



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 if passed by the TMCA Board for that renewal year.

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

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

Question 4: May I re-join TMCA after the renewal period is over?

Answer: Yes, you may re-join by submitting (1) a new application and (2) a 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 and (2) a Terms and Condition document to start again as a new credential holder. 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, www.txmca.org/renewal_info.html.

Question 7: May I change designation at renewal time?

Answer: Anyone may change designation 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.

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 website.

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).

Question 10: For continuing education, can I count both 3 hours of self-study and 5 hours from being a trainer for a total of 8 hours of continuing education each year?

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 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" designation until you can meet the criteria for the "Credentialed" designation. Then you can apply for the "Credentialed" designation.

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.