



CONFLICT RESOLUTION ACADEMY'S NATIONAL REGISTRY

P. O. BOX 724506 ATLANTA, GEORGIA 31139

PHONE: 770-435-5009 FAX: 770-438-7772

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CONFLICT RESOLUTION ACADEMY'S NATIONAL REGISTRY FOR MEDIATORS APPLICATION

What You Need to Know About CRA's National Registry

Neutrals working outside the court-connected ADR program seeking to keep their neutral status may apply for registry with Conflict Resolution Academy, LLC if they meet the requirements for completion of this application.

Applicants will be notified of registry status within thirty days after receipt of completed application. **Registry will be granted for a one year period at which time you must renew your registry.** Your registry will expire 12 months after day of registry payment. You must be 18 years or older to qualify for NR membership.

Conflict Resolution Academy will provide a registry identification card with your NRM information printed on it, a public listing of the name, registry number, specialty categories and re-registry date for all roster members on our website at www.conflictresolutionacademy.com. If you want additional contact information to be available on the public listing, you may choose to include it by checking the appropriate publish option.

CRA does not forward applications to any court or private programs. It is your responsibility to apply and market yourself in your local programs. Conflict Resolution Academy, LLC (CRA) is not an ADR referral service and registry placement does not guarantee ADR employment, work or services.

National Registry does not necessarily imply local registration. CRA requirements are based only on training values set by Conflict Resolution Academy, LLC. ADR Programs in individual states may adopt standards which exceed CRA standards. The fact that one has completed a state-approved program does not automatically qualify one to serve in any particular program.

Training and Experience

TRAINING MUST BE IN PROGRAMS APPROVED BY CONFLICT RESOLUTION ACADEMY.

Conflict Resolution Academy (CRA) is dedicated to the principle that roster members must be of the highest possible caliber in training and experience. All Registry members must be of good moral character and be competent to serve. If you have documented proof of registration with any state or federal entity, you may provide it and can be considered for “grandfather” membership into the registry.

GENERAL MEDIATION

CRA registry requirements are:

Training for mediators should be no less than (28) hours of classroom training (including role play and other participatory exercises) from an approved trainer, plus observation of or co-mediation with a registered mediator in at least five (5) general/civil mediations. Completion of an approved practicum may substitute for the five (5) general/civil observations/co-mediations. New mediators should be observed several times before mediating alone.

DOMESTIC RELATIONS MEDIATION

CRA registry requirements are:

General Mediation training and registry approval is a pre-requisite for Domestic Relation Mediation registry approval. The required domestic relations training is at least forty-two (42) hours of training which substantially meets the standards of the Family Section of the Association for Conflict Resolution. Mediators in divorce and custody cases shall receive special training in the subject of domestic violence. Mediators in divorce and custody cases must observe at least one (1) mediation of a divorce or custody case and participate in at least two (2) co-mediations of divorce or custody cases prior to mediating a divorce or custody case alone. Completion of an approved practicum may substitute for the one (1) observation and two (2) co-mediations.

DOMESTIC VIOLENCE MEDIATION

CRA registry requirements are:

Domestic Relations Mediation training and registry approval is a pre-requisite for Domestic Violence Mediation registry approval. The required specialized domestic violence training is at least fourteen (14) hours of classroom training from an approved specialized domestic violence trainer.

JUVENILE JUSTICE MEDIATION

CRA registry requirements are:

All Juvenile mediators are required to complete at least twenty-one (21) hours of juvenile mediation training.

SPECIAL EDUCATION MEDIATION

CRA registry requirements are:

All Special Education mediators are required to complete the General Mediation training and at least six (6) hours of IDEA and 504 update training.

WORKPLACE DISPUTES/EEO MEDIATION

CRA registry requirements are:

All Workplace Dispute/EEO mediators are required to complete at least the General Mediation training and six (6) hours of EEO Law update training or at least twenty-eight (28) hours of Workplace Disputes/EEO mediation training.

ELDER CARE MEDIATION

CRA registry requirements are:

All Elder Care mediators are required to complete at least twelve (12) hours of Elder Care mediation training including at least six (6) hours of Elder Care law update training.

BI-LINGUAL MEDIATION

CRA registry requirements are:

All Bi-Lingual mediators are required to complete at least the General Mediation training with at least six (6) hours of bi-lingual/translator training and proof of having passed a Language Proficiency Test and score above “Advanced Medium.”

Environmental Mediation

CRA registry requirements are:

All Environmental Mediators are required to complete the General Mediation training and at least six (6) hours of specialized training in environmental concerns and/or environmental law.

Veteran Disputes Mediation

CRA registry requirements are:

All Veteran Disputes Mediators are required to complete the General Mediation training and at least six (6) hours of specialized training in Veteran complaints resolution.

Democratic Dialogue Inquiry

CRA registry requirements are:

All Democratic Dialogue Inquiry Mediators/Facilitators are required to complete the General Mediation training and at least six (6) hours of specialized training in concerns around issues of peaceful resolution of universal differences.

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NATIONAL REGISTRY APPLICATION

This application will be considered pursuant to CRA's National Registry criteria established by Conflict Resolution Academy, LLC and without regard to race, color, religion, political affiliation, national origin, disability, sex, or age.

Have you ever applied for National Registry in the past? ____yes ____no

PART I: GENERAL INFORMATION

Conflict Resolution Academy, LLC will provide a public listing of the name, Registry number, Registry specialty categories and re-Registry date for all members on our website at www.conflictresolutionacademy.com.

Please check the type(s) of Registry for which you are applying:

___ General Mediation ___ Domestic Relations ___ Domestic Violence ___ Juvenile
___ Bi-Lingual ___ Elder Care ___ Special Education ___ Workplace Disputes/EEO
___ Environmental ___ Veterans ___ Democratic Dialogue ___ Other

A. CONTACT INFORMATION *= Required Fields

Title: _____ *Name: _____ Suffix: _____
(e.g. Mr., Ms.) (first name middle initial last name)
(e.g. Jr., III)

Company: _____

*Mailing Address: _____
(Street Name and Number)

(Suite or floor numer)

(City) (State) (Zip + 4) County: _____

*Telephone No. 1: _____ Telephone No. 2: _____

Fax No.: _____ *E-mail: _____

B. EDUCATION

*What is the highest degree that you have attained? ___ High School ___ Some College
___ Associates ___ Bachelors ___ Master’s ___ Law ___ PhD/MD
___ Other

C. SPECIALTY INFORMATION

Please check below any area(s) of expertise.

- | | |
|---|----------------------------|
| ___ Commercial | ___ International |
| ___ Community | ___ Juvenile |
| ___ Criminal Justice (i.e. Victim Offender) | ___ Labor |
| ___ Domestic Relations | ___ Personal Injury |
| ___ Discrimination | ___ Probate |
| ___ Education | ___ Real Estate |
| ___ Employment | ___ Securities |
| ___ Environmental | ___ Small Claims |
| ___ Government | ___ Workers’ Compensation |
| ___ Health Care | ___ Other (please specify) |
| ___ Intellectual Property | |

What language(s) do you speak fluently? _____

D. BACKGROUND INFORMATION

1. Have you been convicted of, pleaded guilty or nolo contendere to a violation of the law? This **includes** DUI offenses but **excludes** traffic violations unless they resulted in suspension or revocation of a driver’s license. *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the offense(s) which led to each conviction or plea; (2) information concerning the length of time which has elapsed since each conviction or plea; (3) your age at the time of each conviction or plea; and, (4) evidence of rehabilitation since each conviction or plea.

2. Have you been disciplined by any professional organization? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the

professional discipline; (2) information concerning the length of time which has elapsed since the professional discipline; (3) your age at the time of the professional discipline; and, (4) evidence of rehabilitation since the professional discipline.

3. Have your professional privileges been curtailed at any time? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the curtailment of privileges; (2) information concerning the length of time which has elapsed since the curtailment of privileges; (3) your age at the time of the curtailment of privileges; and, (4) evidence of rehabilitation since the curtailment of privileges.

4. Have you relinquished a professional privilege or license while under investigation? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the relinquishment of privileges; (2) information concerning the length of time which has elapsed since the relinquishment of privileges; (3) your age at the time of the relinquishment of privileges; and, (4) evidence of rehabilitation since the relinquishment of privileges.

PART II: TRAINING

Please complete each section that applies to the type of Registry for which you are applying. Domestic relations mediators: be sure to complete both section A and section B below.

A. GENERAL MEDIATION

Record of General Mediation Training

Identify the General Mediation training you completed. You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

Record of Five Observations and/or Co-mediations or Practicum

You must attach letters from mediators whom you observed or with whom you co-mediated attesting to your five observations and/or co-mediations. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Reg. Mediator</i>	<i>Place</i>	<i># of Sessions (observation/ co-med.)</i>

B. DOMESTIC RELATIONS MEDIATION

Record of Domestic Relations Training

Describe the Domestic Relations Mediation training you have received (minimum 42 hours). You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

Record of Domestic Relations Observations and Co-mediations or Practicum

Domestic relations mediators must have, in addition to the required five observations or co-mediations for general mediation, at least one observation of a divorce or custody mediation and at least two co-mediations of divorce or custody cases. You must attach letters from Domestic Relations mediators whom you observed or with whom you co-mediated attesting to your observations and/or co-mediations. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Dom. Mediator</i>	<i>Place</i>	<i># of Sessions (observation/ co-med.)</i>

C. DOMESTIC VIOLENCE MEDIATION

Record of Specialized Domestic Violence Training

Describe the specialized domestic violence mediation training you have received (minimum 14 hours). You must attach copies of certificates of completion provided by the trainer. You must be a Domestic Relations mediator to register in this category.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

D. JUVENILE MEDIATION

Record of Juvenile Training

Describe the juvenile mediation training you have received. You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

E. SPECIAL EDUCATION

Record of Special Education Training

Describe the Special Education training you have received. You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

F. WORKPLACE DISPUTES/EEO MEDIATION

Record of Workplace Disputes/EEO Training

Describe the workplace disputes/EEO training you have received. You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

G. ELDER CARE MEDIATION

Record of Elder Care Training

Describe the elder care training you have received. You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>
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H. BI-LINGUAL MEDIATION

Record of Bi-Lingual Mediation Training

Describe the arbitration training you have received. You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>
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I. ENVIRONMENTAL MEDIATION

Record of Environmental Mediation Training

Identify the General Mediation training you completed. You must attach copies of certificates of completion provided by the trainer. Identify the specialized training hours that you have received and attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>
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J. VETERAN ISSUES MEDIATION

Record of Veteran Issues Mediation Training

Identify the General Mediation training you completed. You must attach copies of certificates of completion provided by the trainer. Identify the specialized training hours that you have received and attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>
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K. DEMOCRATIC DIALOGUE INQUIRY MEDIATION/FACILITATION

Record of Democratic Dialogue Inquiry Mediation/Facilitation Training

Identify the General Mediation training you completed. You must attach copies of certificates of completion provided by the trainer. Identify the specialized training hours that you have received and attach copies of certificates of completion provided by the trainer.

Course/hours

Trainer/Organization

Location

Date

PART III: FEES

The fee to register is \$30 for the first year with a \$25 yearly renewal. Fees are non-refundable. Proof of 3 credit hours for CE a year will be required for renewal. If you have not renewed within sixty (60) days of your expiration date you must resubmit your application and a new National Registry for Mediators (NRM) number will be assigned. An additional \$25 dollar re-registry fee will be assessed for late registry. A NRM renewal notice will be sent to all participants 60 days prior to the expiration date of current registration.

Please make your check or money order payable to: Conflict Resolution Academy (*There will be a \$30 service charge for any returned check*). You may also pay by credit card. We accept Visa, MasterCard and American Express. Please call 770-435-5009 to pay by credit card.

PART IV: SIGNATURE

I, _____, certify that:

- The information supplied on this application is correct and I will notify Conflict Resolution Academy's National Registry for Mediators of any information changes.
- To the best of my knowledge, I qualify for the category of Registry for which I have applied.
- I have carefully read the "Ethical Standards for Neutrals" on the Association For Conflict Resolution website: www.acrnet.org/about/initiatives/QA/standards-conduct.html. I further certify that I understand the ethical standards and agree to conduct myself in accordance with these standards. I further understand that violation of the "Ethical Standards for Neutrals" may result in disciplinary sanctions, including revocation of registration.
- I understand that all information herein is subject to verification. **I understand that by completing this application I am giving my permission to Conflict Resolution Academy's National Registry for Mediators to perform a criminal background check with law enforcement authorities.** The results of such an investigation will be used only in considering my suitability for registration.

Signature of Applicant

Date

APPLICATION CHECKLIST

- ❑ **Documentation of Training**
- ❑ **Documentation of Observations/Co-mediations/Practicum**
- ❑ **Review of ACR Ethical Standards at www.acrnet.org/about/initiatives/QA/standards-conduct.htm**
- ❑ **Registry/Application Fee payable to Conflict Resolution Academy, LLC**
- ❑ **Signature of Applicant**

Return completed application and supporting documents:

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