

FDRP Med Designation – Application Checklist

The following is a checklist to ensure that you have all of the necessary documents to complete your application. If you have any questions regarding your application, please direct them to fdrp@fdrio.ca.

1. Cover letter

- Your covering letter

2. CV

- Current, detailed curriculum vitae (includes related degree/diploma or 10 years related experience)

3. Membership

- Candidates must be members in good standing of FDRIO and the Family Arbitration Section.

4. Education/Training Certificates

- a. 60 hours (8 days) of combined Basic and Advanced Family Mediation Theory and Skills Training
- b. Family Law
- 30 hours or 4 days taken in the past five years (Certificate of Attendance enclosed.)
- or**
- Practicing Family Law lawyer and therefore exempt
- c. Family Relations (takes effect after July 1, 2018)
- 14 hours or 2 days of approved training (Certificate of Attendance enclosed.)
- or**
- Practicing mental health professional and therefore exempt
- d. Screening for Domestic Violence and Power Imbalances
- 21 hours or 3 days taken in the past five years (Certificate of Attendance enclosed.)

5. Insurance

- A Certificate of Insurance confirming proof of current liability insurance covering the practice of family mediation/arbitration in an amount of not less than \$1 million per claim and \$2 million in the aggregate. (Lawyers who have coverage with LawPro will suffice. Please provide a current Certificate confirming your coverage.)

6. Experience

- a. Copies of five MOUs, progress notes or Agreements, mediated or co-mediated to the point of agreement (Identifying information must be redacted.)
- Letter from internship supervisor, who is an Ontario certified or accredited family mediator, confirming supervision of the above noted five agreements, and also that 100 hours of supervised mediation have been completed to the satisfaction of the internship supervisor with a positive recommendation for certification, and, if applicable
 - Certificate of attendance at (optional) an approved Advanced Family Mediation Practicum noting number of hours towards internship hours.
- b. A copy of the candidate's Agreement to Mediate.

7. Assessment

The FDRIO Mediation Certification Committee, the “Committee,” may meet with candidates to determine their competency as family mediators. Candidates will sign a Consent permitting the Committee to make inquiries of others concerning family mediations conducted by them. The Committee may ask candidates to complete an assessment/role play for this purpose.

8. Exemptions

- a. Candidates who already hold a Certified or Accredited Family Mediator designation of the FMC, OAFM or ADR Institute of Ontario, “ADRIO,” are exempted from the foregoing education/training, experience and assessment requirements. This exemption is available to candidates until August 31, 2017 (\$50 fee).
- A copy of the certificate issued by FMC, OAFM or ADRIO is attached.
- b. Candidates who have been in FDR practice for ten or more years and have completed ten or more family mediations to the point of agreement, in the discretion of the Committee, may be exempted from some of the foregoing education/training, experience and assessment requirements provided they submit:
 - Certificate of Attendance at a Family Law (30 hours) course or equivalent if they are not practicing family lawyers, **or**
 - N/A , **and**
 - Certificate of attendance of 21 hours of training in Screening for Domestic Violence and Power Imbalance or an equivalent **and**
 - Three letters of reference, at least one from a lawyer or another professional who has participated in one or more family mediations conducted by the candidate, and at least one from a family mediator who holds a professional mediation designation from OAFM, ADRIO, FDRIO or FMC confirming the candidate’s mediation and screening skills;

9. a. Continuing Education

In addition to the continuing education requirements of their professional disciplines, candidates must commit to attend a minimum of ten hours of annual continuing education that includes:

- a. At least 2.5 hours on topics relating to screening for domestic violence and
- b. At least 2 hours on topics relating to Family Law;
- c. At least 2 hours relating to family relations and high conflict dynamics.

b. Maintaining Certification

FDRP-Meds will report annually to the Committee confirming their compliance with the insurance and continuing education requirements.