



**Apprentice Guidelines and Requirements for
The Dispute Resolution Center**
Serving Orange, Putnam, Sullivan and Ulster Counties

Name: _____ Date Training Completed: _____

The following plan will be implemented for mediators who complete the Basic Mediation Training.

Requirements:

1. Six observations of a court mediation conducted by experienced mediators.
Please enter the date of each observation: 1. _____ 2. _____
3. _____ 4. _____ 5. _____ 6. _____

2. Five co-mediations with an experienced mediator which will include time for feedback and discussion with the co-mediator. *Please enter the date & name of mediator 1. _____ 2. _____ 3. _____*
4. _____ 5. _____

3. One mediation in which trainee is observed by staff or experienced mediator and given feedback and assessed as to skills. The staff will make a determination as to whether the trainee should continue in the apprenticeship or be certified.

Observed by _____ date: _____

4. If trainee is to continue in the apprenticeship, they will do **two more co-mediations** paying particular attention to those areas staff observed as needing attention.
1. _____ date: _____
2. _____ date: _____

5. Trainee who continues in the apprenticeship **will once again be observed** by staff or experienced mediators and assessed.

Observed by: _____ date: _____

6. Trainee is required to participate in at least one in-service a year, which will provide an opportunity to discuss techniques and procedures with other mediators.
Date: _____

7. Mediators will participate in bi-annual evaluation sessions with staff or experienced mediators.
Date: _____

This form will serve as a record of the trainee’s apprenticeship completion.