

## Court-Connected Mediator Continuing Education Reporting

### What are the continuing education requirements for court-connected mediators?

Mediators who provide court-connected mediation services in Oregon are required [by UTCR Chapter 12](#) to participate in continuing education programs as an ongoing obligation of their appointment. The requirements are summarized below.

#### Civil mediators (including volunteer small claims and FED):

- 12 hours every two years
  - One hour must relate to confidentiality
  - One hour must relate to mediator ethics
  - Six hours may be satisfied by taking continuing education classes required by the mediator's licensure unless such licensure is not reasonably related to the practice of mediation.

#### Domestic relations mediators:

- 24 hours every two years
  - Two hours must relate to confidentiality
  - Two hours must relate to mediator ethics
  - Twelve hours must be on the subject of either custody and parenting issues or financial issues (according to what the mediator is approved for)
  - Twelve hours may be satisfied by taking continuing education classes required by the mediator's licensure unless such licensure is not reasonably related to the practice of mediation.

### Do I have to use the central continuing education reporting form?

If you mediate in one of the below judicial districts, unless your local court ADR contact has told you otherwise, please utilize the central reporting form to report your continuing education hours. If you are in a judicial district that is not on the below list, you should continue to report your hours to your local court contact. You may still participate in statewide continuing education activities.

- Baker
- Benton
- Clatsop
- Columbia
- Crook
- Deschutes (volunteer mediators only)
- Douglas
- Gilliam
- Grant
- Harney
- Hood River
- Jackson
- Jefferson
- Lincoln
- Malheur
- Morrow
- Multnomah (All Court Connected Mediators except for small claims)

- Polk
- Sherman
- Tillamook
- Umatilla
- Union
- Wallowa
- Wasco
- Washington (FED & Small Claims mediators only)
- Wheeler
- Yamhill (Domestic Relations mediators only)

I already report my continuing education hours elsewhere (for example to the Oregon State Bar). Do I still need to report them to OSCA?

Yes, if you mediate in one of the above judicial districts, unless your local court ADR contact has told you otherwise, please utilize the [central reporting form](#) to report your continuing education hours.

I mediate for a court that has opted out of the central reporting form. How do I report my continuing education hours?

If you mediate for a court (or service area) that is not on the above list, please contact your local court ADR contact for more information about how to report your continuing education hours.

What are the continuing education topic areas?

UTCRC Chapter 12 states that continuing education topics may include, but are not limited to, the following examples:

- (a) Those topics outlined in UTCRC 12.100, 12.110, and 12.120;
- (b) Practical skills-based training in mediation or facilitation;
- (c) Court processes;
- (d) Confidentiality laws and rules;
- (e) Changes in the subject matter areas of law in which the mediator practices;
- (f) Mediation ethics;
- (g) Domestic violence;
- (h) Sexual assault;
- (i) Child abuse and elder abuse;
- (j) Gender, ethnic, and cultural diversity;
- (k) Psychology and psychopathology;
- (l) Organizational development;
- (m) Communication;
- (n) Crisis intervention;

- (o) Program administration and service delivery;
- (p) Practices and procedures of state and local social service agencies; and
- (q) Safety issues for mediators.

#### What can mediators include as continuing education hours?

[UTCR 12.140](#) states: Continuing education shall be conducted by an individual or group qualified by practical or academic experience. For purposes of this section, an hour is defined as 60 minutes of instructional time or activity and may be completed in a variety of formats, including but not limited to:

- (a) Attendance at a live lecture or seminar;
- (b) Attendance at an audio or video playback of a lecture or seminar with a group where the group discusses the materials presented;
- (c) Listening or viewing audio, video, or internet presentations;
- (d) Receiving supervision as part of a training mentorship;
- (e) Formally debriefing mediation cases with mediator supervisors and colleagues following the mediation;
- (f) Lecturing or teaching in qualified continuing education courses; and
- (g) Reading, authoring, or editing written materials submitted for publication that have significant intellectual or practical content directly related to the practice of mediation.

Continuing education classes should enhance the participant's competence as a mediator and provide opportunities for mediators to expand upon existing skills and explore new areas of practice or interest.

#### Why is central reporting being offered now? I've never had to report my continuing education hours in the past.

OJD hasn't had central support for mediation since the budget cuts that we experienced in 2009. We are working on building up support for local mediation services. Providing continuing education opportunities and assisting courts with tracking mediator continuing education hours are services that many circuit courts have requested we provide.

[UTCR 12.140](#) states:

*Continuing education topics should be coordinated with, reported to, and approved by the determining authority of each court at which the mediator is an approved mediator and reported at least every two calendar years via the electronic Court-Connected Mediator Continuing Education Credit Form available on the Oregon Judicial Department's webpage or other reporting form authorized by the appropriate determining authority.*

#### How do I determine the reporting period? What about for a new mediator who starts mediating in the middle of a year?

The first cycle for electronic reporting is the 2023-2024 reporting cycle. If you are in this group and you are in the middle of a reporting cycle, you can include your hours from 2022 in the report that will be

due on December 31, 2024. If you were unaware of reporting requirements and have concerns about meeting the continuing education reporting requirement for this reporting cycle, please contact your local ADR contact or Caitlyn Jackson to discuss. As we ease into the first reporting cycle, we are open to determining if an exception should be made so that someone's first reporting period will be 2024-2025.

Is there a list of already available courses that I can access to begin working on the requirement?

We are working on compiling materials for already existing trainings. There is a list of existing trainings and training organizations located on our website under our training resources page: [Oregon Judicial Department : Resources for Mediators : Alternative Dispute Resolution : State of Oregon](#). Once on the page, click "Training Resources".

Is there a way to determine if a training will be approved for continuing education hours in advance? I'm hesitant to sign up for something without knowing if it will be approved. Our goal is to support mediators to attend continuing education opportunities that will enhance the mediator's skills and knowledge base. If you are unsure whether something will be approved, you may contact us in advance of the training. Our goal is to approach continuing education submissions with an openness and a level of trust that a mediator will be able to determine which trainings (within the listed subject areas) will enhance their development. If something is obviously outside the mediation education categories and is not easily tied to mediation, the submission could be denied. For example, if a mediator submitted "Attended University of Oregon football game and observed conflict between players," the submission would likely be denied unless additional justification is provided.

The electronic continuing education form is confusing. Do you have more detailed instructions?

More detailed instructions for submitting the electronic form are available in the [Appendix](#).

Is the electronic form accessible to screen readers?

Unfortunately, the new electronic form is not accessible to screen readers. If you are unable to use the new electronic form for any reason, you may keep track of your continuing education hours on the paper reporting form. You can submit paper reporting forms by scanning completed forms to [Emily.J.Burgess@ojd.state.or.us](mailto:Emily.J.Burgess@ojd.state.or.us) at the end of a reporting period or following the completion of individual trainings.

What can I expect from the ADR Team regarding my continuing education hours?

The ADR Team will remind mediators when the end of a reporting period is approaching. If we notice someone is not on track to complete their continuing education hours, we will send a reminder of the continuing education requirements. Throughout each reporting period, the ADR Team will continue to send out training announcements as they are available and will continue to develop continuing education opportunities for mediators. It is the mediator's responsibility to complete and report continuing education hours, and it is OSCA's goal to support mediators to succeed in their continuing education journey.

### What will happen if I don't fulfill my continuing education requirements?

If a mediator does not submit continuing education hours or if the continuing education hours appear to be insufficient after OSCA has taken steps to remind the mediator of continuing education expectations, OSCA will notify the local court. The local court will then decide whether any action is needed to suspend or remove the mediator.

### I am the designating authority for a local court and have opted into central reporting. Is there a way for me to access my mediator's continuing education hours?

If you have questions about your court's mediator continuing education hours, please email [Caitlyn.jackson@ojd.state.or.us](mailto:Caitlyn.jackson@ojd.state.or.us) to request a continuing education report for your court. At this time, there is not a way for you to access the hours directly. The ADR team is happy to pull a report for you when requested.

### I am the designating authority for a local court. How do I update my list of mediators?

If you have questions about which mediators are on our contact list or wish to update your list of mediators, please email Emily Burgess at [Emily.j.Burgess@ojd.state.or.us](mailto:Emily.j.Burgess@ojd.state.or.us).

Scroll down for Appendix 1

## Appendix 1

### Continuing Education Reporting Form – Mediator Instructions

1. Open the Mediator Continuing Education Reporting Form [link](#).
2. Enter your name and email address



## Court-Connected Mediator Continuing Education Hours Summary Reporting

Name \*

Email \*

3. Select the applicable report year:

Reporting years included \*

4. Select which type of cases you mediate. If you mediate both cases, please select Domestic Relations because of the higher reporting requirements.

Type of Mediator \*

5. Select all courts in which you mediate:

Court \* ⓘ

- ☐ Baker ☐ Benton ☐ Clatsop ☐ Columbia ☐ Crook ☐ Deschutes ☐ Douglas ☐ Gilliam ☐ Grant  
☐ Harney ☐ Hood River ☐ Jackson ☐ Jefferson ☐ Lincoln ☐ Malheur ☐ Morrow ☐ Multnomah ☐ Polk  
☐ Sherman ☐ Tillamook ☐ Umatilla ☐ Union ☐ Wallowa ☐ Wasco ☐ Washington (small claims and FED only)  
☐ Wheeler ☐ Yamhill

*If your court is not listed here, please submit your report to your local ADR contact.*

6. **Type or Title of Program or Activity**

Type or Title of Program or Activity \*

- a. If you attended a conference, please list the name of the conference, and then each session you attended as separate individual training submission. For example:
  - i. 2023 OMA CONFERENCE: Name of Specific Session #1
  - ii. 2023 OMA CONFERENCE: Name of Specific Session #2
  - iii. 2023 OMA CONFERENCE: Name of Specific Session #3
- b. If you attended a lecture, training, presentation, or webinar (live or playback), please list the title of the Training and the training provider. For example:

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### Continuing Education Reporting Form – Mediator Instructions

- i. Working with Interpreters as a Court-Approved Mediator, Oregon Judicial Department
  - ii. Impasse Strategies for Divorce Mediators, Academy of Professional Family Mediators
- c. If you received supervision as part of mentorship, please list:  
SUPERVISION/MENTORSHIP with [name of Supervisor]
  - i. For example: SUPERVISION with Jane Smith
- d. If you formally debriefed mediation cases with supervisors and colleagues, please list:  
FORMAL CASE DEBRIEFING with [insert name of debrief group or colleagues]
  - i. For example: FORMAL CASE DEBRIEFING with [Name of Court] FED Mediators
- e. If you taught an eligible continuing education course, list: TAUGHT, [name of training], and [corresponding training organization if applicable], # attendees
  - i. For example: TAUGHT, Equity-Informed Mediation, Resolutions Northwest, 12 attendees
- f. If you read, wrote, or edited a publication that has significant intellectual or practical content directly related to the practice of mediation, list: READ or EDITED or WROTE, Name of Resource, Author, Publication Title:
  - i. For example: READ, A New Agreement to Mediate: Guidelines for Ethical Practice in the Digital Space, Amanda First, Harvard Negotiation Law Review

7. Start Date: list the date you completed the training or activity:

Start Date \*

8. Select the category of training or activity:

Type \*

General Mediation

General Mediation

Domestic Relations Financial Issues

Domestic Relations Custody/Parenting Time

Confidentiality

Ethics

Program required by licensure

9. Enter the number of training or activity hours:

Hours \*

10. If you have a more than one training or activity to submit, Click Add New Row and follow steps 6-9 until all training or activities have been entered:

## Appendix 1

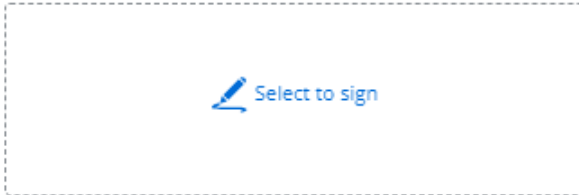
### Continuing Education Reporting Form – Mediator Instructions

[Add new row](#)

11. Sign and date your submission. Then click SUBMIT:

I affirm that the training outlined above complies with the requirements in UTCR Chapter 12.

Signature \*



Date of submission

Sep 21, 2023



[Submit](#)

12. You will be redirected to a page that says:










Form submitted successfully

[Click here to fill another form](#)

13. You will receive an email confirmation that your form was submitted:

Continuing Education Hours Form received

 nintex@workflowcloud.com  
To  Caitlyn Jackson

11:40 AM

**Warning:** This email is from outside of the Oregon Judicial Department. If links or files in this email are unexpected, even if from an email address you trust, please call the sender on the phone and verify them before you click.

Thank you for submitting your continuing education hours to the Oregon Judicial Department. The information will be reviewed and you will be notified when your hours are approved, or if there are additional steps to be completed.

14. If you receive the below message, please note that OJD will not receive notification of your submission and we will be unable to review your submission for continuing education credit until you work with Emily Burgess to resolve the issue.



## Appendix 1

### Continuing Education Reporting Form – Mediator Instructions

#### Continuing Education Hours Error

You have submitted an e-mail address that doesn't match one in our system. If you feel this is an error, please contact Emily Burgess at [Emily.j.burgess@ojd.state.or.us](mailto:Emily.j.burgess@ojd.state.or.us)

15. If OJD has questions or needs additional information about your submission, we will contact you by email.

16. Once OJD reviews your submission and makes a determination to approve or deny a submission, you will receive an email that summarizes all of your continuing education hours for the reporting period. **Please review the “Approval Status” section of the email to determine whether each submission was approved or denied.** We have highlighted examples of the Approval Status Section:

**Program Name:** Watched a movie and two characters in the show attended mediation **Program Type:** General Mediation **Start Date:** 09/04/2023 **Hours:** 2.0 **Date submitted:** 09/21/2023 **Approval Status:** Denied

**Program Name:** Mediation and Confidentiality 101 Webinar **Program Type:** Confidentiality **Start Date:** 09/22/2023 **Hours:** 1.0 **Date submitted:** 09/21/2023 **Approval Status:** Approved

17. If a submission is denied, you will receive a separate email outlining the reasoning for the denial. We may deny a submission based on, but not limited to, the following situations:

- Lack of detail: in the above highlighted example, we do not have enough information about the movie. Was the whole movie about mediation? Was it a brief clip of mediation?
- A submission is not applicable to the mediation continuing education categories outlined in UTCR Chapter 12.140(2). For example, if you submitted “Attended University of Oregon football game and observed conflict between players,” the submission would likely be denied unless additional justification is provided.
- Unable to verify training or resource: OJD will verify trainings. If you submit a submission and we are unable to validate a submission that should be easily validated, we may request additional information. For example, if you indicated you wrote a mediation related book, but we are unable to verify the existence of the book, the submission might be declined unless additional information is provided.
- Error in reporting: if we notice an error in a submission, we will let you know so that you can resubmit the training or activity with corrected information.

18. If you have any questions about the Mediator Continuing Education Reporting Form, please contact: [Emily.burgess@ojd.state.or.us](mailto:Emily.burgess@ojd.state.or.us)