



ARKANSAS ALTERNATIVE DISPUTE RESOLUTION COMMISSION

To: Certified Mediators
Date: June 5, 2026
RE: 2026 Certification Renewal

August 31, 2026 is the deadline to renew your mediator certification with the Arkansas Alternative Dispute Resolution Commission.

Enclosed with this memo are:

- (1) 2026 Application For Mediator Recertification (a Fillable version is available at <https://www.arcourts.gov/administration/adr/forms>)
- (2) transcript of your continuing mediation education (CME) credits with our office on file for this reporting period ***The electronic version of this application does not include a transcript.**
- (3) Qualifying Activities For Completing CME Hours

Mediators are required to complete six (6) hours of CME during each reporting period. The reporting period is September 1 – August 31. **Newly certified mediators are exempt from this requirement during their first reporting period; therefore, if you received your certification after September 1, 2025, your CME transcript (reporting form) will show no hours due.**

A brief overview of the recertification timeline is provided below. For more information on maintaining certification, please review *Continuing Mediation Education Requirements for Certified Mediators* which may be found on the Arkansas ADR Commission website at <https://courts.arkansas.gov/administration/adr>.

Due by Aug. 31, 2026

- 2026 Application For Mediator Recertification
- Completion of six (6) hours of continuing mediation education (CME)
- \$75 annual renewal fee (check or money order)
- If CME hours are incomplete on the date the Recertification Application is submitted, an Acknowledgement of Deficiency form (page 4 of the recertification application) must also be submitted
- If CME is subsequently completed by August 31, the submitted Acknowledgment of Deficiency form will become null and void

December 31, 2026

- Deadline for curing CME deficiency

January 10, 2027

- Provide appropriate documentation to the Commission no later than January 10

2027 First Quarter ADR Commission Meeting

- Upon vote of the ADR Commission, the suspension process will begin for mediators who did not cure their CME deficiency.

ARKANSAS ADR COMMISSION

625 Marshall Street, Little Rock, Arkansas 72201-1020 • Phone (501) 682-9400 • Fax (501) 682-9410

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SECTION III MEDIATIONS

Statistical reporting forms must be submitted for all court-referred cases completed during the period September 1, 2025 to August 31, 2026. Please submit with this application only those reporting forms that have not been previously provided to the ADR Commission. A copy of the statistical reporting form is available on our website at <https://www.arcourts.gov/administration/adr/forms> or you may call our office and request it.

SECTION IV BACKGROUND

This section must be completed or the application will be returned.

If “yes” to any of the following questions, please provide detailed information on a separate sheet of paper:

1. Have you been convicted of or pled guilty to a violation of the law? This includes disclosing traffic violations resulting in suspension or revocation of a driver’s license and DUI offenses. *Please only include information that is new since your original application or your last recertification.*
_____ No _____ Yes

2. Have you applied to and been rejected to any board for a certification, licensure, or registration? *Please only include information that is new since your original application or your last recertification.*
_____ No _____ Yes

3. Have you been disciplined by any professional organization? *Please only include information that is new since your original application or your last recertification.*
_____ No _____ Yes

4. Have your professional privileges been curtailed at any time? *Please only include information that is new since your original application or your last recertification.*
_____ No _____ Yes

5. Have you relinquished a professional privilege or license while under investigation? *Please only include information that is new since your original application or your last recertification.*
_____ No _____ Yes

SECTION V EVALUATION AND CERTIFICATION

I understand that I am obligated as a condition of my continuing certification:

- 1) To familiarize myself with, and abide by, the *Requirements for the Certification of Mediators for Circuit Courts* and the *Requirements for the Conduct of Mediation and Mediators*;
- 2) To maintain Mediation Statistical Reports on each court ordered case that I mediate; and
- 3) To complete six hours of continuing mediation education each year.

I hereby certify that the information provided in this application is true to the best of my knowledge and accurately reflects my qualifications to provide mediation services in cases referred through the court system of the State of Arkansas. I understand that all information herein is subject to verification.

Signature of Applicant

Date

RECERTIFICATION DEADLINE IS AUGUST 31, 2026

**Please submit this application for recertification and your renewal fee in the amount
of
\$75.00 to:**

**Arkansas ADR Commission
Justice Building
625 Marshall Street
Little Rock, AR 72201**

If you have any questions, please call us at (501) 682-9400.

Arkansas Alternative Dispute Resolution Commission

2026

ACKNOWLEDGEMENT OF DEFICIENCY

I acknowledge that I failed to acquire a total of 6 hours of approved continuing mediation education for the reporting period ending August 31, 2026. I confirm that I will acquire sufficient hours of approved CME on or before December 31, 2026 in order to have 6 hours of approved CME applicable to the reporting period ending August 31, 2026 and certify same by January 10, 2027.

Print Name

Mediator Certification Number

Signature

Date

If this Acknowledgment of Deficiency form is submitted prior to the renewal deadline, the effective date of the document will be August 31st.

Mediators who have yet to complete all required CME for the current reporting period and who apply for recertification prior to the August 31 deadline, should submit this Acknowledgment of Deficiency form. If CME is subsequently completed prior to August 31, this form will become null and void.

Continuing Mediation Education Qualifying Activities

The following may be considered for CME credit:

Program accreditation should be sought in advance of the event. However, the Commission may accredit a program after the event upon a showing of good cause.

Activity	Credit	How to Apply for Credit
<p>Complete an in-person on live webinar CME course approved by the Commission</p> <p>On-demand courses approved by the Commission may qualify as CME only if completion is tracked by the provider and a certificate of completion is issued by the course sponsor.</p>	<p>1 hour credit for each hour completed</p>	<p>The following should be submitted to: adrcommission.cme@arcourts.gov</p> <ol style="list-style-type: none"> 1. Name and contact information of Sponsor 2. Speaker name 3. Topic or subject matter; including description of the presentation 4. Timed agenda
<p>Serve as a role play coach in a training course or class sponsored by the Commission</p>	<p>1 hour credit per 1 hour of role play; limit 3 hours of credit per reporting period</p>	<p>Complete CME form provided and submit to ADR staff; or via email post event, to: adrcommission.cme@arcourts.gov</p>
<p>Write an article on mediation for a journal or other publication</p>	<p>up to 6 hours of credit depending on complexity of article and amount of research required.</p>	<p>Submit a copy of the article to: adrcommission.cme@arcourts.gov Amount of CME credit is determined by the Commission.</p>
<p>Present at CME/CLE or other continuing education program</p>	<p>2 hours of credit for each hour of solo presentation; 1.5 hours of credit for panel presentation</p>	<p>Submit the certificate of attendance and speaker credit form to: adrcommission.cme@arcourts.gov</p>

Speak to a civic, religious, or educational organization about mediation	credit equal to the time of presentation if solo speaker; if panel presenter time will be pro-rated based on length of presentation and number of panelists; limit 2 hours per reporting period.	The following should be submitted to: adrcommission.cme@arcourts.gov <ol style="list-style-type: none"> 1. Name and contact information of group or organization 2. Topic or subject matter; including description of the presentation 3. Timed agenda
Teach a college or law school course on mediation, or serve as the primary trainer in a mediation training course	up to 12 hours of credit	For a university course provide documentation from the school such as a letter or course registration information. For a mediation training course provide a timed agenda specifying what parts of the course the certified mediator taught. Submit to: adrcommission.cme@arcourts.gov
Allow candidates for certification to observe or co-mediate	1 hour credit per observation or co-mediation; limit 3 hours of credit per reporting period	Submit a copy of the completed verification of observation form to: adrcommission.cme@arcourts.gov

To request credit for activities not listed, mediators should contact the Coordinator. The Coordinator will review the submission and determine if credit will be granted. Inquiries may be made to Stephanie H. Smith at (501) 682-9400 or stephanie.smith@arcourts.gov.