



Procedures for Sponsors of CME Programs

**Adopted May 20, 2016
(Revised September, 2016)**

On February 26, 2016, the Dispute Resolution Commission adopted a mandatory CME policy, requiring all active FFS and MSC certified mediators to complete two hours of eligible continuing mediator education on an annual basis. Pursuant to the CME Policy, the Commission hereby issues these Procedures for Sponsors of CME Programs who seek approval of programs for CME credit.

1. A program will be approved for CME credit by the Commission *only* if it has first been approved for CLE credit by the Board of Continuing Legal Education of the NC State Bar.

2. A program 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, Standards of Professional Conduct for Mediators, Grievance and disciplinary procedures of the Commission, advisory opinions adopted to date by the Commission, or case law updates involving mediation.

3. As a prerequisite to approval, a Sponsor shall submit an application for approval of the program for CME credit to the Commission 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 Commission for CME credit.

4. An application for approval 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, and a program outline or agenda. 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 Commission.

Commission 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.

5. The Commission will notify the Sponsor in writing of its decision within two weeks of the receipt of the completed application.

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

7. A 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 Commission'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.

8. A Sponsor shall submit a new application for each previously approved live CME program that is thereafter made available by video replay or on demand. Sponsors will communicate with Commission staff to ensure that video replay and on demand program content is current.

9. 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.

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