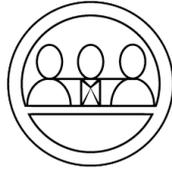


PAULA LAWTON BEVINGTON, Esq.  
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SHAWN L. O'CONNOR  
*Coordinator of Training Services*  
*Registrar*  
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cell: (678) 478-7682  
email: shawn@justicecenter.org

**Justice Center of Atlanta, Inc.**  
Mediation Training • Mediation Services • Systems Design

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

**Re:** **Mediation Training General Information**

Course Information for Mediation Training:

- Justice Center of Atlanta Training Overview – pages 1-3
- Course Descriptions: Basic (with Agenda), Advanced (with Agenda), Mentoring, Juvenile – pages 4-9
- Information on Customized Trainings – page 9
- Requirements for Mediators' Credentials – page 10
- Rapid Transit and Driving Directions to JCA – page 11
- Parking at JCA – page 11
- Nearby Hotels – page 12
- Training Schedule of Classes and Fees – page 13
- 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.

**Class size is strictly limited to maintain a small student-to-teacher ratio, so register early. Payment information is required to secure your place in the class.**

Our services include a self-contained training site that provides easy access to free parking. We provide light snacks, coffee, tea, soft drinks, and a catered lunch for most classes at no additional charge. (Juvenile classes do not include a catered lunch.) We accommodate special dietary needs for religious or medical reasons only. Notify us on your enrollment form.

Our students report that their training was one of the most professionally rewarding experiences in their career. If you are considering taking a course, please feel free to ask for a recent evaluation of the specific training that you are considering. Seeing what others said after their successful completion may be helpful to you in deciding whether to enroll in one of our course offerings.

For more detailed information on JCA's training services, mediation services, and remarkable history, visit [www.justicecenter.org](http://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.

### **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.

**Basic Mediation Skills** (40 hours, 5 days) is the JCA's most comprehensive, hands-on, thorough offering aimed at providing the foundation of conflict resolution theory and essential skills training for a general mediation practice in either public agency or private settings. Topics include (1) workplace issues involving EEO claims under Title VII of the Civil Rights Act of 1964, as amended; (2) the Americans with Disabilities Act of 1990; (3) grievances covered under collective bargaining agreements; (4) civil and criminal court case issues; (5) and other disputes arising in corporate, private, and public settings. In these contexts the course provides an understanding of the mediation process. It increases knowledge of the languages of neutrality and resolution; improves communication and negotiation skills; and strengthens the abilities of participants to deal with diversity issues. The course builds on itself step by step; it is highly participatory and interactive between and among the instructors and class members.

During the 40 hours, participants will see demonstrations of mediations and be involved in role-plays to test and hone their skills and understanding of the unique role of the mediator. Each participant will observe or be a part of 11 mediations followed by debriefings. The debriefing experiences provide specific, individual feedback in the role-plays and group feedback. The subject matter of these 11 cases ranges from discrimination and other workplace disputes to court referred matters. This scope of experience is designed to deepen the new and not-so-new mediator's understanding of the broad application of mediation skills and process wherever conflict arises. Significant emphasis is placed on the common ethical obligations and national standards mediators must accept in providing services in all settings.

### **Cost \$1490.**

PLEASE NOTE: The course is *very* intense and requires homework each night: a total of 5-6 hours for the week. Attendance during the entire 40 hours is required to receive a certificate of completion – no exceptions.

All of our instructors are registered mediators with the Supreme Court of Georgia and have many years of experience not only in training but in mediating cases also. All instructors actively mediate for JCA and other entities. You will have four instructors for Basic Mediation Skills and individual coaching in your role-play.

**Credential:** Participants completing the 40-hour course may apply (\$125 application fee and \$125 annual renewal fee) for registration as a neutral/mediator for general civil disputes with the Georgia Office of Dispute Resolution, the administrative supervisory arm of the **Georgia Supreme Court's Commission on Dispute Resolution**, for all matters involving ADR (Alternative Dispute Resolution). Residency in Georgia is not a pre-requisite to applying for and receiving registration status. Other requirements for Georgia mediators are on page 9 of this document. Please go to [www.godr.org](http://www.godr.org) for further information on registration.

**Many states require 40 hours of training in mediation theory and skills before allowing an individual to mediate. Check with your state's supreme court or your federal/state agency to determine training and professional requirements and whether it would accept JCA's 40-hour training as fulfilling the training obligations to become a mediator. Due to JCA's long-established (over 40 years), outstanding national reputation in mediation training, there are many other entities that also accept this course as fulfilling their basic requirements. Check first to be sure before enrolling if a credential in your state or agency is a goal.**

## Basic Mediation Skills (40-hours, 5 days)

### TYPICAL AGENDA

(Agenda is subject to change)

#### **Monday**

|               |   |
|---------------|---|
| 8:00-8:30AM   | Registration  |
| 8:30 AM       | Intro to Course<br>Overview of Mediation:<br>ADR Processes & Court Processes<br>Listening and Oral Skills of Class: Introductory<br>Dyads<br>Mediation Demonstration  |
| 12:00-1:00 PM | Lunch   |
| 1:00 PM       | Discussion of Demo<br>Preliminary Matters: Court and Other Agency<br>Referral Processes<br>Language of Resolution<br>Mediator's Opening Statement & Practice<br>Individual Style Assessment<br>Distribution of Role-plays |
| 6:15 PM       | Dismiss   |

#### **Tuesday**

|               |  |
|---------------|--|
| 8:30 AM       | Review of Opening Statement<br>Additional Practice<br>Remarks by Parties and Joint Discussion<br>Caucus & Evidence   |
| 12:15-1:00 PM | Lunch  |
| 1:00 PM       | Negotiation Strategies<br>Agreement Writing<br>Introduction of Observers and Role-play<br>1 <sup>st</sup> Role-play and feedback<br>Group Debriefing; Homework Assignments |
| 6:00 PM       | Dismiss  |

#### **Wednesday**

|               |  |
|---------------|--|
| 8:30 AM       | Review of Agreement Writing Homework<br>2 <sup>nd</sup> Role-play and Feedback<br>Debriefing of 2 <sup>nd</sup> Role-play<br>Diversity |
| 12:00-1:00 PM | Lunch  |

1:00 PM Magistrate Criminal & Some Exceptional Cases  
 3<sup>rd</sup> Role-play and Feedback  
 Debriefing of 3<sup>rd</sup> Role-play  
 4<sup>th</sup> Role-play and Feedback  
 Debriefing of 4<sup>th</sup> Role-play  
 Review of Days 1-3 & Homework Assignments

6:00 PM Dismiss

**Thursday**

8:30 AM Review of Mediation – Video: “Chicken Case”  
 Legal and Ethical Considerations  
 Georgia Office of Dispute Resolution (GODR)  
 Wrap-Up of Basic and Evaluation

12:00-1:00 PM Lunch

1:15 Trouble-shooting & Handling Escalating Tensions  
 Introduction to Clinical Practicum  
 Qualities & Characteristics of Mediator  
 Video: Landlord Tenant & Debrief  
 Civil & Criminal Mock Mediation (Live Demo)  
 Homework Assignment (Appendix C)  
 & Fill Out GODR Application

5:30 PM Dismiss

**Friday**

8:30 AM Styles of Mediation  
 Styles of Negotiation: Reactive Devaluation  
 Videos: Neighborhood & Personal Injury Cases & Debriefs  
 Video: Termination Tempest & Debrief  
 Live Demonstration Mock Mediation (continued)

11:45-12:45 PM Lunch

12:45 PM Finish “Termination Tempest” and Debriefing  
 Begin Ethics Review of Appendix C  
 Finish “Termination Tempest” & Debrief  
 The Importance of Rapport & How to Establish It  
 Updated Model Standards of Conduct for Mediators  
 Finish Ethics Review of Appendix C  
 Evaluation, Registry Application & Certificates

5:15 PM Dismiss

## **Advanced Mediation Skills, Techniques, and Approaches** (20 hours, 3 days)

*Prerequisite: a basic mediation training*

JCA designed the advanced training to give the mediator additional experience with the facilitative mediation process. JCA requires that the participant have completed a basic mediation course **prior to taking this course**. After an assessment of the attendees' level of experience and knowledge, the course briefly reviews the basic mediation process and skills. The course then focuses on question asking and rapport building skills; advanced agreement writing exercises; ethical issues for practitioners; multi-party, multi-issue mediations; a stop-action exercise incorporating many different techniques to resolve issues on the spot in the mediation process; and an opportunity to participate in 4 additional role-plays. The course is suitable advanced training for those in the federal and private sectors. The Advanced training requires a pre-course reading assignment and nightly homework.

**Cost \$725 (\$720 for federal employees per GSA contract.)**

**Note: Attendance for the entire 20 hours is mandatory by JCA to receive a certificate for this training – no exceptions.**

### **Advanced Mediation Skills, Techniques, & Approaches** (20 Hours, 3 days)

#### TYPICAL AGENDA

(Agenda is subject to change)

#### Day 1

8:30 Overview & Expectations  
Assessment  
Discuss Assessment  
Agreement Writing Review & Exercise

12:15-1:00 Lunch

1:00-4:45 Discuss Agreement Writing Exercise  
Stop Action Mediation Demonstration  
Homework Assignment: Read ALL Role-Plays

#### Day 2

8:30 Meditations on Mediation for the Mitigation of Litigation  
Ethics Opinions 3 & 4, Advisory Opinions 3 & 6  
Thinking About the Questions  
Role-play #1 & Individual Debrief

12:30-1:15 Lunch

1:15-4:30 Large Group Debriefing of Role-Play #1  
Role-play #2 & Individual Debrief  
Large Group Debriefing of Role-Play #2  
Homework: Write Agreement from the Stop-Action Demonstration & Review Role-Plays 3 & 4

**Day 3**

|            |   |
|------------|---|
| 8:30       | Dealing with Angry and Difficult People in Mediation<br>Role-play #3 & Individual Debrief<br>Large Group Debriefing of Role-Play #3 |
| 12:00-1:00 | Lunch   |
| 1:00-4:30  | Role-play #4 & Individual Debrief<br>Large Group Debriefing of Role-Play #4<br>Wrap-up, Evaluation & Certificate Presentation       |

**Mediation in Juvenile Delinquency Cases** — 3 days, 21 hours.

*Prerequisites: for Georgia mediators are an approved 28-hour basic training and registration with GODR as a general mediator*

Mediation is an alternative for first-time juvenile status offenses. This course prepares you to mediate with juveniles. These cases are referred from the courts when a private citizen, school, business, officer, or other person alleges that a juvenile has committed a delinquent or unruly act. Mediation gives the parties an opportunity to meet, talk about the offense, express concerns, and negotiate a mutually acceptable agreement.

In this course you will look at the process for juvenile cases and how it differs from other mediation processes. The course covers child development issues, alcohol and drugs, youth diversity, and a multitude of other issues related to the juvenile offender. Don't worry...we thoroughly cover the legal aspects of working with juveniles and the ethical considerations of working with minors in the mediation setting.

**Cost \$725**

**Mediation in Juvenile Dependency Cases** — 4 days, 28 hours\*

*Prerequisites: for Georgia mediators are an approved 28-hour basic training, registration with GODR as a general mediator, and an approved training in juvenile delinquency mediation.*

This training prepares mediators for cases involving children and youth involved in parental termination, custody, guardianship, and other matters through the probate, juvenile, and superior courts. A dependent child is defined by statute as a child who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health or morals; has been placed for care or adoption in violation of law; has been abandoned by his parents or other legal custodian; or is without a parent, guardian, or custodian. These cases come primarily from three sources: The Department of Human Resources, law enforcement, and private citizens. As a mediator you may mediate cases from all referral sources.

This course provides you the opportunity to see the participants in dependency cases and the function of each in your process. The curriculum covers child developmental issues, parenting and

family dynamics, family violence, parental violence and a variety of topics that are unique to the dependency process.

\* The course is now 28 hours (4 days) for those without the registration and active practice in domestic cases. For those that are actively registered and practicing in the Domestic category, as designated by GODR, the course is 21 hours (still over 4 days, but with early dismissal on certain days). Please refer to the agenda for the appropriate schedule under which you qualify.

**Cost \$895**

**Mentoring for Mediators** Prerequisites: *Participants must be local residents and mediators registered with GODR.*

Mentoring provides the opportunity to participate in 5 live mediations. The mentee observes 3 live mediations with post-session debriefing from an experienced JCA mediator who mediates in each of these three cases. Following the 3 observed cases, the mentee will mediate 2 cases under the auspices of the veteran JCA mediator. An extensive one-on-one coaching session will follow each of the mentee's mediations, which will include a summary report of suggestions for needed improvement. Edith B. Primm, Esq. provides the oversight of mediator-mentors.

This course may require 3 working weeks to complete the 5 cases with debriefings and summary report. Scheduling is on an individual basis (there is no class). You must schedule your time frame a minimum of 3 working weeks in advance. During the mentoring process, it may be necessary to schedule some cases in the evening.

**CE:** Each case and debriefing will last at least 1 hour. CE credit: 10 Hours

**Cost \$600**

## CUSTOMIZED MEDIATION TRAINING

The Justice Center of Atlanta (JCA) provides mediation training in a variety of areas. Customized training classes can be tailored to meet the specific needs of an organization. Presentations and courses may range from several hours to multiple days.

A typical curriculum for a training course would include demonstrations, lectures, exercises, and extensive role-play components to acquaint the participant with facilitation, conflict resolution, conflict management, negotiation, and the process of facilitative mediation as practiced by JCA. The courses are intensive and highly participatory.

For specific information and price quotation, please contact

Edith B. Primm, Esq., Executive Director, 404-523-3613, ext. 204 [edith@justicecenter.org](mailto:edith@justicecenter.org)

**For all other trainings available, visit our website – [www.justicecenter.org](http://www.justicecenter.org) or contact us for more information.**

## **Georgia Office Of Dispute Resolution (GODR)**

### **GEORGIA REGISTRY TRAINING REQUIREMENTS**

**The 5-day, 40-Hour Basic Mediation Skills course meets the Georgia Office of Dispute Resolution (GODR) training requirements\*** of a 28-hour basic training with an approved 12-hour practicum (the practicum gives you the required 5 observations). Once you have completed the basic training, you are eligible to apply to GODR for approval as a registered general civil mediator. An applicant must apply for GODR registration within 18 months of completing the course or repeat the training. The application fee is \$125; the annual renewal fee is \$125.

**Other requirements** for Georgia mediators are:

- You must be at least 18-years-old.
- You must pass a background check.
- You must provide proof of (1) citizenship, (2) legal residency, or (3) status as a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
- You must have a high school diploma to be a **registered general civil** mediator.
- You must have a 4 year degree to be a **registered domestic** mediator.

GODR provides information for mediators on their website: [www.godr.org](http://www.godr.org).

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

Email: [gaodr@godr.org](mailto: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](http://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](mailto: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, cattycorner 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 cattycorner 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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.marriott.com/hotels)  
3.67 miles\* - 1 block to MARTA

**Regency Suites Hotel**  
*A Boutique Hotel*  
975 West Peachtree at 10<sup>th</sup> St.  
404-876-5003  
toll free: 1-800-642-3629  
[www.regencysuites.com](http://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](http://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](http://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](http://www.inmanparkbandb.com)  
0.1 mile \*

See website: [www.inmanpark.org](http://www.inmanpark.org)

**Sugar Magnolia**  
804 Edgewood Avenue NE  
Atlanta, GA 30307  
404-222-0226  
[www.sugarmagnoliabb.com](http://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

| <b>2018 Dates</b>            | <b>Days</b> | <b>Class Name</b>  | <b>Cost</b>   |
|------------------------------|-------------|--|---------------|
| November 7-9, 2018           | W, Th, F    | Mediation in Special Education Training                              | \$725         |
| November 15, 2018            | Th          | 3 hr. CLE seminar:<br>Emotional Intelligence and Conflict Resolution | \$85          |
| <b>December 3-7, 2018</b>    | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| December 13, 2018            | Th          | 3 hr. CLE seminar: Truth, Justice, and Mediation                     | \$85          |
| <b>2019 Dates</b>            | <b>Days</b> | <b>Class Name</b>  | <b>Cost</b>   |
| <b>March 25-29, 2019</b>     | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| April 16-20, 2019            | T-Sat.      | Domestic Mediation Training  | \$1390        |
| May 7-9, 2019                | T, W, Th    | Private Group Training   |               |
| <b>May 13-17, 2019</b>       | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| June 10-12, 2019             | M, T, W     | Juvenile Delinquency Mediation Training                              | \$725         |
| <b>June 17-21, 2019</b>      | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| 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        |
| <b>August 5-9, 2019</b>      | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| 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        |
| <b>September 23-27, 2019</b> | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |
| November 5-7, 2019           | W, Th, F    | Mediation in Special Education Training                              | \$725         |
| <b>December 2-6, 2019</b>    | <b>M-F</b>  | <b>BASIC MEDIATION SKILLS*</b>                                       | <b>\$1490</b> |

**\* 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](mailto: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

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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**

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***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](mailto: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.***