



ADR Institute of Canada
Institut d'arbitrage et de
médiation du Canada ^{TM/MC}

LEADING DISPUTE RESOLUTION IN CANADA
À L'AVANT-PLAN DE LA RÉOLUTION DES DIFFÉRENDS AU CANADA

CONTINUING EDUCATION AND ENGAGEMENT PROGRAM (CEE) FOR ADRIC DESIGNATED MEMBERS



WHY MAINTAINING YOUR DESIGNATION IS IMPORTANT

The ADR Institute of Canada (ADIC) Qualified and Chartered Designations for Mediators and Arbitrators are recognized levels of achievement signifying the holder meets specific professional criteria, adheres to ADIC's professional Codes of Ethics and Conduct and keeps current in the field. They represent both an achievement and a responsibility for the practitioner. Your effort toward education and engagement represents your commitment to continuous learning to remain positioned at the top of a profession impacted by economic, social, business and legislative changes.

HOW TO MAINTAIN YOUR DESIGNATION:

- ✓ **Be a member in good standing of your regional Affiliate and ADIC**, by promptly paying your Affiliate membership dues and ADIC designation renewal fees. You must also 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 annually.¹ You need to collect 33 points for Chartered designations and 20 points for Qualified designations per year:
 - No single sub-category may contribute more than 16 points per year toward your CEE credit, unless specifically noted. Some sub-categories may be restricted to less than 16 points, as specifically noted.
 - New recipients: Upon receipt of a new, first designation, your first CEE due date will be December 31st of the year after the designation is received.
 - Points may not be carried over from any one-year period to the next.
- ✓ Complete and submit the CEE Reporting form² to ADIC by December 31st each year.



¹ Extensions to the annual timeframe may apply if the applicant has had parental, major illness or disability leave(s) during the renewal period. Please direct questions relating to extensions to admin@adric.ca.

² Audit: To ensure the integrity and standard of professionalism reflected in the granting of the designations, ADIC 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.

REPORTING PROFESSIONAL DEVELOPMENT ACTIVITIES

Please remember professional development activities should be related to the Professional Competencies (PC):

- For Mediators: 21 Professional Competencies for Chartered Mediators developed by ADRIK. For further information relating to these competencies go to http://adric.ca/wp-content/uploads/2019/09/ADRIK_CMed_COMPETENCIES-GUIDELINES.pdf
- For Arbitrators: [C.Arb Competencies as specified in the C.Arb Criteria](#) (currently in development)

Each eligible activity can be entered only once on the record (if a particular activity is listed more than once, points will be accepted only for the first instance).

PRIVACY POLICY

ADRIK 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, list dates attended, name(s) of institution(s) and/or course provider(s) . Keep certificates for one year.

Sub-category	Available Points	Guidance on point assignment
A1. University, College and Institute Courses related to your field of ADR practice	2 points per hour of instruction (max 16 points per year)	Successful completion of post secondary course(s) from an accredited institution which may include: Distance Education Equivalents / face-to-face or online Continuing Education Programs University Transfer Courses Undergraduate or Graduate Courses Courses in fields in which you specialize (construction, family law, condo law, etc) <i>You must demonstrate competence in order to obtain credit or "pass." You may be required to produce a transcript if audited.</i>
A2. Certification ADR Courses	2 points per hour (max 16 points per year)	Attendance at courses that lead to a certification
A3. Seminars, Workshops, Conferences Roundtables related to your field of ADR practice	2 points per hour (max 16 points per year)	Attendance online or in person. This includes breakfast meetings, "lunch & learns," e-learning, or dinner speakers with educational components.
A4. Self-Directed Learning related to your field of ADR practice	1 point per activity (max 8 points per year)	This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups, 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 (max 16 points per year)	Attendance in an executive/management development program.
A6. A refresher Med-Arb course or other specific Med-Arb training (may be online training/ scenarios)	2 points per hour (max 16 points per year)	Attendance online or in person.



CATEGORY B: LEADERSHIP

Provide brief explanation of how activity is considered professional development, relevant dates and how activities relate to the required Professional Capabilities (PCs).

Sub-category	Available Points	Guidance on point assignment
B1. Mentoring - (coaching and mentoring in a non-training environment)	5 points per hour of mentor contact (Maximum 15 points per year)	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. ADR Mentoring - As a Supervisor in an ADR Institute Mentoring Program	20 points	Participating as a Supervisor in an ADRIC or any of its regional Affiliate formal Mentoring program.
B2: Being Mentored in ADR	2 points per hour of mentor contact (Maximum 16 points per year)	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 an ADR Student in the Workplace	2 points per hour of contact (Maximum 16 points per year)	During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.
B4. Member of Active Committee / Taskforce in a Mediation or Arbitration Association or other organization (not current employer)	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 an Arbitration or Mediation Committee or taskforce (in any organization outside current employer)	15 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 an Arbitration or Mediation Association	15 points per year	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. Chair/Co-Chair or President of an Arbitration or Mediation Association	33 points per year	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.
B8. ADR Conference Chair/Co-Chair	5 points per day (15 points per year period)	For a local, provincial, regional or national conference lasting a minimum of 1 full day. Must demonstrate responsibilities for completing project work and/or leading sub-committees.



CATEGORY C: INSTRUCTION

Provide brief explanation of how instruction/course content is considered professional development and how it relates to the Professional Capabilities (PCs).
Provide dates attended to support report.

Sub-category	Available Points	Guidance on point assignment
C1. Developing a new and first time University, College or Institute ADR Course of 40 hours or more	16 points per year per new course developed	Courses related to ADR 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"> • continuing Education Programs, • E-learning/online courses, • Executive/Management or Development programs, • University Transfer Courses, • Undergraduate and graduate courses, • Certification courses
C2. Teaching a University, College or Institute ADR Course	10 points per year per new course taught	Courses taught at an accredited post-secondary institution, 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.
C3. Developing a new ADR Course, Workshop or Seminar	10 points per year 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.
C4: Facilitating (or coaching) of ADR Course, Workshop or Seminar first time	8 points per first time	Credit is granted only for the first time the course, workshop or seminar is facilitated for a non-post secondary institution , workplace or client.
C5. Guest Lecturer related to your field of ADR practice	5 points per new lecture or presentation per year	Preparation of a minimum of three hours for a newly developed presentation/lecture.
C6. Keynote Speaker related to your field of ADR practice	5 points per each new keynote presentation per year	At a national, provincial or regional conference.
C7: Panel Member related to your field of ADR practice	2 points per hour of participation to a maximum of 10 points per conference/ seminar per year	At a national, provincial or regional conference/seminar.
C8: Teaching a pre-developed ADR Course	10 points per course per year	The course must be taught at an accredited post-secondary institution.



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 report.

Sub-category	Available Points	Guidance on point assignment
D1: First Time or Significant Contribution to your organization in the development, application or implementation of an ADR program or project related to the PCs.	Project type: Small (40- 100 hrs) - 15 points; Medium (101-199 hrs) - 20 points Large (200+ hrs) - 25 points; Maximum 25 points per year	Includes secondments/assignments outside your normal job duties.
D2: Significant Updates or Process Improvements to your ADR organization	5 points per occurrence to max. 10 points per 1-year period	e.g. course, project, program or service provided.



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 report.

Sub-category	Available Points	Guidance on point assignment
E1. Conducting Research	5 points per project per year	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	5 points per project per year	Credit is granted only for the first time the piece is published.
E3. Publishing a New Text	10 points per text per year	Publishing a new book/textbook (or a chapter) in a related field to ADR
E4. Publishing a New Edition of an Existing Text	5 points per text per year	
E5. Co-Authoring or Editing a Major Work	5 points per text per year	
E6. Acceptance of your Master's Thesis or Graduating Paper at a Master's Level	10 points per year	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.	30 points per year	
E8. ADR -related Book Review, Editorial or Article submitted for publication - related to the PCs	5 points per article per year	