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

ADRIC National Course Accreditation Program

Policy for Accreditation of Privately Provided Courses that meet ADRIC's Standards for a 40 Hour Introductory Mediation or Arbitration Course

FOR DISCUSSION ONLY

1. Definitions

1.1 The following words and phrases shall have the following meanings in this Policy and, unless otherwise indicated, in any attendant documents:

(a) "ADRIC Accredited Course(s)" means a Course or Courses accredited in accordance with this Program;

(b) "ADRIC" means the ADR Institute of Canada Inc.;

(c) "Approved Course Provider" means a Course Provider whose Course has been approved as an ADRIC Accredited Course;

(d) "Course" or "Courses" means a forty hour introductory mediation course or 40 hour introductory arbitration course, as the case may be;

(e) "Course Provider" means a training course provider wishing to obtain ADRIC Accredited Course status for a Course or Courses;

(f) "Program" means the ADRIC National Course Accreditation Program established and administered in accordance with this Policy;

(g) "Region" or "Regional" means any Regional Affiliate of ADRIC;

(h) "Regional Course Accreditation Program" means an accreditation program established by a Region in accordance with this Policy to assess Courses on behalf of ADRIC as ADRIC Accredited Courses;

(i) "Requirements for Course Accreditation" means ADRIC's minimum requirements for course content in a 40 Hour Arbitration Training Program or 40 Hour Mediation Training Program, as the case may be, set out in Schedules 1 and 2 respectively to this Policy.

2. Introduction

2.1 The ADR Institute of Canada ("ADRIC") is a primary source of information about ADR training and standards across Canada. ADRIC members who meet specific criteria, including training requirements, may apply to obtain the ADRIC designations of Qualified Mediator, Chartered Mediator, Qualified Arbitrator or Chartered Arbitrator.

2.2 ADRIC's **National Course Accreditation Program** assesses courses against requirements for these national designations. (Some Affiliates approve courses which fulfill the requirements for membership with their affiliate. Only courses accredited by ADRIC may claim they fulfill the educational requirements for an ADRIC designation.)

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2.3 This Policy sets out the requirements for accreditation of courses that meet ADRIC's minimum standards for a forty (40) hour Introductory Arbitration or Mediation Course, the circumstances under which a Course may be advertised as an ADRIC Accredited Course and the benefits that attach to being approved as an ADRIC Accredited Course.

3. Accreditation Process

3.1 Any Affiliate wishing to pre-approve Courses as ADRIC Accredited Courses may establish a Regional Course Accreditation Program and Committee.

3.2 Any Course Provider wishing to achieve ADRIC Accredited Course status for one or more Courses shall apply by completing an ADRIC Course Accreditation Application for each course and sending it to the ADRIC Course Accreditation Coordinator with the appropriate fee. ADRIC will then forward the application to the appropriate Regional Course Accreditation Committee copying the Affiliate admin, or in the case where there is no Regional Course Accreditation Committee, to the National Course Accreditation Committee.

3.3 The ADRIC Course Accreditation application and annual renewal fee is $250 plus applicable taxes where there is a Regional Course Accreditation Committee. The application fee where there is no Regional Course Accreditation Committee is $500 with annual renewals of $250. Affiliates may have their own service fees as well which should be communicated to ADRIC so it may advise the Course Provider of their total investment requirements.

3.4 Any Regional Course Accreditation Program must include the following requirements:

(a) The Regional Course Accreditation Committee must consist of at least three persons, in the case of an Arbitration course, at least two of whom must be Chartered Arbitrators and at least one of whom must be an arbitration trainer, and in the case of a Mediation course, at least two of whom must be Chartered Mediators and one of whom must be a mediation trainer, all of whom have signed the ADRIC Course Assessor Agreement Form;

(b) The Course for which ADRIC Accredited Course status is sought must meet the Program's Criteria for ADRIC Course Accreditation as they now exist or may be amended from time to time;

(c) The applicant must complete an ADRIC Course Accreditation Application and Checklist;

(d) The following individuals or organizations must be evaluated, along with the Course, as to their competency to present or provide the Course:

i) owner of Course and/or educational institution presenting the Course;

ii) lead instructor(s);

iii) principal trainer(s), and;

iv) any individual who presents more than three (3) hours of subject matter, including coaches.

(e) At a minimum, every instructor and trainer must meet the following requirements:

a. They must be a member in good standing of the ADR Institute of Canada;

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b. In the case of an instructor / trainer proposed to do mediation training, the proposed instructor / trainer is a Chartered Mediator or can demonstrate that the proposed instructor / trainer meets the requirements to be a Chartered Mediator ("Equivalency Requirements");

c. In the case of a proposed instructor / trainer proposed to do arbitration training, the proposed instructor / trainer is a Chartered Arbitrator or can demonstrate that the proposed instructor / trainer meets the requirements to be a Chartered Arbitrator ("Equivalency Requirements");

d. The proposed instructor / trainer has recent (within the last two years) training experience delivering similar training programs.

(f) At a minimum, every coach must meet the following requirements:

a. The proposed coach is a member in good standing of the ADR Institute of Canada;

b. In the case of a coach proposed to do mediation training, the proposed coach is a Qualified Mediator or can demonstrate the proposed coach meets the requirements to be a Qualified Mediator ("Equivalency Requirements");

c. In the case of a coach proposed to do arbitration training, the proposed coach is a Qualified Arbitrator or can demonstrate the proposed coach meets the requirements to be a Qualified Arbitrator ("Equivalency Requirements").

(g) There must be an appeal process to permit anyone whose Course is not approved as an ADRIC Approved Course to appeal the initial decision to reject the Course;

(h) There is an annual renewal process through which the Approved Course Provider must indicate whether there are any planned modifications, and if so, submit any modifications it intends to make to the Course content and any changes it intends to make to the lead instructor(s), principal trainers or coaches. The renewal process must include:

a. review of any proposed modifications to ensure the Course still meets the Requirements for Course Accreditation;

b. evaluation of the competency of any newly proposed instructors, trainers or coaches.

(i) There must be a provision that if ADRIC determines at any time that there have been sufficiently significant changes in the field or that re-accreditation would be appropriate because of the passage of a significant period of time (at least five years), then ADRIC may request the Affiliate to require the Approved Course Provider to apply for re-accreditation.

3.5 If a Course has been approved as an ADRIC Accredited Course by one Affiliate, then all other Affiliates will accept that Course as an ADRIC Accredited Course in their Regions without the necessity of the Course Provider having to re-apply for Accredited Course status in that other Region. Each Affiliate shall, however, retain the right to require more than ADRIC's minimum national standard for Accredited Courses in their Region.

3.6 Any fees for application for an ADRIC Accredited Course or for renewals or appeals or re-accreditation processes shall be at the discretion of the Affiliate in question.

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3.7 Any Region not wishing to set up a Regional Training Accreditation Program will send requests for ADRIC course accreditation to the ADRIC Course Accreditation Coordinator, who will forward to the National Course Accreditation Committee.

3.8 Upon recommendation of any Course for ADRIC Accreditation, the Affiliate shall notify ADRIC together with the curriculum, names of all lead instructors, principal trainers and coaches. ADRIC will maintain a register of Accredited Course Providers.

4. Benefits of ADRIC Accredited Courses:

4.1 The Course Provider is assured that a student successfully completing the ADRIC Accredited Course will be permitted to use that Course towards requirements for the relevant ADRIC designation(s) and advertise that it meets some of the educational requirements to apply for an ADRIC designation. Any student completing any course not pre-approved as an ADRIC Accredited Course through a Regional Training Accreditation Program will not be permitted to automatically use that course toward requirements for ADRIC's Designations. (The relevant Regional approval committee will be required to assess any course that is not an Accredited Course on a case by case basis and at such fees as they deem appropriate.)

4.2 Included for the first year of accreditation and for a fee of $250 per year, ADRIC will list the ADRIC Accredited Course on the ADRIC website together with the dates and locations where the ADRIC Accredited Course will be presented

4.3 Upon ADRIC receiving notification from a Region of approval of an ADRIC Accredited Course, ADRIC will provide the Accredited Course Provider logo to the Accredited Course Provider and the Accredited Course Provider will be permitted to use the logo in its advertising with respect to the ADRIC Accredited Course and on any certificate of completion the Accredited Course Provider issues to persons successfully completing the ADRIC Accredited Course.

4.4 ADRIC recommends ADRIC Accredited Courses to callers making inquiries about training.

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