

## **Resolution Center of Jefferson and Lewis Counties**

200 Washington Street, Suite 207

Watertown, NY 13601

(315) 785-0333

### **Requirements to become a Resolution Center mediator through the Combined Basic and Parenting Plan (Custody/Visitation) Training**

- Complete the 46+ hour training program
- Complete the apprenticeship within 3-6 months as follows:
  - Mediate 2 structured role plays (as per requirements)
  - Observe 3 actual mediations
  - Co-mediate at least 5 cases
  - Be observed by the Program Director and receive feedback and a written assessment. Complete a self-assessment. The Program Director can require additional co-mediation sessions with feedback until the mediator can demonstrate readiness.
- Adhere to the Unified Court System, Office of Alternative Dispute Resolution's Standards of Conduct
- Complete a minimum of 8 hours of annual continuing education or training to maintain certification
- Mediate or co-mediate at least 6 cases per year after completion of apprenticeship
- Attend an annual mandatory mediator meeting

### **Additional Requirements to become a Resolution Center mediator**

- Complete an application and submit a resume
- Complete an interview and screening process
- Pass a background check
- Have a cell phone, preferably a smartphone, to receive/send group texts and ready access to the internet and Google calendar for scheduling mediations.
- Sign up on our Google calendar for availability to mediate.
- Complete any contractual requirements for subsidized tuition, if applicable.
- Reply to email/text requests for mediators by the Center within 12 business hours or same day, if marked as Urgent.
- Proactively keep the center apprised if you're on vacation, away on business or have other commitments that will make you unavailable for a range of time.

## Mediator Application and Personal History Record

Name:  Date:

Address:

Cell Phone:  Work Phone:  Gender:

Email:  Date of Birth:

Race:  Other languages spoken:

Check if you are:  Active Duty  Veteran

### Education:

Name of School	Location	Year Completed	Degree/ Certificate
High School: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Diploma <input type="checkbox"/> GED
College: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
College: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other training, courses or workshops taken that would be relevant to becoming a mediator:**

**Previous experiences that would be relevant to your serving as a mediator:**

**What qualities or skills would make you a great mediator?**

**Employment:**

Current Employer:  Phone:

Address:

Nature of Business:  Dates of Employment: From  to

Title or Position:

**Description of Duties/Responsibilities:**

Previous Employer:  Phone:

Address:

Nature of Business:  Dates of Employment: From  to

Title or Position:

**Description of Duties/Responsibilities:**

**Personal References (other than relatives):**

Name	Address	Telephone
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>

I authorize the Resolution Center of Jefferson and Lewis Counties, Inc. to contact the above references.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Please email or fax this completed application along with a current, professional resume to:\*\*\*

**The Resolution Center of Jefferson and Lewis Counties**  
**200 Washington Street, Suite 207**  
**Watertown, NY 13601**  
**Fax: 315-785-0322**  
**Attn.: Jennifer Huttemann-Kall**  
**Email: [info@resolution-center.net](mailto:info@resolution-center.net)**