**Applying to FMSB for an extension of time to submit portfolio (Category B)**

Use this form to apply to the FMSB for an extension of time in which to submit your portfolio.

Please read the Policy and Guidance carefully before completing this form, asking your PPC to sign it, and returning it to [fmsb@familymediationcouncil.org.uk](mailto:fmsb@familymediationcouncil.org.uk) before your deadline to submit your portfolio.

|  |  |
| --- | --- |
| **To be completed by the mediator** | |
| **Name** |  |
| **URN** |  |
| **Deadline to submit portfolio** |  |
| I will not be able to submit my portfolio for assessment by this date and am requesting an extension of time to submit this. | |
| **I request an extension under** (please delete those that do not apply) | **Category B1:**  Mediators who have made a reasonable start on a portfolio for submission and who will be ready to submit this within a year of the deadline  **Category B2:** Mediators who have **not** made a reasonable start on a portfolio for submission and have completed or will complete a Refresher course  **Category B3:** Mediators who do not fall in to one of the categories above |
| **Information in support of Categories 1 or 3:**  (For category 1, please confirm you meet the criteria for having made a reasonable start on your portfolio.  For category 3, please explain any relevant circumstances and **include details of how much of your portfolio you have completed, and brief details of how much mediation and mediation related CPD you have carried out since training.**  No reasons are necessary for a category 2 request). |  |
| **Signed** |  |
| **Date** |  |
| **To be completed by the mediator’s PPC** | |
| **Name** |  |
| **URN** |  |
| I am this mediator’s PPC and I have read the latest extension policy. I support this mediator’s request for an extension on the above basis and confirm the accuracy of the information set out in this request to the best of my knowledge and belief. | |
| **Signed** |  |
| **Date** |  |

**For FMSB use only:**

Extension granted: Yes/No Category of extension:

Length of extension:

Conditions of extension:

Reviewer: Date: