



## Frequently Asked Questions About Application to TMCA

***Question 1: Should I apply for a credential designation (level) if I am eligible for it now but don't believe I will be able to meet the requirements for maintaining it?***

Answer: If you do not meet the criteria for maintenance, you will have to reapply for another designation. It might be easier to apply for the designation you believe you will be able to maintain.

***Question 2: What kind of documentation do I have to provide?***

Answer: You must attach documentation showing you have completed a 40 hour basic mediation training which meets the TMCA guidelines regardless of the level of your application.

Additionally, when you sign the application you are certifying that you meet or exceed the requirements for a specific designation.

- You are to maintain documentation of continuing education hours in your files, but will not be asked to provide those to TMCA when submitting your application.
- You will be certifying that you meet or exceed the requirements to maintain a specific designation.

***Question 3: What if it takes me longer than four years to move from "Candidate" to "Credentialed" level?***

Answer: You will need to drop the "Candidate" credential until you can meet the criteria for the "Credentialed" level. Then you can apply for the "Credentialed" level credential.

***Question 4: What if I apply during the year? Is the fee the same?***

Answer: Yes.

***Question 5: Does the Family Law Mediation training required in the statute count as "advanced" course work?***

Answer: Yes.

***Question 6: May I use the TMCA logo along with my credential in advertising my services?***

Answer: No.

***Question 7: Does auditing a college course count as continuing education?***

Answer: Guidelines for continuing education are available on the [txmca.org](http://txmca.org) website.

**Question 8: *I sent in my application and haven't heard anything?***

Answer: Your application is reviewed on a monthly basis. Therefore, credentials are only issued no more than once a month. If there is any problem with the application, you will be contacted. If you don't hear anything, please contact the TMCA secretary at [secretary@txmca.org](mailto:secretary@txmca.org).

Any other questions should be addressed to the TMCA secretary. Contact information for the secretary can be found on the "Contact Us" page of the TMCA website at [www.txmca.org](http://www.txmca.org).

**"Promoting quality mediation service throughout Texas."**

Texas Mediator Credentialing Association  
[www.txmca.org](http://www.txmca.org)