



TEXAS MEDIATOR
CREDENTIALING
ASSOCIATION

FREQUENTLY ASKED QUESTIONS about APPLICATION to TMCA

Question 1: Should I apply for a credential designation (level) if I am eligible for it now but don't believe I will be able to meet the requirements for maintaining it?

Answer: If you do not meet the criteria for maintenance, you will have to reapply for another designation. It might be easier to apply for the designation you believe you will be able to maintain.

Question 2: What kind of documentation do I have to provide?

Answer: You must attach documentation showing you have completed a 40-hour basic mediation training which meets the TMCA guidelines regardless of the level of your application. If the certificate of completion is lost, or if a certificate was never issued, the applicant must provide an affidavit, executed by the instructor or other attendee, that the applicant successfully completed a 40-hour course that meets the requirements of Chapter 154.052(a) and the Texas Mediator Trainers Roundtable. The affidavit must also specify the approximate date the course was taken, the organization that offered the course, the name of the instructor(s), and a satisfactory explanation regarding why the certificate cannot be produced. If the instructor or other attendee is not available to provide such an affidavit, the applicant may provide an affidavit and other reasonable evidence of completion that includes all of the foregoing elements. It must also include a satisfactory explanation regarding why the instructor or other attendee cannot provide the affidavit. Exception: If you were previously credentialed beginning January 1, 2008 or later, a copy of this training certificate or affidavit is not required.

Additionally, when you sign the application you are certifying that you meet or exceed the requirements for a specific designation.

- You are to maintain documentation of continuing education hours in your files, but will not be asked to provide those to TMCA when submitting your application.
- You will be certifying that you meet or exceed the requirements to maintain a specific designation.

Question 3: What if it takes me longer than four years to move from "Candidate" to "Credentialed" level?

Answer: You will need to drop the "Candidate" credential until you can meet the criteria for the "Credentialed" level. Then you can apply for the "Credentialed" level credential.

Question 4: What if I apply during the year? Is the fee the same?

Answer: Yes.

Question 5: Does the Family Law Mediation training required in the statute count as "advanced" course work?

Answer: Yes.

Question 6: May I use the TMCA logo along with my credential in advertising my services?

Answer: No. For information about acceptable use of a TMCA designation (not logo) in promotional and advertising material, click [here](#).

Question 7: Can I become credentialed if I reside outside the state of Texas?

Answer: Yes, if you meet certain criteria. For TMCA's related policy, click [here](#).

Question 8: I sent in my application and haven't heard anything?

Answer: Your application is reviewed on a monthly basis. Therefore, credentials are only issued no more than once a month. If there is any problem with the application, you will be contacted. If you don't hear anything, please contact the TMCA Vice Chair, Credentialing at credentialing@txmca.org.

Any other questions should be addressed to the TMCA Vice Chair, Credentialing. Contact information for the Vice Chair, Credentialing, can be found on the [Contact Us](#) page of the TMCA website.