

### **Virginia Family Mediator Certification Mentee Application**

**Description:** NVMS mentor mediators co-mediate with mentees on family cases to fulfill the co-mediation requirements for Virginia Family Mediator Certification. Please keep in mind that if an NVMS Mentor Mediator feels the mentee requires additional training, they have the right to request that a mentee participate in one of the “Additional Trainings” below.

**Prerequisites for Juvenile & Domestic Relations Mentorship:** Successful completion of the following courses:

- (1) *Mediation Skills and Process*
- (2) *Family Mediation Skills*
- (3) *Family Mediation Role Play; or two family observations*

**Prerequisites for Circuit Court Family Mentorship:** Successful completion of the following courses:

- (1) *Mediation Skills and Process*
- (2) *Family Mediation Skills*
- (3) *Resolving Economic Issues in Divorce*
- (4) *Family Mediation Role Play; or two family observations*

**Additional Trainings:** These trainings are highly recommended but not required for certification. You can participate in these trainings during, before or after your apprenticeship.

- (1) *Completing Child Support Worksheets (This does not fulfill the Supreme Court of Virginia requirement of completing a worksheet during your apprenticeship).*
- (3) *Preparing Memoranda and Agreements (Optional, not required for certification)*

**General Requirements:** Mentees are expected to fulfill the following requirements:

- (1) Co-mediations: You will need to co-mediate minimum of 5 cases - minimum of 10 hours
- (2) Meet with your mentor 30 minutes **before** and 30 minutes **after** each scheduled session unless otherwise arranged with your mentor mediator
- (3) Complete each case you are assigned (you may only withdraw from a case due to unavoidable circumstances)
- (4) Notify your mentor and the mediation case coordinator in advance if you are unable to be on time for a scheduled session
- (5) Maintain a portfolio which contains a record of all co-mediations as well as copies of all evaluations (NVMS does NOT keep any copies of portfolio forms or evaluations)
- (6) Submit a credit card number for payment of cases prior to the first scheduled case. *You pay for each case NOT each session.*

**Timetable:** NVMS makes every effort to move mentees through the program as quickly as possible; however, we cannot guarantee that you will receive your cases within a specified period of time.

**Location:** Most NVMS family cases are mediated at our main office in Fairfax, although some cases are mediated in Arlington, or Prince William County. Availability to mediate at several locations can facilitate the timely completion of your mentorship.

**Scheduling:** Family cases are scheduled to meet on weekdays, evenings, and Saturdays. Cases may meet for several two-hour sessions. You will be contacted by email to ask if you are available to mediate a case. Please reply as soon as possible if you are available. If you do not reply within 24 hours of being contacted, the case will be reassigned.

**Payment:** The fee is \$150 for each case in which you are mentored. You will be charged for each case following the completion of the first session.

**Communication with Mentors:** It is important for you to keep in touch with your mentor throughout the trajectory of each case. At the end of a case, please contact your mentor, and follow up to ensure receipt of your Mentee Evaluation.

#### **Co-mediations for Private Cases:**

NVMS will provide mentor mediators to co-mediate private family cases.

**Payment:** The fee is \$75 in which you are provided a list of NVMS mentors willing to participate in private mediation cases. In addition we require the mentor mediator to be paid 50% of the hourly rate.

**Serving the Courts, Communities, Organizations & Government Agencies of Northern Virginia Since 1989**

Location: To be provided by mentee.

Scheduling: To be coordinated by mentee with mentor.

**Family Apprenticeship Application Form**

Name		Date
Title and/or Occupation		Organization
Address		
City	State	Zip Code
Daytime Phone	Evening Phone	Email address

**Mediation Training or Experience** – Please list date, hours, and trainer for each training below:

Mediation Skills and Process: \_\_\_\_\_

Family Mediation Skills: \_\_\_\_\_

Resolving Economic Issues in Divorce (only required for CCF Certification): \_\_\_\_\_

Completing Child Support Worksheets (Optional, not required for certification): \_\_\_\_\_

Preparing Memoranda and Agreements (Optional, not required for certification): \_\_\_\_\_

Family Mediation Role Play (Fulfills the observation requirement): \_\_\_\_\_

Orientation to VA Judicial System (This class **is** required for certification, but not required to begin apprenticeship): \_\_\_\_\_

Domestic Violence Assessment (This class **is** required for certification, but not required to begin apprenticeship): \_\_\_\_\_

**Cost is \$150.00 per case**

Please provide the following payment information. You will be charged at the completion of each first session.

\_\_\_\_\_  
*credit card type*      *credit card number*      *expiration date*

I am available to complete my apprenticeship in:

- Fairfax     Arlington     Prince William County (Manassas)

I am available for co-mediations (choose all that apply):  M-F A.M.     M-F P.M.     Saturdays

I am seeking Certification in  Juvenile and Domestic Relations     Circuit Court Family     Both

I have my own source of cases and would like to be assigned a mentor mediator

**I understand and agree to all of the above.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**