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Nebraska Office of Dispute Resolution:

***Mediator Tutorial for
Submitting CME and Biennial Reports***



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General Information and Instructions

Each individual approved as a Parenting Act mediator shall adhere to the *Nebraska Standards of Practice and Ethics for Family Mediators* and comply with the *Policy for Approval of Parenting Act Mediators* to maintain an active approved status.

In order to maintain said status, an approved Parenting Act mediator shall submit a biennial report to the Nebraska Office of Dispute Resolution (ODR), indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. Mediators will use the online mediator profile management system provided by ODR at <https://www.nebraska.gov/courts/mediator/index.cgi> in order to submit all the necessary information contained in their biennial report.

Reporting occurs over the course of 2 years, due at the end of each even numbered year. The system will close at the end of each reporting period so that records can be archived.

Timeline for reporting:

October 1st of even numbered year – Reporting is open for approved mediators to submit biennial reports.

December 31st of even numbered year – Last day to submit CMEs and biennial report. Mediators who have not submitted complete biennial reports by the following January 31st will result in having their active status being treated as lapsed. Lapsed status includes removing the mediator's name from the approved list. The mediator would need to reapply for active status.

Throughout each subsequent two-year biennial periods - Approved Parenting Act mediators will begin working towards:

- a) completing eight (8) total CME hours of which one (1) hour is ethics and two (2) hours are in the area of domestic intimate partner abuse, child abuse, or unresolved parental conflict.
- b) In addition to fulfilling CME requirements, mediators shall also continue to mediate Parenting Act cases. Two such cases every two years are the minimum number of cases to mediate to sustain active status.

Logging In

In order to view your profile information, submit CMEs, or submit a biennial report, you must proceed to <https://www.nebraska.gov/courts/mediator/index.cgi> and log in as a user. In order to log in, type in your email address and password in the appropriate fields and then click the “Login” button.

***Tip:** These entries are case-sensitive.

***Tip:** If you forgot your password, click ‘Forgot My Password!’ at the bottom of the gray login box and it will be sent to the email address associated with your profile

***Tip:** If you forgot your email address contact ODR at nsc.mediation@nebraska.gov for the email listed on your application.



Parenting Act Mediator

All mediators mediating under the [Parenting Act](#) are governed by the Act and related statutes, as well as guided by the [Nebraska Standards and Ethics for Parenting Act Mediators](#). In addition, mediators who wish to be eligible for appointment by Nebraska's trial court judges to mediate Parenting Act cases must be approved by the Office of Dispute Resolution as a "Parenting Act mediator." The [Policy for Approval of Parenting Act Mediators](#) describes the approval process, mediator training and educational requirements, and mediator status and grievance process.

For first time applicants, this portal will direct you to the step by step application for approval. Please fill out the application in its entirety and follow the online instructions regarding apprenticeship documentation/waiver upon submitting the application.

For approved Parenting Act mediators, this portal will allow you to report CMEs and biennial reports. Approved Parenting Act mediators should also use this portal to update contact information to ensure correspondence from the Office of Dispute Resolution is being received.

First Time Users	Returning Users
<p>If you are a first time user you will need to create a profile and fill in an application.</p> <p>Create a Profile →</p>	<p>Email Address:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <p>Forgot My Password! Login</p>

Navigating the Main Page

Once you are logged in, your personal menu page will appear, welcoming you to the profile management system.

Aside from the welcome message, the main component of this page is the Options menu in the top right corner and the “Report CMEs” and “Complete Biennial Report” buttons. Choose and click a button on the menu to start the process.

- **Options** – Click this to view a drop down menu with the following options:
 - **View Approved Application** – Click this menu button to review the application you submitted in order to gain approval as a Parenting Act mediator in the state of Nebraska.
 - **Update Contact Information** – Click this menu button to edit and update any biographical information that is not current.
 - **Report CMEs** – Click this menu button to submit CME courses for approval and to review the CMEs you have already reported for the current period.
 - **Complete Biennial Report** – Click this menu button in order to complete and submit your Biennial Report for the current period.



Mediator Home

Welcome to the profile management system for approved Parenting Act mediators. Those who wish to maintain an active status must use this system to submit continuing mediator education hours (CMEs) and an on-line biennial report indicating completion of required CMEs and Parenting Act mediation activity. Reporting occurs over the course of 2 years, due at the end of each even numbered year. The system will close at the end of each reporting period so that records can be archived upon which time it will re-open on February 1st of the odd numbered year.

For step-by-step instruction on submitting CMEs and a biennial report, please review the [CME & Biennial Reporting Guide](#)

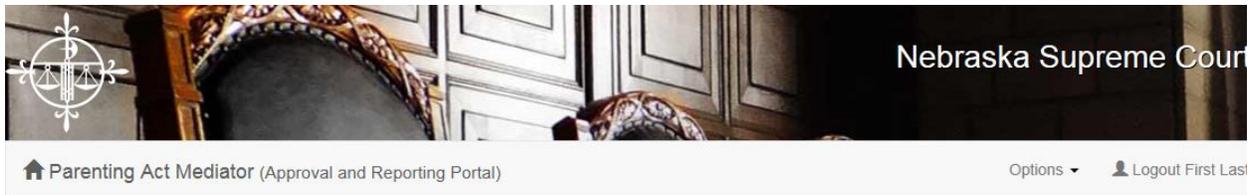
[View CME Requirements](#)

Report CMEs
Complete Biennial Report

Maintain Your Personal Information

Review and update your personal information any time that it changes. To start this process, select “Update Contact Information” from the Options menu. Then, click in the field that you would like to change or edit. Delete the old information and enter what is current.

When you are done updating all biographical information on the page, click [Update]. If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed. This process allows a mediator to update his or her address, telephone, email, employment and other relevant information as it appears on the records of the Nebraska Office of Dispute Resolution (ODR). This information is used by staff at the ODR to maintain contact with Nebraska mediators for reporting and other purposes as well as to ensure that the List of Approved Parenting Act mediators is current for purposes of the State Court Administrator’s Office. A limited portion of this information, consisting of data already in the public domain, is made available to the public.



Contact Information

The State Court Administrator's Office ensures that the List of Approved Parenting Act mediators is current. Verify that all of the information listed below is accurate and update that which is not.

The first, last, and middle name should be your legal name.

First Name (required)	Last Name (required)	Middle Name	
<input type="text" value="First"/>	<input type="text" value="Last"/>	<input type="text" value="Middle"/>	
Business Name			
<input type="text" value="Business"/>			
Address 1 (required)	Address 2		
<input type="text" value="address"/>	<input type="text"/>		
City	State	Zip Code (required)	County (required for Nebraska Address)
<input type="text" value="Lincoln"/>	<input type="text" value="NE"/>	<input type="text" value="68504"/>	<input type="text" value="Lancaster"/>
Telephone Number (required)	Secondary Telephone Number	Fax Number	
<input type="text" value="5555555555"/>	<input type="text"/>	<input type="text"/>	
Email Address (required)			
<input type="text" value="ann.marie.murray@nebraska.gov"/>			

If your changes are accepted, the following message will appear at the top of the page in red text: *Your updated contact information has been saved.* (If this message does not appear, review your application for any errors, correct them, and click update. Pay particular attention to any information you entered which is highlighted in red.) If you are satisfied with the accuracy of the information shown on this page, proceed to another page listed in the main menu. If you are not satisfied with the information on this page, edit the information that does not meet your satisfaction and click [Update] at the bottom of the page.

Maintaining CME Records

***Tip:** Use this mediator profile management system to track your fulfillment of CME requirements throughout the reporting period by adding the events and the hours you actually attended at each event as you attend them during the year. The trainings recorded will make up part of your Biennial Report. You will find it helpful to have at least a rough list of the CME events you attended, with certificates of completion if possible, before you begin the process of updating your CME records.



Previously Reported CMEs for Current Period

Action	Date Submitted	Program Title	Hours	Status
View Details	10/25/2016	Ethics	2.0	Approved
Edit Delete	10/26/2016	Family Mediation Issues	1.0	Pending
View Details	10/26/2016	Ethics	1.0	Not Approved
View Details	09/19/2016	Mediation	7.0	Approved

	Ethics	DIPA	Other
Approved Course Hour Totals	3	2	4
View CME Requirements			

CME Course Information

Please select the date of completion for the course you wish to submit for approval.

Date of Completion

Previously Reported CMEs for Current Period

CMEs which you have previously submitted will appear in a list at the top of the CME Reporting page. Click [View Details] to review the information you submitted for courses that are either approved or not. Courses listed with a status of 'Pending' are those that have not yet been approved or denied. You may edit or delete the pending course using the appropriate action buttons in the left-hand column. If you edit information for a pending course, be sure to click [Update Course for Approval] at the bottom of the page or [Cancel] to leave the information unchanged.

Submit CME Course Information

To start this process, click on [Report CMEs] under the “Options” menu. While on the CME Reporting page, enter the date of the course you wish to submit for approval. Once you select the date, another drop-down menu will appear entitled, ‘Select Approved Course’.



Previously Reported CMEs for Current Period

Action	Date Submitted	Program Title	Hours	Status
View Details	09/19/2016	Mediation	7.0	Approved

06/14/2016

	Ethics	DIPA	Other
Approved Course Hour Totals	1	2	4

[View CME Requirements](#)

Pick a course you wish to submit for approval.
 Select Approved Course:

If the course you wish to submit is not listed in the approved course list above, please select "Other" and enter the pertinent information in the fields below. If the course is in the approved list, the program information will self populate for you.

If the course is on the approved list, the program information will self-populate for you. If the name of the course you are submitting does not appear in the drop-down menu, select ‘Other’ and enter the required information in the fields provided.

Upon entering all pertinent information, click the check box to verify you have completed the CME hours which you are reporting and then click [Submit Course for Approval]. If you click [Cancel] any previously entered information will be cleared and the course will not be submitted to ODR.

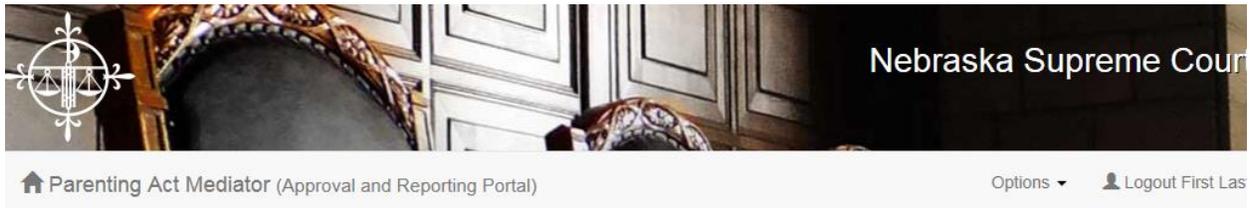
If you submitted a course whose name did not appear in the drop-down menu, a message entitled ‘New Course Submission’ will appear on your screen upon submittal. You will then mail, email, or fax an application ([ODR-CME-F-033](#)) with a copy of the program agenda or training brochure, along with your certificate of attendance, to ODR using the contact information listed in the message. ODR may request additional information for final confirmation of approval or denial.

Note: After all CME requirements have been fulfilled, no more requests will be approved on the portal.

Completing Biennial Report

Approved Parenting Act mediators shall submit a biennial report to ODR as early as three (3) months before the end of the biennial period, indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. As such, the online mediator profile management system will not permit submittal of a biennial report without first submitting the required CME hours.

Once required CME hours have been submitted and approved, click on [Complete Biennial Report] in the light blue menu bar at the top of the page. At the top, you will see a short table which briefly lists how your CME hours were fulfilled. Below that, use the drop down box to select the number of Parenting Act cases you have mediated during the current biennial period.



Biennial Report 2015 - 2016

The Nebraska Parenting Act and the Policy for Approval of Parenting Act Mediators requires that approved Parenting Act Mediators adhere to the Nebraska Standards of Practice and Ethics for Family Mediators in order to maintain active status.

Submitted for: First Last

All Mediator Continuing Education Hours have been Completed and Approved for Current Period: 2015 - 2016

Course	Required Hours	Submitted Hours	Remaining Hours
Mediation Ethics	1	3	0
Domestic Intimate Partner Abuse (DIPA), Child Abuse, and/or Unresolved Parental Conflict (UPC)	2	2	0
Other	0	4	0
Total CE Hours	8	9	0

Please enter mediation activity below. Required information is denoted with an asterisk.

Select number of parenting plan cases mediated during reporting period *

I attest that I have mediated at least 2 Parenting Act cases. *

Completing Biennial Report: Mediation Activity

Once you have selected a number range from the drop down box, 2 boxes will appear entitled “Mediation Case 1 Details’ and ‘Mediation Case 2 Details.’ Use these boxes to provide the requested information in the fields provided. All information will be kept confidential and reviewed only by the staff at ODR. Once you have provided all the requested information for both cases, click the check box above to attest that you have mediated the two (2) Parenting Act cases which you are listing.

I attest that I have mediated at least 2 Parenting Act cases. *

Mediation Case 1 Details:

Party 1 Name *

Number of Sessions *

Date of Final Mediation Session

Party 2 Name *

Total Number of Mediation Hours *

Outcome: *

--- Select One ---

Mediation Case 2 Details:

Party 1 Name *

Number of Sessions *

Date of Final Mediation Session

Party 2 Name *

Total Number of Mediation Hours *

Outcome: *

--- Select One ---

Standards and Ethics Attestation

The Nebraska Parenting Act and the Policy for Approval of Parenting Act Mediators requires that approved Parenting Act Mediators adhere to the Nebraska Standards of Practice and Ethics for Family Mediators in order to maintain active status.

I have read the above statement and agree to comply with these standards. *

I have not been convicted of a violation of the law other than minor traffic offenses and have not had a professional license revoked or suspended since becoming an approved parenting act mediator. *

(Contact ODR nsc.mediation@nebraska.gov if you are unable to agree with this statement)

The final step is to read the Standards and Ethics Attestation statement and to click the check box in order to confirm that you understand and comply.

Review all information you have just entered in your biennial report. If everything is accurate, click [Submit] at the bottom of the page and your completed Biennial Report will be sent immediately to the staff at ODR for review. Clicking [Cancel] will wipe away all information which you previously entered on the page.

How to Complete the CME application form (ODR-CME-F-033)



**Attended Class Approval Application
CME Hours**

Course number assigned on Portal after ODR approval

Name of Event: What was your training called?

Used to verify general training information.

Sponsor Name: Who provided/hosted the training?		
Date(S): When?	Location: Where?	
Brochure Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>	Certificate Attached? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(for Mediator requests)</i>	List of Attendees Attached? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(for Center/ Sponsor requests)</i>

Used to demonstrate competency of the trainer

Instructor:	Years: experience in the Topic, Subject matter, or Area	Years: Experience as a presenter in workshops, seminars, and courses	Active participation in the field
Who was the trainer?	How long in the field?	How long being a trainer?	<input type="checkbox"/>
			<input type="checkbox"/>

Used to decide relevance to Parenting Act Mediation. Make sure this section supports the hours of content below.

Briefly describe the Training topics, and any Skill-based learning:

What was your training about? Was it a workshop? What kind of skills did you practice/learn?

Content: <i>Check all that apply</i>	Hours
<input type="checkbox"/> general mediation skills, <input type="checkbox"/> family mediation issues, <input type="checkbox"/> family law relating to parenting plans, <input type="checkbox"/> child development, <input type="checkbox"/> family systems theory, <input type="checkbox"/> psychological and other issues in parenting, <input type="checkbox"/> other matters relevant to parenting plan mediation	# of general hours
<input type="checkbox"/> Ethics	# of ethics hours
<input type="checkbox"/> Domestic Intimate Partner Abuse (DIPA), <input type="checkbox"/> Child abuse. And/or Domestic Violence (DV)	# of DIPA hours
Total Hours Requested:	total # of hours

Used to decide how many hours (and of what type) should be approved.

For individuals only: *Centers do not need to complete the following*

Name: Your name	Center Affiliation: Center you are affiliated with if applicable
Phone: Your phone number	Email: Your email address
Address: Your Address	

Used to verify contact information in ODR files

I attest that the following training was offered/attended and the above information is accurate and complete:

Attestation Statement

Printed Name: Your name

Signature: _____

Date: The date submitted for approval

Used by ODR to track Approval Status and notification

For internal use only
Approved by: _____
Date: _____
Notice of approval sent <input type="checkbox"/>
Entered on Portal <input type="checkbox"/>
Received list of Attendees <input type="checkbox"/>