**CME – Frequently Asked Questions**

**What are the CME requirements?**

Certified Mediators must complete a minimum 16 hours[**†**](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution) of Continuing Mediator Education (CME) in each area of which they are certified including the following sub-requirements:

**COUNTY or CIRCUIT:**

* 4 hours of Mediator Ethics,
* 2 hours of Interpersonal Violence, and
* 1 hour of Diversity/Cultural Awareness[**\***](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution).

**FAMILY or DEPENDENCY:**

* 4 hours of Mediator Ethics,
* 4 hours of Interpersonal Violence[**\***](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution), and
* 1 hour of Diversity/Cultural Awareness[**\***](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution).

**APPELLATE:**

* Appellate mediators automatically fulfill their CME requirements by reporting 16 hours in their Family, Circuit, or Dependency certifications.

**\*Does not have to be specific to mediation.**
**†50% of hours must be in a live format**

 **When is my renewal date?**

To find your renewal date, use the [mediator search](http://drc.flcourts.org/) function available on our web page. Type in your name (***last name only works best***) and you will find your mediator number, renewal date, and contact information. If your name does not appear using the mediator search function you have not yet been certified or you have allowed your certification to lapse.

**Do I need to send in additional supporting documentation with my CME Form when I submit my renewal information?**

Mediators are not required to submit back up documentation for their CME activities unless they have been selected for audit. Therefore, you must maintain the required documentation, and send in the required materials ONLY if you have been notified that you are being audited in this renewal cycle. **If you are not under audit, please do not send in documentation**. More information regarding CME audits is located in the [Audit Information](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution/Training-Information/Renewal-Forms-Information) section.

**What if I cannot complete my CME before my renewal date?**

Send to the DRC your ***completed*** Application for Mediator Certification Renewal, and a check for your renewal fees (made payable to the ***State of Florida***, the fee schedule can be found on the renewal form) along with a letter requesting a 90-day extension. All correspondence ***must be postmarked by your renewal date***. The 90-day extension begins from the date your extension request is processed not from your renewal date.

**What happens if I do not complete the required CME?**

Your certification will not be renewed until all renewal requirements, including CME, are completed. If these requirements are not submitted and postmarked by your renewal date, your certification will lapse. Mediators whose certification has lapsed may renew certification up to 180 days from the lapse date upon payment of a late fee in an amount equal to the mediator’s renewal fee. Mediators who apply for renewal within 181-365 days after the lapse date will be required to pay a late fee equal to five times the mediator’s renewal fee, up to a maximum of $750. Mediators who apply for certification after day 365 will be required to meet the requirements for certification as a new mediator, including satisfactory completion of a certified mediation training program and fulfillment of the mentorship requirements.

 **I am a certified mediator in multiple areas. If my CME in one area of certification is deficient, what happens to my certification?**

If you are certified in more than one area and fail to timely complete CME in any one given area, your certification will still be renewed in those areas for which you have timely completed your CME requirements.

**Where can I get Continuing Mediation Education (CME) credits?**

* [**CME Contact Organizations**](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution/Training-Information/Continuing-Mediation-Education/CME-Contact-Organizations)

 **How can I meet the “live” CME requirement?**

* Attendance at a live lecture or seminar;
* Attendance at an audio/video playback attended by no less than two persons who discuss the materials presented after the conclusion of the playback;
* Attendance at an interactive internet presentation that includes audience participation in real time;
* Participation as a lecturer, presenter, or panel member in a CME program;
* Serving as a mentor under rule 10.100, Florida Rules for Certified and Court Appointed Mediators; or
* Attendance at court Alternative Dispute Resolution Committee and Board meetings for time spent on mediation topics.

A group is considered more than one adult. Interactive Internet presentations may be counted as attendance at a live lecture. Non-interactive Internet presentations shall be applied toward the audio-visual category.

**I am a mediator with multiple areas of certification; do I need 16 CME hours for each certification area?**

Mediators who are certified in more than one area must complete 16 hours of CME applicable to each area of certification. CME courses may be applicable to more than one area of certification and may be counted for each area. For example, the ethics, interpersonal violence education, and cultural diversity requirements may be completed once and counted for each area of certification, as applicable.

 **How much CME credit have I already earned?**

Or

**I just completed a CME program. Where do I send the information to get credit for it?**

Each mediator is responsible for keeping all the information pertaining to completed CME during the two-year cycle. You report the information on the CME Reporting Form at the time of your renewal, not as you earn it. You can download the [CME Reporting Form](https://www.flcourts.org/content/download/402722/3453950/CMEReportingForm.pdf) from our website.

 **Will this (fill in the blank) count for my CME?**

For a program to qualify for CME, it shall “have a significant intellectual or practical content and shall constitute an organized program of learning directly related to the practice of mediation.” Courses on general mediation skills, mediator ethics, interpersonal violence, and diversity or cultural awareness will apply in all areas of certification (i.e., county, family, circuit civil, and dependency). Courses which are specific to one area of mediation (e.g., Mediation Skills for Family Mediators) may only be applicable in that area of mediation (e.g., family). CME courses are not “pre-approved” for credit by the DRC. If the course meets the definition for CME, then it will qualify.

 **How do I know which CLE (Continuing LEGAL education) courses apply for my mediator education, too?**

See our [Guide to Counting CLE as CME](https://www.flcourts.org/Resources-Services/Alternative-Dispute-Resolution/Training-Information/Continuing-Mediation-Education/Counting-CLE-as-CME) available online.

**Do continuing education hours for other professions count towards fulfillment of the CME requirement?**

Yes, provided the course meets the definition for CME and the subject matter attended is applicable to your area of mediator certification.

**Do college level courses qualify for CME?**

Yes, if applicable to the practice of mediation. Each 50 minutes of attendance qualifies for one CME hour.

**What counts towards the ethics requirements in CME?**

Presentations that relate to ethical considerations in the field of mediation and constitute the focus of the presentation will count (generally will contain 'ethics' in the title). Legal/lawyer ethics DO NOT apply for mediator ethics.

**What counts as interpersonal violence CME?**

Interpersonal violence education includes the following subject matter: domestic violence; stalking; repeat violence; dating violence; child abuse; child neglect; abuse of vulnerable adults; human trafficking; animal cruelty; workplace violence; physical and emotional safety and security; trauma informed responses; suicide prevention, awareness and risk factors; and self-harm (not suicidal).

**If I am already a certified mediator and I complete a mediation certification training course in a different area of certification, can I use that program to count toward my current certification?**

Yes, if there are 16 hours of material applicable to that area of certification. There usually are, but you should look over the program materials or talk to your training provider for more information or a breakdown of hours.

 **Do audio recordings expire? I found tapes from 200(X); can I use them for my current CME cycle?**

Audio recordings do not automatically expire, but they must still meet the definition of CME to qualify. Thus, if the content is no longer relevant the tape should not be used. What matters is when you listen to the tapes. The date of listening must be within your two- year renewal cycle.

 **How many hours of mentoring can I count as CME?**

Only 4 hours of mentoring can be counted as CME hours. Please note that mentoring hours cannot be used for Mediator Ethics, Interpersonal Violence, or Diversity/Cultural Awareness hours.

 **Contact**

For additional information, please contact The Dispute Resolution Center at 850-921-2910 or at DRCMail@flcourts.org.