

**Audit Procedures
Supreme Court of Florida
Certified Mediation Training Programs**

**Supreme Court of Florida Certified Mediation Training Program Providers
must comply with the following audit procedures for
each certified mediation training program.**

Instructions

- Step One: The Center will provide mediation training programs providers with master audit forms for each type of training certified by the Supreme Court.
- Step Two: At the conclusion of each training, the audit forms will be circulated to the entire class for completion. The form requires a printed name and signature. A designated trainee will collect the forms and put them directly into an envelope addressed to the Dispute Resolution Center. No trainer shall inspect or review the forms. The trainee will sign a verification form attesting to the collection process, enclosed the signed verification form in the envelope with the audit forms and seal it.
- Step Three: The trainer must mail the envelope to the Center within 14 days of the completion of each program.
- Step Four: The forms will be tabulated by the DRC. A summary of the audit form responses will be made available, upon request, to the training program providers.

Information

The Center will correspond with a trainee who answers no to a question(s).

The audit forms will be made available to the Supreme Court's ADR Rules & Policy Committee.

Audit responses may be forwarded to the Mediation Training Review Board.

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