



IDAHO MEDIATION ASSOCIATION

P. O. Box 2504; Boise, Idaho 83701  
[www.idahomediationalassociation.org](http://www.idahomediationalassociation.org)  
[admin@idahomediationalassociation.org](mailto:admin@idahomediationalassociation.org)

**\$100**

**Certified Professional Mediator (CPM) Application**

**\$100**

**Submit your application and all supporting documents in PDF format to the above email.**

Please read and follow all directions carefully to avoid delays in processing your application.

Name \_\_\_\_\_ Date \_\_\_\_\_  
(as you want it to appear on your CPM Certificate)

Mailing Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

**Are you a current IMA member in good standing?** You must have paid this year’s dues for either general or student membership and have a valid e-mail address on file with IMA.

- Yes
- No (You must join IMA prior to submitting this application. To join, go to [www.idahomediationalassociation.org](http://www.idahomediationalassociation.org).)

**Application checklist (you must submit this application and all supporting documents in PDF format to [admin@idahomediationalassociation.org](mailto:admin@idahomediationalassociation.org)):**

- Documentation of Basic Mediation Training:** Attach a course completion certificate or college transcript showing successful completion of a 40-hour basic mediation course (1 college credit = 15 hours), specifying the delivery format (live, Zoom, etc.) Include:
  - Name and contact information of the sponsoring organization
  - Title of the course
  - Dates
  - Number of course hours or college credits
  - If not certified by IMA (see IMA website for list of certified courses), provide a course outline or other information sufficient to evaluate the curriculum (required)
  
- Documentation of Additional Mediation Training:** Attach course completion certificates or college transcripts showing successful completion of a minimum of 40 hours of other mediation training, completed within the four (4) years immediately preceding the CPM application (1 college credit = 15 hours). For each training activity or course, include:
  - Name and contact information of the sponsoring organization
  - Title of the course/training activity
  - Dates and delivery method (live, Zoom, etc.)
  - Number of course hours or college credits
  - If not certified by IMA (see IMA website for list of certified courses), provide a course outline or other information sufficient to evaluate the curriculum (**required**)
  - If submitting a college transcript, clearly identify the course(s) on the transcript

- Documentation of Mediation Case Practice: Submit a Mediation Case Practice Log, signed by you, documenting 60 hours of actual mediation within the four (4) years immediately preceding the application, of which at least 30 hours must be as lead or solo mediator. For each mediation, include date, time spent, and type of case, and note whether it is a mentored or lead/solo case. **Redact any personal information.**
- Simple Memorandum of Understanding/Mediation Agreement (MOU/MA): Submit an MOU/MA that includes as many clauses as necessary to adequately address the resolution of one (1) mediated issue/topic.
- Complex Memorandum of Understanding/Mediation Agreement (MOU/MA): Submit an MOU/MA that includes as many clauses as necessary to adequately address the resolution of a dispute that includes a minimum of four (4) mediated issues/topics.

**NOTE: Please submit mediation agreements that correlate to your mediation practice. Your agreements should stand alone and demonstrate your ability to write a complete, enforceable agreement. If using MOU/MAs from actual cases, redact names and other personal identifying information such as addresses, social security numbers, birthdates, etc. Do not submit boilerplate, fill-in-the-blank, or court provided forms, small claims court or eviction court stipulations, etc.**

- NOTE:** To be enforceable, mediation agreements must be “clear and unequivocal.” Agreements must specifically require a person to do or refrain from doing something. (See Thompson v. Bybee, Idaho Court of Appeals Opinion No. 64, October 17, 2016.)
- Application Fee: \$100. *NOTE: Upon receipt of your application, the Administrator will generate an invoice for the application fee. The invoice will attach to your IMA account, and you can either pay online through the IMA website or mail a check to IMA at P. O. Box 2504, Boise, Idaho 83701. Your application is considered complete only after all documents and payment have been received.*

#### DECLARATION OF COMPLIANCE

I, \_\_\_\_\_, declare under penalty of perjury as follows:

1. I am the person named herein, and I have personally fulfilled the requirements for Certified Professional Mediator (CPM) as set forth in this application.
2. The documentation contained in this Application is true and correct to the best of my knowledge, information, and belief.
3. Once certified, I agree to abide by the IMA Standards of Practice and IMA Policies & Procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date