



THE NORTH CAROLINA DISPUTE RESOLUTION COMMISSION

POLICY

Continuing Mediator Education FAQs for Sponsors

www.ncdrc.org

The Dispute Resolution Commission’s (DRC) CME Policy requires that sponsors who seek continuing mediator education (CME) credit for program content file an Application for Approval of Program for CME credit with the Commission. These FAQs may help answer questions about the Policy and the process for obtaining approval.

Q. What is the Commission’s policy with regard to Continuing Mediator Education (CME)?

All active MSC* and FFS* certified mediators must complete two hours of approved CME prior to certification renewal every fiscal year.

Q. Is completion of CME mandatory?

It is mandatory for active, certified MSC and FFS mediators. It is not required of mediators who are certified to mediate cases in the District Criminal Court Mediation Program, or for mediators holding inactive status.

Q. What content is eligible for CME credit?

Content must be related to G.S. §7A-38.1, G.S. §7A-38.4A, Rules of the NC Supreme Court for the DRC, and for the MSC and FFS Programs, Rules of the NC Industrial Commission, Standards of Professional Conduct for Mediators, grievance and disciplinary procedures of the DRC, advisory opinions adopted to date by the DRC, and/or case law updates involving mediation.

Q. Where can a sponsor find the text of the DRC Continuing Mediator Education Policy?

Click [here](#) for the “DRC Continuing Mediator Education Policy.”

Q. Where can a sponsor find information about how to apply for CME credit for a program it will be offering?

Click [here](#) for the “DRC Procedures for Sponsors of CME Programs.”

Q. Is the Sponsor’s Application for Approval of Program for CME Credit a fillable form?

Yes. Click [here](#) for “Sponsor’s Application for Approval of Program for CME Credit.”

Q. When must a Sponsor’s application for approval of its program for CME credit be filed?

The Commission asks sponsors to submit their applications within 45 days of the date of the program. If a sponsor is unable to meet this deadline, simply call the Commission’s office for a waiver.

Q. Can a Sponsor file an application for CME credit with the Commission at the same time it files its application for CLE credit with the NC State Bar?

Yes. The Commission can process the application and conditionally approve eligible programs subject to approval of the program for CLE credit by the State Bar.

Q. What will a sponsor need to include in the application for approval of a program for CME credit?

The application should include a brief statement or summary of the content of the program, a list of presenters and a short bio on each, the amount of CME credit hours sought, and a preliminary agenda or outline of the program.

Q. How long will it take for the Commission to review and process a sponsor's application?

Typically, Commission staff are able to process the application within one to two weeks of receipt. If there are time constraints, staff will do its best to process the application as quickly as possible.

Q. Must the program for which a sponsor is seeking CME approval be a 2.0 hour course?

No. A program can be any length; however, CME credit will only be approved for 1.0 or 2.0 hours. Partial-hour credit is not available at this time. If a program is less than one hour, it will not be approved. If an approved program's duration is between 1.0 and 2.0 hours, CME credit will be rounded down to 1.0 hour.

Q. Can a sponsor include 2.0 hours of CME within a longer program?

Yes. The sponsor would simply have to track attendance for the 2.0 CME portion of the program and report that to the Commission.

Q. Are video replays, webinars, and on demand programs eligible for CME credit as well as live programs?

Yes. Live programs, video replays, webinars, and on demand/online programs, if approved, will qualify.

Q. If a sponsor's application for CME credit is approved, will the Commission notify its certified mediators of the program?

The Commission will make every effort to notify its certified mediators about approved CME courses by email, announcements in its newsletter, The Intermediary, and by posts on its website. Sponsors are encouraged to check the Commission's website from time to time to ensure that all approved CME programs are posted and are accurate.

Q. Does a presenter at an approved CME program receive CME credit?

Yes, a presenter will receive an hour of CME credit for each hour of presentation time; however, no partial credit will be credited.

Q. Do sponsors have any responsibility to report attendees at the approved CME program?

Yes. Sponsors of approved CME programs shall report attendance to the Commission within 30 days of the program date. The sponsor also must report the attendance of and length of presentation by any mediator/presenter of CME-approved programs.

Q. How does a sponsor report attendance?

Click [here](#) for the "Report of Attendance" form. A sponsor can use this form, a form substantially similar thereto, or an excel spreadsheet, whatever is most convenient. The name, State Bar number, if applicable, and hours of CME attended shall be reported.

Q. Is there an application fee for sponsors?

No, the Commission does not charge an application fee for a Sponsor's Application for Approval of a Program for CME Credit.

Q. Does a sponsor have to collect any fees on behalf of the Commission per CME hour?

No. The Commission does not assess its mediators any fees for completing CME hours, so sponsors have no responsibility to collect fees or remit any such fees to the Commission.

Q. Why aren't topics such as mediation theory and techniques eligible for CME credit?

Because of a rise in ethical complaints against mediators, the Commission intentionally approved a narrow policy that would focus on enabling legislation, program rules, and matters of ethics.

Q. Must a sponsor submit a new application for a video replay or an on demand program of a previously approved program?

Yes. A sponsor must submit a new application for a video replay or on demand program; however, it is not necessary to re-submit any attachments that were submitted to the Commission with the original application.

Q. If a sponsor has additional questions, who should be contacted?

A sponsor can email the Commission at DRCMediators@nccourts.org or call the office at 919-890-1415.

*MSC= Mediated Settlement Conference Program in Superior Court Civil Actions

FFS= Settlement Procedures in Equitable Distribution and Other Family Financial Cases