

Dispute Resolution Center
Continuing Mediator Education (CME) Audit Requirements

Mediators must maintain proof of CME activities and must report their CME hours at the end of each two year renewal cycle. The mediator shall be responsible to keep all records relating to CME, which records shall be subject to audit. [Excerpted from Administrative Order Governing Mediator Certification AOSC11-1].

Proof of Attendance or Other Appropriate Documentation

LIVE PROGRAMS

A certificate of attendance or an affidavit attesting to completion if certificate is not available and a copy of the agenda and/or outline of the course that provides enough information to evaluate program content.

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 as well as the date on which you listened and discussed the program.

MENTORING NEW MEDIATORS

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

LECTURING / TEACHING

A copy of the program brochure reflecting your participation and an agenda or course outline that provides enough information to evaluate program content.

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.