



## **Procedures for Sponsors of CME Programs and CME Podcasts**

**Adopted May 20, 2016**

**(Revised September 2016, and March 24, 2020)**

The NC Dispute Resolution Commission (NCDRC) has adopted a mandatory Continuing Mediation Education (CME) policy, requiring all active MSC and FFS certified mediators to complete two hours of eligible continuing mediator education on an annual basis. Pursuant to the CME Policy, the NCDRC hereby issues these Procedures for Sponsors of CME Programs who seek approval of programs for CME credit, and for NCDRC staff who seek approval of podcasts for CME credit.

For purposes of this Policy, “program” is defined as a live presentation of material, or video replay of the live presentation, for the purpose of training and educating certified mediators. “Podcast” is defined as a digital audio presentation of material for the purpose of training and educating certified mediators.

1. A program will be approved for CME credit by the NCDRC *only* if it has first been approved for CLE credit by the Board of Continuing Legal Education of the NC State Bar. A Podcast will be approved for CME credit by the NCDRC *only* if the Podcast is presented by at least one NCDRC staff member or one Commission Member.

2. A program or podcast will be eligible for CME credit *only* if it relates to G.S. §7A-38.1, G.S. §7A-38.4A, Rules of the NC Supreme Court for the MSC and FFS Programs, Rules of the NC Industrial Commission, NC Standards of Professional Conduct for Mediators, Grievance and disciplinary procedures of the NCDRC, advisory opinions adopted to date by the NCDRC, or case law updates involving mediation.

3. As a prerequisite for program approval, a Sponsor shall submit an application for approval of the program for CME credit to the NCDRC at least 45 days prior to the scheduled date of the CME program. A sponsor may make a simultaneous submission for approval by the Board of Continuing Legal Education of the NC State Bar for CLE credit and the NCDRC for CME credit.

4. As a prerequisite for podcast approval, NCDRC staff or Commission Member shall submit an application for approval of the program for CME credit to the NCDRC at least 5 days prior to the scheduled release date of the podcast. Podcasts will not qualify for CLE credit.

5. An application for approval for a CME program shall be made on the attached “Sponsor’s Application for Approval of Program for CME Credit” form. The application shall state the name of the Sponsor, a contact person and contact information, program title, a brief paragraph setting out the program description and content, date and location of the program, the number of CME hours for which approval is sought, any registration fee charged to attendees, identification and brief background statement of all presenters, a program outline or agenda, and whether permission will be granted to the NCDRC to post the program on the NCDRC website. The application includes a Copyright Release to be signed by each program presenter. An application for approval of CME credit is not complete until all requirements herein are met, and proof of approval by the Board of Continuing Legal Education of the NC State Bar of the CME hours for CLE credit has been submitted by the Sponsor to the NCDRC. NCDRC staff may issue a preapproval conditioned upon verification from the Board of Continuing Legal Education of the NC State Bar that CLE credit has been approved.

6. The NCDRC will notify the Sponsor in writing of its decision within two weeks of the receipt of the completed program application.

7. An application for approval for a podcast shall be made on the “Application for Approval of Podcast for CME Credit” form. The application shall state the name of the staff or Commission member(s) presenting the program, program title, a brief paragraph setting out the program description and content, the number of CME partial-hours for which approval is sought, and a program outline or agenda.

8. The NCDRC will notify staff in writing of its decision within two weeks of the receipt of the completed podcast application.

9. A Sponsor is not required to collect or remit a fee per CME credit hour on behalf of the NCDRC. The Sponsor shall be responsible for collecting any fees due to the NC State Bar for processing an attorney’s request for CLE approval.

10. A Program Sponsor shall provide a list of attendees at the program and the number of eligible CME hours attended in alphabetical order within 30 days of the completion of the Sponsor’s CME program. A Sponsor may use the NCDRC’s “Report of Attendance at a CME Program” form or one substantially similar thereto. The Sponsor shall also list each presenter of approved CME content and the number of hours or portion thereof that s/he presented.

11. Mediators who complete one or more NCDRC podcast(s) are responsible for reporting the CME podcast(s) they have completed each year on their annual renewal application.

12. All approved live CME programs that are thereafter made available by video replay or on demand will remain qualified to receive CME credit for up to one year after the date of the original live program. After one year from the date of the original live program sponsors must submit a new application for CME credit for any additional showings.

13. Programs eligible for approval for CME credit must be a minimum of 1.0 hour in duration. Partial-hour programs or any portion of a program between 1.0 and 2.0 hours will not

be eligible for CME credit. Approved programs between 1.0 and 2.0 hours in duration will be rounded down to 1.0 of CME credit.

14. Podcasts eligible for approval for CME credit must be a minimum of 10 minutes in duration. To receive 1 hour of CME credit through podcasts, a mediator must complete no less than 60 minutes total of Podcasts. Partial-hour credit will not be eligible for CME credit.

15. The application for approval will provide an opportunity for Sponsors to request information regarding how to record the presentation for future replays on the NCDRC website.

16. Presenters of programs and podcasts, approved by the NCDRC, shall be awarded teaching CME credit for preparation work completed, on an hour for hour basis. A program presenter will not receive teaching CME credit for partial-hour programs. A podcast presenter will receive teaching CME credit in 10-minute increments, rounded down to the nearest 10 minutes. i.e. a 19-minute podcase presenter will receive a 10-minute teaching credit. A presenter on a program panel who participates during the full program will receive an hour for hour credit under this paragraph, regardless of the length of his or her specific presentation during the program.

*Revised September 2016, March 2020*