

Vermont Superior Court Family Mediation Program (VSCFMP)  
APPLICATION FOR CONTRACT

Thank you for your interest in becoming part of the VSCFMP. We will review this application based upon the VSCFMP needs and contact you regarding next steps in your candidacy, if needed. Your application does not constitute automatic acceptance into the program.

FULL LEGAL NAME: \_\_\_\_\_

SOCIAL SECURITY NO: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ OFFICE PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

Are you currently a member of any professional organizations relating to mediation? If yes, please list:

Have you ever been convicted of a crime? \_\_\_\_\_ Please explain (include dates and specifics):

The VSCFMP contracts, as needed, with mediators with advanced level skills, experience, and training, who are fully competent to take on mediations which include divorce, post-divorce, and guardianship. Mediators are responsible, as are all professionals, to have completed all of their preparation which ensures basic competency and preparation for the program prior to applying. The program is not responsible to offer preparation training or provide cases for experience hours.

## **PROCESS**

In order to apply to the program:

1. Download the application from the Vermont Judiciary website:  
[judiciary.org/courtprograms/mediationprograms/mediationapplication](http://judiciary.org/courtprograms/mediationprograms/mediationapplication)
2. As applicants are putting together their documentation of experience and training, they may contact the case consultant at the VSCFMP for assistance in determining whether or not particular trainings or types of experience qualify.
3. Mail the completed application to the VSCFMP office for consideration.
4. The VSCFMP will review the application to evaluate the qualifications and experience. Submittal of an application does not constitute automatic acceptance into the program. The program will notify the applicant should they have the need of the applicant's services.
5. The application will be evaluated for training, experience, professionalism, and ability to represent the Judiciary. The applicant will be considered based on program needs. If an interview is warranted, the applicant will be contacted and an interview scheduled. Following the interview, the VSCFMP will make a determination regarding the applicant's acceptance into the program.
6. A criminal back ground check is required once the applicant has been accepted and prior to issuing a contract.

The VSCFMP provides mediation services through the Family and Probate Divisions of the Vermont Superior Court. The program deals with issues arising out of separation, divorce and post-divorce, parentage, including parental rights and responsibilities, financial and property settlements, extenuating circumstances surrounding support, spousal maintenance and modifications, and guardianships.

In order to provide mediation services as a contracted mediator with the VSCFMP, a mediator must meet the qualifications for providing quality divorce mediation services and agree to abide by the protocols and requirements of the VSCFMP, participate in continuing education and peer supervision, provide professional services based on the program's Uniform Sliding Fee Scale (Exhibit C), and carry professional liability insurance.

*Please complete the Mediation Application Worksheet, detailing your training, experience and supervision in the area of divorce mediation. Include documentation of trainings such as agendas, certificates of completion, etc.*

### **MINIMUM TRAINING REQUIREMENTS FOR CONTRACT MEDIATORS**

**Training Requirements:** attach course descriptions/agendas, certificates if available, or trainer contact information

- A. 28-hours Basic Mediation:** including a minimum of 6 hours role play and debriefing activities.
- B. 40 hours Divorce Mediation Training:** the 40-hour training may meet some of the training requirements in C and D.
- C. 24 hours training in the psychology of divorcing family dynamics:** Must include the effects of divorce on children, power imbalances, communication styles, and child development.
- D. 36 hours substantive training to include:**
  - 8 hours domestic abuse
  - 8 hours substance abuse
  - 8 hours Vermont divorce law
  - 12 hours child support financial issues in divorce which must include 4 hours 'hands on' work, case study, simulations, role play, etc.
- E. 16 hours advanced skills mediating divorcing families (process, skills, tools** in addition to training received in B) *including* a minimum of 4 hours active role play and debriefing activities.

The 40-hour divorce mediation training must include no less than 12 hours hands-on experience of advanced skills and technique/process to include role-play, simulation, case study, and debrief. The training must also include the following:

- Law and mediation
- Types of issues in divorce mediation
- Ethics
- Understanding and working with the court
- Divorce and children

Dynamics of families in mediation  
Domestic violence  
Alcohol and drugs  
Introduction to the literature of divorce  
Document writing

### **MINIMUM EXPERIENCE REQUIREMENTS FOR CONTRACT MEDIATORS**

- 100 hours of family mediation broadly defined to include divorce, post-divorce, parent-child contact, parentage, family business, wills, estates, minor guardianships, unification, etc.
  - 50 of the 100 hours shall be as the solo or primary mediator in a divorce, post-divorce or parentage case.
  - Three cases during the 50 hours shall be in concurrent consultation with a VFMP approved consultant
  - Two of the above three cases shall be complete divorces that include a written proposed parenting plan and property settlement.

**\*\* Included in the 50 hours, the applicant mediator shall receive no less than 7 hours **direct case consultation** with up to three separate VSCFMP consultants. This consultation shall include planning, document review, and debriefing, specifically for the purpose of case review and preparation. The consultation may occur by phone or in-person. Every consultant used to meet the 7 hour requirement must observe the applicant for 1.5 hours either in person or by video.**

The applicant mediator shall attach to the application copies of all drafts of his/her written summaries and memoranda generated during the consultation with the three VSCFMP consultants. These documents must be generated by the applicant mediator without significant edits made by the consulting mediator. Any consultant revisions, edits, or written comments must be noted and identified.

Each consultant used for the 50 hours will complete the Consultant Assessment and Verification form which is used for aiding in assessment of the mediator's strengths and weaknesses, as per the VSCFMP standards of practice. Typical key areas evaluated include divorce mediation skills, information tracking, ability to maintain impartiality, willingness to allow parties to be self-directed, accurate memoranda writing. The consultant will verify that the applicant was the solo or primary mediator in planning, executing, and drafting materials.

The applicant mediator shall provide copies of all current printed promotional materials, such as brochures, business cards and press releases.

Under some circumstances, the VSCFMP may provide a provisional contract for applicant mediators to work in the program's underserved counties, provided the applicant is in active consultation with a VSCFMP approved mediator.

## **DOCUMENTATION OF TRAINING, EXPERIENCE AND CONSULTATION REQUIREMENTS**

The applicant mediator shall provide:

- Title, location and dates of workshops,
- Names of all presenters,
- Copies of workshop and course agendas,
- Certificates or certification of completion, or contact information for the trainer or organization providing the training,
- Documentation including hours and dates outlining time spent in consultation, and
- All consulting mediators' Consultant Assessment and Verification forms.

Note:

Some of the consultant and/or training requirements may be substituted for equivalent experience upon approval of the Program.

Applicant statement:

*I hereby affirm that all of the information included in this application is true and correct.*

*Further, I understand that as a mediator participating in the Vermont Family Mediation Program, I will: a) abide by the requirements and protocols of the VSCFMP, b) provide my professional services based upon the program's Uniform Sliding Fee Scale (Exhibit C) to qualified and appropriate parties as agreed upon by the VSCFMP; c) carry a minimum of \$250,000 in professional liability insurance; d) participate in continuing education/training and supervision as required by the VFMP.*

*I have copies of and have read and understand the VSCFMP requirements, policies and protocols including policies related to ongoing training and consultation requirements, data collecting requirements, billing requirements, complaint and removal processes, on leave and inactive mediator policies and the domestic abuse screening protocols.*

Date \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

Please return this completed form with attached required documentation and a photocopy of your liability insurance to: Vermont Superior Court Family Mediation Program, Office of the Court Administrator, 109 State Street, Montpelier, VT 05609-0701

Date \_\_\_\_\_

\_\_\_\_\_  
**Approved by Manager**

Name \_\_\_\_\_

Date \_\_\_\_\_

## MINIMUM TRAINING REQUIREMENTS FOR CONTRACT MEDIATORS

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## MINIMUM EXPERIENCE REQUIREMENTS FOR CONTRACT MEDIATORS

- My family mediation experience began (approximate date)\_\_\_\_\_
- I have completed 100 hours of family mediation with no less than 50 hours as the solo or primary mediator.
- Attached is the documentation pertaining to the 50 hours, including the 30 hours as outlined on page three. Each case is identified by type, stage of completion, and indexed using a numerical system to identify cases and dates of case sessions.
- Attached is the documentation of the 7-hours case consultation, including dates of direct consultation contact, specific purpose of consultation, and the identification number of the cases worked on.
- Attached is the Consultants’ Assessment and Verification Form

*By signing this application, I state that I understand that my application is considered complete, that I will be required to comply with all program requirements and guidelines including continuing education. I further understand that my application does not constitute automatic acceptance into the program.*

**If contract is approved by VSCMP, please indicate how you would like to be listed in our directory:**

**OFFICE ADDRESS(ES) :** \_\_\_\_\_

**OFFICE PHONE #** \_\_\_\_\_

**IN WHICH COUNTIES YOU WOULD LIKE TO BE LISTED** \_\_\_\_\_