

## Guidance on FMC Registration 2020

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 2020 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 31<sup>st</sup> January 2020. 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 2020.

### 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 2020 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 (MOs).

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, that it covers you for work in all of your practices and offers a complaints process which you can refer clients to if breaches of the FMC's Code of Practice are alleged.

### Certificates

If you are working towards accreditation and have attended a 3-day refresher course, please attach your certificate of attendance when you send in your registration form (unless you have sent this to us already).

If you have carried out a CIM Awareness and Understanding Day or a CIM Update course, please attach a certificate of attendance at this course when you send in your registration form (unless you have sent this to us already).

## **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 a list of events/training courses that may be of interest to family mediators. Please indicate on the registration form whether you would like to receive this. 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.

## **2020 Fees**

FMCA Mediator	£120
Mediator working towards accreditation	£60

Mediators will be invoiced via our online system, Xero, following submission of their registration form.

You can pay

- Via internet banking, using the following details:

Account name: Family Mediation Council  
Account number: 21649388 Sort Code: 40-24-13  
Reference: Your name & URN

- Via credit or debit card, via the invoice you will be sent

- Via cheque with your name and URN written on the back and sent to:  
Family Mediation Council  
International Dispute Resolution Centre  
70 Fleet Street  
London  
EC4Y 1EU

***Please note that payments made without a reference will delay confirmation of your registration.***

### **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)