



State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION
Board of Family Mediator Certification
7 Eagle Square, Concord, NH 03301
Phone: 603-271-2152

INTERN EVALUATION FORM

- A. Intern's Name _____
- B. Supervisor's Name _____
Address _____
Phone _____
Email _____

C. Supervisor Qualifications (Check only one)

- NH Certified Family Mediator with at least 2 yrs experience & have mediated at least 15 family cases
If so, what is your certificate number? _____
- ACR advanced practitioner or advanced educator member
If so, attach documentation of your certification.

D. Case letter/number as assigned by intern and recorded on Application Part 1, Question 10 _____

E. Number of hours spent on this case: Co-Mediation _____
Case Supervision _____

*Note: Only co-mediation and case supervision time counts toward internship.
Drafting the agreement does **not** count.*

Please evaluate the intern's performance on this case based on the following criteria and make a recommendation on whether intern should be certified as a Family Mediator.

I. Gathering Information from Parties and Outside Sources

- Outstanding** – The intern consistently obtains and handles information appropriately.
- Satisfactory** – The intern usually obtains information appropriately and understands its ramifications.
- Needs improvement** – The intern does not always gather required information or deal with it appropriately and/or has difficulty maintaining the agenda.

II. Relationship Skills with Parties

- Outstanding** – The intern is consistently able to be empathetic and create a cooperative atmosphere, while expressing impartiality, maintaining neutrality, and adhering to the principles of confidentiality.
- Satisfactory** – The intern is usually empathetic and has little difficulty in creating a cooperative atmosphere. Intern is usually able to maintain neutrality.

- Needs Improvement** – The intern has difficulty hearing both sides without being drawn into conflict. Intern has difficulty maintaining neutrality. Intern cannot always create a cooperative atmosphere.

III. Communication Skills

- Outstanding** – The intern is adept at using communications skills, which facilitate negotiation and cooperation between the parties. Intern demonstrates outstanding ability to communicate.
- Satisfactory** – The intern understands basics of communication and generally communicates appropriately.
- Needs Improvement** – The intern has difficulties understanding clients and their statements. Intern needs additional work in helping the other party understand issues and content. Intern needs work in communicating effectively.

IV. Facilitation of Problem-Solving

- Outstanding** – The intern demonstrates exceptional facilitation of problem-solving between the parties relative to parental rights and responsibilities, parenting plans, child support, alimony, division of assets and liabilities, tax filings and other topics of potential dispute in the context of divorce.
- Satisfactory** – The intern demonstrates average facilitation of problem solving.
- Needs Improvement** -- The intern needs to improve problem-solving skills and knowledge to be an effective mediator.

V. Conflict Management Skills As Learned From Current Professional Theories and Research

- Outstanding** - The intern demonstrates exceptional skill at handling the conflict during mediation.
- Satisfactory** - The intern is able to handle most situations, empowers those that need empowerment and refocuses issues where necessary. The intern deals successfully with most conflict and emotional issues of mediation.
- Needs Improvement** – The intern is unable to deal with the emotional issues of mediation and cannot always refocus issues or confront parties appropriately.

VI. Knowledge of and Sensitivity to the Impact of Diversity on Mediation

- Outstanding** — The intern greatly appreciates the impact of differences in culture, gender, ethnicity, religion and race on mediation and always acts sensitive to parties when diversity is present.
- Satisfactory** — The intern is usually sensitive to diversity in parties and acts appropriately when issues surface.
- Needs Improvement** — The intern needs to become more knowledgeable of and sensitive to issues of diversity.

VII. Ethical Practice of Mediation

- Outstanding** – The intern demonstrates superior understanding of ethical issues and invariably makes ethical decisions and acts in an ethical manner at all times with adherence to the Model Standards of Practice.
- Satisfactory** – The intern demonstrates an understanding of ethical issues and makes appropriate ethical decisions.
- Needs Improvement** – The intern is unable to be non-judgmental and sensitive to the individual parties and/or cannot deal with commonly encountered ethical dilemmas.

VIII. Mediation Theory and History

- Outstanding** – The intern demonstrates an above average knowledge of prevalent conflict resolution and mediation theories and their ramifications.
- Satisfactory** – The intern has a satisfactory knowledge of conflict resolution theories.
- Needs Improvement** -- The intern is unclear as to the differences in various forms of dispute resolution.

IX. Mediation Skills & Task Accomplishment

- Outstanding** – The intern is adept at facilitating parties' decision-making and expert in mediating the resolution of disputes. Intern knows available resources to which clients are appropriately referred. Intern can easily draft agreements including a comprehensive memorandum of understanding. The intern works easily and readily with allied professions.
- Satisfactory** – The intern successfully mediates commonly encountered disputes. Intern knows most of the resources and refers clients appropriately. Intern does draft appropriate agreements. Intern is willing to work with allied professions.
- Needs Improvement** – The intern is not usually successfully in facilitating agreements. The intern has difficulty drafting agreements. The intern does not always refer appropriately. The intern does not work well with allied professions.

X. Family Relationships, Including Dynamics of the Divorce Process and Post-Divorce Family Structures

- Outstanding** – The intern demonstrates an above average knowledge of family systems/dynamics as well as an excellent understanding of the dynamics of the divorce process and post-divorce family structures.
- Satisfactory** – The intern demonstrates a satisfactory knowledge of family systems/dynamics as well as a satisfactory knowledge of the dynamics of the divorce process and post-divorce family structures.
- Needs Improvement** – The intern lacks a satisfactory knowledge of family systems/dynamics and/or a poor understanding of the dynamics of the divorce process and post-divorce family structures.

XI. Budgeting and Financial Planning in Relation to Divorce

- Outstanding** – The intern displays a comprehensive understanding of financial and budgetary requirements in relationship to separation and divorce.
- Satisfactory** – The intern displays a satisfactory understanding of financial and budgetary requirements.
- Needs Improvement** – The intern is unable to explain or address financial and budgetary requirements in relationship to the divorce.

XII. Child Development (and Arrangements for Children)

- Outstanding** – The intern exhibits an outstanding understanding of child development theories as well as understanding the impact of divorce. The intern considers appropriate childcare arrangements depending on the child's developmental stage and age during the mediation process.
- Satisfactory** – The intern exhibits a satisfactory understanding of child development theories as well as understanding the impact of divorce. The intern considers appropriate childcare arrangements depending on the child's developmental stage and age during the mediation process.
- Needs Improvement** -- The intern does not demonstrate an adequate understanding of child development theories as well as understanding the impact of divorce and /or does not consider appropriate child care arrangements depending on the child's developmental stage and age during the mediation process.

XIII. Recognition of Incapacitation or Unwillingness to Engage in Mediation

- Outstanding** – The intern displays an exceptional understanding of factors that are counter-productive to the ability of parties to mediate effectively and/or in good faith, such as substance abuse, depression, intimidation and the lack of comprehension of the issues to be negotiated, and their impact on the mediation process.
- Satisfactory** – The intern displays a satisfactory understanding of those factors and their impact on the mediation process.
- Needs Improvement** – The intern lacks a satisfactory understanding of those factors and their impact on the mediation process and needs further training.

XIV. Recognition and Knowledge of the Issues in Domestic Violence

- Outstanding** – The intern exhibits an extraordinary ability to recognize and address issues of domestic violence. The intern knows how to screen appropriately for the presence of, or past involvement in domestic violence and to determine the suitability of mediation for all parties involved as well as to refer parties' to safe circumstances and appropriate community resources.
- Satisfactory** – The intern exhibits a satisfactory ability to recognize and address issues of domestic violence.
- Needs Improvement** - The intern lacks a satisfactory ability to recognize and address issues of domestic violence.

XV. Federal Laws Affecting Divorce, Including Tax Consequences and Division of Retirement Benefits

- Outstanding** – The intern demonstrates an outstanding knowledge of tax laws and an understanding of laws and rules regarding the division of pensions and other retirement benefits relevant to divorce.
- Satisfactory** – The intern demonstrates a satisfactory knowledge of the above.
- Needs Improvement** – The intern does not have a clear understanding of the above and cannot adequately assist parties without further education on those factors.

XVI. Professional Resources for Mediators

- Outstanding** – The intern is knowledgeable of professional resources for mediators, such as state and national conflict resolution associations and publications, and has joined or is committed to join at least one association for professional development.
- Satisfactory** – The intern is knowledgeable of professional resources for mediators, such as state and national conflict resolution associations and publications.
- Needs Improvement** – The intern needs to further research opportunities for professional development.

XVII. New Hampshire Laws and Procedures Regarding Divorce

- Outstanding** – The intern demonstrates a superior knowledge and understanding of New Hampshire Laws and Procedures Regarding Divorce, including: (1) The grounds for divorce; (2) Parental rights and responsibilities; (3) Child support; (4) Health and life insurance; (5) Allocation of debts; and (6) Division of property. Intern is knowledgeable in the issues required by court rule to be addressed in any temporary, permanent and modification agreements. Intern is familiar with New Hampshire statutes and rules relating to mediation, including those regarding the certification of family mediators and confidentiality.
- Satisfactory** – The intern demonstrates a satisfactory knowledge of New Hampshire Laws and Procedures as stated above.
- Needs Improvement** – The intern does not demonstrate a satisfactory knowledge of New Hampshire and Federal laws and procedures regarding divorce and mediation.

Approval of Readiness for Certification

Attach extra sheets if needed

Yes, without reservation.

Yes, with certain restrictions:

No, **not qualified** at this time.

Date

Supervisor

NOTE: This document should be sent directly to the Board. In addition, supervisors must also send the Board a letter of recommendation about this intern; such letter must assess the applicant's honesty and competency as a mediator and include a statement specifying whether the supervisor would recommend or not that the intern be certified by the Board.