

| Requirements  | Chartered Mediator (C.Med)  | Qualified Mediator (Q.Med)  | Chartered Arbitrator (C.Arb)  | Qualified Arbitrator (Q.Arb)   |
|---|---|---|---|--|
| <b>Membership</b>   | Must be a Full member with ADRIC and maintain membership.   |   |   |  |
| <b>Education</b><br>(Course must be approved by ADRIC or its Affiliate) | 80 hours of mediation theory and skills training<br><br>AND<br>100 hours of training in dispute resolution or related field (1)   | 40 hours mediation training (8) covering ALL of the following areas:<br>Interest-based Mediation Process and Skills - Conflict Resolution - Negotiation - Communication Skills<br><br>AND<br>40 hours specialized training (9) in dispute resolution or related field   | 40 hours of arbitration and hearing procedure training<br><br>AND<br>successful completion of ADRIC's written open book C.Arb exam or one which is part of an approved course no more than 10 years prior to application                                      | 40 hours of arbitration and hearing procedure training<br><br>AND<br>successful completion of ADRIC's written open book Q.Arb exam or one which is part of an approved course no more than 10 years prior to application |
| <b>Experience</b>   | Conducted at least 15 mediations (2) as the sole mediator or the mediation chairperson (3) and all 15 of the mediations must have been fee paid (4).  | Conducted one of the three following options, or any combination of the three options:<br><br>two actual mediations, paid or unpaid (or co-mediations where the applicant has clearly been the lead mediator (10)) (11)<br>two supervised and assessed practice mediations (12)<br>The applicant understands they must provide proof of completion of one additional mediation if they had not completed the required 3 cases at the time they applied for the designation.(13) | Chaired (14) at least 10 arbitrations, all of which were fee-paid (or, if unpaid, demonstratively complex)  | Not required.  |
| <b>Skills Assessment</b>  | Observation and approval of an applicant conducting a solo mediation, to occur within two years before the date of the application, through a Formal Mediation Skills Assessment (5)  | Not required but is an option under 'Experience' above. The Designations Committee may require a skills assessment for candidates who do not meet these qualifications.   | provide at least 2 awards, written by the applicant for review by the Regional Committee.   | Not required.  |
| <b>Letters of Recommendation</b>  | In exceptional circumstances, an interview between the applicant and the RCMAC which prior to the interview, determined the applicant to qualify for an interview in lieu of observation. When so, the RCMAC may require letters of reference from clients who have directly participated in mediations with the applicant, as per the Letters of Reference Guidelines. (7) | Not required.   | Not required.   | Not required.  |
| <b>Waiving Education Requirements</b>                                   | Education requirements may be waived where the Designations Committee determines applicant has satisfied or exceeded the Education Requirements above through proven skills, competency, and longevity in practice as recognized and recommended by peers. (6)  | Applicants may submit experience and qualifications to Designations Committee for review. A skills assessment may be required.  | Education requirements may be waived where the Designations Committee determines applicant has satisfied or exceeded the Education Requirements above through proven skills, competency, and longevity in practice as recognized and recommended by peers.(6) | Not applicable.  |
| <b>Continuing Education and Engagement (CEE)</b>                        | Must accumulate 100 points for CEE every three years.   | Must accumulate 60 points for CEE every three years<br><br>AND<br>complete three actual mediations, paid or unpaid, sole or co-mediated, within three years of designation being awarded.   | Not required.   | Not required.  |
| <b>Insurance</b>  | Errors and Omissions insurance with a limit of at least \$1 million aggregate.  |   |   |  |
| <b>Application fee</b>  | <i>Application fees may vary: please check with your Affiliate</i>  |   |   |  |
| <b>Annual Designation maintenance fee</b>                               | \$198   | \$99  | \$198   | \$99   |
| <b>CEE Filing Fee (every three years)</b>                               | 99  | \$99  | \$99  | \$99   |
| <i>All fees subject to applicable taxes</i>                             |   |   |   |  |

1 Dispute resolution generally, psychology of dispute resolution, negotiation, public consultation, mutual gains bargaining, communication, management consulting, conflict management or other related training that has been approved by ADRIC to meet the C.Med educational requirements.

2 A "mediation" is a discreet event contracted for by the parties. A situation where a person helps two subordinates resolve a conflict is not considered a mediation. However, if the full or part time duties of an applicant specifically include the conducting of structured mediations, these would count toward the C.Med. Where a person is conducting mediations with staff members who do not report to that person, these may count as mediations provided the person was specifically identified as an impartial mediator, and the mediation was structured and conducted as a mediation, not as an informal meeting to resolve a problem.

3 The applicant must clearly have been the lead mediator or chairperson, not simply a co-mediator.

4 A "paid" mediation" is a mediation where the mediator receives a salary, payment or reasonable honorarium specifically for mediation services. The amount received by the mediator is not subject to any specific minimum amount, provided it is a legitimate and reasonable amount in the context within which the mediation took place.

5 A Formal Mediation Skills Assessment with 3 assessors who hold a C.Med designation.

6 Where the Designations Committee agrees by majority that the applicant has satisfied or exceeded the education requirement the educational requirement may be waived. The decision of the Designations Committee must be supported by documented reasons for the recommendation.

7 May vary with Affiliate.

8 Interest-based mediation process and skills, training that has been approved by ADRIC or its Affiliate and meets the requirements of basic mediation training.

9 Courses in advanced mediation, ethics in dispute resolution, multiparty negotiation strategies, how to start a mediation business, designing systems for conflict management in organizations, when and how to use mediation case development, influence of culture on conflict resolution approaches, and resolving difficult workplace issues. The courses must be approved by ADRIC or its Affiliate and meet the requirements of specialized training.

10 **Leader mediator:** 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

11, 12, 13, **May differ by Affiliate.**

14 The applicant must clearly have been the lead arbitrator or chairperson, not simply co-arbitrator.