

ADR Institute of Ontario, Inc.

TO: Qualified Mediator (Q.Med) Applicants

BEFORE SUBMITTING YOUR APPLICATION:

Attach this checklist to the front of your application and tick boxes to ensure all information, documents etc are included with your application. DO NOT SEND us your application if any information is missing. Incomplete applications will be returned.

- I am a full member in good standing of the ADR Institute of Ontario (ADRIO).
- I completed ADRIO's Online Ethics Course for Mediators. I attach a copy of the certificate.
- I attach copies of all ADR Course Certificates or transcripts i) Basic 40 hour mediation training ii) 40 hours of specialized mediation and related study
- I attach a description of my 2 mediations/co-mediations (250-300 words each) as per ADRIO's Q.Med Application Guidelines.
- I attach proof of Errors and Omissions Insurance in the amount of at least \$1 million aggregate. I also include my signed copy of the Declaration of Insurance.
- One-page Bio
- I attach the application Filing Fee - \$226.00 (includes HST)
- My application is typed/written legibly and is organized as required. All attachments are clearly labeled as directed in the application form.
- To maintain my designation, I understand that ADR Canada will levy an annual charge beginning at the time my designation is awarded. **This fee is not related to regional/national membership fees. I understand that I must maintain my membership with ADRIO in order to maintain my designation.**

Name of Applicant: