

**Policy and Procedures for Organizations Requesting Accreditation to Sponsor
Training Programs for Category V - Parenting Coordination**

The following procedure has been established for organizations to request accreditation for training programs to meet the specialty training education requirements for parenting coordinators pursuant to Probate and Family Court Standing Order --- 17.

Pursuant to Probate and Family Court Standing Order --- 17, any person who would like to apply to be a parenting coordinator must complete the following training before submitting an application:

- at least 30 hours of training in a mediation training program; and
- at least 6 hours of training in intimate partner abuse and family violence dynamics to be established by the Probate and Family Court in conjunction with the Trial Court; and
- at least 35 hours of accredited specialty training in topics related to parenting coordination, including, but not limited to, any mandatory training established by the Administrative Office of the Probate and Family Court, the role of the parenting coordinator in Massachusetts, the role of a parenting coordinator generally, communication, conflict management and dispute resolution skills, developmental stages of children, dynamics of high-conflict families, parenting skills, problem-solving techniques, and parenting in separate households.

Additionally, within each calendar year, a parenting coordinator shall complete a minimum of six hours of continuing education approved by the Administrative Office of the Probate and Family Court in one or more of the specialty training topics listed above, in relevant domestic relations case law and statutes or in a training topic established by the Administrative Office of the Probate and Family Court. This continuing education requirement is separate and distinct from the continuing education requirements for other fee generating appointment categories.

The below procedures have been established by the Probate and Family Court so that organizations can get accreditation for training programs for parenting coordinators.

For Training Programs Held Between January 1, 2014 and December 14, 2016

1. To be included on the list of approved trainings that will be published on the Probate and Family Court website on January 9, 2017, the organization must complete and submit the “Request for Training Program Accreditation for Category V Parenting Coordinators” form by December 14, 2016. The organization must include all of the requested information, including, but not limited to, the name and contact information of the program organizer, the topic(s) and syllabus and number of hours for which credit is sought, the date of the program, and the cost.
2. The form, with necessary attachments, must be submitted to Jocelynn Welsh, Administrative Attorney for review, by 5:00 p.m. on December 9, 2016.

The submission can be mailed to Jocelynn Welsh, Probate and Family Court Administrative Office, John Adams Courthouse, Mezzanine, Boston, MA 02108 or emailed to pandf.feegenerating@jud.state.ma.us.

3. If the course is approved, the Administrative Office of the Probate and Family Court will confirm the approval and inform the program organizer of the number of credit hours for which the program has been approved.
4. The name of the program and the approved credit hours will be posted on the Probate and Family Court website on January 9, 2017.

For Training Programs Held After December 14, 2016

1. The organization must complete and submit the “Request for Training Program Accreditation for Category V Parenting Coordinators” form at least two months before the program date. The organization must include all of the requested information, including, but not limited to, the name and contact information of the program organizer, the topic and syllabus and number of hours for which credit is sought, the date of the program, and the cost.
2. The organization must agree to use only the certificate of attendance form that the Administrative Office of the Probate and Family Court provides. The certificate of attendance form may only be given to participants at the conclusion of the program. The organization must agree to inform participants that the credits can only be used for fee generating appointment Category V - Parenting Coordination.
3. The form, with necessary attachments, must be submitted to Jocelyne Welsh, Administrative Attorney, for review.

The submission can be mailed to Jocelyne Welsh, Probate and Family Court Administrative Office, John Adams Courthouse, Mezzanine, Boston, MA 02108 or emailed to pandf.feegenerating@jud.state.ma.us.

4. If the course is approved, the Administrative Office of the Probate and Family Court will confirm the approval with the program organizer, inform the program organizer of the number of credit hours for which the program has been approved, and provide the certificate of attendance form to be given to program participants. This certificate of attendance form is the only certificate that will be accepted by the Administrative Office of the Probate and Family Court as proof of attendance at an accredited training program for fee generating appointment Category V - Parenting Coordination.
5. The name of the program and the approved credit hours will be posted on the Probate and Family Court website.

November 10, 2016