

# 2010 CREDENTIAL RENEWAL

**TEXAS  
MEDIATOR  
CREDENTIALING  
ASSOCIATION**



Renewal Instructions: (1) Complete the CREDENTIAL HOLDER INFORMATION section. (2) In the MAINTENANCE OF TMCA CREDENTIAL section check the credential level. (3) Complete the CONTINUING EDUCATION RECORD showing the total hours and ethics hours at the end of the Additional and Total Hours table. And (4) Complete and sign the DECLARATION OF FULFILMENT OF REQUIREMENTS section and mail the completed form and fee to TMCA c/o John P. Palmer; Naman, Howell, Smith & Lee, PLLC; P.O. Box 1470; Waco, TX 76703-1470, phone 254-755-4100, fax 254-754-6331. Definitions of terms used in this document are shown in the section DEFINITIONS at the end of the document.

To change to a different credential level, a new Application for that credential is necessary along with a renewal form for the new level.

## CREDENTIAL HOLDER INFORMATION

Name: <input type="text"/>	
Check here if your contact information has <u>changed</u> since last year <input type="checkbox"/>	
Firm or business: <input type="text"/>	Home Phone: <input type="text"/>
Street or Box #: <input type="text"/>	Business Phone: <input type="text"/>
City: <input type="text"/>	Fax: <input type="text"/>
State and Zip Code: <input type="text"/>	Email: <input type="text"/>

## MAINTENANCE OF TMCA CREDENTIAL

In order to maintain TMCA credential status, mediators must meet the following standards on an annual basis. In the first column below, check the level at which you are renewing.

Credential Level (Check One)	Level	Annual Education Requirement	Annual Experience Requirement (Mediations or Hours)		Comment	Fee
			Mediations	Hours on mediation		
<input type="checkbox"/>	Credentialed Distinguished	15 hours continuing education, including 3 hours of ethics in mediation.	25	150	Available for 5 <i>pro-bono</i> mediations annually.	\$150
<input type="checkbox"/>	Credentialed Advanced	Same as above.	10	60	Available for 2 <i>pro-bono</i> mediations annually.	\$125
<input type="checkbox"/>	Credentialed	Same as above.	3	15	None.	\$100
<input type="checkbox"/>	Candidate for Credential	Same as above.	None	None	Status may be maintained for a maximum of four years.	\$50

## CONTINUING EDUCATION RECORD

A minimum of fifteen continuing education hours including three hours of ethics is required for all levels. If you fully attended any of the conferences shown below you can check the conference and count the hours as shown. If you do not meet the requirement with these hours, show your additional hours in the Additional Hours table. Show the Total Hours at the bottom of the Additional and Total Hours.

**Conference Hours**

<i>Check Below if Attended</i>	<i>Conference</i>	<i>Total Hours</i>	<i>Ethics Hours</i>
<input type="checkbox"/>	ADR Section SBOT, Advanced Mediation Skills and Techniques, Houston, Jan. 30, 2009	7.5	2.0
<input type="checkbox"/>	TMTR Train-the-Trainer Conference, Feb. 26, 2009	6.5	0.0
<input type="checkbox"/>	TAM Conference, Dallas, Feb. 27, 28, 2009	11.25	4.75
<input type="checkbox"/>	AAM, Fort Worth, April 24 and 25, 2009	6.5	5.5
<input type="checkbox"/>	AAM, San Antonio, September 11, 2009	6.75	6.75
<input type="checkbox"/>	TMCA Symposium, Austin, Nov. 14, 2009	6.25	3.0
<b>Conference Subtotal</b>			

If you do not have the required hours from the above conferences, show additional hours below.

**Additional and Total Hours**

<i>Title</i>	<i>Sponsoring Organization</i>	<i>Show the number of hours in the appropriate column below.</i>					<i>Transfer the hours from the columns on the left to here.</i>	
		<i>Substantive Course (max 5 hrs.)</i>	<i>Mediation Course</i>	<i>Ethics Course</i>	<i>Mediation Self-Study (max 3 hrs.)</i>	<i>Training (max 5 hrs.)</i>	<i>Hours</i>	<i>Ethics Hours</i>
<b>Subtotal for Additional Hours</b>								
Conference Subtotal from above table								
<b>Grand Total</b>								

Records documenting continuing education should be kept at least three years.

**DECLARATION OF FULFILMENT OF REQUIREMENTS**

In accordance with the requirements for maintenance of the TMCA credential at the level indicated above in the MAINTENANCE OF TMCA CREDENTIAL section, I \_\_\_\_\_ (insert name in blank) certify that I have:

1. Conducted \_\_\_\_\_ mediations, or a total of \_\_\_\_\_ hours of mediation during 2009,
2. Completed 15 or more hours of continuing education as per the TMCA established criteria and shown in the above CONTINUING EDUCATION RECORD, and
3. If required, made myself available to the courts and/or to the public to conduct at least the minimum pro-bono mediations.

\_\_\_\_\_

\_\_\_\_\_

*Signature (typing your name represents a signature)* *Date*

**DEFINITIONS**

- For the purposes of credential designation requirements, the following definitions shall apply:
1. Annual - a calendar year that begins on the first day of January.
  2. Conducted mediation – a process during which the mediator communicates with the parties to a conflict either together or separately to identify with each known party the issues in dispute and possible solutions, and to encourage and facilitate communication, reconciliation, settlement and understanding between the parties.
  3. Mediation or Hours of Mediation - refers to 'conducted mediation' as defined above.
  4. Substantive Course- Education in a subject matter area involved in the cases mediated. The subject matter education must be provided through an organization recognized by practitioners in the subject matter area for providing such training and issues certificates of completion of training, e.g. Bar Association CLE or other CE Association courses.
  5. Training or Continuing Education - any training or continuing education which meets TMCA criteria for training or continuing education. See the criteria on the TMCA website at [www.txmca.org](http://www.txmca.org).