



## Frequently Asked Questions about Renewals

**Question 1: *When are renewals due?***

Answer: January 1st of every year.

**Question 2: *Is there a grace period after January 1st of each year?***

Answer: Only until February 28th and only as approved by the TMCA Board for that renewal year. In order to ensure the publication of your credential in TMCA's promotion material, the TMCA must receive and approve your application no later than February 15th of that credentialing year.

**Question 3: *What if I don't renew within the allotted renewal time?***

Answer: Your credential will expire and your name will be removed from the list of TMCA credential holders and from the website. You may no longer "hold out" in any way that you are associated with TMCA.

**Question 4: *May I renew my TMCA credential after the renewal period is over?***

Answer: Technically no but you may re-apply by submitting a new application including the Terms and Condition Agreement. You must go through the TMCA Board approval process.

**Question 5: *What if I was sick, disabled, out of Texas or otherwise unable to meet the renewal requirements for this past year but I still want to hold a credential?***

Answer: Your only option is to submit (1) a new Application including the Terms and Condition document to start again as a new credential holder at whatever credential level you qualify for. Your new application will have to be approved by the TMCA Board.

**Question 6: *How do I know if my continuing education qualifies for renewal?***

Answer: Please see the Continuing Education Guidelines posted on the TMCA website, <http://www.txmca.org/training.htm>.

**Question 7: *May I change designation (level) at renewal time?***

Answer: Anyone may change designation at any time by submitting a new Application with their designation appropriately checked off on the application. The two page Renewal form must also accompany the new Application. If you change your designation during the year that you currently hold a credential you will have to pay the full application fee at that time. However if you do so during the normal renewal period you will only have to pay the fee the one time for the upcoming year.

**Question 8: What if I don't meet the renewal requirements for my existing credential?**

Answer: You may change to another designation. Submit the renewal forms and a new application for the new designation. Applications can be downloaded from the [www.txmca.org](http://www.txmca.org) website or submitted online.

**Question 9: Can I send in my continuing education documentation in place of filling out the second page of the renewal form?**

Answer: No. Do not send documents to TMCA. You must personally fill out the continuing education record (second page of the renewal form). The documentation does not have to be submitted but should be retained in your files.

**Question 10: If I have 3 hours of self-study and 5 hours in a training role both related to mediation training, can I count these hours for continuing education?**

Answer: Yes.

**Question 11: How will I know if an ethics course is approved?**

Answer: Look for ethics courses that say that they meet the [Texas Mediation Trainers Roundtable](#) standards for ethics courses.

**Question 12: Will attendance at conferences such as the ADR Section of the State Bar continuing education conference and the Texas Association of Mediators conference qualify for continuing education hours?**

Answer: Yes.

**Question 13: What if it takes me longer than four years to move from "Candidate" to "Credentialed" status?**

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 14: What if I take a course that only has a few hours on mediation?**

Answer: You can count just the hours that relate to mediation.

**Question 15: What if the title of the course does not indicate its relevance to mediation?**

Answer: Include a note about how it relates to mediation.

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)