MEDIATION PRACTICUM GUIDELINES

1. To Receive a Basic Mediation Training Attendance Certificate, participants must:
   - Successfully complete 36-40 hours of approved Basic Mediation Training

2. To be considered for the practicum program, interested parties must:
   - Submit a Letter of Interest, Volunteer Application, Resume, Written Exam and Application Fee
   - Participate in an interview with WDRC staff
   - Agree to adhere to the confidentiality, ethics and professional standards that govern the practice of mediation and the DRC policy and procedures
   - Pass reference and background checks
   - Pass the written exam

3. To become a Certified DRC Mediator, participants must:
   - Be accepted into the practicum program
   - Observe a complete session of Small Claims Court
     - Thursday mornings at 9 a.m., Whatcom County Courthouse, Fourth floor
     - Submit a 1-2 page summary of what you observed and learned
   - Observe a minimum of 6 complete cases for at least 20 hours. At least 3 cases must be small claims/community.
     - Thoroughly complete an observation form each time
     - Debrief with the mediator
     - Submit form to WDRC for review
   - Co-mediate a minimum of 6 complete claims/community cases for at least 24 hours, including pre/post time (if concurrently pursuing a specialized endorsement, see below).
     - Complete the debriefing questionnaire
     - Debrief with mediator
     - Submit form to WDRC for review
   - Complete 12 hours of additional related education (in-services, book reviews, mock mediations, workshops etc.)
   - Complete a written self-assessment
   - Participate in and successfully complete a mock mediation
   - Agree to participate in at least 50% of annual in-services (occurring monthly)
   - Agree to complete 30 hours of continuing education every 3 years, once certified
   - Certification process complete upon review and recommendation of WDRC Director and Certification Team.

4. For individuals wishing to pursue a concurrent specialized endorsement:
   a. Take required advanced training;
   b. If pursuing family endorsement, observe Family Court, answer family essay questions, and attend Parent Seminar
   c. Observe a minimum of 3 specialized cases and 10 hours. These observations may count toward the observations required for the basic certification.
   d. Co-mediate a minimum of 9 cases and 36 hours in the following order:
      - Co-mediate a minimum of 3 small claims/community cases.
      - Co-mediate 6 additional cases including a minimum of 3 specialized cases

5. For individuals wishing to pursue the specialized endorsements after receiving a basic certification:
   a. Take required advanced training;
   b. If pursuing family endorsement, observe Family Court, answer family essay questions, and attend Parent Seminar
   c. Observe at least 3 additional cases and 10 additional hours in said area
   d. Co-mediate 3 additional cases and 12 additional hours in said area

6. Fees
   a. Application Fee: $50 nonrefundable
   b. Practicum Fee: $200 for applicants who have taken WDRC Course(s)
   c. Practicum Fee: $350 for all other applicants
   d. Specialized Endorsement Fee: $150

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1. Additional requirements for Foreclosure Fairness Act mediator certification are set by the Washington State Department of Commerce.