

## Guidance on first registration with the FMC

If you have completed a family mediation foundation training course and wish to register with the FMC as working towards accreditation, please read the information below. This will help you with the registration process and ensure that you are aware of the requirements once you have registered.



### The purpose and benefit of registering

The FMC Register holds information about mediators' qualifications, experience, accreditation status, details of which FMC membership organisation they belong to, practice information and contact details. The FMSB is responsible for making sure that the register contains the information it needs to uphold professional standards and maintain a record of training and accreditation.

By registering with the FMC and providing information about your experience and activities as a family mediator you will confirm your professional status, ensuring that the public can identify you as a bona fide family mediator. The register is an integral part of professional self-regulation, which was introduced in response to the enthusiasm of family mediators as much as to meet wider institutional expectations.

It is our intention that all those family mediators who practise to high standards should see registration as a natural consequence of their commitment to sustaining those standards.

Registering will also allow you to be found on the FMC's Find A Mediator Search.

### What will you do with the information provided?

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).

The FMC verifies registration information provided by mediators, for example by checking FMC Membership Organisation with that Organisation and checking with a mediator's PPC that they are acting as such.

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

### How do I update my details during the year?

If your details change during the year, it is your responsibility to let us know. Please do so by e-mailing [register@familymediationcouncil.org.uk](mailto:register@familymediationcouncil.org.uk).

## Completing the form

### Section 1 – Name and professional information

This information will be made available to the public.

#### Membership Organisation

To register with the FMC, a mediator must be a member of one of the FMC's five member organisations. This is because the member organisations offer support to you in your practice and provide a complaints process for participants in mediation to follow if they are unhappy with the service provided. You may be a member of more than one member organisation. Please select all that apply.

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, 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.

#### Training courses

You may register with the FMC as working towards accreditation if you have passed an FMC approved family mediation foundation training course. A list of organisations which run accredited foundation training courses can be found on our website [here](#).

On first registration, mediators working towards FMCA status are asked to provide a scanned copy of the certificate showing they have passed a relevant family mediation foundation training course. This is because the FMSB verifies the qualifications of registered mediators, and all such mediators must therefore be prepared to produce evidence relating to all the qualifications recorded on the register.

#### Professional Practice Consultant (PPC)

Every registered mediator must have a registered and accredited PPC, who will have a Unique Registration Number (URN). Your PPC will have been sent their URN when they registered with the FMC, and so will be able to tell you this or you can obtain this through searching the FMC Register, where you can also check you PPC's FMCA and PPC status.

## **Section 2 – Practice Information**

This information will be made available to the public. Please provide details of those practices and addresses you practice from in-person. This is to ensure that the public can find all the mediators practising within a 15-mile radius of their home address, and to help people who need to use a family mediation service to contact you. Listing multiple offices that mediation is not in reality available from makes it more difficult for the public to find mediators who offer in person mediation near to them. If you need to list more than one practice, please use the [Supplementary Practice Form](#) and return this along with the completed Registration form.

## **Section 3 - Contact Details and Communication Preferences**

You must supply us with one contact address, phone number and e-mail for the purposes of verification and to allow us to communicate with you. However, unless you choose to use your practice information for this it will not be made public. The FMC (including FMSB) will use these details to send you information about registration, accreditation and standards.

The FMC sends a monthly newsletter and occasional other updates about important and current issues in the world of family mediation, including marketing opportunities to help you promote your business, changes in government policy and funding opportunities. Please indicate whether you would like to receive this on the registration form. This ensures we follow best practice with regards to data protection.

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 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.

## **Section 4 – Good Standing Declaration**

The FMC has a Good Standing requirement for registered family mediators which needs to re-confirmed each year. 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:

<https://www.familymediationcouncil.org.uk/wp-content/uploads/2021/03/Good-Standing-Requirement.pdf>

## **Section 5 - Declaration**

Once registered with the FMC, you must work towards FMCA in accordance with the [FMC Manual of Professional Standards and Self-Regulatory Framework](#). Please read this carefully, as it details both the requirements for you to obtain accreditation and sets out the requirements for continuing professional development and PPC supervision.

## **Returning the form and paying the fee**

Please complete the registration form electronically. Once you have completed and saved it, please return it with a scanned copy of your training certificate to [register@familymediationcouncil.org.uk](mailto:register@familymediationcouncil.org.uk).

Please [see the FMC website here](#) for details of annual registration fees. Please pay online using the following details, recording your name in the reference box.

Account name: Family Mediation Council

Account number: 21649388

Sort Code: 40-24-13

If you do not put your name in the reference box your registration may be delayed.

## **Annual Registration**

To remain on the FMC register, all mediators are required to re-register every year. This is so we can ensure the details we hold are up to date, and it is also when the FMC collects registration fees. A fee is charged which covers each calendar year. The FMC re-registration process takes place in spring each year.