



# Whatcom Dispute Resolution Center

360.676.0122 | [whatcomdrc.org](http://whatcomdrc.org) | 206 Prospect Street | Bellingham, WA 98225

## BASIC MEDIATION PRACTICUM GUIDELINES

### Application Process for WDRC Basic Practicum Program

1. Successfully complete 36-40 hours of approved Basic Mediation Training.
2. Submit a complete application to the Mediation Program Manager. A complete application includes:
  - a. A non-refundable application fee (\$50), Letter of interest, Resume, Volunteer application, WDRC take home written exam.
3. Pass the written exam.
4. Participate in an interview with WDRC staff.
5. Pass reference and background checks.

### Basic Practicum Program Requirements

1. Pay Practicum Fee - \$495 for WDRC Training Participants (\$695 for all other applicants).
  - a. Limited scholarships may be available.
2. Observe a session of Small Claims Court and write a 1-2 page essay on your observations.
3. Observation Stage: Observe a minimum of 6 complete cases and 20 hours.
  - a. At least 3 cases must be small claims or community mediations.
  - b. Up to 6 hours may be completed through mock practice groups.
  - c. Complete and submit an observation form to DRC staff following each observation.
  - d. Debrief with the mediation team after each mediation.
  - e. Upon completion of this stage, complete an interview with the Mediation Program Manager to assess additional requirements and clearance to co-mediate.
4. Co-Mediation Stage: Co-mediate a minimum of 6 complete small claims or community cases for at least 24 hours, including pre/post time.
  - a. Thoroughly complete a self-evaluation form for every mediation opportunity and submit to DRC staff.
  - b. Debrief with the mediation team after each mediation.
5. Additional Requirements
  - a. Participate in a 2-hour Small Claims training or approved related experience.
  - b. Complete 12 hours of additional related education (in-services, book reviews, mock mediations, workshops etc.).
  - c. Participate in 50% of in-services.

### Apply for WDRC Basic Mediation Certification

1. Complete a written self-assessment.
2. Successfully complete a mock mediation with the Certification Team and follow through with assigned next steps. Certification is contingent on recommendation and endorsement from the Certification Team and the WDRC Executive Director.
3. Complete 30 hours of continuing education every 3 years.
4. Complete a practitioner review every 2 years by an approved WDRC representative.



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## FAMILY MEDIATION PRACTICUM GUIDELINES

### Application for WDRC Family Practicum Program

1. Successfully complete the Basic Practicum Program, unless you are approved to pursue the Family Practicum concurrently with the Basic Practicum. Students seeking concurrent certification will still need to complete the below steps.
2. Successfully complete an approved 20-24 hour Advanced Family Mediation Training.
3. Submit a complete application to the Mediation Program Manager. A complete application includes:
  - a. Family Practicum letter of interest.
  - b. Observe 2-4 hours of family court and write a 2-5 page essay (double-spaced) on your observation.
  - c. A Parent Seminar class certificate (class offered through the WDRC).
4. Participate in an interview with WDRC staff.
5. Pass background and reference checks.

### Family Practicum Program Requirements

1. Pay Practicum Fee - \$395 WDRC Training Participants (\$595 for all other applicants).
  - a. Fee includes Parent Seminar Fee
  - b. Limited scholarships may be available.
2. Observation Stage: Observe a minimum of 3 family cases for at least 10 hours.
  - a. Upon completion of this stage, complete an interview with the appropriate WDRC staff member to assess additional requirements and clearance to co-mediate.
3. Co-mediation Stage: Co-mediate a minimum of 4 family cases for at least 14 hours.

### Apply for WDRC Family Mediation Certification

1. Complete a written self-assessment.
2. Successfully demonstrate mediator competency to Certification Team and follow through with assigned next steps. Certification is contingent on recommendation and endorsement from the Certification Team, the WDRC Executive Director, and Superior Court.
3. Complete Court Application (see Mediation Program Manager for details).
4. Complete 30 hours of continuing education every 3 years.
5. Complete a practitioner review every 2 years by an approved WDRC representative.

*\*\*Certification opportunities in other mediation program areas may be available upon request and qualifications of the applicant. Please contact the Mediation Program Manager to inquire about these opportunities.*



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## PARENT-TEEN MEDIATION PRACTICUM GUIDELINES

### Application for WDRC Parent-Teen Practicum Program

1. Successfully complete the Basic Practicum Program, unless you are approved to pursue the Parent-Teen Practicum concurrently with the Basic Practicum. Students seeking concurrent certification will still need to complete the below steps.
2. Successfully complete an approved 16-20 hour Advanced Parent-Teen Mediation Training or approved related experience.
3. Submit a complete application to the Mediation Program Manager. A Complete application includes:
  - a. Parent - Teen Practicum letter of interest.
  - b. Observe Teen Court and write a 1-2 page essay on your observation.
4. Participate in an interview with WDRC staff.
5. Pass background and reference checks.

### Parent-Teen Practicum Program Requirements

1. Pay Practicum Fee - \$195.
  - a. Limited scholarships may be available.
2. Observation Stage: Observe a minimum of 3 parent-teen cases for at least 10 hours.
  - a. Upon completion of this stage, complete an interview with the Program Manager to assess additional requirements and clearance to co-mediate.
3. Co-mediation Stage: Co-mediate a minimum of 4 parent-teen cases for at least 14 hours.

### Apply for WDRC Parent-Teen Mediation Certification

1. Complete a written self-assessment.
2. Successfully demonstrate mediator competency to Certification Team and follow through with assigned next steps. Certification is contingent on recommendation and endorsement from the Certification Team and the WDRC Executive Director.
3. Complete 30 hours of continuing education every 3 years.
4. Complete a practitioner review every 2 years by an approved WDRC representative.

*\*\*Certification opportunities in other mediation program areas may be available upon request and qualifications of the applicant. Please contact the Mediation Program Manager to inquire about these opportunities.*