

**To: Family Mediator Applicants**  
**Re: Certification Process and Requirements**

Family mediator certifications are approved according to NH Administrative Rules, Chapter Fam 300 ([http://www.gencourt.state.nh.us/rules/state\\_agencies/fam.html](http://www.gencourt.state.nh.us/rules/state_agencies/fam.html)).

**To avoid unnecessary delay, applicants should review the rules before submitting their applications.**

The following is a brief summary of the rules:

**Educational Background**

- Have at least a Bachelor's degree in any academic field. (Fam 303.01 (a))
- Provide an authenticated transcript or similar authenticated document (Fam 302.04)

**Mediation Training** (Fam 303.03)

- Complete a minimum total of 48 hours of family mediator training, which includes
  - 24 hours of core instruction, which includes 3 hours of mediator ethics training and 10 hours of role-play, provided by a New Hampshire certified family mediator training program or presented by advanced practitioner/advanced educator member of the Association for Conflict Resolution.
  - 16 hours of mediation training specific to a New Hampshire divorce provided by a New Hampshire certified family mediator training program.
  - 8 hours of instruction in domestic violence issues provided by a New Hampshire certified family mediator training program.
- Submit copies of certificates of attendance for all training requirements.
- See Fam 303.03 (a)(2) for additional requirements if the core training is more than three years old.

**Internship** (Fam 303.07)

After completion of all required training:

- Participate in at least 20 hours involving at least two cases with a qualified intern supervisor (Intern Supervisor defined: Fam 301.08)
  - At least 16 hours of co-mediation with the intern supervisor or solo mediation with the intern supervisor present. (Co-mediation defined: Fam 301.05)
  - At least 4 hours of case supervision. (Case Supervision defined: Fam 301.03)
  - One case must be within 12 months of the application and include both a parenting plan and a final decree involving financial issues.
- Submit an intern summary form and 50-word synopsis for each case.
- Submit at least 3 redacted mediated agreements for cases co-mediated by the intern and written by the intern in paragraph format.
- Arrange for intern supervisor(s) to submit, directly to the Board, an intern evaluation for each case.
- See Fam 303.07 (e) for alternate internship requirements, if one qualifies as a Family Law Practitioner or Mental Health Practitioner (Fam 303.08).

### **Letters of Recommendation** (Fam 302.05)

- Arrange for 3 letters of recommendation to be submitted directly to the Board.
  - All intern supervisors must provide letters of recommendation.
  - All letters of recommendation must attest to the applicant's honesty and competence as a mediator and must include a recommendation to certify or not certify the applicant.
  - See Fam 302.05 (a) (2) for qualifications of others who may write letters of recommendation. Such individuals
    - Must have observed applicant while applicant participated in a mediation as an intern.
    - May not be related to the applicant.

### **Complete Application**

- Submit original & two copies of Application Part 1 & Part 2 (Fam 302.03)
- Submit application fee of \$300 (Fam 304.01)
- Application fees are not refundable.
- Submit or arrange for submission of all supporting documents (Fam 302.04)

### **Board Procedures**

- Applications are considered complete when the application, application fee and all supporting documents are received.
- Once an application and application fee are submitted to the Board, an applicant has 52 weeks to ensure that all supporting documents are submitted to the Board.
- Documents in support of an application may be sent to the Board before an actual application is submitted.
- After receipt of a complete application, the Board has 120 days to approve or deny certification.
- The deadline for receipt of complete applications to be reviewed at a Board meeting is one week before the meeting date.
- Anyone having questions may write the board, email [christine.horne@oplc.nh.gov](mailto:christine.horne@oplc.nh.gov) or call 271-2219.

**Failure to read & comply with the board's administrative rules may result application denial.**

**Reminder: application fees are not refundable.**