

ADRIC National Course Accreditation Program Policy

Benefits of ADRIC Accredited Courses

For Students:

- Facilitated access to national designations (Note: any student completing a course not pre-approved as an ADRIC Accredited Course cannot automatically use that course toward requirements for ADRIC's Designations. The relevant Regional Assessment Committee will be required to refer the course information to the National Course Accreditation Committee for assessment on a case by case basis and at such fees as deemed appropriate.)

For Course Providers:

Website Listing

- ADRIC will list its Accredited Courses on its website together with the dates and locations where the courses will be presented. In any given month, ADRIC's website has over 24,000 page views, about 63% of which come from organic searches (via search engine), 20% referrals and 17% direct.

Advertising Aids

- Successful ADRIC Accredited Courses receive the *ADRIC Accredited Course* logo which may be used in their advertising (with respect to the ADRIC Accredited Course only) and on the relevant certificates of completion.
- The course provider may advertise that the ADRIC Accredited Course meets some or all of the educational requirements for an ADRIC designation.

Referrals

- ADRIC receives numerous calls and emails for course recommendations that will lead to an ADRIC designation - ADRIC recommends its Accredited Courses to enquirers and refers them to the website page.

For Employers:

- The ADRIC Accredited Course Provider is assured that a student successfully completing the course will be permitted to use that course towards requirements for the relevant ADRIC [Professional Designations](#).

For Affiliates:

- Affiliates' Regional Assessment Committees (RAC) are assured that a student successfully completing an ADRIC Accredited Course meets some or all of the educational requirements for an ADRIC designation. Affiliates can easily access the national list of Accredited Courses.

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1. Definitions

1.1 The following words and phrases shall have the following meanings in this Policy and, unless otherwise indicated, in any attendant documents:

- (a) "ADRIC" means the ADR Institute of Canada Inc.;
- (b) "ADRIC Accredited Course(s)" means a course or courses accredited in accordance with this Program;
- (c) "Affiliate" means any Regional Affiliate of ADRIC;
- (d) "Approved-" or "Accredited Course Provider" means a course provider whose course has been approved as an ADRIC Accredited Course;
- (e) "Course" or "Courses" means a course that meets some or all of the educational criteria for an ADRIC designation;
- (f) "Course Provider" means a training course provider wishing to obtain ADRIC Accredited Course status for a course or courses;
- (g) "Independent Course Provider" means a course developed and provided by a maximum of three trainers and/or coaches;
- (h) "Institutional Course Provider" means a course developed and/or provided by 3 or more trainers and/or coaches (e.g. universities, colleges and training facilities dedicated to providing regular ADR courses¹;
- (i) "National Course Accreditation Committee" (NCAC) means a committee established by ADRIC in accordance with this Policy to assess courses as ADRIC Accredited Courses;
- (j) "Program" means the ADRIC National Course Accreditation Program established and administered in accordance with this Policy;
- (k) "Regional Assessment Committee" (RAC) means an Affiliate's committee that assesses designation applicants and makes recommendations to ADRIC whether the applicant should be awarded the designation;
- (l) "Requirements for Course Accreditation" means ADRIC's minimum requirements for course content and trainers with respect to designation approvals.

¹ Based on maximum six trainers/coaches. Extra fees may apply where there are additional trainers. Where a course may have numerous instructors, ADRIC can provide a "custom quote".

2. Introduction

- 2.1 The ADR Institute of Canada (“ADRIC”) is a primary source of information about ADR training and standards across Canada. ADRIC members, who meet specific criteria including training requirements, may apply to obtain ADRIC national designations.
- 2.2 ADRIC’s **National Course Accreditation Program** assesses courses against requirements for these national designations.
- 2.3 Some Affiliates need assistance in determining the suitability of courses for their members applying for designations and therefore have requested that ADRIC establish a national list of accredited courses for designation purposes.
- 2.4 This Policy sets out the requirements for Accreditation of Courses that meet ADRIC’s minimum standards under which a course may be advertised as an ADRIC Accredited Course and the benefits that attach to being approved as an ADRIC Accredited Course.

3. Accreditation Process

- 3.1 Any course provider wishing to achieve ADRIC Accredited Course status for one or more courses shall apply by:
 - a. completing the ADRIC Course Accreditation Application forms for each course
 - b. completing the ADRIC Trainer/Coach Approval Application forms each trainer and coach
 - c. sending these applications to the [ADRIC Education Program Coordinator](#) with the appropriate fee (Schedule A).
- 3.2 There is also an Annual Renewal form and fee to be submitted (indicating whether there are or have been any modifications to the course content and any changes it intends to make to the lead instructor(s), principal trainers or coaches, and if so, attached for review). This renewal process includes:
 - a. review of any proposed modifications to ensure the course still meets the requirements for Course Accreditation;
 - b. evaluation of the competency of any newly proposed instructors, trainers or coaches;
 - c. annually updated *ADRIC Accredited Course* logo indicating the course meets some or all of the educational requirements for an ADRIC designation;
 - d. posting on ADRIC’s website and in its newsletters.
 - e. may be used in their advertising (with respect to the ADRIC Accredited Course only) and on the relevant certificates of completion.

4. Types of Courses

- 4.1 Currently, the program includes criteria to approve 40 hour mediation and arbitration training. It will be expanded to include other courses that can contribute to the 80 or 180 hour training required for the designations.