may need for approval of activities, and to report attendance of mediators. Photocopy or download the forms as necessary.

**REQUESTS FOR APPROVAL OF ACTIVITIES**

Submit the form titled APPLICATION FOR ACCREDITATION OF CONTINUING MEDIATION EDUCATION ACTIVITY (CME1). Your application should be sent to this office 45 days in advance of the scheduled activity if you require pre-approval. However, an activity can be approved before or after it is conducted. It is not necessary to send all written materials in connection with the application. We do not require an application fee.

**REPORTING ATTENDANCE OF MEDIATORS OR SPEAKERS**

As sponsor, it will be your responsibility to report attendance of mediators. For this purpose, see the sample ARKANSAS ADR COMMISSION CERTIFICATE OF ATTENDANCE FORM (CME2). It will be necessary for you to insert different times and content for each activity; this form is for guidance only. Any certificate of attendance form you submit to this office must: be signed by the Arkansas mediator; contain the mediators Arkansas ADR Commission Certification Number; be in alphabetical order; show the number of hours claimed by the mediator (based on a 60 minute hour) and, be signed by a sponsor representative.

Collect certificates of attendance from Arkansas mediators and send them to this office within 15 days after the activity.

Also shown is a form titled SPONSOR'S CERTIFIED LIST OF REGISTRANTS (CME3). You can sign this individual document, and attach it to the certificates of attendance, instead of signing all of the certificates of attendance.

Enhanced credit may be available for Arkansas mediators who conduct portions of CME activities. Complete the REQUEST FOR CME CREDIT BY A SPEAKER (CME4). The speaker's certificates should be segregated from the other certificates of attendance you submit. The speaker can also claim credit for additional hours he or she may acquire by attending other portions of the activity.

Our rules require that activities be subject to evaluation. You should use the format provided in the SAMPLE EVALUATION FORM (CME5), as a guide for preparing a form for use with each activity. You are free to expand the evaluation form. Do not send evaluation forms in after the activity. Rather, keep them available for future review by this office.