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CPM Application Decision

Applicant _____

Date _____

- CPM Application is:
- Approved
 - Denied 1st Time (may revise and resubmit one time within one (1) year)
 - Denied 2nd Time (may submit a new application and fee after _____)

Basic Mediation Training:

- _____ Course is a minimum of 40 hours presented in live classroom format.
- _____ There is a course completion certificate or college transcript that includes:
 - Name and contact information of the sponsoring organization
 - Title of the course
 - Number of hours or college credits
 - Dates and location
- _____ If not certified by IMA, sufficient information is included to evaluate the curriculum.
- _____ The course includes hands-on learning exercises such as role play simulations of mediated disputes.

Comments

Additional Mediation Training:

- _____ There is documentation of a minimum of 40 hours of additional training within the four (4) years immediately preceding the application.
- _____ For each course, there is a course completion certificate or college transcript showing:
 - Name and contact information of the sponsoring organization
 - Title of the course/training activity
 - Number of hours or college credits
 - Dates and location
- _____ If not certified by IMA, sufficient information is included to evaluate the curriculum.

Comments

Mediation Case Practice:

- _____ A mediation case practice log is included and signed.
- _____ All personal information has been redacted.
- _____ The log reflects a minimum of 60 hours of mediation practice within the four (4) years immediately preceding the application.
- _____ At least 30 hours is noted as lead or solo mediation.
- _____ The log includes for each mediation:
 - date
 - time spent
 - type of case

Comments

Memorandum of Understanding/Mediation Agreement (MOU/MA) - Simple:

- _____ The MOU/MA adequately addresses resolution of one issue (topic).
- _____ The MOU/MA includes:
 - purpose of the agreement and the duration, if applicable
 - names of parties to the agreements and their relationship to each other
 - clear numbered headings for agreement issues (topics)
 - all promises and/or agreements made
 - closing and signatures with date(s) signed
- _____ The MOU/MA is written clearly, descriptively, and unambiguously using common English and proper grammar and spelling.
- _____ The MOU/MA is formatted properly.
- _____ Agreement provisions are written such that clauses conditioned upon other clauses are placed in sequential order.
- _____ The writing is sufficiently specific to minimize ambiguity and confusion.
- _____ All necessary details of the agreements are included.
- _____ Where the agreement cannot be understood without background information, the necessary information is included.
- _____ Necessary implementation steps are included.
- _____ There are “what if” clauses, in case a part of the agreement is not met.
- _____ The agreement avoids promises to agree in the future.
- _____ The writing avoids labels such as “bi-polar,” “alcoholic,” “depressed,” “paranoid,” etc.

Comments

Memorandum of Understanding/Mediation Agreement (MOU/MA) - Complex:

_____ The MOU/MA adequately addresses resolution of a minimum of four (4) issues (topics).

_____ The MOU/MA includes:

- purpose of the agreement and the duration, if applicable
- names of parties to the agreements and their relationship to each other
- clear numbered headings for agreement issues (topics)
- all promises and/or agreements made
- closing and signatures with date(s) signed

_____ The MOU/MA is written clearly, descriptively, and unambiguously using common English and proper grammar and spelling.

_____ The MOU/MA is formatted properly.

_____ Agreement provisions are written such that clauses conditioned upon other clauses are placed in sequential order.

_____ The writing is sufficiently specific to minimize ambiguity and confusion.

_____ All necessary details of the agreements are included.

_____ Where the agreement cannot be understood without background information, the necessary information is included.

_____ Necessary implementation steps are included.

_____ There are “what if” clauses, in case a part of the agreement is not met.

_____ The agreement avoids promises to agree in the future.

_____ The writing avoids labels such as “bi-polar,” “alcoholic,” “depressed,” “paranoid,” etc.

Comments

Additional Notes

APPEALS FROM COMMITTEE DECISIONS

Section 1. Any action taken by an IMA Committee shall be final. Any person aggrieved by a committee decision may appeal the adverse decision by filing a written request with the Administrator within thirty (30) calendar days from the date of notice of the adverse decision. The request for appeal shall state the grounds for the appeal.

Section 2. The Board of Directors shall serve as the IMA Appeals Board and shall review all appeals. An appeal hearing will be scheduled in conjunction with a scheduled Board of Directors meeting no later than 60 days following receipt of the notice of appeal. At least 20 calendar days before the time set for the hearing of an appeal, the Administrator must send notice of the time and place of the hearing by certified mail, return receipt requested, to the person filing the appeal.

The Appeals Board shall take reasonable action to protect against conflicts of interest in the appeal process. An aggrieved party shall have the opportunity to present evidence, oral testimony, and arguments on his or her behalf. The Chair of the committee whose decision is being appealed will have the same opportunity to present evidence, oral testimony, and arguments on behalf of the committee. The Appeals Board shall make its decision by a vote of the majority present at the meeting on the basis of the relevant evidence, materials and arguments presented at the meeting.

Section 3. An adverse decision may be overturned based on one or more of the following grounds: (1) there were errors or omissions in carrying out prescribed procedures of the committee; (2) there was demonstrable bias or prejudice on the part of one or more members of the committee which materially affected the decision; (3) the evidence before the committee prior to and on the date when the committee made its decision was materially in error; or (4) the decision of the committee was not adequately supported by the facts before the committee at the time.

If the Appeals Board finds for a party on one or more of grounds (1) through (3) of this section, the Appeals Board shall remand the case to the appropriate committee for reconsideration. If the Appeals Board finds for a party on ground (4) of this procedure, it shall grant the appeal and direct the committee to take appropriate action.

Section 4. Following an appeal meeting, the Appeals Board shall issue its decision and the reasons therefor within 90 calendar days and notify the aggrieved party in writing. Such decision shall be final.