

Completing Your MPME Membership Application

Thank you for your interest in joining the Maryland Program for Mediator Excellence. This guide will walk you through the process of completing the application.

If you need additional assistance in completing the application, please email mpme@mdcourts.gov or call 410-260-3540 and ask for the MPME Program Manager.

Before you get started, make sure you have a digital copy of your mediation training certificate(s) showing you have completion at least 40 hours of basic mediation training. You will need to upload the certificate with your application.



Start Your
Application

Go to <https://www.mdcourts.gov/mpme/join> or click the Join Now button below.



Join Now

Step 1 – Create an Account

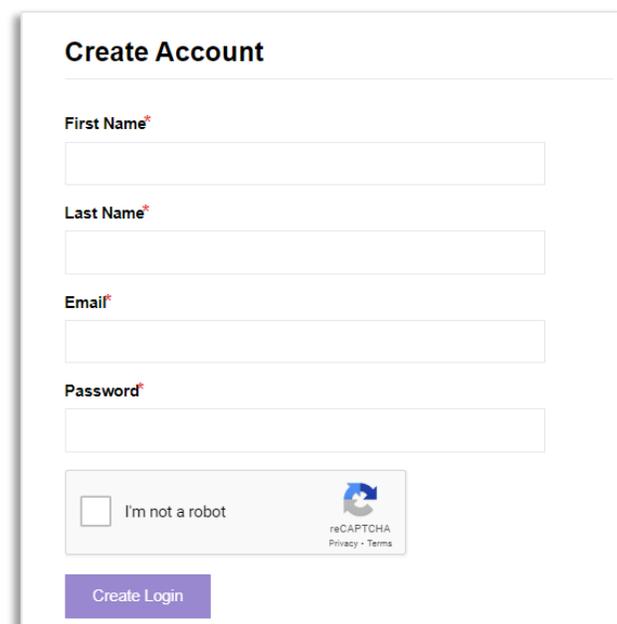
Fields with a red asterisk (*) are required.

Enter your First and Last Name and the email address that you want to use you're your account.

Create a password that is at least 8 digits and includes at least 1 letter and 1 number.

When you have finished entering your contact information, mark the checkbox next to **I'm not a robot**.

Click [Create Login](#).



The screenshot shows a web form titled "Create Account". It contains the following fields and elements:

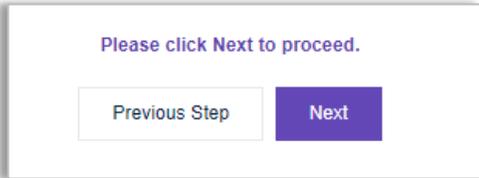
- First Name***: A text input field.
- Last Name***: A text input field.
- Email***: A text input field.
- Password***: A text input field.
- I'm not a robot: A checkbox with a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- Create Login**: A purple button at the bottom.

Maryland Program for Mediator Excellence (MPME) Membership Application

Logistical things to know:

- The membership application consists of 4 pages.
 - ⇒ **Page 1** covers practitioner and profile information.
 - ⇒ **Page 2** covers mediation experience.
 - ⇒ **Page 3** covers the mediator directory and member commitments.
 - ⇒ **Page 4** includes a digital signature and the final submit button.

- The application will save your responses to each page once you click Next* at the bottom.



*The system may take a few seconds to load after you click Next.

* If the application gets stuck, scroll up to see if there is an error message.

- **Special field notations.**

Throughout the application, fields with a red asterisk (*) are required. Fields that have a black caret (^) will appear on your public profile if you opt to be included in the MPME Mediator Directory.

Page 1 – Practitioner and Profile Information

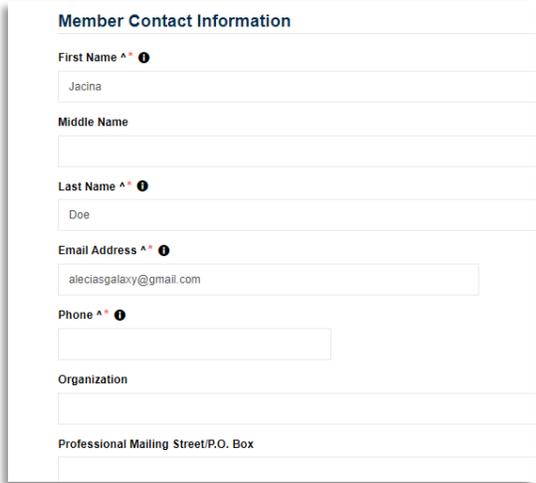
Step 2 – Member Contact Information

This section asks you to provide:

- phone number
- organization name (if applicable)
- Professional mailing address
- City, State and Zip

You can also include:

- Web address
- Social media profile links



Member Contact Information

First Name * ^ ⓘ
Jacina

Middle Name

Last Name * ^ ⓘ
Doe

Email Address * ^ ⓘ
aleciasgalaxy@gmail.com

Phone * ^ ⓘ

Organization

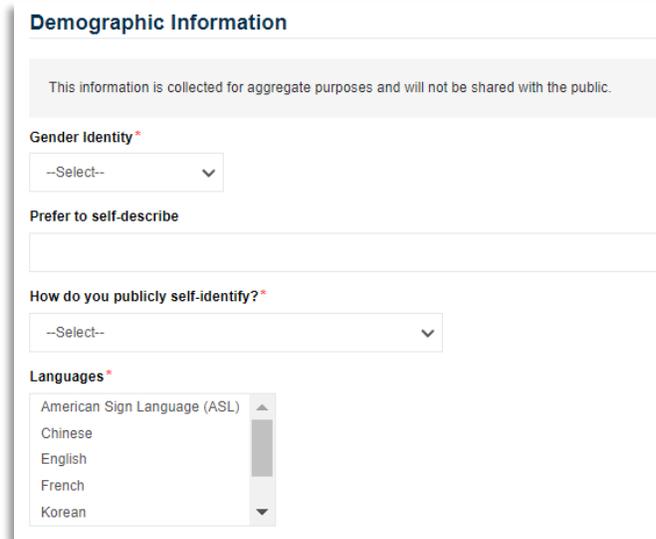
Professional Mailing Street/P.O. Box

Step 3 – Demographic Information

This section asks you to provide basic demographic information about yourself.

This information is being collected for aggregate purposes only. The data is only used to help us learn about and support the ever-changing demographics of the Maryland mediator field, as a whole.

***Some Fields accept more than one answer. To select multiple response options, hold the Ctrl key and click all applicable responses.**

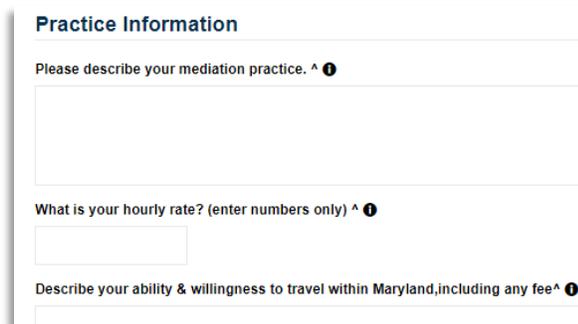


The screenshot shows a form titled "Demographic Information". At the top, a grey box contains the text: "This information is collected for aggregate purposes and will not be shared with the public." Below this, there are several fields: "Gender Identity" with a dropdown menu showing "--Select--"; "Prefer to self-describe" with a text input field; "How do you publicly self-identify?" with a dropdown menu showing "--Select--"; and "Languages" with a multi-select list containing "American Sign Language (ASL)", "Chinese", "English", "French", and "Korean".

Step 4 – Practice Information

This section allows you to describe yourself as a practitioner. If you opt to be included in the Mediator Directory, these fields will be the primary information available to the public.

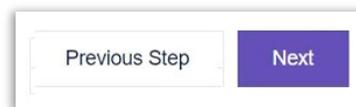
It's okay if you can't answer everything now; you'll be able to update your profile once your application has been submitted.



The screenshot shows a form titled "Practice Information". It contains three main sections: "Please describe your mediation practice." with a large text area; "What is your hourly rate? (enter numbers only)" with a text input field; and "Describe your ability & willingness to travel within Maryland, including any fee" with a text input field.

Step 5 – Click Next.

Click next to save your information and move to page 2.



The screenshot shows two buttons: "Previous Step" and "Next". The "Next" button is highlighted in purple.

Page 2 – Practitioner Experience

Step 6 – Add Experience by Dispute Category

There are several broad dispute categories listed in alphabetical order.

Click **Add Entry** under each category in which you have experience, then choose the appropriate subcategories.

Subcategories

Select all the subcategories where you have experience. (Use the Ctrl button on your keyboard to select multiple subcategories.)

Number of Cases

Enter the number of cases you have mediated for the entire category.

Status

Select Active

Comment

This can be a short statement you would want the public to know about your experience with this category.

Start Date

Add today's date.

Click Add Entry

Step 7 – Repeat

Repeat the above steps until you have entered your experience for all relevant dispute categories.



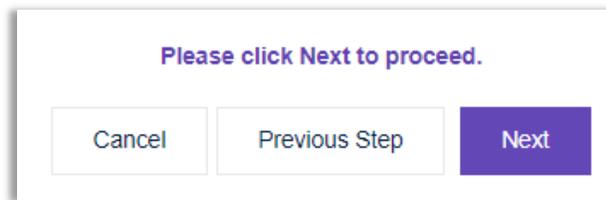
If you need to **edit** an entry, click the pencil icon to the right of the entry.



To **delete** an entry, select the trash can icon to the right of the entry.

Step 8 – Click Next

Click **Next** to save your information and proceed to page 3.



There may be a pause after you click, but please only click the button one time.

Page 3 – Mediator Directory and Member Commitments

Step 9 – Inclusion in the MPME Mediator Directory

The Maryland Program for Mediator Excellence (MPME) hosts a searchable, online directory of mediators to assist the public in finding and selecting a mediator. The Directory is intended to include practitioners who have an active practice (paid or voluntary) and are open to being contacted by the public about mediation services. The Directory is not intended to be a listing of all MPME members.

To have your name and profile appear in the MPME Directory of Maryland Mediators, you must be:

- Currently accepting private cases from the public and have mediated at least 10 cases.
- Willing to have your profile information displayed in the public directory.



I am accepting private cases from the public & have conducted 10 + mediations

Required*

--Select--

I want my information displayed in the MPME Directory of Maryland Mediators

Required*

--Select--

Select 'No' to either question if you **do not** want to be listed.

Step 10 – Member Affirmations and Commitments

All MPME members are required to have completed at least 40 hours of mediation skills training. They also commit to a quality practice that includes following the Maryland Standards of Conduct, using the MPME Mediation Ombuds program, and completing a minimum of ten hours of continuing education on an annual basis, including at least two hours of ethics training.

The application asks you to confirm your agreement to abide by these requirements.

Read each of the statements carefully and check the box next to each.

A screenshot of a web form with four affirmation statements, each with a checked checkbox:

- I affirm that I have completed at least 40 hours of mediation skills training.*
- I commit to abide by the Maryland Standards of Conduct for Mediators.*
- I commit to cooperate, in good faith, with the MPME Mediation Ombuds Pro
- I commit to continuing skills improvement.*

Step 11 – Upload Certificate(s)

Click **Add Entry** to upload a copy of your training certificate or letter from the program/ trainer, or other documentation indicating your completion of at least 40 hours of basic mediation training.

A screenshot of the 'Upload Documentation' section. It features a text box with instructions: 'Please upload a copy of your training certificate or letter from the program. The documentation should include the title of the training, the date, total hours of training, and the trainer's name.' Below the text box is a button labeled 'Add Entry', which is highlighted by a blue arrow pointing to it from the right.

Click the **Browse** button to open your computer's file explorer. Select your certificate from the file explorer, then click **Open**.

Enter the name of the document you are uploading.

Click **Add Entry**.

A screenshot of a form for uploading a document. It has two input fields: 'Document Name' with the text 'Basic Mediation Training Certificate_Martha Mediator' and 'Document' which is currently empty. A blue 'Add Entry' button is located at the bottom right of the form.

Word documents, PDFs, and JPGs (image files) are all accepted file formats for your certificate(s).

Step 12 – Repeat

Repeat the above steps if you wish to provide additional documents.



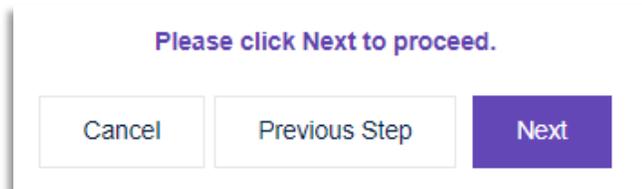
If you need to **edit** an entry, click the pencil icon to the right of the entry.



To **delete** an entry, select the trash can icon to the right of the entry.

Step 13 - Click Next

Click **Next** to save your information and proceed to page 4.



Please click Next to proceed.

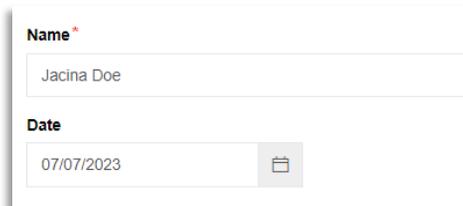
Cancel Previous Step Next

There may be a pause after you click, but please only click the button one time.

Page 4 – Digital Signature and Submission

Step 14 – Attestation Statement

The final page of the application requires you to provide an electronic signature and the date you are submitting the application.



Name *

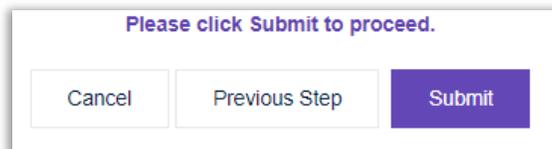
Jacina Doe

Date

07/07/2023

Step 15 – Submit

Click the Submit button to send us your MPME membership application.



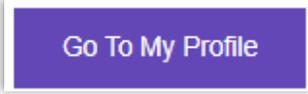
Please click Submit to proceed.

Cancel Previous Step Submit

They may be a pause after you click, but please only click submit one time.

Congratulations!

You have completed your application for membership for the Maryland Program for Mediator Excellence. From the **Confirmation** page, you can click the **Go To My Profile** button to visit the member portal and view and update your member profile.



Additional guides are available to help you get started. You can find these on the [MPME Member Resources](#) page in the Tip Sheets section.



- Navigating the Member Portal
- Understanding Your Member Profile
- Adding Your Continuing Education

For additional assistance, please email mpme@mdcourts.gov or call 410-260-3540 and ask for the MPME Program Manager.