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NEWS AND UPDATES

DISPUTE RESOLUTION COMMISSION

MEDIATOR RENEWAL INFORMATION

FY 2024-25

JULY 1 - SEPTEMBER 30, 2024

Visit www.ncdrc.gov, scroll down to the “Renewal Section” and click on the logo; enter your email address; enter your security password (if you do not remember it, click on the link to have sent to your email). Once on the Mediator Profile, click on “Renew My Mediator Certification(s) FY 2024-25.”

Step 1: RENEWAL APPLICATION AND REPORTING CONDUCT PART A

In this section, the mediator is to report any current pending grievances issued by a regulatory body, or other reportable conduct issues, under Part A. Conduct. **You must disclose any matter related to good moral character as defined under MSC/FFS Rule 8 on your Renewal Application, even if the matter has been previously reported to the DRC. Please note, you are required to report any pending grievance(s) issued by a regulatory body, or other reportable conduct issue(s), any conviction(s), restraining order(s), tax lien(s), or civil judgment(s) matters on your renewal application even if you have previously reported the matter to the DRC.** Do not hesitate to contact DRC staff if you have any questions. If you reported a grievance on your previous Renewal Application and it has been dismissed, or you received discipline, you must follow-up with DRC staff.

Step 2: Reporting CME PART B

In this section, the active mediator will report the CME trainings they completed prior to the renewal period. Inactive mediators are not required to complete CME. Also, newly certified mediators, (mediators who were certified during the previous fiscal year 2023-24) are not required to complete CME. To find a current listing of approved CME trainings, or to view the Commission’s CME Policy, visit the [Commission’s CME Page](#).

Step 3: CERTIFICATION, PROFILE UPDATE, INVOICE and PAYMENT PART C

In this section, the mediator will certify that the information submitted within Sections A&B are true and accurate. The section also reminds the mediator that under MSC/FFS/Clerk Rule 2, it is the responsibility of the mediator to update their court appointments on their profile (the next step), and that if the mediator selects to pay by credit card, the fees associated with processing the charge.

Step 4: MEDIATOR PROFILE

Once you have completed your Renewal Application, you will be taken to your Profile Page. **As a reminder, per MSC/FFS/Clerk Rule 2, mediators shall designate, each year during the renewal period, the districts/counties they are willing to accept court appointments.**

Mediators may select on their Mediator Profile, if they will only conduct mediations by remote means or in-person, by updating the Key Word Search section on their profile.

A.1 REMOTE – will only conduct REMOTE Mediations

A.2 IN-PERSON – will only conduct IN-PERSON Mediations

A.3 ANY– Mediator conducts REMOTE & IN-PERSON or HYBRID Mediations.

The key word search is simply a way for mediators to put the world on notice of their preferred method, remote vs. in-person, or any method. Once on your Profile, scroll down to the bottom of the page to the “Key Word” section. The three new options are listed at the top of the list. Once you have completed your update, click the “Submit” button, you will then be taken to the payment page.

The platform will timeout after approximately 20 minutes. If you have a lot of corrections to make to your profile, you may need to draft the language for your profile in a word document and then cut and paste the information into your profile.

Step 5: PAYMENT

You may either pay by credit card, or by check. To pay by credit card, click on the proper link and agree to pay the processing/service fees. To pay by check, print out your invoice and include a copy of it with your check. Once you have submitted payment by credit card, or your check has been processed by staff, you will not have access to printing out your invoice. For more information on paying your renewal by credit card, please visit the [Commission’s Renew Certification page](#).

Step 6: EMAIL RENEWAL

Once NCDRC staff has processed your application and payment, you will receive an email confirming your renewal along with your certificate.