

FDRP Arb 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. Family Arbitration Process and Skills – 40 hours or 5 days.
- ☐ b. Family Law
- ☐ • 30 hours or 4 days of approved training taken in the past five years
 - or
 - ☐ • Practicing Family Law lawyer and therefore exempt
- ☐ c. Screening for Domestic Violence and Power Imbalances
- ☐ • 21 hours or 3 days of an approved training taken in the past five years
- ☐ d. Family Relations – 14 hours or 2 days (takes effect on a date TBA)
- or
- ☐ • Practising mental health professional and therefore exempt.

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 the five Awards where the candidate arbitrated or co-arbitrated at least five family cases in which an Award in a contested proceeding whether final or interim was made. (Identifying information must be redacted.)
- ☐ b. A copy of the candidate's Agreement to Arbitrate.

7. Assessment

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

8. Exemptions

- ☐ **a.** Candidates who already hold the Certified Family Arbitrator designation of the ADR Institute of Ontario, “ADRIO,” are exempted from the education/training, experience and assessment requirements. This exemption is available to candidates until August 31, 2017.
- ☐ • A copy of the certificate issued by ADRIO
- ☐ **b.** Candidates who have been in FDR practice for ten or more years and have completed ten or more family arbitrations to the point of releasing an Award made in a contested proceeding whether final or interim, in the discretion of the Committee, may be exempted from the 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**
- ☐ • Certificate of Attendance at a 14 hours Screening for Domestic Violence and Power Imbalances plus certificate of attendance at at least 7 more hours of equivalent training **and**
- ☐ Three letters of reference, at least one from a lawyer or other professional who participated in one or more family arbitrations conducted by the candidate and at least one from a family arbitrator who holds a professional designation from either ADRIO or FDRIO confirming the candidate’s arbitration and screening skills.

9. a. Continuing Education

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-Arbs will report annually to the Committee confirming their compliance with the insurance and continuing education requirements, and also confirming compliance with all requirements of the Attorney General of Ontario as set out on its website from time to time.