



Adding Your Continuing Education

What you need to know: MPME members commit to completing 10 hours of continuing education credit hours each year – 2 hours of ethics training and 8 hours of general mediation education. Your MPME member profile is where you will enter and track your continuing education.



Accessing your member profile: Go to <https://mdcourts.gov/mpme>

Click **Log into my Account**. Your username will be the email address you provided on your application.

Your profile contains two types of continuing education – **My CU Credits** and **My Self-Reported Credits**.

- ❖ **My CU Credits:** These are credit hours that will be automatically applied to your account after you attend a MACRO or MPME-hosted program.* You will NOT need to upload your continuing education credits you receive from MACRO.

** Auto-applied credits may take a few days to be applied to your account.*

My CU Credits						
CU Credit Type	Program	Number of Credits	Status	Event	Completed Date	Download Certificate

- ❖ **My Self-Reported Credits:** These are credits that you upload to your account when you attend a program held outside of MACRO, such as an advanced mediation training or an ethics training hosted by another organization.

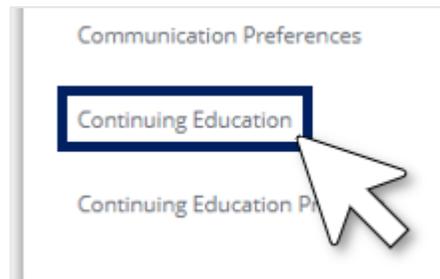
My Self-Reported Credits						+ New Self-Reported Credit
Self-Reported Credit Type	Program	Hours	Status	Event Title	Completed Date	

Follow the step-by-step instructions below to add self-reported continuing education credits to your member profile.

Adding Self-Reported Credits to your Profile

Step 1 - Open Continuing Education

Within your member profile, click **Continuing Education** on the side navigation menu.



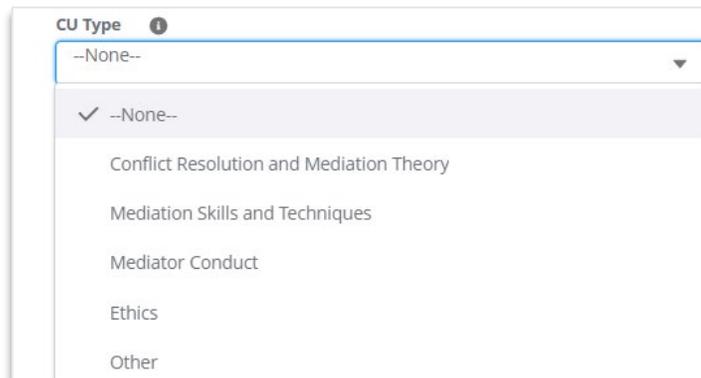
Step 2 – Start a New Entry

Click the blue **+ New Self-Reported Credit** button.



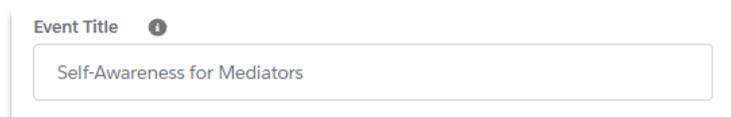
Step 2 – Select the Credit Unit (CU) Type

Select the appropriate topic area for the training program from the drop-down list. These areas correspond to the topic areas references in Title 17 of the Maryland Rules.



Step 3 – Event Title

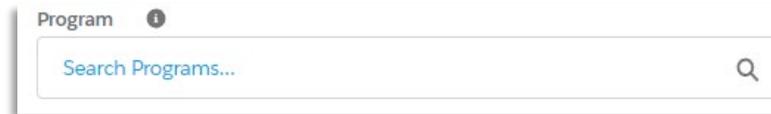
Enter the title of the training program you took.



Step 4 – Enter the CU Program

IMPORTANT:
The search function
will not work until
you type **MPME**.

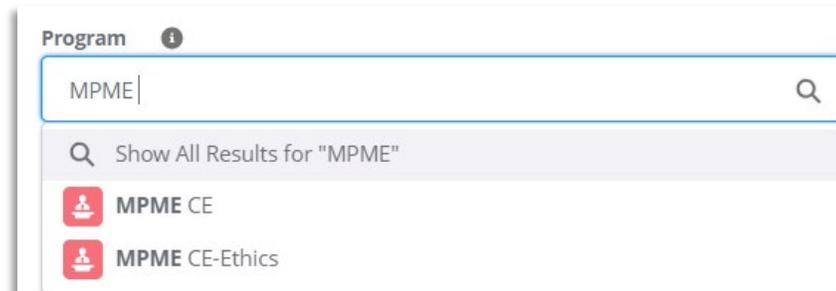
In the Program field type “MPME.”



A screenshot of a search field labeled "Program" with an information icon. The input area contains the text "Search Programs..." and a magnifying glass icon on the right.

A drop-down menu will appear with your options.

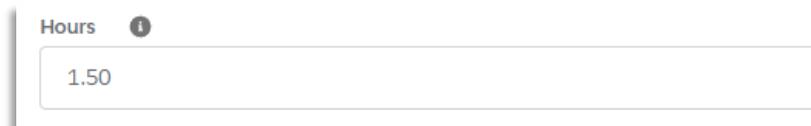
- Select “MPME CE” for general mediation education.
- Select “MPME CE-Ethics” for any ethics training.



A screenshot of the search results for "MPME". The search input contains "MPME". Below the input is a search icon and a magnifying glass icon. The results list includes "Show All Results for 'MPME'", "MPME CE", and "MPME CE-Ethics".

Step 5 - Enter the Length in Hours

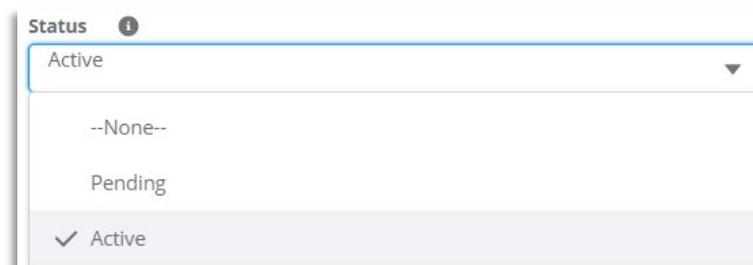
Enter the length of the program in hours. Use decimals if needed.
For example, a program that was one- and one-half hours long
would be entered as 1.5.



A screenshot of an input field labeled "Hours" with an information icon. The input area contains the text "1.50".

Step 6 – Status

This should be automatically populated as **Active**. If it is not, click
the drop-down menu and select **Active**.



A screenshot of a dropdown menu labeled "Status" with an information icon. The menu is open, showing options: "Active", "--None--", "Pending", and "Active" (with a checkmark).

**Step 7 -
Start Date &
End Date of the
Training**

Enter the start date and end date for the program. If it was a one-day training, enter the same date twice.



The form contains two input fields. The first is labeled "Start Date" with an information icon (i) to its right. The second is labeled "End Date" with an information icon (i) to its right. Both fields have a calendar icon on the right side of the input box.

**Step 8 –
Event Type**

Enter the type of event, such as webinar, conference, advanced training, etc.



The form contains one input field labeled "Event Type" with an information icon (i) to its right. The text "Webinar" is entered into the field.

**Step 9 –
Provider &
Location**

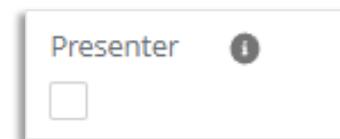
Enter the name of the organization or trainer who provided the program, and where it was held.
Include the city and state for in-person programs or “remote” for online programs.



The form contains two input fields. The first is labeled "Provider" with an information icon (i) to its right. The second is labeled "Location" with an information icon (i) to its right.

**Step 10 -
Presenter (Optional)**

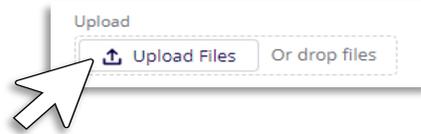
Check this box if you were a presenter for this program.



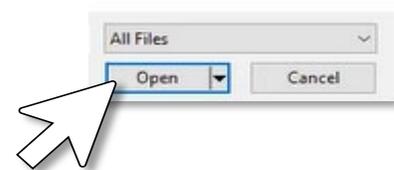
The form contains one input field labeled "Presenter" with an information icon (i) to its right. There is an unchecked checkbox below the label.

**Step 11 –
Upload a
Certificate**

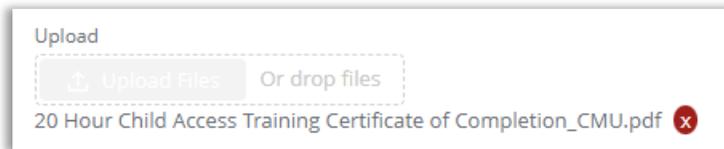
Click **Upload Files** to upload your certificate of completion for the program.



Select the file you want from your computer's file explorer, then click **Open**.



A preview of your file name will appear under the **Upload** box. If you need to remove or replace the file, click the red X button.



**Step 12 –
Submit the New
Self-Reported
Credit**

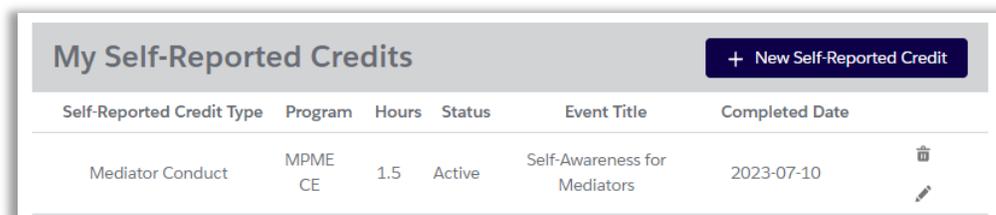
Once you have selected the correct file and completed the form, click the blue **Submit** button.



End

The program information will now appear under **My Self-Reported Credits** in your member profile.

-  You can edit the entry by clicking the pencil icon.
-  You can delete the entry by clicking the trash can icon.



My Self-Reported Credits						+ New Self-Reported Credit
Self-Reported Credit Type	Program	Hours	Status	Event Title	Completed Date	
Mediator Conduct	MPME CE	1.5	Active	Self-Awareness for Mediators	2023-07-10	