

## FDRP PC 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](mailto:fdrp@fdrio.ca).

### 1. Cover letter

Your covering letter

### 2. CV

Current, detailed curriculum vitae (includes Verification that candidate is:

- a. A licenced mental health professional **or**
- b. A legal professional in family law **or**
- c. A certified mediator with a degree in mental health field

### 3. Membership

Candidates must be members in good standing of FDRIO and the Parenting Coordination Section.

### 4. Education/Training

- a. Family Relations (takes effect after January 1, 2018)
  - 14 hours or 2 days of approved training (Certificate of Attendance enclosed.)**or**
  - Practicing mental health professional and therefore exempt
- b. Family Law
  - 30 hours or 4 days (Certificate of Attendance enclosed.)**or**
  - Practicing Family Law lawyer and therefore exempt
- c. 60 hours (8 days) of combined Basic and Advanced Family Mediation Theory and Skills Training
- d. Family Law Arbitration (40 hours)
- e. Parenting Coordination Basic course (14 hours)

- f. Optional – Parenting Coordination Advanced/Practicum

- g. Screening for Domestic Violence and Power Imbalances (21 hours).

### 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

- Letter from Internship Supervisor, who is an Ontario certified or accredited family mediator confirming supervision of no less than 100 hours combined mediation and PC experience and making a recommendation that meets the requirements of the *Guidance to Parenting Coordination Internship Supervisors* document and if applicable, certificate of attendance at a Practicum or training course approved as contributing to 100 experience hours **or**
- Exempted as an Ontario Certified/Accredited family mediator plus 25-50 hours of PC experience to the satisfaction of the supervisor
- A copy of the candidate's Parenting Coordination Agreement

## **7. Assessment**

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

## **8. Exemptions**

Candidates who have been in FDR practice for 10 or more years may, in the discretion of the Certification Committee, be exempted from some of the foregoing education and experience requirements. Candidate to provide letters explaining reasons why an exemption is appropriate.

## **9. a. Continuing Education**

In addition to the continuing education requirements of their professional disciplines, 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 PCs 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.