

## Guidance on FMC Registration 2019

Annual registration allows the FMC to confirm that you wish to remain on the register, to give you the opportunity to update any details held on the register that may have changed, and to collect annual registration fees.



### Annual registration process

Please complete your 2019 Registration Form, and if necessary, the Amendment of Details Form, and send these to [register@familymediationcouncil.org.uk](mailto:register@familymediationcouncil.org.uk) between the 7<sup>th</sup> and 25<sup>th</sup> January 2019. Your e-mail will be acknowledged and you will be sent an invoice for your registration fee, to be paid within 28 days. Once your completed paperwork and payment has been received, you will receive confirmation that you have been registered for 2019.

### Checking and amending your details

You must refer to your individual registration e-mail to check whether the details we hold for you on the FMC register are correct. Once you have done this, complete the 2019 Registration Form. If you need to amend your details, complete the Amendment of Details form.

### Membership Organisation

To register with the FMC, a mediator must be a member of one of the FMC's five member organisations.

Please note:

Different membership organisations offer different levels of membership. Please ensure that your level of MO membership is the right one to entitle you to register with the FMC, and that it covers you for work in all of your practices – please ask your MO if you are unsure.

Please note: Mediators can only register as a member of *The Law Society* if they are a member of the Law Society's Family Mediation Accreditation scheme. Membership as a solicitor is not sufficient. Members of the Law Society's Family Mediation Accreditation scheme should be aware of the Law Society's requirement that members of its scheme also belong to another FMC Member Organisation.

## **Certificates**

For mediators working towards accreditation who have an extension to submit their portfolio which is conditional on attending a 3 day refresher course in 2018, please attach your certificate of attendance when you send in your registration form.

If you have carried out a CIM Awareness and Understanding Day or a CIM Update course in 2018, please attach a certificate of attendance at this course when you send in your registration form.

## **Newsletter**

The FMC publishes an e-newsletter once every two months. This includes information about the work the FMC is doing and relevant developments elsewhere in the mediation community, as well as list of events/training courses that may be of interest to family mediators. Please indicate whether you would like to receive this on the registration form. This ensures we follow with best practice with regards to data protection.

## **Volunteering**

Volunteer mediators make a hugely significant contribution to the work of the FMC, which includes the FMSB; it could not operate as it does without them. As well as their contributing their time, mediators bring valuable experience to the work of the FMC. From time to time the FMC asks mediators to carry out certain roles, for example taking part in a working group or sitting on a panel. If you are interested in hearing from the FMC about these roles, please indicate this on the form.

## **PPC Declaration**

Annual registration forms need to be counter-signed by the mediator's PPC, to confirm that the mediator's declaration concerning the minimum number of normal expected hours of mediation (where relevant), CPD and PPC consultation, is right to the best of their knowledge and belief. This requirement has been introduced by the FMSB as practice varies across different membership organisations and is consistent with the FMSB's principle of verifying the information held on the register to offer assurance to members of the public.

## **Signatures**

Electronic signatures are accepted.

## **2019 Fees**

If you hold FMCA, the fee for 2019 is £120. If you are a family mediator working towards FMCA status, the fee for 2019 is £60.

The FMC has changed the way it will collect fees following feedback from mediators and as a result of past payments for fees having been made without references. In 2019, mediators should complete and return their registration form and will then be invoiced for payment of the 2019 fee; the invoice should be paid within 28 days.

### **How we will use your information**

Information relating to your training, accreditation and professional practice, including practice addresses, will be made available to the public.

Your private contact details will be used only by the FMC (including FMSB) to send you information about registration, accreditation and standards. This will not be made available to the public. It is important that you give the FMC an e-mail address for an account you regularly access and not one for a colleague that could get lost in the system (e.g info@ e-mail addresses in larger firms may not be suitable).

Please see the FMC's [Privacy Policy](#) for information about how we hold and use your data.

Please remember to let us know if any of these details change during the course of the year by e-mailing [register@familymediationcouncil.org.uk](mailto:register@familymediationcouncil.org.uk)