

**APPLICATION FORM  
for the designation  
QUALIFIED MEDIATOR (Q.Med)**

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**I. REQUIRED INFORMATION**

**1. Applicant**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**2. Are you a FULL member in good standing of the ADR Institute of Canada?**

No       Yes

**II. EDUCATIONAL REQUIREMENTS**

Must total 80 hours of training comprised of:

- 40 hours of basic mediation training and
- 40 hours of specialized mediation and related training

**1. Completion of a minimum of conflict resolution training broken down as follows:**

- a. Basic Mediation Training: Completion of no less than 5 full days (approximately 40 hours) of mediation training (one or two courses spanning five days).

Training must cover ALL of the following areas:

- Interest-based Mediation Process and Skills
- Conflict Resolution
- Negotiation
- Communication Skills

**With this application, Candidates must submit copies of certificates or course grade reports or other proof of educational requirements.**



Courses/Degrees/ Certificates	Year Completed or Granted	Institution Name	Number of Hours	Location

- b. Specialized Mediation and Related Training: An additional five days (approximately 40 hours) of training covering appropriate topics as set out below. This training may comprise smaller, more specialized days of training of any reasonable and appropriate length.

Courses may include but are not limited to the following:

- Advanced Mediation
- Ethics in Dispute Resolution
- Multiparty Negotiation Strategies
- How to Start a Mediation Business
- Designing Systems for Conflict Management in Organizations
- Arb/Med – Med/Arb: When and How to Use Them
- Mediation: Case Development
- Influence of Culture on Conflict Resolution Approaches
- Resolving Difficult Workplace Issues

**Candidates must submit with this application, copies of certificates or course grade reports or other proof of educational requirements.**

Courses/Degrees/ Certificates	Year Completed or Granted	Institution Name	Number of Hours	Location

**III. MEDIATION EXPERIENCE REQUIREMENTS** (attach additional pages as necessary)

To qualify, you must have conducted:

- **two (2)** supervised and assessed practice mediations **or**
- **two (2)** actual mediations, paid or unpaid or co-mediations where the applicant has clearly been the lead mediator<sup>1</sup>.

Please list mediations (below) performed, completed mediations and co-mediations, paid or unpaid.

**Please provide a detailed description (no more than 250 words) of the two (2) mediations conducted – both of which must be as a solo mediator.** If supervised and assessed practice mediations are used, the assessor must complete a supervised practice assessment form.

No. of Parties	Brief Description of the Issues Mediated (use separate sheet if necessary)	Date	Paid or unpaid	Duration	Solo/Co-Med.

**IV. ALTERNATIVE QUALIFICATIONS**

In exceptional circumstances, candidates for the Q.Med designation who do not meet the required qualifications may submit their relevant education, training and experience to the ADR Institute Qualified Mediator Accreditation Committee for review. While a Skills Assessment is not required for the Q.Med designation, ADRIAC reserves the right to require one at its discretion.

**V. CONTINUING PRACTICE COMMITMENT**

I understand that candidates who seek to maintain the Q.Med designation are required to have completed and documented 1 extra actual mediation, paid or unpaid, either solo or co-mediated, within 3 years of the designation being awarded.

I undertake to provide the ADR Institute/affiliate with a status report as to this practice commitment within 3 years from the date the designation is awarded.

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<sup>1</sup> The applicant must clearly have been the lead mediator, not simply a co-mediator. While there is no hard and fast determination, criteria for being lead mediator in a co-mediation may include some of the following indicators: The applicant chaired the mediation; The applicant took a primary role in running the session; The applicant organized the process during the mediation by actively guiding the discussions, delegating time to the other mediator and/or the parties, and having primary voice during the session; It will be the responsibility of the applicant to describe and establish that they were the lead mediator in a co-mediation for it to count toward the required number of mediations.

## **VI. COMMITMENT TO CONTINUING EDUCATION**

I understand that I am required to accumulate 60 Continuing Education points through activities outlined in the CEE Point System approved for Q.Med Continuing Education, within three years of being awarded the Q.Med designation and every 3 years thereafter.

I understand that I am required to provide ADRIC with a continuing education (CEE) status report within 3 years of being awarded the Q.Med designation and every 3 years thereafter.

I understand that when submitting my CEE report, I will submit the appropriate CEE filing fee which is separate from the Annual Designation Maintenance fee/Renewal.

## **VII. INSURANCE**

I understand that as a self employed Q.Med, I must maintain a minimum of \$1million Errors and Omissions Insurance that specifically covers my mediation practice.

I understand that I must sign and submit the Declaration of Insurance form, indicating that I have Errors and Omissions Insurance with a limit of at least \$1 million aggregate, or check the appropriate box for an exemption of the requirement.

I agree to notify the Institute immediately should I discontinue or cancel such insurance.

## **VIII. CONSENT**

By signing and submitting this form I understand and consent to members of the applicable Accreditation Committee of the ADR Institute of Canada and the Board of Directors of the ADR Institute of Canada reviewing my application and supporting documents.

## **IX. PLEDGE**

As a Qualified Mediator, I pledge to comply with the Code of Ethics of the ADR Institute of Canada.

I understand and that a violation of the Code of Ethics could result in the revocation of my Q.Med designation.

I understand that I am required to maintain my membership in good standing of a regional affiliate of the ADR Institute of Canada.

I understand that if my application assessment is successful, my regional affiliate will forward my application to ADRIC with a recommendation for approval. On ADRIC's approval, the first year's annual designation dues will be immediately payable (prorated if applicable) before the certificate is sent and my member profile updated.

I further understand that in addition to membership dues, payable to my Regional Affiliate, an annual designation fee (established from time to time by the Board of Directors) are payable to ADRIC every January to maintain my Qualified Mediator designation once granted.

I certify that the information provided herein is complete and accurate, and that to the best of my knowledge, I am qualified for the designation of Qualified Mediator.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

## INSURANCE DECLARATION

As part of the Gold Standard approach to ADR in Canada, the ADR Institute of Canada requires active Chartered Mediators, Chartered Arbitrators, Qualified Mediators and Qualified Arbitrators to provide proof of a minimum of \$1 million insurance coverage for their protection and for the protection of those for whom they provide services.

I hereby declare that:

- I have errors and omissions insurance that covers me for all mediation and arbitration activities with a minimum limit of \$1 million dollars. I agree to provide proof of current coverage immediately upon request. (I acknowledge that ADRIC runs a spot audit program that randomly requires that I provide proof of current coverage immediately upon request.)
- I am insured under the ADRIC Insurance Program:  
Other (specify) \_\_\_\_\_
- I act as an Arbitrator and/or Mediator for my employer only and do not perform arbitrations or mediations outside the scope of my employment. I agree to notify ADR Institute of Canada and provide proof of insurance before acting as an arbitrator or mediator other than within my employment.
- I am fully retired and no longer conduct arbitrations or mediations. I agree to notify ADR Institute of Canada and provide proof of insurance before conducting any arbitration or mediation.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Professional Association Insurance Coverage**

Important note: If you are a member of a professional organization, you cannot assume that your organization's insurance covers you as an ADR practitioner.

## QUALIFIED MEDIATOR

### Application Form Checklist

#### BEFORE SUBMITTING YOUR APPLICATION:

Attach this checklist to the front of your application and tick boxes to ensure all information, documents etc, are included with your application. **DO NOT SEND** if any information is missing. Incomplete applications will be returned to the applicant.

- I am a FULL member in good standing of the ADR Institute of Canada (ADRIC) through one of the seven regional affiliates.
- Completion of a 40 hours basic mediation training. Please attach copies of certificates.
- Other 40 hours of specialized mediation and related training. Please attach copies of certificates.
- I have provided a description of the two (2) conducted mediations.
- Completed and signed "Declaration of Insurance" form.
- Complete your profile in your Member Portal (<http://adric.ca/about-adr/affiliates/>) with your bio, and areas of practice, etc.
- Application Filing Fee.
- The application is typed or written legibly and is organized as required. (Your application must be provided in legible form and with all attachments clearly labeled as directed in this application form.)
- To maintain my designation, I understand that ADRIC will levy an annual charge beginning at the time my designation is awarded. **This fee is not related to regional/national membership fees.**