



Mediator Application for Accreditation of Continuing Mediator Education Course

This form may only be used by an education sponsor applying for credit.

Instructions

Submit **ONLY ONE** application per course. Do not send duplicate applications as this will slow the approval process. Use this form to apply for mediator education credits.

1. Determine the course delivery method. You need to know whether you wish to apply for a traditional CME course, in-house, or distance education. For descriptions and restrictions, see <https://www.in.gov/judiciary/ace/2331.htm>.

2. Complete this form. Please print clearly or type your responses into this fillable form. Do not include these instructions (and the blank page that follows) with your application.

To be considered timely, your completed application:

- for a traditional or distance education course must be received prior to the course date or up to **30 days after** the course
- for an in-house course must be received at least **30 days prior** to the course

To be considered timely, proof of attendance:

- must be received no later than **30 days after** the course

	Application		Attendance	
	Timely	Late	Timely	Late
Indiana mediator	\$0	\$25	\$0	\$25
Foreign mediator *	\$25	\$50	\$0	\$0

*A mediator not admitted in Indiana.

4. Submit your application. Return your completed application, including all required attachments and fees, by mail to:

Indiana Office of Admissions & Continuing Education
251 N. Illinois Street, Suite 550
Indianapolis, IN 46204

IF YOU DO NOT INCLUDE ALL REQUIRED ATTACHMENTS AND PAYMENT (IF OWED), YOUR APPLICATION WILL BE RETURNED TO YOU.

5. Allow 60 days to process. Your application will be reviewed by the Office of Admissions and Continuing Education. You will receive notification of the accreditation decision.

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OFFICE USE ONLY

Course number

- APPROVED for CME credits
- DENIED Accreditation denied because:
- RETURNED Application incomplete. Please complete the following section(s): 1 2 3 4 5 6 7
- REFERRED to ACE Commission meeting on:
- Please see attached materials

Date received by
Commission:

ACE Staff:

1. Mediator Applicant

Name

Mediator Number

Address

City

State

Zip Code

Phone

Ext.

Fax

Email Address

2. Sponsor

Sponsor Name

Indiana Sponsor Number
(if known)

Contact Name

Contact Email

Web Address http://

Address

City

State

Zip Code

Phone

Ext.

Fax

3. Basic Course Information

Date(s)

From

To

Exact course title

Registration fee \$

Admission
restrictions

Course location	Address		
	City	State	Zip Code
	Phone	Ext.	Fax
Is this course primarily designed for and targeted to mediators?			Yes No Unknown
What percentage of attendees are expected from outside the sponsor's organization?			%
How many pages of materials will be distributed (printed or electronic)?			
Have you previously applied for accreditation of this course (or any portion of it)?			Yes, it was approved Yes, it was denied No
Provide the course number if you know it:			

4. Delivery Method and Content

Traditional education

For traditional presentation methods, the course must provide a discussion leader or two-way communication, a classroom setting away from mediators' offices, an opportunity to ask questions, and attendance must be monitored at the attendance site. Generally, distance and in-house education are not traditional courses. Self-study courses will not be approved. **Check all that apply:**

Advertising

- The course is advertised and open to mediators
- The course is by invitation. List groups:

Audience

- Mediator audience
- Academic or governmental mediator audience
- Mediators from other offices present

Setting

- Classroom situation
- Away from mediator offices
- Writing surface available
- Attendance monitored by sponsor
- Accessible to persons with disabilities

Content & Presentation

- Live and in-person presentation
- Discussion leader present on site
- Faculty in room with participants
- Written materials
- Webcast (in a sponsor-organized group setting)
- Audio or video (in a sponsor-organized group setting)
- Teleconference (in a sponsor-organized group setting)
- Self-study (i.e., booklet, CD-ROM, podcast)

Distance education

Distance education courses do not require mediators to be in the same room as the speaker. However, the courses must be interactive, and the sponsor must be able to verify continuing attendance of the mediator through such means as random prompts, polling or quizzes during the course. Self-study courses will not be approved. Applications for distance education must be submitted at least 30 days prior to the course date. Mediators may receive a maximum of 6 hours per 3-year educational period. **Check all that apply:**

Attendance Monitoring

- Attendance continually monitored by sponsor
- Random prompts or polling used **during** course
- Quizzes used **during** course
- Other. Describe:

Advertising

- The course is advertised and open to mediators
- The course is by invitation. List groups:

Content & Presentation

- Online / on demand
- Written materials
- Interactive webinar or screencast
- Audio or video webcast
- Teleconference
- Self-study (i.e., booklet, CD-ROM, podcast)
- Meaningful technical assistance was provided.

Audience

- Mediator audience
- Academic or governmental mediator audience
- Mediators from other offices present

In-house education

In-house programs include those primarily designed for the exclusive benefit of mediators employed by a private organization or law firm. In-house courses cannot offer non-legal subject matter credits and may not be offered in a distance education setting. Applications for in-house education must be submitted at least 30 days prior to the course date. Governmental and academic mediators may receive unlimited in-house credits. Nongovernmental or non-academic mediators may receive a maximum of 3 in-house hours per 3-year educational period. **Check all that apply:**

Setting

- Classroom situation
- Away from mediator offices
- Writing surface available
- Attendance monitored
- Accessible to persons with disabilities

Content & Presentation

- Live presentation
- Discussion leader present on site
- Written materials
- Webcast (in a sponsor-organized group setting)
- Audio or video (in a sponsor-organized group setting)
- Teleconference (in a sponsor-organized group setting)
- Self-study (i.e., booklet, CD-ROM, podcast)

Faculty & Audience

- Academic or governmental mediator audience
- Course is for exclusive benefit of mediators employed by a private organization or law firm
- Taught by judge, mediator, or sponsor who is not a member, employee or of counsel of the target private organization or law firm

5. Credits

When reporting minutes of instruction below, exclude breaks, meals, introductory remarks and business meetings.

Total credits

Enter the total minutes of instruction for this course.

Minutes

Explain how this course makes a significant contribution to your competence as a mediator. Also describe how this course addresses matters related directly to the practice of alternative dispute resolution and the professional responsibility of neutrals.

6. Required Enclosures

For accreditation, make sure you submit the following along with this form to the Commission for CME:

- Timed agenda
- Course brochure or course description (if available)
- Faculty name(s) and credentials (if not included in brochure or agenda)
- Payment for applicable fees (see instructions on page 1)

To receive credit for this course if you have already attended, enclose:

- Certificate of attendance from sponsor (on sponsor standard form or letterhead)

-OR-

- If a certificate is not available, complete and sign the Personal Affidavit of Attendance

I affirm, under the penalties for perjury, the representations on my application for accreditation for this course are true and accurate.

Signature

Date

Printed Name

Mediator Number

