

IDAHO MEDIATION ASSOCIATION

P. O. Box 2504; Boise, Idaho 83701

[admin@idahomediationalassociation.org](mailto:admin@idahomediationalassociation.org)

No Fee

**Continuing Education Unit (CEU) Application**

No Fee

Use this form to apply for CEUs to maintain CPM status. **You must submit your application and supporting documents in PDF format to the above email address.**

Name \_\_\_\_\_ CPM # \_\_\_\_\_

Address \_\_\_\_\_

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

Hours

Requested:    Required Documentation:

\_\_\_\_\_ Attend an IMA Conference:  
 specify year(s) attended \_\_\_\_\_

\_\_\_\_\_ Attend a live or distance learning course, seminar, training, or workshop (NOTE: A declaration of compliance is NOT required):  
 copy of each course completion certificate or transcript  
 if not included on the certificate, provide the name and date(s) of the course, the sponsor or course provider, number of training hours, subject(s) of the training

\_\_\_\_\_ Teach or make an educational presentation about mediation (2 hours of CEU credit for every 1 hour of presentation time – initial course presentation only):  
 declaration of compliance  
 name and date(s) of the course  
 sponsor or provider of the course  
 name(s) of any co-presenter(s), if applicable  
 number of training hours  
 course outline or brief description of the topics covered

\_\_\_\_\_ Mentor a CPM candidate (1 hour of CEU credit for every 3 hours of mentoring – maximum 3 hours of CEU credit per two-year reporting period):  
 declaration of compliance  
 description of the mentoring activity

\_\_\_\_\_ Self-study, study groups, peer review meetings with other mediators to discuss cases (1 hour of CEU credit for every 3 hours of self-study – maximum 6 hours of CEU credit per two-year reporting period):  
 declaration of compliance  
 description of the materials studied or topics discussed  
 explanation of how the materials or discussion applied to your mediation practice

\_\_\_\_\_ Lectures, short presentations (maximum 6 hours of CEU credit per year or 12 hours of CEU credit per two-year reporting period):

- declaration of compliance
- description of the topics discussed
- explanation of how the presentation applied to your mediation practice

\_\_\_\_\_ Pro bono mediation (maximum 6 hours of CEU credit per two-year reporting period):

- declaration of compliance
- brief description of the dispute and type of mediation
- number of hours spent conducting actual mediation (not prep or drafting MOUs)

**DECLARATION OF COMPLIANCE**

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

1. I personally have fulfilled the IMA requirements and participated in and completed all of the activities set forth in my CEU application.
2. I understand that the determination as to whether I maintain Certified Professional Mediator status depends on the accuracy and completeness of my answers set forth in my CEU application.
3. The information contained in my application is true and correct to the best of my knowledge, information, and belief.

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

\_\_\_\_\_  
Date

**For IMA Use Only**

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Reviewed by \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Number of CEUs approved \_\_\_\_\_ For CEU cycle Jan. 1, \_\_\_\_\_ to Dec. 31, \_\_\_\_\_

Notes \_\_\_\_\_

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