

## Adding Your Continuing Education

**What you need to know:** Continuing mediator education is required for all circuit and orphans' court roster mediators, as well as for MPME members. The online portal is configured to recognize and track both requirements.

### What are the Continuing Education Requirements?

**Court Mediators:** Required by Title 17 of the Maryland Rules to complete 4 hours each year of continuing mediator education (general or ethics).

**MPME Members:** Commit to completing 10 hours of continuing education credit hours each year – 2 hours of ethics training and 8 hours of general mediation education.

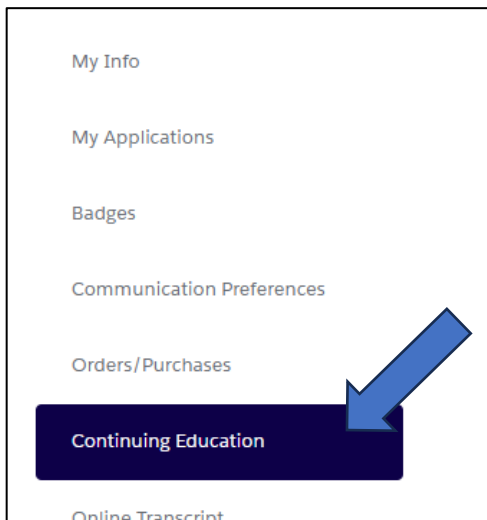
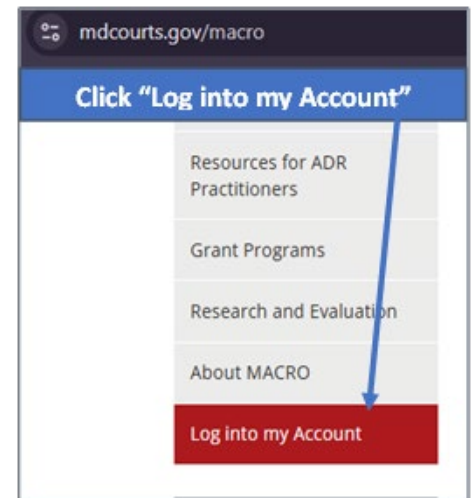
Sign In

**Accessing your profile:** Go to  
<https://www.mdcourts.gov/macro>

Click **Log into my Account**.

Your username is the email address you used to create your account.

Navigate to the Continuing Education Tab.





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

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

*\* Auto-applied credits may take up to 7 business days to be applied to your account.*

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

- ❖ **My Self-Reported Credits:** These are credits that you upload to your account when you attend a program hosted by another organization.

My Self-Reported Credits							
<a href="#">+ New Self-Reported Credit</a>							
Program	Hours	Status	Event Title	Date	Additional Comments	MACRO Staff Comments	Presenter Documents Submitted

All continuing education for both MACRO awarded credits, and self-reported credits will fall into two categories.

1. Mediator – General Education.
2. Mediator – Ethics.

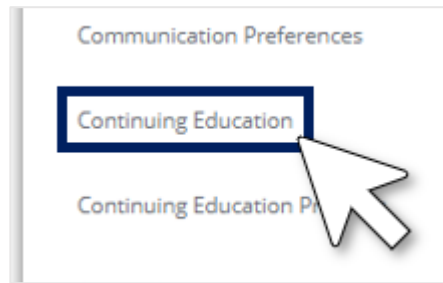
The instructions below will walk you through the steps needed to add self-reported continuing mediator education credits to your profile.

## Adding Self-Reported Credits to your Profile

**\*\*\* All fields are required. \*\*\***

### Step 1 - Open Continuing Education

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



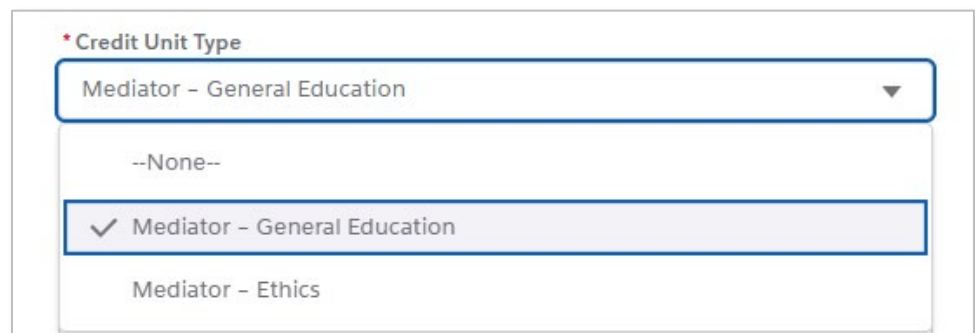
### Step 2 – Start a New Entry

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



### Step 2 – Select the Credit Unit (CU) Type

Select Mediator – General Education or Ethics depending on the topic of the course.



\*Regardless of the type, continuing education must be related to mediation and dispute resolution.

### Step 3 – Event Title

Enter the title of the training program you took.



**Step 4 -  
Enter the Length in  
Hours**

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

Hours ⓘ

**Step 5 -  
Enter the Start  
Date**

Enter the start date for the program.

\* Start Date ⓘ



**Step 6 –  
Event Type**

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

Event Type ⓘ

**Step 7 –  
Provider &  
Location**

Enter the name of the organization or trainer who provided the program, and where it was held.

Include the city and state for in-person programs or “remote” for online programs.

Provider ⓘ

Location ⓘ

### Step 8 – Short Description

Enter a **brief** summary of the topics covered.

\* Additional Comments

### Step 9 - Presenter

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

I was the presenter

☐ ⓘ

### Step 10 – Upload a Certificate or other proof of attendance.

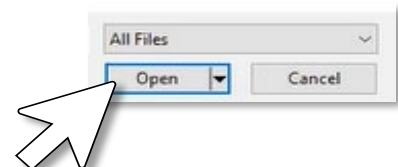
Click **Upload Files** to upload your certificate of completion for the program.

\* Upload Certificate of Completion

Or drop files

\*A certificate or other documentation showing you completed the continuing education stated above.


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



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

Upload

Or drop files

20 Hour Child Access Training Certificate of Completion\_CMU.pdf 

### Step 11 – Submit the New Self-Reported Credit

Once you have completed the form, click the blue **Submit** button.



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## End

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



You can edit the entry by clicking the pencil icon.



You can delete the entry by clicking the trash can icon.

My Self-Reported Credits						<a href="#">+ New Self-Reported Credit</a>
Self-Reported Credit Type	Program	Hours	Status	Event Title	Completed Date	
Mediator Conduct	MPME CE	1.5	Active	Self-Awareness for Mediators	2023-07-10	