

Reporting Requirements for CME Hours Earned Beginning January 1, 2015

For all continuing mediator education (CME) hours earned beginning in January 2015, the Dispute Resolution Center will be requesting back up documentation to accompany your CME hours. In addition to completing the CME Reporting Form, you will be required to provide the following information in order to receive CME credit.

LIVE PROGRAMS

A certificate of attendance and a copy of the agenda. If a certificate of attendance is not available, an affidavit attesting to completion, in addition to the program agenda, can be submitted.

INTERNET PROGRAMS

A certificate of completion and a program outline or course description that provides enough information to evaluate program content.

RECORDED PROGRAMS

Proof of purchase (receipt) or a copy of the front of the CD/DVD if borrowed. Note: if you are using recorded programs as a live activity you must also provide the name(s) and signature(s) of each person who participated in the group discussion.

MENTORING NEW MEDIATORS

A copy of the Applicant's mentorship page showing your signature.

LECTURING or TEACHING

A copy of the program brochure reflecting your participation and an agenda or course outline.

AUTHORING or EDITING WRITTEN MATERIALS

A copy of the written materials and a signed statement as to the time allotted to writing and editing the materials.

SELF-DIRECTED PROGRAM QUALIFIED BY A GOVERNMENTAL LICENSING BOARD

A certificate of completion and a program outline or course description that provides enough information to evaluate program content.