

Understanding Your Profile

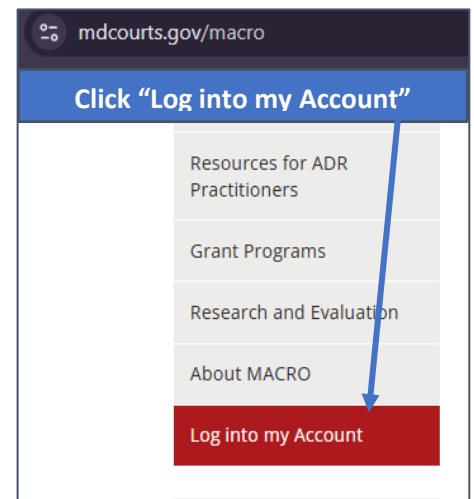
What you need to know: Your profile holds all your information – from your email address and phone number to your practice description and experience. It is also where you enter and track your continuing education. Much of your information is automatically saved to your profile when you submit your application, and you can update it at any time.



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

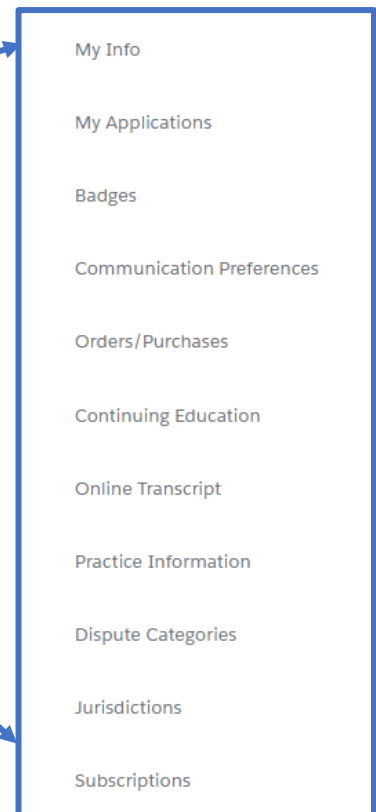
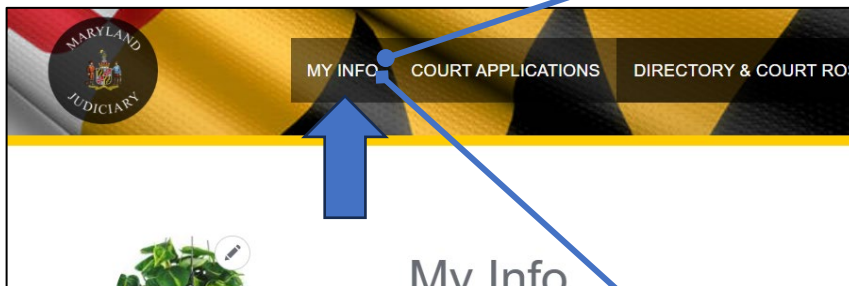
Click **Log into my Account**.

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



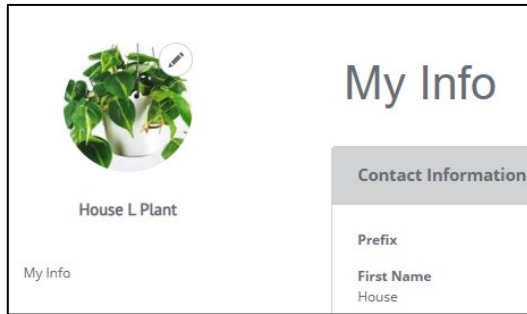
View your **My Info** page.

Your “My Info” page is where you can access all of your profile’s features.



Learn more about each of these sections below.

My Info

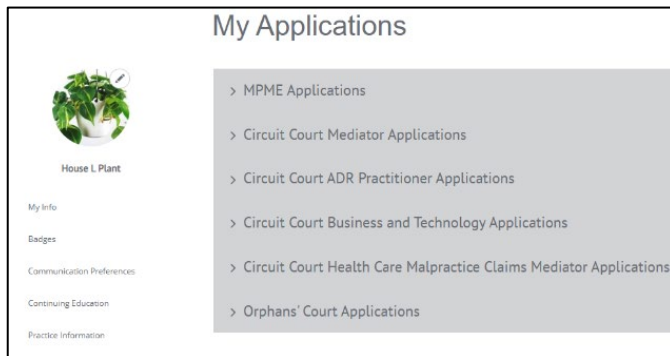


The ‘My Info’ page is the home page of your profile. This is where you can:

- View and update your contact information, your address, and your personal background.
- Add a picture to your profile, if desired. The image size must be no larger than 125px by 125px.

**Note: Your picture and address information will not be visible to anyone else, including on the mediator directory.*

My Applications

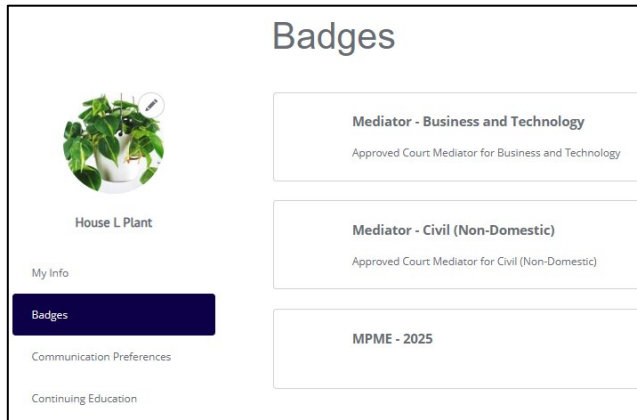


In the “My Applications” section, you will find copies of all the applications you completed.

- Click on the “carrot” next to the application type to view and print a copy of your submitted application, along with any attachments.

▼ <u>Circuit Court Mediator Applications</u>			
Type	Created Date	Application Details	Attachments
Mediator	Jun 26, 2025	Print Application	Mediator Training Child Custody and Visitation Certificate

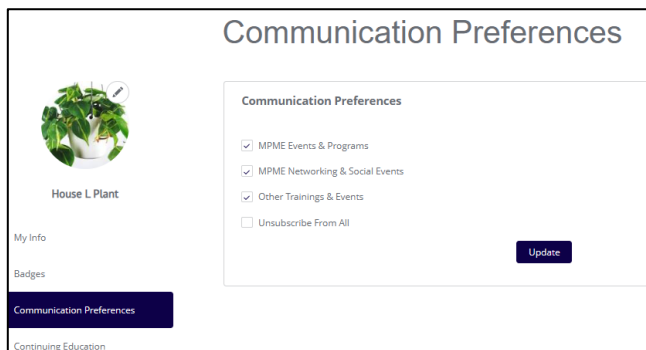
Badges



This page shows your active badges. Badges indicate that your membership or roster status is active.

- Court badges show the practitioner and case types for which you have been approved.
- MPME badges will show whether you are an active member of the Maryland Program for Mediator Excellence.
- If your status changes, your badges will become inactive.

Communication Preferences



You can view and update your MPME communication preferences at any time.

Orders/Purchases

Order/Invoice #	Items	Due
000010053	Best Practices for Bilingual Mediation (Best Practices for Blii...	03/24
000010020	They were Sisters? Or Twins? (They were Sisters? Or Twins?...	03/11

Under orders and purchases, you can find the receipts for programs for which you've registered.

- Select 'All Orders' to see your receipts.
- Use the Date Range feature to search for registration receipts from a particular time period.

Continuing Education

Program	Hours	Status	Event Title	Date	Additional Comments	MACRO Staff Comments	Presenter	Documents Submitted
MPME Court	40	Active	Basic Mediation Training	2025-06-03			false	📄
MPME Court	2	Active	Learning for Mediators	2025-06-10			false	📄
MPME Court	4	Active	Intelligence during Court	2025-06-01			false	📄

This section is where you will view and enter your continuing education.

- **For step-by-step instructions on how to add continuing education to your profile, view the *Adding Your Continuing Education* user guide.**

Online Transcript

In this section, you can export a list of your continuing education by a selected date range.

- The downloadable report includes both self-reported credits that you entered and ones that were automatically applied to your account after attending a MPME or MACRO event.

Practice Information (MPME only)

The Practice Information page applies to MPME members. This page is where you can view and update information on your mediation practice.

- Information on this page is used to populate your listing on the MPME member directory.*

**Only MPME members who are taking cases from the public and have agreed to appear on the directory will be included.*

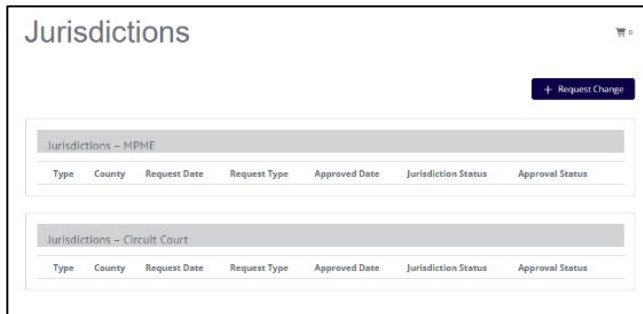
Dispute Categories (MPME only)

Dispute Type Category Id	Status	Dispute Type Category	Dispute Type Sub-Category	County	Number of Cases	Comments
00001196	Active	Neighborhood	Neighborhood/Community	1-25	1-25	

MPME members can use the Dispute Categories tab to view and update the types of disputes you mediate, as well as the number of cases completed for each.

- This information appears in your public profile if you opt to be included in the mediator directory.

Jurisdictions



This section is where you can request to add or remove jurisdictions from your profile.

- Circuit Court and MPME jurisdictions are separate.
- MACRO staff are notified when a request is submitted.
- Once a request is approved, the jurisdiction changes will appear on your profile.
- Jurisdictions are tied to the filters on the directories.

Subscriptions

Subscriptions

Active



Subscription Name	Term Start Date	Term End Date	Manage	Renew
Circuit Court - Mediator - Business and Technology	6/17/2025	12/31/2025	Manage	Renew
Circuit Court - Mediator - Marital Property and Divorce	6/17/2025	12/31/2025	Manage	Renew
Circuit Court - Mediator - Civil (Non-Domestic)	6/17/2025	12/31/2025	Manage	Renew

Subscriptions is the term that Fonteva uses for your MPME membership and court roster start and end dates.

- All mediator and MPME subscriptions run from January 1 to December 31. Renewal is dependent upon meeting the related continuing education requirements.
- All ADR practitioner subscriptions will auto-renew unless the individual withdraws or is removed from the list.