



OAKLAND  
MEDIATION  
CENTER

550 Hulet Drive, Suite 102  
Bloomfield Hills, Michigan 48302  
Tel. (248) 338-4280  
Fax: (248) 338-0480  
www.mediation-omc.org

## PRACTICAL EXPERIENCE APPLICATION

Oakland Mediation Center provides a practical experience service to individuals who need to meet State Court Administrative Office's requirements for circuit court rosters, to gain mediation experience, or for graduate level mediation class requirements.

Date of Application: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Alt. Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

### TRAINING CERTIFICATION

I completed the 40-Hour Civil Mediator Training on: \_\_\_\_\_

Trainer(s): \_\_\_\_\_ Organization/School: \_\_\_\_\_

I completed the 40-Hour Domestic Relations Mediator Training and 8-Hour Domestic Violence Screening Training on: \_\_\_\_\_

Trainer(s): \_\_\_\_\_ Organization/School: \_\_\_\_\_

### SERVICE TYPE

General Civil Mediation Options			
<b>1)</b> I have already taken the 40-Hour SCAO approved Civil Mediation Training and only need to obtain the below practical experience.		<b>2)</b> I am currently or have in the past taken the 40-Hour SCAO approved Civil Mediation Training through OMC and wish to obtain the below practical experience. Training registration and payment can be made at <a href="http://www.mediation-omc.org">www.mediation-omc.org</a> .	
<b>a)</b> Observe two general civil mediations and conduct one general civil mediation under supervision.	<input type="radio"/> \$399	<b>a)</b> Observe two general civil mediations and conduct one general civil mediation under supervision.	<input type="radio"/> \$339 <b>\$60 savings</b>
<b>b)</b> Observe two general civil mediations, conduct one general civil mediation under supervision, and obtain 40 hours of general civil mediation	<input type="radio"/> \$1059	<b>b)</b> Observe two general civil mediations, conduct one general civil mediation under supervision, and obtain 40 hours of general civil mediation experience	<input type="radio"/> \$811 <b>\$248 savings</b>

experience (combination of observation and co-mediation).		(combination of observation and co-mediation).	
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<b>Domestic Relations Mediation Options</b>			
<b>1)</b> I have already taken the 40-Hour SCAO approved Domestic Relations Mediator Training and 8-Hour Domestic Violence Screening Training and only need to obtain the below practical experience.		<b>2)</b> I am currently or have in the past taken the 40-Hour SCAO approved Domestic Relations Mediator Training and 8-Hour SCAO approved Domestic Violence Screening Training through OMC and wish to obtain the below practical experience. Training registration and payment can be made at <a href="http://www.mediation-omc.org">www.mediation-omc.org</a> .	
<b>a)</b> Observe two domestic relations mediations and conduct one domestic relations mediation under supervision.	○ \$399	<b>a)</b> Observe two domestic relations mediations and conduct one domestic relations mediation under supervision.	○ \$339 <b>\$60 savings</b>
<b>b)</b> We do not currently offer the opportunity to observe two domestic relations mediations and conduct one domestic relations mediation under supervision, and obtain 80 hours or 20 cases of practical experience (combination of observation and co-mediation) for participants did not receive their training through OMC		<b>b)</b> Observe two domestic relations mediations and conduct one domestic relations mediation under supervision, and obtain 80 hours or 20 cases of practical experience (combination of observation and co-mediation).	○ \$1249

*OMC will honor the reduced practical experience rate for those who have attended the 40-Hour General Civil or Domestic Relations Mediation Training through OMC. MADR or JD graduate students who are currently enrolled or have completed a mediation class offered by an accredited university and provide proof of registration are eligible for a 25% discount for any of the above practical experience services.*

### **PAYMENT INFORMATION**

Registration and payment for combined training and practical experience can also be made at [www.mediation-omc.org](http://www.mediation-omc.org). Checks and/or money orders should be made payable to Oakland Mediation Center. **Visa, Discover or Mastercard accepted.**

<b>SERVICE COST</b>	<b>CREDIT CARD INFORMATION</b>
Service Cost:     \$ _____ Student Discount \$ _____ <b>Total</b> <b>\$ _____</b> I authorize Oakland Mediation Center to charge my credit card the amount indicated above.	Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card Number: _____ Exp. Date _____ Billing Zip Code: _____ Security Code (3 digit code) _____

### **APPLICATION PROCESS**

Upon receipt of your application, you will be contacted to discuss your needs and explain procedures. OMC cannot guarantee that you will observe or mediate as scheduled cases are subject to cancelation or rescheduling. If requirements need to be completed within a certain time period,

please inform us immediately. Upon completion of the requirements, a letter verifying your activities will be mailed to you. The State Court Administrative Office requires that a background check be conducted prior to any observation and/or mediation assignments. Applications will be processed upon receipt of the background check results.

Please complete and mail the following documents to Oakland Mediation Center, 550 Hulet Drive, Suite 102, Bloomfield Hills, MI 48302 or fax to (248) 338-0480 for processing:

- Practical Experience Application
- Statement of Understanding
- Criminal Background Check Authorization & Release
- Copy of 40-Hour SCAO Approved Mediator Training Certificate

**Please mail the completed DHS Request for Central Clearance Registry form to the DHS office located in your area. The address can be found on the form attached to this application. Upon receipt of the clearance report, please submit a copy to OMC.**

**SIGNED & AGREED:**

I understand that I am not an employee of the Oakland Mediation Center and that any duties I perform are without remuneration. I agree to abide by the policies and procedures set forth by the Oakland Mediation Center. I further agree that Oakland Mediation Center reserves the right to retain the full amount should the service not be utilized within OMC's fiscal year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **PRACTICAL EXPERIENCE FOR MEDIATORS STATEMENT OF UNDERSTANDING**

Oakland Mediation Center provides individuals with the opportunity to complete the requirements for circuit court rosters, to gain mediation experience or for graduate mediation class requirements. We strive to provide quality mediation services to our clients and referral sources, and as such, we ask that you please respect the following procedures while completing your requirements:

### **OBSERVATION**

Be attentive to the mediation process:

- Mediator's opening statement
- Information sharing
- Framing of the issues
- Facilitating the joint discussion
- Using caucus
- Agreement writing

Observe techniques that the mediator uses during the process.

- Remain silent and do not interject or interrupt the mediation session, e.g. speaking or asking questions. The debriefing portion at the end of the mediation session will provide you with an opportunity to discuss your observations. [The observation is not to be used as a means to assess mediator performance but rather as an opportunity to see how the process works].
- Do not establish relationships with any of the participants or solicit business.

### **CO-MEDIATION**

Follow the Model Standards of Conduct for Mediators as approved by the American Arbitration Association, American Bar Association, and Association for Conflict Resolution.

- Conduct mediation based on the principle of self-determination, allowing parties to make free and informed decisions as to the outcome of their case.
- Conduct mediation in an impartial manner and avoid giving the appearance of partiality.
- Avoid conflict of interest or the giving the appearance of before, during and after the mediation.
- Maintain confidentiality of all information obtained in mediation.
- Disclose actual or potential conflicts of interest that could raise question about impartiality.
- Work cooperatively with the assigned co-mediator.
- Do not conduct a dispute resolution procedure other than mediation.
- Do not establish relationships with any of the participants or solicit business.

By signing below, I agree to adhere to this Statement of Understanding and follow the procedures as set forth above. I further understand that if I fail to follow the set procedure, credit will not be given and a completion of requirements letter will not be issued.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## CRIMINAL BACKGROUND CHECK AUTHORIZATION AND RELEASE

**Instructions:** Please provide us with the following information necessary to conduct the required criminal background check with the Michigan State Police.

### PLEASE PRINT CLEARLY

Last Name:		First Name:	Middle Initial:
Date of Birth (Month/Day/Year):			
Current Mailing Address (Street No. & Name):			
City:		State:	Zip Code:
Current Phone Number:			
Other Names by Which Known:			
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Unknown/Other	
SID (State Identification Number):			

I give permission to Oakland Mediation Center to conduct a criminal background check. I understand that this information will become part of the confidential records of Oakland Mediation Center and I will not have access to those records.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

