

Guidance on FMC Registration 2021

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

Annual registration now takes place through an online system.

Step 1

The first step is to log on to the new system [here](#), confirm your personal contact details, confirm you wish to renew registration, and pay the annual registration fee. You should do this by 28th April.

2021 Registration Fees

Fees for 2021 are as follows:

FMCA Mediator	£120
Mediator working towards accreditation	£60

Payment can be made, or an invoice requested, during the online process.

Step 2

After completing step 1, you will be sent an e-mail asking you to confirm or update your details, tell the FMC whether you need to make a declaration under the Good Standing Requirements and make a declaration about whether you met the FMC's annual requirements for CPD, PPC support and (where relevant) practising hours. You will be asked to do this by completing a form and returning it to register@familymediationcouncil.org.uk

Declaration

You must declare whether, in 2020, you:

- carried out the required level of continuing development (expected to be 10 hours per year)
- received the required support from a Professional Practice Consultant (which is at least 2 individual hours' PPC consultation, and 2 more hours which could be individual or group consultation), and
- (for accredited mediators) met the minimum expected level of practice (15 hours of mediation sessions per year).

The Standards Framework allows for these requirements to be pro-rated where mediators are not working for part of the year, as may be the case due to the coronavirus pandemic.

If you did not meet the minimum requirements, you must put a plan in place to rectify this, which should be supported by your PPC.

Checking and amending your details

You must check whether the details we hold for you on the FMC register are correct. You can do this by checking your personal contact details on the online system, and the public details on the FMC website here: <https://www.familymediationcouncil.org.uk/find-local-mediator/>

Please remember to check:

- Your Member Organisation
- Your PPC
- Online mediation
- Public contact details
- PPC Status
- CIM Status (Qualified to see children in mediation)

Please note that 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 have attended

- a required course, such as a refresher course or, a CIM Awareness and Understanding Day or a CIM Update course,
- PPC foundation training or 3 day-CIM training

and have not previously sent your course certificate to the FMC please attach this to your updated details form.

Good Standing

The FMC is introducing a Good Standing requirement for registered family mediators. Mediators can demonstrate they are of good standing by providing evidence of Good Standing from the regulatory body of a profession which has been recognised by the FMC or through the FMSB's own Good Standing process. This process requires mediators to make a declaration if they:

- Have been convicted in the United Kingdom of any offence or been convicted elsewhere of any offence which, if committed in any part of the United Kingdom, would constitute an offence (unless spent);
- Have been disqualified under the Company Directors Disqualification Act 1986 (CDDA);
- Have been erased, removed or struck off a register of professionals;
- Have had any disciplinary sanction imposed by a Family Mediation Council Membership Organisation;
- Are the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order in England and Wales or an order to like effect made elsewhere;
- Have been refused professional indemnity insurance;
- Are subject to any ongoing proceedings that may lead to one of the consequences set out above.

In addition, mediators may disclose any other circumstances that they believe may be relevant to their Good Standing as a family mediator, for instance if they have been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a professional activity, or discharging any functions relating to any office or employment.

If a person says that any of the circumstances apply, this is not an absolute bar to entry to/continuing to work in the profession, as each person's circumstances will be different. Applicants will be required to disclose details and make a statement about whether they think their past conduct would have an impact on their mediation work. For more details about the Good Standing requirement and process, see [here](#).

Confirming preferences using the new system

The new online system allows you to control certain preferences at any time, without having to contact the FMC office. This includes updating whether you would like to receive news from the FMC about the work it 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. We strongly encourage all registered mediators to opt to receive this.

You can also use the online system to indicate whether you are happy to volunteer for the FMC from time to time. 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.

PPC Declaration

The FMC will contact PPCs after consultees have re-registered, for confirmation that they continue to act as a PPC for each consultee, and that their consultee'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 replaces the requirement to have forms countersigned whilst providing the same assurance as countersigning offers, and is consistent with the FMSB's principle of verifying the information held on the register to offer assurance to members of the public.

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