

## Continuing Mediation Education Qualifying Activities

The following may be considered for CME credit:

Program accreditation should be sought in advance of the event. However, the Commission may accredit a program after the event upon a showing of good cause.

| Activity  | Credit   | How to Apply for Credit   |
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| Complete an in-person or live webinar CME course approved by the Commission<br><br>On-demand courses approved by the Commission may qualify as CME only if completion is tracked by the provider and a certificate of completion is issued by the course sponsor. | 1 hour credit for each hour completed  | The following should be submitted to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a> <ol style="list-style-type: none"><li>1. Name and contact information of Sponsor</li><li>2. Speaker name</li><li>3. Topic or subject matter; including description of the presentation</li><li>4. Timed agenda</li></ol> |
| Serve as a role play coach in a training course or class sponsored by the Commission  | 1 hour credit per 1 hour of role play; limit 3 hours of credit per reporting period              | Complete CME form provided and submit to ADR staff; or via email post event, to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a>   |
| Write an article on mediation for a journal or other publication  | up to 6 hours of credit depending on complexity of article and amount of research required.      | Submit a copy of the article to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a> Amount of CME credit is determined by the Commission.   |
| Present at CME/CLE or other continuing education program  | 2 hours of credit for each hour of solo presentation; 1.5 hours of credit for panel presentation | Submit the certificate of attendance and speaker credit form to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a>   |

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| Speak to a civic, religious, or educational organization about mediation  | credit equal to the time of presentation if solo speaker; if panel presenter time will be pro-rated based on length of presentation and number of panelists; limit 2 hours per reporting period. | <p>The following should be submitted to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a></p> <ol style="list-style-type: none"> <li>1. Name and contact information of group or organization</li> <li>2. Topic or subject matter; including description of the presentation</li> <li>3. Timed agenda</li> </ol> |
| Teach a college or law school course on mediation, or serve as the primary trainer in a mediation training course | up to 12 hours of credit   | For a university course provide documentation from the school such as a letter or course registration information. For a mediation training course provide a timed agenda specifying what parts of the course the certified mediator taught. Submit to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a>         |
| Allow candidates for certification to observe or co-mediate   | 1 hour credit per observation or co-mediation; limit 3 hours of credit per reporting period  | Submit a copy of the completed verification of observation form to: <a href="mailto:adrcommission.cme@arcourts.gov">adrcommission.cme@arcourts.gov</a>   |

To request credit for activities not listed, mediators should contact the Coordinator. The Coordinator will review the submission and determine if credit will be granted. Inquiries may be made to Stephanie H. Smith at (501) 682-9400 or [stephanie.smith@arcourts.gov](mailto:stephanie.smith@arcourts.gov).