# Mediation Institute Membership Renewal

## Personal Details

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| --- | --- | --- | --- |
| **Title** |  | **Full Name** |  |
| **Date of Birth** |  |
| **Company Name (if relevant)** |  |
| **Job title** |  |
| **Please provide your preferred contact address and phone numbers.**  |
| **Postal Address** |  |
| **Address for Site Profile\*** |  |
| **Mobile Phone** |   |
| **Other phone** |  |
| **Email**  |  |
| **Socialss** |  |

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## *\* if you operate from your home address and do not want it published enter in a suburb or town name here for your profile. sProvide any social media links you would like on your profile e.g. LinkedIn.*

### Checklist

[ ]  I have ticked all correct check boxes in the document

[ ]  I have provided information about my Professional Indemnity Insurance or statutory immunity

[ ]  I have included payment information or paid online

[ ]  I have reviewed my profile on <https://www.mediationinstitute.edu.au/mi-members/> and all information is correct.
Please supply a 400 x 400 pixel photograph if you have not already done so.

### Meaning of Acronyms

CPD: Continuing professional development

MSB: Mediators Standards Board [www.msb.org.au](http://www.msb.org.au)

NMAS: National Mediator Accreditation System

RMAB: Recognised Mediator Accreditation Body. Mediation Institute is a RMAB

## **Requirements for Membership Renewal**

Please complete the declarations below.
 *You do not have to disclose anything that has previously been disclosed and accepted as not being a barrier to membership.*

Have you been disqualified from any type of professional practice, had any criminal convictions or impairment that could influence your capacity to discharge your obligations in a competent, honest and professional manner?

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*Attach details of the circumstances if you have been disqualified from any form of professional practice, criminal convictions, or impairment.*

Do you agree to comply with the Mediation Institute Code of Ethics and with any relevant legislation, professional standards and any other requirements that may apply to your roles?

<https://www.mediationinstitute.edu.au/mediation-institute-forms/>

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Proceed no further – you must make this undertaking.

### Insurance

You must have Professional Indemnity Insurance or cover through your employer. We also recommend that you add public liability cover to your policy. You must notify us if your insurance provider changes.

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| [ ]  I have Professional Indemnity Insurance  | *Name of insurer* | *Renewal date* |
| [ ]  I have cover through my employer  | N*ame of organisation* |

**Professional Indemnity Insurance:** Mi RMAB recommends All Solutions Insurance. Quoted at $200 plus Taxes (between $225 - $245) Current 31.5.17

Contact Samantha Bridger, Director. samantha@allsolutionsis.com.au Phone 0437 712 753

*Insurances services are provided for the convenience of members. Mi RMAB receives no benefit or commissions. For Policy Wording and Disclosure please refer to All Solutions Insurance*

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|  | **Membership Type**  | **Comments**  |
|  | **NMAS Mediator accredited through Mediation Institute**   |  |
|  | **NMAS Mediator with other RMAB** - Enter RMAB and renewal date in the comments field. |  |
|  | **FDR Practitioner** - I am an accredited Family Dispute Resolution Practitioner. Enter your FDRP Registration number *if you are not currently recognised in this member category.*  |  |
|  | **Family Group Conference Facilitator –** Supply a copy of your Certificate of Completion *if you are not currently recognised in this member category.* |  |
|  | **Child Inclusive Practitioner -** Supply a copy of your Certificate of Completion *if you are not yet in this member category.*  |  |
|  | **Certified Coach –** Supply a copy of your Certificate of Completion from Coach Training *if you are not yet a member in this category.*   |  |
|  | **Transformative Relationship Mediation Membership –** Supply a Certificate of Completion *if you are not yet a member in this category.*  |  |
|  | **Other Relevant professional roles you want noted on your membership profile e.g. practicing solicitor, barrister or psychologist.**  |  |

### Membership Categories. It does not affect your membership fee to be recognised in more than one membership category.

## Member Benefits

1. Membership includes access to our external complaints service that can address complaints made against you.
2. Free and member rates Professional Development opportunities.
3. Access to the Mediation Institute member community and shared learning.
4. Listing on the Mediation Institute Member Directory.

See our currently available courses and professional development activities on the Mediation Institute website.

<https://www.mediationinstitute.edu.au/events/>

## Practice and CPD Requirements for Mediator Renewal

### Mediation Experience

**NMAS Mediators -** Please select to indicate practice experience over the past two years.

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| --- | --- |
|  | I have conducted at least 25 hours of mediation, co-mediation, family dispute resolution or conciliation since my accreditation or the last renewal of my accreditation. |
|  | **I have NOT** conducted 25 hours of mediation, co-mediation, family dispute resolution or conciliation since my accreditation or the last renewal of my accreditation. |

* If you have conducted less than 25 hours of mediation, co-mediation, FDR or conciliation in the past two years you will be required to participate in a refresher course and/or competence assessment. <https://www.mediationinstitute.edu.au/product/nmas-mediator-accreditation-assessment/>
* If you have conducted at least 10 hours of mediation, co-mediation, family dispute resolution or conciliation but less than 25 hours in the past two years **you will be required to participate in a re-assessment of competence.** <https://www.mediationinstitute.edu.au/nmas-re-accredition-course-mediator-refresher-course/> Includes 8 hours of eligible CPD

If you are not a NMAS Mediator there is not currently a requirement regarding practice hours.

### Professional Development

NMAS Mediators – please complete the attached CPD Evidence Template showing 25 hours of professional development activities since your last accreditation or last renewal of accreditation.

**You must participate in sufficient CPD to meet the 25-hour requirement within 2 months of your renewal date or we cannot renew your accreditation and it will lapse.**

[**https://www.mediationinstitute.edu.au/events/**](https://www.mediationinstitute.edu.au/events/)

FDR Practitioners have mandatory PD Requirements of 24 hours of FDR Related PD every two years.

We encourage members to make use of the PD Calendar and Template to schedule in your professional development throughout the year. 2020 PD Calendar Template – this template is read only please follow the instructions to save an editable copy for yourself.
<http://bit.ly/Mi-2020-PD-Calendar>

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| **NMAS Members Only CPD Evidence Template** |
| **Name:** |  | **Accreditation Period** |
| **From** |  |
| **To** |  |
| **Hours** | **Max** | **Categories** | **Please provide a brief overview of the type of activity** |
|  | 20hrs | **Participating in Education:** *formal, structured activities e.g conferences, courses, seminars and workshops* |
|  |
|  | 15hrs | **Reflecting on Practice:** *professional supervision, coaching or structured peer- based reflection on cases.* |
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|  | 15hrs | **Providing professional development:** *delivering presentations on mediation or related topics (2 hours prep for every 1 hour presentation) or providing professional supervision, assessment, coaching or mentoring trainees and/or practitioners.* |
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|  | 10hrs | **Credit for related CPD:** *CPD in other disciplines such as law, behaviour or social sciences or other profession relevant to your professional roles e.g building or engineering* |
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|  | 8hrs | **Learning from practice:** *participating in up to 4 mediations as a client representative / support person, as a trainee in a formal learning capacity or role playing for trainees in leaning or assessment activities (Max. 2 hours per mediation or other simulation)* |
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|  | 5hrs | **Self-directed learning:** *private reading, listening to podcasts, watching videos, writing blog posts, articles or books relevant to mediation or your other roles.*  |
|  |
|  | 5hrs | **Other –** *provide details of other**activities you believe are relevant professional development.*  |
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|  | **Total** *25 hours min.* |

## Declarations

I understand that Mediation Institute may require further information if I have disclosed criminal convictions or other impediments to my re-accreditation and/or membership renewal. I authorise Mediation Institute to seek information from any party noted on my application and/or supporting documents I supplied to evaluate my application.

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| Do you want a public profile on the Mediation Institute website? *Profiles include a form for clients to contact you, your qualifications, a photo and brief bio* |
|  |

**NMAS Accredited with Mi –** your name and accreditation details will be updated on the MSB’s Register of NMAS Mediators. <http://msb.org.au/mediators>

**FDR Practitioners only:** *By becoming a member of Mediation Institute as a Family Dispute Resolution Practitioner and using Mediation Institute as your Complaint Handling Body you authorise Mediation Institute to notify the Attorney Generals Department if a substantiated complaint is made against you. We are also required to notify them if your NMAS accreditation lapses, is suspended or is cancelled. We will advise you by the last known contact method before any notification to the Attorney Generals Department is made.*

All information provided is correct to the best of my knowledge.

|  |  |  |  |
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| Name |  |  | Date |
| Signature |  |

## Payment

**NMAS Members** - your 2-year renewal is $320 and includes your NMAS renewal fee payable to the Mediators Standards Board (MSB) on your behalf.

**All other member categories** – your 2-year renewal is $220 including GST

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| --- | --- | --- | --- |
| **Payment Amount** |   | Card Type | [ ]  Visa [ ]  Mastercard |
| **Name on Card** |  |
| **Card Number** |  |
| **Expiry Date** |  | CVV |  |
| **Notes** |  |

For direct deposit: BOQ BSB 123 – 638 Account 22168520 or to pay online or request an invoice go to:
 [https://www.mediationinstitute.edu.au/product/**new-nmas-mediator-accreditation**/](https://www.mediationinstitute.edu.au/?post_type=product&p=5859&preview=true)