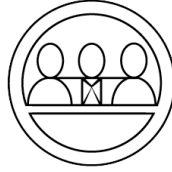


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SHAWN L. O'CONNOR
Coordinator of Training Services
Registrar
office: (404) 523-3613, ext. 236
cell: (678) 478-7682
email: shawn@justicecenter.org

Justice Center of Atlanta, Inc.

Mediation Training • Mediation Services • Systems Design

From: Shawn L. O'Connor, Training Services Coordinator/Registrar

Re: **Domestic (Divorce) Mediation Courses**

This packet contains information on the Justice Center of Atlanta's Domestic Mediation Training:

- Justice Center of Atlanta Training Overview – pages 1-3
- Course Descriptions with Typical Agenda:
 - Domestic Mediation Training for Professionals – pages 4-6
 - Domestic Practicum – page 7
 - Domestic Violence Issues in Mediation – page 8
- Requirements for Registration with GODR in Georgia – page 9
- Rapid Transit and Driving Directions to JCA – page 10
- Parking at JCA – page 10
- Nearby Hotels – page 11
- Training Schedule of Classes and Fees – page 12
- Course Registration Form – Last TWO pages

The Justice Center of Atlanta (JCA) is an innovator and leader in the field of ADR. JCA provides a professional environment to learn conflict resolution skills and to help people resolve their problems. JCA's training provides opportunities for intensive skill development. We focus on hands-on learning to get you ready to mediate real cases. Skill development is combined with theory to provide a deeper understanding of the underpinnings of conflict resolution.

We present courses through a variety of methods including: lectures by experienced ADR professionals, instructor demonstrations, student participation, group projects, written projects, homework assignments, practical skill exercises, student proficiency demonstrations, discussions, role-play scenarios, case studies, and written evaluations. Instructional materials and lectures comply with the American With Disabilities Act. Indicate your special needs on the registration form.

Our services include a self-contained training site that provides easy access to free parking. We provide light snacks, coffee, tea, and soft drinks. (Lunch is usually provided for the 5 day Domestic Mediation Training for Professionals.) We accommodate special dietary needs for religious or medical reasons only. Notify us on your enrollment form.

For more detailed information on JCA's training services, mediation services, and remarkable history, visit www.justicecenter.org.

You may enroll on our website or by completing the course enrollment form on the last two pages of this packet. If you need any assistance enrolling or if you would like further information, please contact us.

TRAINING OBJECTIVES FOR MEDIATION COURSES

Participants in the Justice Center of Atlanta's mediation training who complete the training will demonstrate:

1. an ability to adopt the mediation mindset and the language of resolution.
2. a knowledge and use of the various language techniques that enhance the opportunity for resolution.
3. an ability to implement the mediation process.
4. an understanding of the importance of confidentiality in the mediation process.
5. an appreciation of the consequence of laws, ethics, regulations, policies and practices surrounding the mediation process and its outcome.
6. an appreciation of diversity issues.

ATTENDANCE POLICY

The large amounts of instructional material and limited classroom time mandate a strict attendance policy. You must attend each class in its entirety. There is no such thing as “make-up work” or “homework” to make up missed class time. In cases where an individual misses any portion of the course or chooses not to participate in a specific portion of the training, the student will not be issued a certificate of completion.

Please note that most of our Domestic Mediation course schedules include at least one weekend day.

CLASS CANCELLATION POLICY

Domestic Relations mediation courses are a specialty market. They generally have a smaller class size. JCA reserves the right to cancel or reschedule a class that does not have enough registered participants.

CANCELLATION AND REFUND POLICY

Early Cancellations

You may cancel and receive a full refund, provided you cancel at least 14 calendar days in advance of the training. All refunds are issued to the payor of record.

Late Cancellations

Enrollees who cancel fewer than 14 calendar days before the class must, within 6 months, register for and attend another class; otherwise all payments are forfeited to the Justice Center of Atlanta.

No Shows

There is a non-refundable no-show fee. In the case of a no-show, the class fee will not be refunded. If a form 1556 or SF182 was issued, we will invoice the government agency the full cost of the training.

Domestic (Divorce) Mediation Training for Professionals – 5 days, 42 hours.

Prerequisite: In Georgia, complete an approved 28-hour basic mediation course and practicum or five observations.

There are situations that arise in all marital and family arrangements in which mediation is sought instead of or in addition to the court-based litigation process. This course has been designed in an effort to ensure that individuals, attorneys, courts, therapists, and others have access to approved, professionally trained neutral third parties to assist couples to identify, negotiate, and resolve the issues arising from those situations.

An intense course, it covers all aspects of the domestic process and provides training and role-play opportunities regarding child support, parenting time (visitation), assets, liabilities, hooks, anchors, domestic violence, taxes, and a wealth of other information.

This course *and* an approved domestic practicum meet the training requirements for registration as a domestic mediator in the State of Georgia.

The cost is \$1390.

The course is typically scheduled five (5) consecutive days, from 8:30 a.m. until 6:00 p.m. The course content includes – see the agenda that follows – but is not limited to:

- The process of mediation
- Conflict resolution, problem solving
- Emotional "hooks" affecting mediator neutrality
- All issues dealing with separation/divorce
- Standards and ethics
- Coaching feedback from experienced mediators

DOMESTIC MEDIATION TRAINING for PROFESSIONALS Typical Agenda - 5 Days, 42 Hours

DAY 1

8:30-8:45	Welcome and Introductions
8:45-9:30	Overview of Training History of Mediation; Divorce Mediation; Alternative Dispute Resolution Options; Court Mediation-Mandated and Voluntary: Role of Judges, Lawyers, Mediators; State ADR Court Rules, and Requirements of Various States
9:30-10:15	Issues in Divorce Mediation
10:15-10:30	<i>Break</i>
10:30-12:00	Stations of Divorce – Emotional, Legal Stages of Mediation The Process: Opening Remarks; Information Gathering; Professionalism; Being in Charge of a Session;

Structuring; Clarifying; Keeping Couple Focused and on Task; Partial Agreements; Establishing Rapport, Trust, Neutrality, Caucus; etc.

12:00-1:00

Lunch

1:00-1:30

Explaining the Mediation Process to Couples
(Demonstration Role-Play by trainer)

1:30-2:15

Conducting the Intake Interview (Role-Play by trainees)

2:15-2:30

Break

2:30-5:30

Conflict Theory in Mediation

What Individuals Bring to a Conflict Situation

Reactions to Conflict:

Strategies, Management, Negotiation, Empowerment,

Impact on Mediation (Video Tape/John Haynes, Mediator)

5:30-6:00

Agreement Writing Principles

Drafting Agreement from Video

Homework Assignment: Draft Agreement

DAY 2

8:30-10:00

Tax Consequences of Divorce (presented by a tax professional)

10:00-10:15

Break

10:15-11:45

Domestic Violence Issues in Mediation

Screening, Referral Sources

11:45-12:15

Ethics

12:15-1:15

Lunch

1:15-3:00

Property and Financial Issues in Divorce

3:00-3:15

Break

3:15-4:00

Fish Bowl (Role-Play by trainer)

4:00-6:00

Property and Financial Issues (Role-Play by trainees)

Process Role-Play

DAY 3

8:30-9:30

Assessing Perceptual Differences

Listening/Communication/Reframing

9:30-9:45

Break

9:45-11:45

Domestic Law in Georgia (presented by GA Bar Attorney)

Child Support Guidelines – Law in Georgia

Domestic Law

Child Support

11:45-12:45

Lunch

12:45-1:45

“Listen to the Children” video

1:45-3:00

Dynamics of Divorce for Spouses/Parents/Children

Emotional/Psychological Issues

Child Development Issues

Issues to be Addressed in Child Custody
Parenting Arrangements, Custodial Language, Agreement
Writing, Duty to Report

3:00-3:15

Break

3:15-4:00

Parenting Arrangements (Role-Play by trainer)

4:00-6:00

Parenting Arrangements (Role-Play by trainees)

Process Role-Play

DAY 4

8:30-12:00

“Hooks and Anchors”

The Self of the Mediator (Family of Origin Issues)

How to Avoid Getting Hooked into Couple’s Issues

Family Systems Theory, Background Factors

12:00-1:00

Lunch

1:00-1:30

Ethics and Standards in Mediation

1:30-3:15

Georgia Child Support Guidelines and Calculations

Paper & Pencil Calculations/Excel Calculations (laptop
computer required - Participants will calculate guidelines)

3:15-3:30

Break

3:30-6:00

Finances/Monthly Budgets/Support Issues

Role-Play by trainees with Attorneys

Homework Assignments:

-Prepare role-play for next day

-Calculate child support guidelines for your specific state

DAY 5

8:30-12:30

Mediation Role-Play (by trainees):

Child Issues

Assets/Liabilities

Budgets

12:30-1:30

Lunch

1:30-3:00

Memorandum of Understanding/Agreement Writing

(Write the agreement from the morning role-play)

3:00-3:15

Break

3:15-4:00

Processing the Memorandum of Understanding

4:00-5:00

Ethics and Standards in Mediation

Ethics Opinions and Other Ethical Concerns

5:00-5:45

Managing Your Mediation Practice

Co-Mediators, Georgia Registration, National and Local

Mediation Associations, Liability Insurance, Ongoing

Consultation, Continuing Education

Wrap-up, Course Evaluation, Certificates

CLE Hours: 40 Total CLE Hours 2 Total Ethics Hours

Domestic (Divorce) Practicum – 2-days, 16 hours

Prerequisite: Those who want to be a registered domestic neutral in Georgia, must have completed requirements for a registered general neutral and have completed an approved 40-hour divorce (domestic) mediation training.

This course in family mediation satisfies the requirements of the Georgia Office of Dispute Resolution for observations and co-mediations in divorce training. Through role-play, participants will observe and co-mediate with a neutral experienced in family mediation cases.

The cost is **\$600**.

DOMESTIC PRACTICUM Typical Agenda - 2 Days, 16 Hours

DAY 1

8:30-10:00	Welcome and Introductions Group Observation and Process
10:00-10:15	<i>Break</i>
10:15-12:00	Presentation of materials and agenda Issues in Divorce Mediation Stages and Documentation (CSWS, Parenting Plan, ...)
12:00-1:00	<i>Lunch</i>
1:00-5:00	Co-mediation role play #1
5:00-5:30	Large Group Debrief

DAY 2

8:30-12:30	Co-mediation role play #2 Large Group Debrief
12:30-1:00	<i>Lunch</i>
1:00-3:00	Co-mediation role play #3
3:00-3:15	<i>Break</i>
3:15-5:15	Co-mediation role play #4
5:15-5:30	Debrief and Certificates

Domestic Violence Issues in Mediation – 2 days

Prerequisite: in Georgia, is registration as a domestic mediator.

More and more states are requiring or encouraging their domestic mediators to have additional training in domestic violence issues.

Most of us are aware that violence and domestic violence are often part of family conflict, *especially* during divorce. While we also know violence - too often - becomes the "family secret", as mediators, we need to be aware of the warning signals, and especially aware of the importance of the safety of the victim. Most court mediation programs in Georgia now must have mediators on their roster who have taken the course, Domestic Violence Issues in Mediation Training.

This 2-day intensive training is for trained divorce mediators. Other professionals may sign up for day one only. Day two involves participatory role-plays where prior divorce mediation training is necessary. To qualify for approval as a mediator in domestic violence cases, the applicant must be a registered domestic mediator and have a letter of recommendation from an ADR program director.

The cost is **\$600**.

Typical Agenda

Day One:

- overview of domestic violence
- dynamics
- impact on families, children
- impact on the mediation process
- information from perspective of advocates who work with victims and batterers
- legal information
- screening for domestic violence
- ethical considerations
- safety planning
- special considerations in agreement writing

Day Two:

- entire day of role-plays
- mediating when domestic violence is known
- mediating when domestic violence is not known
- terminating inappropriate cases
- dealing with parenting issues and unfair agreements

This training is approved for CE for mediators with GODR.

Georgia Office Of Dispute Resolution (GODR)

GEORGIA REGISTRY TRAINING REQUIREMENTS

All of the JCA courses in the Domestic Mediation series are GODR approved trainings*. It is the student's responsibility to understand the Georgia Office of Dispute Resolution's requirements for Domestic Mediators. General requirements include:

- Must satisfy the requirements for the general civil mediator prior to taking domestic relations training
- Must have at least a baccalureate degree from an accredited four-year college
- Must complete the courses in a specific order (42 hour Domestic Training then practicum then Domestic Violence training)

For complete information on Georgia's requirements for domestic mediation training please visit the GODR website: www.godr.org.

Georgia Office of Dispute Resolution
244 Washington Street, SW – Suite 300
Atlanta, GA 30334-5900

Email: gaodr@godr.org
Telephone: 404-463-3788
Fax: 404-463-3790

GODR is the final decision maker regarding an applicant's registration as a neutral in Georgia. JCA recommends that you review these requirements before enrolling in any mediation training.

*The fact that a training program has been approved by the Georgia Office of Dispute Resolution does not imply that any particular court-annexed or court referred program must or will accept as neutrals those who have completed that program. Each local court program is expected to exercise its discretion with reference to the qualifications of each neutral and may inquire into the training received by such neutral. Completion of a state-approved program does not automatically qualify one as a neutral in any particular local program

REQUIREMENTS IN OTHER STATES

For information about requirements for mediators in other states, go to the National Center for State Courts' website: www.ncsc.org. Search for "mediation" and click on the link "State Resources for Mediation – ADR State Links."

National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185

Email: Knowledge@ncsc.dni.us
Telephone: 800-616-6164
Fax: 757-564-2022

RAPID TRANSIT AND DRIVING DIRECTIONS TO THE JUSTICE CENTER OF ATLANTA
976 Edgewood Avenue, NE - Atlanta, Georgia 30307-2580
Training Office: (404) 523-3613, ext. 236

*The Justice Center of Atlanta is located in a **residential neighborhood** in the Inman Park/Little Five Points area approximately 3 miles east of downtown Atlanta. We are 1 block west of the Inman Park/Reynoldstown MARTA station. Our address is 976 Edgewood Avenue and is directly across the street from The Trolley Barn event facility (large green building).*

There are several buildings in the Atlanta area that have Justice Center in their names so be sure to come to 976 Edgewood Avenue, N.E., Atlanta, Georgia 30307. The building opens by 7:30 AM on training days.

BY MARTA RAIL: From the 5 Points Station, take the eastbound train to the Inman Park/Reynoldstown station. After leaving the train, take the elevator or escalator up and go through the turnstiles. Turn to the right and look for the sign labeled Inman Park exit. At the end of the exit corridor is an elevator on your right and stairs to your left. Either will take you down to a walkway beside a parking lot. At the end of this walkway, you should be facing the intersection of Edgewood Avenue and Hurt Street. Walk straight – west – on Edgewood for 1 block and JCA will be on the right at the corner of Edgewood Avenue and Elizabeth Street. *(For unlimited rides during the week, you may purchase a weekly TransCard at the 5 Points Station.)*

FROM THE EAST OR WEST: Take I-20 to exit #60 (Moreland Avenue exit). Eastbound Exit 60B North. Westbound Exit 60 North. Head north on Moreland through several traffic lights. (Pass Edgewood Retail District — Target and Lowe’s — on your right and then go under an overpass.) Take the first right, which is a ramp up onto DeKalb Avenue NE. Continue on DeKalb Avenue 0.4 mile and turn right onto Elizabeth Street. The JCA will be on your left, catty-corner at the intersection of Edgewood Avenue and Elizabeth Street.

FROM THE NORTH (southbound): Take I-75/85 south to exit #248D (Jesse Hill Drive/JW Dobbs exit). Proceed straight from the exit ramp to the 3rd traffic light. Turn left on Edgewood Avenue. Continue on Edgewood for approximately 1.5 miles. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM THE SOUTH (northbound): Take I-75/85 north (stay in the far right lane) to exit #248B (Edgewood Ave/Auburn Ave/ JW Dobbs exit). Turn right on Edgewood Avenue. Continue on Edgewood for approximately 1-1/2 miles. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM DOWNTOWN ATLANTA: Five Points/Underground/Peachtree Street NW/Decatur Street NE/Marietta Street NW, take Edgewood Avenue east for *approximately* 2.5 miles. You will pass Georgia State University, Grady Memorial Hospital/Hughes Spalding Children’s Hospital, and the Sweet Auburn Curb Market/Municipal Market. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM DECATUR: Take DeKalb Avenue west to Elizabeth Street. Turn right on Elizabeth. Proceed one block to Edgewood Avenue. Turn left. The JCA is the first building on the right at the corner of Edgewood Avenue and Elizabeth Street.

Free Parking is Available:

The Justice Center has a parking lot with limited spaces. JCA has agreements with the Trolley Barn and the Inman Park Church that allow you to use their parking lots. The Trolley Barn is the green building across the street from JCA - park behind their building – their driveway is to the right of their building. The Inman Park Methodist Church allows us to use the parking lot behind their playground – you will see it from the corner of Edgewood Ave. and Elizabeth St. An entrance is on Elizabeth St. The church is catty-corner to JCA.

Lodging Accommodations Near JCA

Atlanta has conventions year round, **BOOK EARLY!!**

Downtown Atlanta Hotels

Some hotels are not directly on MARTA (Metropolitan Atlanta Rapid Transit Authority); some hotels are within walking distance of MARTA stations. The Justice Center is located 1 block from a MARTA station (see travel directions).

Atlanta Marriott Marquis

265 Peachtree Center Avenue
Atlanta, GA 30303
404-521-0000

www.atlantamarquis.com

2.3 miles* - 2 blocks to MARTA

Embassy Suites Atlanta

(at Centennial Olympic Park)
267 Marietta Street
Atlanta, GA 30313
1-404-223-2300

www.embassysuites.com

2.76 miles* - 3 blocks to MARTA

The Georgian Terrace

659 Peachtree Street NE
Atlanta, Georgia 30308-2309
404-897-1991

www.thegeorgianterrace.com

2.7 miles* - 2 blocks to MARTA

Hilton Atlanta

255 Courtland Street NE
Atlanta, GA 30303
404-659-2000

www.hilton.com

2.1 miles* - 2 blocks to MARTA

Holiday Inn

101 Andrew Young International
Boulevard NW
Atlanta, GA 30303-1030
404-524-5555

www.atlhidowntown.com

2.4 miles* - 2 blocks to MARTA

Omni Hotel At CNN Center

100 CNN Center NW
Atlanta, GA 30335
404-659-0000

www.omnihotels.com

2.3 miles* - 2 blocks to MARTA

Quality Inn & Suites

1551 Phoenix Boulevard
College Park, GA 30349
770-996-4321, ext. 175

www.ChoiceHotels.com

13.4 miles* - shuttle to Airport near
MARTA every 30 minutes

Residence Inn Atlanta Midtown

1041 West Peachtree Street
Atlanta, Georgia 30309
404-872-8885

www.marriott.com/hotels

3.67 miles* - 1 block to MARTA

Regency Suites Hotel

A Boutique Hotel

975 West Peachtree at 10th St.
404-876-5003

toll free: 1-800-642-3629

www.regencysuites.com

3.69 miles* - Adjacent to MARTA

Sheraton Atlanta Hotel

165 Courtland Street at
International Boulevard
Atlanta, GA 30303.
404-659-6500

www.sheraton.com

2.1 miles* - 2 blocks to MARTA

**Federal Employees
should request the
government rate and ask
the price of parking.**

Westin Peachtree Plaza

210 Peachtree Street NW
Atlanta, GA 30303-1745
404-659-1400

www.westin.com

2.4 miles* - 1 block to MARTA

Bed and Breakfast lodging in our neighborhood.

Woodruff Cottage

100 Waverly Way
Atlanta, GA 30307
404-688-9498

www.inmanparkbandb.com

0.1 mile *

See website: www.inmanpark.org

Sugar Magnolia

804 Edgewood Avenue NE
Atlanta, GA 30307
404-222-0226

www.sugarmagnoliabb.com

0.2 mile *

* distance from lodging to JCA

JCA does not recommend any hotel nor have we established a relationship with any of the hotels on this list. However, we would appreciate your feedback if you find any listed accommodation less than satisfactory.

Justice Center of Atlanta, Inc. – Schedule of Classes and Fees

2018 Dates	Days	Class Name	Cost
November 7-9, 2018	W, Th, F	Mediation in Special Education Training	\$725
November 15, 2018	Th	3 hr. CLE seminar: Emotional Intelligence and Conflict Resolution	\$85
December 3-7, 2018	M-F	BASIC MEDIATION SKILLS*	\$1490
December 13, 2018	Th	3 hr. CLE seminar: Truth, Justice, and Mediation	\$85
2019 Dates	Days	Class Name	Cost
March 25-29, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490
April 16-20, 2019	T-Sat.	Domestic Mediation Training	\$1390
May 7-9, 2019	T, W, Th	Private Group Training	
May 13-17, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490
June 10-12, 2019	M, T, W	Juvenile Delinquency Mediation Training	\$725
June 17-21, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490
June 27-28, 2019	F-Sat.	Domestic Practicum	\$600
July 10-13, 2019	W-Sat.	Juvenile Dependency Mediation Training	\$895
July 25-29, 2019	Th-M	Domestic Mediation Training	\$1390
August 5-9, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490
August 15-16, 2019	Th, F	Domestic Violence Issues in Mediation	\$600
August 20-22, 2019	T, W, Th	Advanced Mediation Skills <i>(federal cost \$720)</i>	\$725
September 6-7, 2019	F-Sat.	Domestic Practicum	\$600
September 10-13, 2019	T-F	Mediation Marathon	\$1200
September 23-27, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490
November 5-7, 2019	W, Th, F	Mediation in Special Education Training	\$725
December 2-6, 2019	M-F	BASIC MEDIATION SKILLS*	\$1490

* **Basic Mediation Skills** is required for registration as a neutral (mediator). It is a prerequisite course for all others, except the Special Education training.

Request more information on courses at jcainfo@justicecenter.org or call 404-523-8236, ext. 236:

- Continuing Education – course descriptions
- Divorce & Domestic – prerequisites, course descriptions, and agendas
- Juvenile courses – prerequisites, course descriptions, and agendas
- Mediation in Special Education – course description and agenda
- **Mentoring for Mediators (must reside locally AND be a registered mediator in Georgia) - \$600**

***NOTE: Dates, location, and tuition costs are subject to change.
The JCA reserves the right to cancel any scheduled class at our discretion.***

JUSTICE CENTER OF ATLANTA, INC. - ENROLLMENT FORM FOR MEDIATION TRAINING

PAGE 1 OF 2

ATTENDEE INFORMATION

Name: _____ (Formal name as it would appear on a certificate) _____ (First name or nickname for nametag)

Address: _____

City/State/Zip: _____

Primary Phone: _____ Alternate Phone: _____

Primary Email: _____

Alternate Email: _____

Place of employment: _____ Position: _____

Describe any reasonable accommodations we might need to make in order for you to be able to participate in the training: _____

Bar # (if applicable) _____ Degree (required for divorce mediators): _____

HOW DID YOU HEAR ABOUT THE JUSTICE CENTER OF ATLANTA?

____ Personal Referral ____ Email Notice ____ JCA Web Site ____ Other Web Site: _____

ENROLLMENT INFORMATION

Dates of Training/s: _____

Check course/s in which you are enrolling:

- 5-day Basic Mediation Skills, \$1490 3-day Advanced Mediation Skills, \$725*
3-day Special Education training, \$725 4-day Mediation Marathon, \$1200
5-day Divorce Mediation Training, \$1390 2-day Divorce Practicum, \$600 2-day Domestic Violence, \$600
3-day Juvenile Delinquency training, \$725 4-day (Juvenile Deprivation) Dependency, \$895
Mentoring for Mediators, \$600 (for local residents and GODR registered mediators only) 3-hour Continuing Education course, \$85

*The cost of Advanced Mediation: Skills, Techniques and Approaches for federal employees is \$720 per GSA contract #15F-0076K.

To Enroll in a Class:

Individuals must send an enrollment form with full payment by check, money order, cash, or a credit card. JCA runs charges two (2) weeks before class begins. If you pay online, the charge is run immediately. No checks are accepted within three (3) weeks before a class.

Government employees must send an enrollment form and pay with a check, credit card, or purchase order (federal form or SF 182 - with ALL necessary signatures, a purchase order # in box 4, and billing information with a contact name, email address, and phone number in box 6). JCA runs government credit card charges two (2) weeks before the class begins unless the agency requests otherwise. If you pay online, the charge is run immediately.

Cancellation and Refund Policy - please read carefully:

You must cancel at least fourteen (14) calendar days before the training to receive a full refund. Enrollees who cancel fewer than fourteen (14) calendar days before the class must, within six (6) months, register for and attend another class; otherwise all payments are forfeited to the Justice Center of Atlanta.

There is a non-refundable no-show fee. In the case of a no-show, the class fee will not be refunded. If a federal form or SF182 was issued, we will invoice the government agency the full cost of the training. Refunds are issued to the payor of record.

(OVER)

NOTE: Dates, location & tuition costs are subject to change. JCA reserves the right to cancel any scheduled class at our discretion.

JUSTICE CENTER OF ATLANTA, INC. - ENROLLMENT FORM FOR MEDIATION TRAINING

PAGE 2 OF 2

PAYMENT INFORMATION:

PAY BY CHECK/CASH Make check payable to JCA. **No checks are accepted within 3 weeks before the class.**

CHARGE TO: Card # _____ Expiration Date: _____

Print Cardholder's Name: _____

Authorized Signature: _____

REQUIRED: Print Billing Address: _____

COMPLETED PURCHASE ORDER IS ATTACHED. Send invoice to:

Print contact name/email address/phone # _____

FOUR (4) STATEMENTS OF AGREEMENT:

I understand that I must attend the full hours of a course, participating in its entirety, to be eligible for a certificate.

I understand that it is my responsibility to determine all requirements to be an approved mediator in any state or agency of my choice. JCA staff cannot independently determine eligibility to mediate for any entity.

I understand that my application for training at the Justice Center of Atlanta is not an application to become a mediator for the Justice Center of Atlanta.

I understand that completion of the training course conducted by the Justice Center of Atlanta does not necessarily qualify me to mediate for, or be accepted as, a mediator for the Justice Center of Atlanta or any other entity.

_____ Date

_____ Applicant's Signature

Please complete and sign this registration form. Send to:

Justice Center of Atlanta

Attn: Training Services,
976 Edgewood Avenue, N.E.
Atlanta, GA 30307-2580.

Fax (secure): 404-287-4949

Email: shawn@justicecenter.org

Phone: 404-523-3613, ext. 236

NOTE: Dates, location & tuition costs are subject to change. JCA reserves the right to cancel any scheduled class at our discretion.

Revised 09/05/2018