



Learn more about ADRIO

Frequently Asked Questions

Designations (General)

Q	Where can I find more information on obtaining a designation?
A	We have a step-by-step guide with our tips available here: The Path to your Professional ADR designation – The ADR Institute of Ontario (adr-ontario.ca)

Q	Where do I submit my application form?
A	Your completed application is submitted via email to membership@adr-ontario.ca

Q	How do I make the filing fee payment?
A	After submitting your application, a link will be provided to you.

Q	Do I need to become an ADRIO Member before I submit my application?
A	You must be a Full Member in good standing to apply for the designations. This includes completing the mandatory Ethics course.

Q	Where do I pay my annual designation renewal fees?
A	The designation renewal fee is paid through the ADRIC portal: Home (adric.ca)

Q	Where can I submit my CEE report?
A	Send your completed CEE Reporting Form to: education@adric.ca Continuing Education & Engagement - ADR Institute of Canada (adric.ca)

Designations (Q.Med)

Q	Can I list a course that is not on the Approved Course list?
A	For the Q.Med and C.Med designations, it is strongly advised to select courses from our approved list . These courses have been rigorously reviewed, audited, and accredited to guarantee they meet the education requirement. Submitting courses outside of this list will prolong your application timeline and will require a comprehensive review by our Professional Standards and Designation Review Committee, conducted strictly on a case-by-case basis as a rare exception; in other words, it is <i>not recommended</i> . Please note that a course syllabus is mandatory for consideration, and we are unable to offer preliminary assessments or predict the outcome of the committee's decision (i.e., no PLAR accepted at the administrative level).

Q	Does ADRIO accept supervised practice mediation for the Q.Med?
A	ADRIO does not accept supervised practice mediations for the Q.Med. Candidates must have conducted at least two actual mediations or co-mediations where the applicant has clearly been the lead mediator for one of the mediations, either paid or unpaid.

Q	Can I reapply if I'm not successful?
A	Yes, you can reapply after three months. If you reapply within one year of your initial application, there is no additional cost.

Designations (C.Med)

Q	Can I list a course that is not on the Approved Course list?
A	For the Q.Med and C.Med designations, it is strongly advised to select courses from our approved list . These courses have been rigorously reviewed, audited, and accredited to guarantee they meet the education requirement. Submitting courses outside of this list will prolong your application timeline and will require a comprehensive review by our Professional Standards and Designation Review Committee, conducted strictly on a case-by-case basis as a rare exception; in other words, it is <i>not recommended</i> . Please note that a course syllabus is mandatory for consideration, and we are unable to offer preliminary assessments or predict the outcome of the committee's decision (i.e., no PLAR accepted at the administrative level).

Q	Do I need the Q.Med to apply, or can I apply directly for the C.Med?
A	You can apply directly for the Chartered designations if you meet all the prerequisites.

Q	Can I be exempt from the skills assessment based on my experience?
A	ADRIO does not offer exemptions. All C.Med candidates must complete and pass the skills assessment.

Q	Are there exemptions to the paid mediation requirement?
A	In exceptional circumstances described in writing, where an unpaid mediation is demonstrably complex and involved, the committee may, at its discretion, accept an unpaid mediation toward the total of 15.

Q	Can I reapply if I'm not successful?
A	Yes, you can reapply after one year.

Designations (Q.Arb)

Q	Is there an experience requirement?
A	The Q.Arb designation does not have an experience requirement.

Q	Can I apply with training that is not on the ADRIO-approved list?
A	An ADRIO-approved course is required, and exemptions are not available.

Q	Can I reapply if I'm not successful?
A	Yes, you can reapply after three months. If you reapply within one year of your initial application, there is no additional cost.

Designations (C.Arb)

Q	Do I need the Q.Arb to apply, or can I apply directly for the C.Arb?
A	You can apply directly for the Chartered designations if you meet all the prerequisites.

Q	How do I submit the written awards?
A	Include them with your application, ensuring that any sensitive information is properly redacted.

Q	Can I submit adjudication experience?
A	No, only arbitration experience is accepted.

Q	Can I apply with training that is not on the ADRIO-approved list?
A	An ADRIO-approved course is required, and exemptions are not available.

Q	Can I reapply if I'm not successful?
A	Yes, you can reapply after one year.

Membership

Q	How do I renew my membership?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Scroll down to "Financial History"</p> <p>STEP 4: Find the 2025 membership invoice and Click "View" on the left-hand side</p> <p>STEP 5: Select Method of Payment and Click "PROCEED"</p> <p>Click Here To Access The Tutorial</p>

Q	How do I sign up for autorenewal?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Scroll down to "Manage Your Credit Card Details"</p> <p>STEP 4: Select "I would like to charge my membership renewal automatically to this card when it is due. (We will automatically charge your card for your renewal.)"</p> <p>STEP 5: Click "Verify Card"</p>

Q	My membership has lapsed, how do I rejoin ADRIO?
A	Please contact our membership department to rejoin: membership@adr-ontario.ca

Q	How do I upgrade my membership?
A	To upgrade your membership please contact our membership department: membership@adr-ontario.ca

Ethics Course

Q	Can I receive an exemption for the Ethics course requirement?
A	To ensure and encourage enhanced professionalism and adherence to best practices, ADRIO requires that all new members take the online course: Practical Ethics for Working Mediators within the first three months of new membership. More information here .

Q	How long do I have to complete the Ethics course?
A	Members must start the course within 90 days of applying for ADRIO membership. Once purchased you will have 60 days to complete the course.

Q	Technical issue?
A	For technical support with the Ethics course please contact the course provider using the green "Support" button on the platform.

Q	How do I use the member discount code?
A	<p>STEP 1: Locate the discount code within the registration instructions email</p> <p>STEP 2: Navigate to the "CHECKOUT" page</p> <p>STEP 3: Click "Have a coupon? Click here to enter your code"</p> <p>STEP 4: Enter coupon code</p> <p>STEP 5: Ensure the discount is reflected on total</p> <p>STEP 6: Click "PLACE ORDER"</p>

Update Information

Q	How do I edit/remove my ADRIO directory listing?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Scroll down to " Listings"</p> <p>STEP 4: Click "Edit" to revise your listing. Click "Delete" to remove your listing</p> <p>STEP 5: Click "Save Listing" to confirm your changes</p> <p>Click Here To Access The Tutorial</p>

Q	How do I update my contact information?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Scroll down to "Contact Information"</p> <p>STEP 4: Here you can edit your phone number, email, website, and socials on file</p>

Q	How do I update my address on file?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Scroll down to "Addresses"</p> <p>STEP 4: Click "Edit" to change your address</p> <p>STEP 5: Click "Save Address" to confirm your changes</p>

ADRIO Member Benefits through Perkopolis

Q	When can I start using Perkopolis?
A	Your Perkopolis registration code will become active after your first month of membership.

Q	Need support registering or navigating Perkopolis?
A	<p>Contact Perkopolis directly through one of these options:</p> <ul style="list-style-type: none"> - Live Chat on Perkopolis website - (416) 236-4985 or 1-800-761-7523 - customerservice@perkopolis.com

Q	How to register for Perkopolis?
A	<p>STEP 1: Sign into the ADRIO Membership Portal</p> <p>STEP 2: Click "View Profile/Edit Profile"</p> <p>STEP 3: Under the first heading "Basic Information" see: (Member Number: XXXX)</p> <p>STEP 4: Follow these instructions: Create an Account</p>