



# New Jersey Association of Professional Mediators

26 Park Street, Suite 2041, Montclair, New Jersey 07042 (800) 981-4800

## Application for Accreditation Divorce and Family Mediator Accreditation

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Please complete application in its entirety. If a question does not pertain to you, please indicate it's not applicable, "N/A" rather than leaving it blank. Kindly provide full information and complete documentation as requested. Applications deemed incomplete will not be processed.

### **Section I. Information**

**Please PRINT or attach your Business Card**

Full Name: \_\_\_\_\_

Firm, Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Fax No. \_\_\_\_\_

Business Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone or Cell: \_\_\_\_\_

Home Fax No. \_\_\_\_\_

Home Email: \_\_\_\_\_



**Section III. Professional Licenses**

**What professional licenses do you hold or have you held?**

<b>Description</b>	<b>Issued by (state)</b>	<b>Date first Issued</b>	<b>Current Status</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Section IV. Professional License Inquiry, Standing and Moral Turpitude**

1. Has your license to practice any profession ever been suspended or revoked? No \_\_\_ Yes \_\_\_\*
2. Have you been disciplined by a licensing board or professional organization? No \_\_\_ Yes \_\_\_\*
3. Are you aware of any pending disciplinary action against you? No \_\_\_ Yes \_\_\_\*
4. Are you currently the subject of an ethics complaint? No \_\_\_ Yes \_\_\_\*
5. Have you ever been convicted of or pleaded to a crime? No \_\_\_ Yes \_\_\_\*
6. Have you ever had, or have pending any litigation against you alleging fraud, misrepresentation, misappropriation, conversion, theft or professional malpractice? No \_\_\_ Yes \_\_\_\*

\*If you answered yes to any of the above questions, please provide the details below and attach all documentation related to the matter

## **Section V. Checklist for Required Documentation**

- \_\_\_ Undergraduate Education copy of Diploma or Transcript
- \_\_\_ Graduate Education copy of Diploma or Transcript or Waiver
- \_\_\_ Professional License photocopy
- \_\_\_ Proof of Current Status of Professional License photocopy
- \_\_\_ Professional Experience Resume, Curriculum Vitae or Summary
- \_\_\_ Mediation Training Certificate of Completion for 40 hour course
- \_\_\_ Proof of Domestic Violence Training copy of certificate or curriculum listing
- \_\_\_ Proof of additional Mediation Training Certificates of Completion or curriculum listings
- \_\_\_ Proof of any N.J. Divorce Law Seminars taken in past 2 years Certificates of Completion or curriculum listings
- \_\_\_ Proof of Current Malpractice Liability Insurance
- \_\_\_ Copy of Agreement to Mediate or other retainer used with mediation clients
- \_\_\_ References – Submit four (4) references familiar with your mediation work using approved reference statement
- \_\_\_ Signed Application and Certification

Submit Four (4) sets of copies of the following documents; make sure your name and/or any other identifiers are deleted so that reviewers do not know your identity:

- \_\_\_ Mediation Experience – Either fifteen (15) Case Summaries or four (4) Memorandum of Understanding with at least one case having a spousal support component. If you are presenting case summaries, use Case Summary form from application packet.
- \_\_\_ Copy of at least one (1) completed New Jersey Child Support Guidelines Worksheet
- \_\_\_ Mediation Experience – Proof of at least one hundred (100) hours of direct mediation handling. Provide documentation listing case names, dates of mediation sessions and total hours expended on each case. At least fifteen (15) cases need to be identified.

## **CERTIFICATION**

1. I hereby certify that the information set forth in this application, including all documentation submitted along herewith is accurate, true and complete.
2. I affirm that I handled until completion at least fifteen (15) divorce mediation cases and conducted at least one hundred (100) hours of family and/or divorce mediation.
3. I affirm that I have not been sanctioned or disciplined by any duly authorized enforcement agency or licensing and/or disciplinary authority, except as noted in Section IV.
4. I affirm that I have not been convicted of a crime, except as noted in Section IV.
5. I have read and hereby agree to abide by *The New Jersey Association of Professional Mediators Standards of Conduct for Mediators* as revised.
6. I understand that providing intentionally inaccurate information, misleading information, withholding information or presenting materially false information is grounds for not awarding accreditation status and may result in suspending or revoking an accreditation award already presented, as well as suspension or revocation of NJAPM membership.

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