Idaho Supreme Court
Administrative Office of The Courts
451 W State St
Boise, Idaho 83702

APPLICATION FOR REGISTRATION ON THE IDAHO SUPREME COURT'S ROSTER OF CHILD CUSTODY MEDIATORS

Mediation of Child Custody and Visitation Disputes, Idaho Rules of Family Law Procedure Rule 602
Qualifications of Child Custody Mediators, Idaho Court Administrative Rule 76
Removal of Child Custody Mediators from Roster, Idaho Court Administrative Rule 76A

PART 1– GENERAL INFORMATION

(a) **Roster of Child Custody Mediators.** The Idaho Supreme Court's Administrative Office of the Courts (Administrative Office) will compile and maintain a roster of approved child custody mediators (Roster). The Administrative Office will determine if an applicant meets the qualifications to be placed on the Roster and will ensure that mediators on the Roster meet continuing education requirements, and obligations under this rule. The Roster will be made available to the public and will contain the following information about each mediator:

(1) name, address, telephone, e-mail address;
(2) license or degree; and
(3) a list of counties and districts the mediator is willing to conduct mediations in.

(b) **Application.** Any applicant seeking to be placed on the Roster must submit the following to the Administrative Office:

(1) an application for approval, which includes an Affidavit of Compliance signed by the applicant attesting that the applicant has fulfilled the requirements of this rule;
(2) a copy of the applicant's applicable degree, licensure, or certificate; and
(3) proof of completion of the required mediation training.

(c) **Degree, License, or Certificate.** For placement on the Roster, an applicant must have at least one of the following professional credentials:

(1) ***Professional Licensure.*** Current membership, office, or licensure in one of the following:

(A) Idaho Judiciary,
(B) Idaho State Bar Association;
(C) psychologist;
(D) professional counselor;
(E) clinical professional counselor;
(F) master social worker;
(G) clinical or independent practice social worker;
(H) marriage and family therapist;
(I) certified school counselor;
(J) certified school psychologist; or
(K) any substantially similar and applicable professional license.

(2) ***Degree.*** A bachelor's degree from an accredited college or university; or

(3) ***Mediation Organization Membership and Experience.*** Membership in one of the following mediation organizations:

(A) Association for Conflict Resolution at the advanced practitioner level;
(B) Idaho Mediation Association as a Certified Professional Mediator (CPM); or
(C) a national organization with equivalent standards for membership.

(d) **New Applicant Training.** Within 3 years prior to submission of an application, new applicants must complete the training set forth below.

(1) ***Approved Training Programs.*** Training must be acquired by completing a program approved by one of the following:

(A) the Idaho State Bar or its equivalent in another state;
(B) an accredited college or university;
(C) the Idaho Mediation Association or its equivalent in another state; or
(D) the American College of Civil Trial Mediators or similar national organization.

Any program that does not meet this criterion may be submitted for consideration for approval by the Administrative Office.

(2) ***General Mediation Training.*** All new applicants seeking to be placed on the Roster must have general mediation training that includes the following topics:

(A) information gathering (intake, obtaining facts, screening issues);
(B) mediator relationship skills (neutrality, confidentiality);
(C) communication skills (active listening, reframing issues, clarifying);
(D) problem solving skills (identifying problems, positions, needs, interests);
(E) conflict management skills (reducing tensions, power imbalances);
(F) mediation processes and techniques (case management, drafting agreements); and,
(G) a minimum of 2 hours of mediation ethics.

(3) ***Child Custody Mediation Training.*** All new applicants seeking to be placed on the Roster must complete specific child custody mediation training that includes the following topics:

(A) child custody;
(B) psychological issues in separation, divorce, and family dynamics;
(C) domestic violence;
(D) issues and needs of children;
(E) child development; and
(F) conflict resolution theory.

(4) ***Required Hours.***

(A) **Professional Licensure.** The applicant must have completed a minimum of 40 hours of General Mediation Training as described in (d)(2), with 20 of the hours in Child Custody Mediation as described in (d)(3).

(B) **Degree or Mediation Organization Membership.** The applicant must have completed a minimum of 80 hours of General Mediation Training as described in (d)(2) with 40 of the hours in Child Custody Mediation as described in (d)(3).

(5) ***Additional Criteria*.** The Administrative District Judge in each of Idaho's judicial districts may, by administrative order, require applicants to comply with additional criteria beyond those stated above. The Administrative District Judge may also, by administrative order, appoint an individual that has substantially complied with the requirements set forth above.

(e) **Renewal Applications and Continuing Education.** To remain on the Roster, a mediator must complete 15 hours of continuing education from an approved training course as provided in paragraph (d)(1), every 3 years beginning the next July 1 after a mediator has been placed on the Roster. Mediators on the Roster are responsible for submitting continuing education requirements and keeping their contact information current**.** The 15 hours must include training in the following areas:

(1) general mediation training as described in (d)(2); or
(2) child custody mediation training as described in (d)(3); and
(3) a minimum of 2 hours of mediation ethics.

(f) **Proof of Compliance.**

(1) ***Hours Defined*.** For the purposes of this rule, an hour is defined as 60 minutes of instructional time or activity.

(2) ***Training Format.*** Training may be completed in one of the following formats with a certificate of attendance or participation:

(A) live lecture or seminar;
(B) webinar or online presentation, live or recorded; or
(C) up to 5 hours when the mediator is the instructor of an approved mediation course.

(3) ***Certificate of Attendance*.** As proof of compliance with training requirements, a certificate of attendance must include:

(A) the name of the training program;
(B) the name of the participant in attendance;
(C) the topic of the training;
(D) the date of the training; and
(E) the number of hours completed.

(g) **Failure to File Proof of Compliance.** If the Administrative Office does not receive the mediator's proof of compliance by July 1 the year it is due, the mediator will be removed from the Roster. Once a mediator is removed from the Roster, the mediator must reapply as a new mediator and meet the requirements set forth in this rule.

Idaho Supreme Court

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Inaccurate or incomplete applications will be returned unprocessed.

PART 2 – APPLICATION FORM

Name: _____

Organization: _____

Mailing Address: _____

City: _____ County: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

Remote appointments available: Yes_____ No_____

If no, in which counties are you willing to conduct mediation? _____

Note: Unless otherwise requested, the information above represents your listing on the Roster.

QUALIFICATIONS

Within ***3 years prior to submission*** of an application, new applicants must complete the training set forth below. Please choose category on which application is based: **(check only one)**

Category A - Professional Licensure: ☐

The applicant is a member of the Idaho Judiciary or Idaho State Bar or maintains a professional credential as listed under I.C.A.R. 76(c)(1) above. The applicant must have completed a minimum of 40 hours of General Mediation Training, with 20 of the hours in Child Custody Mediation.

Category B - Degree: ☐

The applicant has earned a bachelor's degree from an accredited college or university. The applicant must have completed a minimum of 80 hours of General Mediation Training, with 40 of the hours in Child Custody Mediation.

Category C - Mediation Organization Membership/Experience: ☐

The applicant maintains membership in one of the mediation organizations listed in I.C.A.R. 76(c)(3) above. The applicant must have completed a minimum of 80 hours of General Mediation Training, with 40 of the hours in Child Custody Mediation.

Category A: The applicant is a member of the Idaho Judiciary or Idaho State Bar or maintains a professional credential as listed under I.C.A.R. 76(c)(1) above. *[Submit copy of Idaho license(s).]*

Board or Certifying Organization: _____

Address: _____

License Held: _____

License Expires (if applicable): _____

Board or Certifying Organization: _____

Address: _____

License Held: _____

License Expires (if applicable): _____

Category B: The applicant has earned a bachelor's degree from an **accredited** college or university. *[Submit an **official sealed** transcript from accrediting college or university.]*

College or University: _____

Address: _____

Degree(s) Earned: _____

Category C: The applicant maintains membership in one of the mediation organizations listed in I.C.A.R. 76(c)(3) above. *[Submit copy of proof of membership(s).]*

Mediation Organization: _____

Address: _____

Membership Expires (if applicable): _____

Mediation Organization: _____

Address: _____

Membership Expires (if applicable): _____

TRAINING

Any training not provided by the programs listed in I.C.A.R. 76(d)(1) must include an agenda or training materials to be considered by the Administrative Office.

General Mediation: All new applicants must have general mediation training approved by a program as listed under I.C.A.R. 76(d)(1). Training must include topics as listed under I.C.A.R. 76(d)(2) above. *[Proof of compliance required under I.C.A.R. 76(f).]*

Sponsor: _____

Location: _____

Dates:_____ Hours:_____ Training Format: _____

Course Content: _____

Sponsor: _____

Location: _____

Dates:_____ Hours:_____ Training Format: _____

Course Content: _____

Sponsor: _____

Location: _____

Dates:_____ Hours:_____ Training Format: _____

Course Content: _____

Sponsor: _____

Location: _____

Dates:_____ Hours:_____ Training Format: _____

Course Content: _____

Child Custody Mediation: All new applicants must have child custody mediation training approved by a program as listed under I.C.A.R. 76(d)(1). Training must include topics as listed under I.C.A.R. 76(d)(3) above. *[Proof of compliance required under I.C.A.R. 76(f).]*

Sponsor: _____

Location: _____

Dates: _____ Hours: _____ Training Format: _____

Course Content: _____

Sponsor: _____

Location: _____

Dates: _____ Hours: _____ Training Format: _____

Course Content: _____

Sponsor: _____

Location: _____

Dates: _____ Hours: _____ Training Format: _____

Course Content: _____

*Please **email** the completed application with supporting documentation to:*

Idaho Supreme Court
Court Services Division
Child Custody Mediator Roster
childcustodymediators@idcourts.net

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PART 3: AFFIDAVIT OF COMPLIANCE

I am the applicant who signed this application for the placement of my name on the roster of child custody mediators maintained by the Idaho Supreme Court in accordance with Idaho Court Administrative Rule 76, Idaho Court Administrative Rule 76A, and Idaho Rules of Family Law Procedure Rule 602. By signing this application, I certify that I have fulfilled the requirements set out in the category of professional credentials upon which I base this application.

I realize that the determination as to whether I am added to the roster of child custody mediators depends, in part, on the truthfulness and completeness of my answers on this application, and the statements attached. To my knowledge, the answers and information which I have supplied in connection with this application are true and complete.

I have read and understand the contents of Idaho Court Administrative Rule 76, Idaho Court Administrative Rule 76A, and Idaho Rules of Family Law Procedure Rule 602, relating to Qualifications of Child Custody Mediators, Removal of Child Custody Mediators from Roster, and Mediation of Child Custody and Visitation Disputes. I intend to conduct the mediation of child custody and visitation disputes in conformance with Idaho statutes and rules.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury pursuant to the laws of the state of Idaho that the information contained in this application and the proof of compliance is true and correct.

Date: _____

_____ _____

Signature Typed/printed name