



**Principles,  
Criteria,  
Protocol and  
Competencies**

**Required for the designation**

**QUALIFIED MEDIATOR**

## INTRODUCTION

This designation is to recognize people who have completed sufficient mediation and related dispute resolution training to be qualified to practice as mediators. **It is an entry-level step for mediators working to receive their Chartered Mediator designation.**

This nationally recognized credential assists the mediator by showing the public that the mediator has met specific standards of training and experience. (These standards are minimum national standards; **ADRIO has set additional local standards and has slightly different application requirements and forms, so be sure to complete the form provided by them.** )

The credential will assist the public in selecting a mediator who has been reviewed to determine if they are qualified to conduct mediations cases of low to moderate complexity. (The Chartered Mediator designation indicates a recognized standard of training and experience to practice solo mediations competently and ethically in cases of moderate to high complexity.)

COMMON ISSUES THAT A Q.MED MIGHT MEDIATE INCLUDE:

- Contracts
- Landlords & tenants
- Institutions
- Environment
- Real Estate & Property
- Governments & Agencies
- Employment
- Workplace
- Diversity
- Health & Wellness
- Family Business
- Neighbourhood
- Professional Services
- Trades (Automotive purchase/repair)
- Sports & Recreation
- Court diversion (from litigation)

## CRITERIA

To achieve a Q.Med, a mediator must fulfill all of the following requirements.

### I. EDUCATION

The applicant must have completed a minimum of 10 days of Conflict Resolution Training, broken down as follows:

#### 1. Basic Mediation Training

The applicant must have completed a basic mediation course or courses totaling a minimum of 5 full days (approximately 40 hours). It is expected that this training will be comprised of either one or two courses spanning the 5 days, and not 5 separate, individual workshops. The 5 days of training must cover ALL of the following areas:

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

#### 2. Specialized Mediation and Related Training

The applicant must have completed an additional 5 days (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. Examples of such training include the following list of advanced and elective courses. Candidates are welcome to submit details of relevant training that may not be included in this list.

- 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

## II. PRACTICAL EXPERIENCE

To qualify for the designation, candidates must have conducted **at least 2** supervised and assessed practice mediations, and/or two actual mediations or co-mediations where the applicant has clearly been the lead mediator<sup>1</sup>, (or one of each) paid or unpaid. If supervised and assessed practice mediations are used in the application, the assessor must complete the [Standard Supervised Practice Assessment form](#).

Note: The applicant must also complete and provide documentation of a 3rd actual mediation, paid or unpaid, either solo or co-mediated, within 3 years of the designation being awarded.

## III. ALTERNATIVE QUALIFICATIONS

Candidates for the Q.Med designation who do not meet these qualifications may submit their relevant experience and educational qualifications to the Regional Affiliate for review. (There may be a fee charged for the review.) While a Skills Assessment is not required for Q.Med designation, the Regional Affiliate reserves the right to require one at its discretion.

## IV. PLEDGE

The applicant must pledge to comply with ADRIC's Code of Ethics and Code of Conduct.

## V. MEMBERSHIP

An applicant and a Qualified Mediator must be a FULL member of good standing of ADRIC which includes being and remaining a member in good standing of a regional affiliate.

## VI. ANNUAL FEES

Each Regional Affiliate sets the fee for the application. Annual Designation Maintenance/Renewal fees are also required to ADRIC to maintain the designation in addition to membership dues. These fees are posted on the ADRIC website: <https://adric.ca/professional-designations/>

---

<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.

## VII. CONTINUING EDUCATION AND ENGAGEMENT (CEE)

Qualified Mediators are required to acquire a minimum of 20 points per year of professional development activities as per the Continuing Education and Engagement (CEE) Program, and provide ADRIIC with a CEE activities report by December 31st each year. Details may be found at: <https://adric.ca/professional-designations/continuing-education-engagement/>

## VIII. INSURANCE

All Q.Meds are required to sign and submit the Declaration of Insurance form, indicating that they maintain Errors and Omissions Insurance with a limit of at least \$1 million aggregate or check the appropriate box for an exemption of the requirement. (Those who are employed by others may have insurance coverage under the employer.)

## APPLICATION FORMS

To apply for Qualified Mediator status, complete the appropriate Application Form and **return it to your Regional Affiliate** along with their required application fees.

[Application form.](#)