

Memorandum

To: Applicants for Certification as Family Mediator Training Program
From: The Family Mediator Certification Board
Re: Application Process

Thank you for your interest in becoming a Certified Family Mediator Training Program. Before filling in the application, you should review the Board's Administrative Rules Fam 300 and Fam 600. These rules define terms used in the application and explain in detail the Board's expectations of certified training programs.

Completed Application and Documentation

In addition to the application fee of \$900, each training program must provide

- ❖ An original, plus 2 copies, of the completed application
- ❖ An original, plus 2 copies, of a completed information sheets regarding all training staff.
NOTE: it is not necessary to fill out a staff sheet for the director.
- ❖ One copy of the documentation of the qualifications and training requirements* for the Director, each trainer and each specialist.
- ❖ One copy of all the requested course materials.

*The documentation for all training requirements can be a copy of the following: a transcript, course completion certificate or letter from the provider.

Director

Each applicant Training Program must have a Director is a certified Family Mediator and who has performed at least 350 hours of face-to-face mediation in at least 30 family cases and taken 6 hours of training in Advanced Mediation or Teaching the Adult Student, both, over the last three years as well as presented 50 hours of basic or advanced mediation training. The Director may teach all, some, or none of the required topics of the basic course, but must have taken recent training in the course topics (s)he is responsible for presenting.

Trainers

All applicant training programs trainers, with the exception of those who teach either Domestic Violence or NH Law, must be certified family mediators who have performed at least 250 hours of face-to-face mediation in at least 20 family cases and taken 6 hours of training in Advanced Mediation or Teaching the Adult Student, both, over the last three years as well as presented 50 hours of basic or advanced mediation training and taken recent training in the course topics they are responsible for presenting.

Specialists

Each certified training program is required to use a "specialist" as defined by Fam 602.01 (o) to teach the domestic violence portion and/or the NH Law portion of the core training. The specialist may be the Training Program Director, a Training Program Trainer, or someone else, but must meet the additional specific requirements listed in Fam 604.11.

Board Procedures

The Board will approve or deny an application within 120 days after receiving a complete application. An application is considered complete when all the required forms and documentation have been received. If the application is incomplete, or the Board for the purpose of determining the applicant's qualification for certification should require any additional information or materials, the Board will, within 60 days of receipt of the application, notify the applicant in writing specifying the information or materials that the applicant is requested to submit.

When your certification is granted, the Board will send you a letter and issue you a numbered certificate.

Your training program contact information will be listed on the Board web site. Initial Certification is for 3 years. Thereafter, each Family Mediator Training Program shall renew its certification with the Board once every 3 years.

In addition, each Family Mediator Training Program must file an annual report with the Board by January 31st each year of its certification.

For questions, write the Board, call **603-271- 6593** or email family.mediator@nh.gov .