

**APPLICATION TO BECOME A MEDIATION INTERN SUPERVISOR
UNDER THE ADR INSTITUTE OF ONTARIO PILOT MEDIATION INTERNSHIP PROGRAM**

EQUIVALENT QUALIFICATIONS TO THE CHARTERED MEDIATOR

ADR Institute of Ontario (ADRIO) is accepting applications from members to act as Mediation Internship Supervisors in the Pilot ADRIO Mediation Internship Program.

This application is for practicing mediators whose education and experience is equivalent to those of a C. Med.

Please note that the \$200 application fee is waived for Supervisors under the Pilot Project.

1. Applicant

Name _____

Mailing Address _____

Tel: (_____) _____ Fax: (_____) _____ Email _____

Occupation _____

2. Are you a member in good standing of the ADR Institute of Ontario? YES NO

a) Mediation Training (minimum 80 hours)

List and describe the training (program, instructor, duration, date) which you have taken in mediation theory and skills. Please attach evidence certificates or an affidavit setting out dates and instructors.

| Training Program | Instructor | Duration | Date |
|------------------|------------|----------|------|
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b) Please provide information about training and education programs developed and / or given by you:

c) Related Study (minimum 100 hours)

List and describe completion of 100 hours of related training in dispute resolution. Generally, the following areas qualify: psychology of dispute resolution, negotiation, public consultation, mutual gains bargaining, communication skills, conflict management, or specific substantive areas such as law, psychology, social work, counseling or other.

Please include program, instructor, duration, date. Please attach evidence of completion of these programs, such as certificates or diplomas or an affidavit setting out the dates and instructors.

| Training/Education Program | Instructor | Duration | Date |
|----------------------------|------------|----------|------|
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3. Mediation Experience

- a) Please list at least **15 paid mediations**¹ at which you were either the sole mediator or the lead mediator in a co-mediation and year.
- b) Please include: number of parties, issues mediated, duration of mediation, whether you were the sole mediator or lead mediator in a co-mediation and year.

| No. of Parties | Issues Mediated | Duration | Sole/Co-Med. | Volunteer or paid | Year |
|----------------|-----------------|----------|--------------|-------------------|------|
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c) Have you completed
 at least 10 mediations within the last year? YES NO
 OR
 over 100 mediations over the course of your career? YES NO

¹ 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.

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

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. In exceptional circumstances described in writing, where an unpaid mediation is demonstrably complex and involved, ADRIO may, at its discretion, accept an unpaid mediation toward the total of 15.

4. ADDITIONAL INFORMATION

a) Please list any awards or recognition related to mediation or dispute resolution that you have received:

5. Please provide any other information that supports your application. (Optional)

6. SPECIALIZATION

Please state areas of specialization and the area in which you perform most of your mediations – for example - commercial, insurance, labour, family, construction or other.

7. BIOGRAPHICAL NOTE:

Please provide a biographical note of 250 words or less containing information that an intern can use in deciding whether he or she would like to apply to you for an internship.

8. CONSENT

By signing and submitting this form, I understand and consent to the information and supporting documentation relating to this application being circulated to the Mediation

Internship Supervisor Selection Committee and the Board of Directors for the sole purpose of assessing the application.

9. INSURANCE

I am providing proof of errors and omission insurance of at least \$1,000,000 per claim, to participate in the ADRIO Mediation Internship Program.

For those without specific training insurance, proof of additional insurance is recommended.

10. PLEDGE

By signing and submitting this form,:

- I agree to adhere to and comply with all the requirements of the ADRIO Mediation Internship Program including participation in an orientation session, completion of required forms and confirmation of completion of the internship.
- I acknowledge that ADRIO has no liability concerning the performance of this agreement by either party and is not a party to the agreement between the supervisor and intern.

Signature _____

Date _____

Thank you for completing this application form. Please note that the \$200 application fee is waived for Supervisors under the Pilot Project