

# DESIGNATED MEDIATORS' CONTINUING EDUCATION & ENGAGEMENT PROGRAM






## **WHY MAINTAINING YOUR CHARTERED MEDIATOR OR QUALIFIED MEDIATOR DESIGNATION IS IMPORTANT**

The C.Med and Q.Med designations are recognized levels of achievement signifying a practitioner meets specific professional criteria, keeps current in the field, and adheres to ADR Institute of Canada's (ADRIC) professional Codes of Ethics and Conduct. Provincially and nationally, they represent both an achievement and a responsibility for the individual practitioner. They also reflect a conviction that the professional practice of mediation can safeguard the interests of the parties and the general public.

Your efforts toward education and/or engagement represent your commitment to continuous learning in a profession impacted by economic, social, business and legislative changes.

### **HOW TO MAINTAIN YOUR CHARTERED DESIGNATION. YOU MUST:**

- ✓ **Be a member in good standing of your regional Affiliate and ADRIC;** annually pay your Affiliate membership dues and applicable designation renewal fees. Abide by the Code of Ethics and the Code of Conduct. 
- ✓ Document your Continuing Education and Engagement on the [CEE Reporting Form](#) and attain a minimum number of points (100 points for a C.Med; 60 points for a Q.Med) over the three-year period following receipt of your designation, or your last filing period\*, in compliance with the following rules:
  - For C.Med holders: No single sub-category may contribute more than 50 points over three years toward your CEE credit, unless specifically noted. Some sub-categories may be restricted to less than 50 points, as specifically noted.
  - For Q.Med holders: No single sub-category may contribute more than 30 total points over three years toward your CEE credit, unless specifically noted. Some sub-categories may be restricted to less than 30 points, as specifically noted.
  - Points cannot be carried over from one three-year period to the next.
- ✓ Complete and submit the CEE Reporting form\*\* to ADRIC and applicable fee 30 days before the expiry of the 3 year period\*\*\*. 

## **REPORTING PROFESSIONAL DEVELOPMENT ACTIVITIES:**

When recording professional development activities on the Worksheet and Report, please remember they should be related to the 21 Professional Competencies for Chartered Mediators developed by ADR Institute of Canada, Inc. For further information relating to these competencies go to <http://adric.ca/wp-content/uploads/2015/11/COMPETENCIESGUIDELINES.pdf>

Each eligible education and engagement activity can be counted only once on the record. If a specific activity is listed more than once, points will only be awarded the first time it is listed. Points can be accumulated in any or all eligible categories, as long as they add up to the combined minimum or more. (Check with your regional affiliate if you are unsure about the acceptability of any activity.)

\*Extensions to the three-year timeframe may apply if the applicant has had parental, disability or retirement leave(s) during the renewal period. Please direct questions relating to extensions to ADRIIC.

\*\*Audit: To ensure the integrity and standard of professionalism reflected in the granting of the designations, ADRIIC audits some renewal applications, selected randomly. It is important to retain all supporting documentation for one year to validate your submission. However do not submit your supporting documentation unless requested to do so.

\*\*\*Submission prior to your designation expiry date does not change your original designation period. Check with ADRIIC if you are unsure of the expiry date.

### **PRIVACY POLICY**

ADRIIC and your regional Affiliate are committed to protecting the privacy of your personal information. Information collected from this form will be used for renewal/certification purposes only.

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# ACCEPTABLE AND ELIGIBLE ACTIVITIES AND POINT ASSIGNMENT BY CATEGORY



## CATEGORY A: CONTINUING EDUCATION

PROVIDE BRIEF EXPLANATION OF HOW COURSE CONTENT IS CONSIDERED PROFESSIONAL DEVELOPMENT, PROVIDE DATES ATTENDED TO SUPPORT APPLICATION AND LIST NAME(S) OF INSTITUTION(S) AND/OR COURSE PROVIDER.

| Sub-category   | Available Points  | Guidance on Point Assignment  |
|--|---|---|
| A1. University, College and Institute Courses        | 2 points per hour of instruction  | Successful completion of post secondary course(s) from an accredited institution which may include: <ul style="list-style-type: none"> <li>- Distance Education Equivalent/face-to-face or online</li> <li>- Continuing Education Programs</li> <li>- University Transfer Courses</li> <li>- Undergraduate Courses</li> <li>- Graduate Courses</li> <li>- Courses in fields in which you want to specialize eg. construction, family law, condo law, etc.</li> </ul> <p><i>You must demonstrate competence in order to obtain credit or "pass." You may be required to produce a transcript if audited.</i></p> |
| A2. Certification Courses                            | 2 points per hour   | Attendance at courses that lead to a certification  |
| A3. Seminars / Workshops / Conferences / Roundtables | 2 points per hour (ADRIC or Affiliate conferences may contribute up to a maximum of 80 points per three-year period.) | Attendance online or in person. This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components.   |
| A4. Self-Directed Learning                           | 1 point per activity  | This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.   |
| A5. Executive/Management Development Program         | 2 points per hour   | Attendance in an executive/management development program.  |

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## CATEGORY B: LEADERSHIP

PROVIDE BRIEF EXPLANATION OF HOW ACTIVITY IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE REQUIRED PROFESSIONAL CAPABILITIES (PCs). ALSO INDICATE RELEVANT DATES.

| Sub-category  | Available Points   | Guidance on point assignment   |
|---|--|--|
| B1. Mentoring - General   | 5 points per hour of mentor contact  | Acting as a mentor outside normal job duties (i.e. not direct reports). Please retain statement signed by mentee including name of mentee, time, date and activity engaged in, in case of audit.   |
| B1A. Mentoring - As a Supervisor in an ADR Institute Mentoring Program  | First Mentee – 50 points<br>Additional Mentees – 40 points per mentee<br>Maximum of 90 points per three-year period. | Participating as a Supervisor in an ADR Institute of Canada or any regional Affiliate formal Mentoring program.  |
| B2: Being Mentored  | 2 points per hour of mentor contact as outlined in agreement   | Contact should be for the purpose of developing specific skills. Please obtain signed statement of work completed from mentor including: name of mentor, time, date, activity engaged in and skill being developed in case of audit.   |
| B3. Supervising Mediation Student in the Workplace  | 2 points per hour of contact as outlined in contract   | During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.  |
| B4. Active Committee / Taskforce, Membership in a Mediation / Arbitration Association, or other organization outside current employer (local, provincial, regional or national) | 10 points per year per committee   | For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.  |
| B5. Chair/Co-Chair of a Mediation Committee or taskforce (in a Mediation Association or other organization outside current employer).   | 20 points per year per committee   | For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees. This includes chapter/regional/executive level involvement.     |
| B6. Board Membership (in a Mediation Association)   | 20 points per year per board   | For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.   |
| B7. Conference Chair/Co-Chair   | 30 points for 2 days<br>15 points for one day  | For a local, provincial, regional or national conference lasting a minimum of 1 day. Must demonstrate responsibilities for completing project work and/or leading sub-committees.  |
| B8. Chair/Co-Chair or President of a Mediation Association  | 40 points annually   | For a minimum term of one year, with demonstrated responsibilities for meeting organizational objectives. Must demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership. |



## CATEGORY B: LEADERSHIP

PROVIDE BRIEF EXPLANATION OF HOW ACTIVITY IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE REQUIRED PROFESSIONAL CAPABILITIES (PCs). ALSO INDICATE RELEVANT DATES.

| Sub-category   | Available Points                                   | Guidance on point assignment   |
|--|--|--|
| B9. Task Force Member  | 20 points per year per appointment                 | Representing a mediation organization on a public or government task force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-com. |
| B10. Active Volunteer or Board Member in Non-profit Organization | 10 points per 3-year period                        | This does not have to be restricted to mediation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.   |
| B11. Volunteering for Tasks in an ADR Association.               | 1 point per day to a maximum of 5 points annually. | This could be volunteer work for the association or any of its special interest sections.  |

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## CATEGORY C: INSTRUCTION

PROVIDE BRIEF EXPLANATION OF HOW INSTRUCTION/COURSE CONTENT IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE PROFESSIONAL CAPABILITIES (PCs). ALSO PROVIDE DATES ATTENDED TO SUPPORT APPLICATION.

| Sub-category  | Available Points                   | Guidance on point assignment   |
|---|------------------------------------|--|
| C1. Developing a new and first time University, College or Institute Course | 40 points per new course developed | Courses related to dispute resolution field for which students receive credits towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. The course must be offered at an accredited post-secondary institution. Credit will be granted for the first time the course is developed. Courses may include <ul style="list-style-type: none"> <li>✓ Continuing Education Programs</li> <li>✓ E-learning/online courses</li> <li>✓ Executive/Management or Development Programs</li> <li>✓ University Transfer Courses</li> <li>✓ Undergraduate Courses</li> <li>✓ Graduate Courses</li> <li>✓ Certification Courses</li> </ul> |
| C2. Teaching a University, College or Institute Course                      | 30 points per new course taught    | Courses for which students receive credit towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. Credit is granted for the first time the course is taught. <i>The course must be taught at an accredited post-secondary institution.</i>  |
| C3. Developing a new Course, Workshop or Seminar                            | 30 points per new course           | Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace or client.  |



## CATEGORY C: INSTRUCTION

PROVIDE BRIEF EXPLANATION OF HOW INSTRUCTION/COURSE CONTENT IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE PROFESSIONAL CAPABILITIES (PCs). ALSO PROVIDE DATES ATTENDED TO SUPPORT APPLICATION.

| Sub-category   | Available Points  | Guidance on point assignment  |
|--|---|---|
| C4: Facilitating (or coaching) new Course, Workshop or Seminar | 20 points per new course  | Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post secondary institution, workplace or client. |
| C5. Guest Lecturer   | 5 points per new lecture/presentation   | Preparation of a minimum of three hours for a newly developed presentation/lecture.   |
| C6. Keynote Speaker  | 10 points per each new keynote presentation   | At a national, provincial or regional conference.   |
| C7: Panel Member   | 1.5 points per hour of participation to a maximum of 10 points per conference/seminar | At a national, provincial or regional conference/seminar.   |

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## CATEGORY D: SIGNIFICANT WORK PROJECTS / INITIATIVES

PROVIDE BRIEF EXPLANATION OF HOW ACTIVITY IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE PROFESSIONAL CAPABILITIES (PCs). ALSO PROVIDE DATES WORK WAS DONE TO SUPPORT APPLICATION.

| Sub-category  | Available Points   | Guidance on point assignment                                     |
|---|--|--|
| D1: First Time or Significant Contribution to your organization in the development, application or implementation of a program or project related to the PCs. | Small project (40 – 100 hours) – 15 points;<br>Medium project (101 – 199 hours) – 20 points;<br>Large project (200+ hours) – 25 points;<br>Maximum 25 points per project | Includes secondments/assignments outside your normal job duties. |
| D2: Significant Updates / Process Improvements  | Maximum 5 points per occurrence to max. 20 points, per 3 year period   | e.g. course, project, program or service provided.               |

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## CATEGORY E: RESEARCH OR PUBLICATION

PROVIDE BRIEF EXPLANATION OF HOW RESEARCH/PUBLICATION IS CONSIDERED PROFESSIONAL DEVELOPMENT AND HOW IT RELATES TO THE PROFESSIONAL CAPABILITIES (PCs). ALSO PROVIDE DATES WORK WAS DONE TO SUPPORT APPLICATION.

| Sub-category   | Available Points      | Guidance on point assignment   |
|--|-----------------------|--|
| E1. Conducting Research  | 10 points per project | Related to PCs but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper.) |
| E2. Authoring Journal, Case Study Article or Editorial   | 10 points per project | Credit is only granted for the first time the piece is published.  |
| E3. Publishing a New Text  | 30 points per text    |  |
| E4. Publishing a New Edition of an Existing Text   | 20 points per text    |  |
| E5. Co-Authoring or Editing a Major Work   | 20 points per text    |  |
| E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level  | 30 points             | Must be in an area directly related to one or more of the PCs or a business related subject.   |
| E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the PCs or a business related subject. | 50 Points             |  |
| E8. Mediation Related Book Review, Editorial or Article submitted for publication -- related to the PCs                      | 5 points per article  |  |

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## CATEGORY F: PRACTICE OF MEDIATION

| Sub-category              | Available Points  | Guidance on point assignment                        |
|---------------------------|---|---|
| F1. Conducting Mediations | 5 points per mediation (of at least one day's duration) | Maximum of 2 mediations per year, 10 point maximum. |





## CATEGORY G: REPEAT INITIAL APPLICATION

| Sub-category                              | Available Points | Guidance on point assignment  |
|---|------------------|---|
| G1. Repeat of Initial Application Process | 100 points       | <i>Should no Continuing Education activities be completed, a full re-application for the Chartered designation can be undertaken.</i> |

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