



# THE NORTH CAROLINA DISPUTE RESOLUTION COMMISSION

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## GUIDELINES

### **Dispute Resolution Commission Fee Schedule Under N.C.G.S. § 7A-38.2**

(Adopted by the Commission on January 26, 1996, amended on February 22, 2002; and  
February 28, 2025)

#### **Mediator Application Fee for Certification**

##### **Application for Certification Fees (required):**

All Applicants applying for certification in the DRC's Superior Court Mediation Program or the DRC's Family Financial Mediation Program will be charged an application fee of \$200.00. If the applicant applies for certification in the Superior Court Mediation Program and the Family Financial Mediation Program at the same time, the applicant will only be charged a \$200.00 application fee for both programs. Please note, both program applications must be completed and forwarded to DRC staff on the same day to receive the discounted fee.

##### **Pre-certification Assessment Fees (optional):**

Anyone requesting a Pre-certification Assessment to determine if they meet the Commission's threshold requirements for certification will be charged a \$50.00 assessment fee. If the person requesting the Pre-certification Assessment applies for certification, they will be charged an application fee of \$150.00.

##### **Review of Out-of-State Training Fees (optional):**

Anyone seeking a Review of Out-of-State Training for substantial compliance under the DRC's Out-Of-State Training Policy, will be charged \$150.00 fee for review of the training materials. If the person requesting the Review of Out-of-State Training for substantial compliance applies for certification, they will be charged an application fee of \$50.00.

Any amount applicant pays for a pre-certification assessment or review of out-of-state training will be applied to their \$200.00 application fee.

## **Mediator Initial Annual Certification Fee**

Mediators are required to pay a pro-rated certification fee for the first fiscal year they become certified. This fee is IN ADDITION to the application fee discussed on the previous page.

### **Pro-Rated Initial Annual Certification Fee Due at Time of Certification**

**If the mediator is certified between July 1 – September 30, the mediator fees are:**

\$200.00 for Single Certification

\$400.00 for Dual Certification

(If the applicant is certified in one program and applying for other program, the fee is \$200.00)

**If the mediator is certified between October 1 – December 31, the mediator fees are:**

\$150.00 for Single Certification

\$300.00 for Dual Certification

(If the applicant is certified in one program and applying for other program, the fee is \$150.00)

**If the mediator is certified between January 1 – March 31, the mediator fees are:**

\$100.00 for Single Certification

\$200.00 for Dual Certification

(If the applicant is certified in one program and applying for other program, the fee is \$100.00)

**If the mediator is certified between April 1 – June 30, the mediator fees are:**

\$50.00 for Single Certification

\$100.00 for Dual Certification

(If the applicant is certified in one program and applying for other program, the fee is \$50.00)

## **Mediator Annual Renewal Certification Fees**

### **Annual Renewal Certification Fees**

**The Commission's Fiscal year runs July 1 – June 30.**

Mediators are required to complete an annual renewal certification application between July 1 and September 30 each year. The mediator annual renewal certification fee is \$200.00 for the DRC's Superior Court (MSC) Mediation Program and the \$200.00 for the DRC's Family Financial (FFS) Mediation Program. If the mediator is dually certified in both programs, the mediator's total annual renewal certification fees will be \$400.00.

If the Mediator is inactive status, the Mediator's total annual renewal certification fees will be ½ of the active fees. For a single certification, the renewal certification fee will be \$100, and for a dual certification in MSC and FFS, the inactive fee will be \$200. Please see the DRC's Inactive Status Policy for additional information.

## **Payment Procedures**

**All fees shall be collected by credit card or ACH payment through PayIt. The DRC no longer accepts checks.**

Renewal applications have moved into eCourts Guide & File and will direct the mediator to pay the annual certification renewal fees during the renewal application process.

If a mediator is submitting payment for an initial application and initial certification fee, for a pre-certification assessment, or for an out-of-state training review, please click on the PayIt link to access the DRC's payment platform. The applicant will register and manually enter the amount to be paid. Once you have completed the payment, please check your email for your receipt. Download a copy of your receipt and include the receipt with your initial application, request for a pre-certification assessment or request for an out-of-state training review. For additional information, please visit the DRC's Fee Schedule page to view the Guide to Assist NCDRC Payments.

The initial application and initial certification fees may be submitted in one payment. Payment is due upon submitting an application(s).

**Applications, Pre-certification Assessments and Review of Out-of-Sate Training requests, received without payment will not be processed.**