



Whatcom Dispute Resolution Center

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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 endorsement¹:
 - 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

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