



**C.MED CONTINUING EDUCATION AND ENGAGEMENT PROGRAM
INSTRUCTIONS AND POINT SYSTEM
PROFESSIONAL DEVELOPMENT CATEGORIES AND DEFINITIONS**

ADR Institute of Canada, Inc.

WHY MAINTAINING YOUR CHARTERED MEDIATOR DESIGNATION IS IMPORTANT

The C.Med designation is a nationally recognized level of achievement signifying a practitioner meets specific professional criteria, keeps current in the field, and adheres to a professional Code of Ethics. Provincially and nationally, it represents both an achievement and a responsibility for the individual practitioner. It also reflects a conviction that the professional practice of mediation can safeguard the interests of the parties and the general public.

Your efforts toward education and/or engagement represent your commitment to continuous learning in a profession impacted by economic, social, business and legislative changes.

REPORTING PROFESSIONAL DEVELOPMENT ACTIVITIES:

When recording professional development activities in this record, please remember they should be related to the 21 Professional Competencies for Chartered Mediators developed by ADRI. For further information relating to these competencies go to <http://www.adrcanada.ca/education/mediator.html#appendix>

In addition, each education and engagement activity can only be counted once on the record. If a specific activity is listed more than once, points will only be awarded the first time it is listed, assuming it is eligible.

HOW TO MAINTAIN CHARTERED DESIGNATION

1. Be a member in good standing of your provincial association and the national Institute; annually pay your association membership dues, and any applicable C.MED renewal fees. Read the enclosed Code of Ethics and be sure to sign the log indicating your agreement to abide by the code.
2. Document your professional practice – in the attached Continuing Education Reporting Form – every three years and attain a minimum of 100 points over this three-year period (Extensions to the three-year timeframe may apply if the applicant has had parental, disability or retirement leave(s) during the renewal period. Please refer to your regional affiliate for more information.)

3. Submit the following information before your current C.Med expiry date. (Submission prior to your charter certificate expiry date does not change your original certification period. Check with your regional affiliate if you are unsure of the expiry date.)
 - a. Your completed C.Med Reporting Form. Keep a copy of receipts and supporting documentation. This supplementary information may be requested for audit purposes by the Continuing Education Committee. *
 - b. Payment of the required fee, if applicable

*** Audit**

To ensure the integrity and standard of professionalism reflected in the granting of the C.Med designation, your provincial association is required to audit renewal applications. Selection of applications for the purposes of auditing is made on a random basis. It is **important to retain all supporting documentation for one year** to validate your submission. However **do not submit your supporting documentation** unless requested to do so.

PRIVACY POLICY

ADRIC and your provincial association are committed to protecting the privacy of your personal information. Information collected from this form will be used for renewal/certification purposes only.

CONTINUING EDUCATION REPORTING FORM INSTRUCTIONS

- Complete the attached form until you have accumulated 100 or more points during the three year renewal period beginning at initial chartered registration or from the date of your last renewal.
- Points can be accumulated in any or all eligible categories, as long as they add up to a combined total of 100 or more.
- Forms can also be downloaded at the web sites of some regional affiliates or the web site of the ADR Institute of Canada
- Refer to Appendix A for information about eligible activities for each category
- Please keep copies of receipts and supporting documentation for one year in case it is requested by the Continuing Education Committee for audit purposes.
- Submit payment of \$90.00 + GST/HST Renewal Fee, if applicable.
- Submit application 60 to 90 days before your designation expires.

Mail or fax completed application to:

APPENDIX A

ACCEPTABLE AND ELIGIBLE ACTIVITIES AND POINT ASSIGNMENT BY CATEGORY (Check with your affiliate if you are unsure about the acceptability of any activity)

CATEGORY A: CONTINUING EDUCATION

Provide brief explanation of how course content is considered professional development

Also provide dates attended to support application and list name(s) of institution(s) and/or course provider.

Sub category	Available Points	Guidance on point assignment
A1. University, College and Institute Courses	2 points per hour of instruction	Successful completion of post secondary course(s) from an accredited institution. <i>You must demonstrate competence in order to obtain credit or "pass". You may be required to produce a transcript if audited.</i> This may include: <ul style="list-style-type: none"> - Distance Education Equivalents/face-to-face or online - Continuing Education Programs - University Transfer Courses - Undergraduate Courses - Graduate Courses
A2. Certification Courses	2 points per hour	Attendance at courses that lead to a certification
A3. Seminars/Workshops/Conferences/Roundtables	2 points per hour	Attendance at seminars, workshops, conferences, roundtables – <i>online or in person</i> . This includes chapter/regional seminars, breakfast meetings or dinner speakers with educational components
A4. Self-directed Learning	1 point per activity	This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups, "brown-baggers", e-learning, and/or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.
A5. Executive/Management Development Program	2 points per hour	Attendance in an executive/management development program.

CATEGORY B: LEADERSHIP

Provide brief explanation of how course content is considered professional development and how it relates to the Required Professional Capabilities (PCs). Also provide dates to support application.

Sub category	Available Points	Guidance on point assignment
B1. Mentoring	2 points per hour of mentor contact as outlined in agreement.	Acting as a mentor outside normal job duties (i.e. not direct reports.) Please keep record of contract with signature, in case of audit.
B2: Being mentored	2 points per hour of mentor contact as outlined in agreement	This should be under a formal agreement to develop specific skills.
B3. Supervising Mediation Student in the Workplace	2 points per hour of contact as outlined in contract	During a formal co-op, internship or work-experience placement where written appraisal is provided along with regular feedback.
B4. Active Committee/Taskforce Membership in a Mediation/Arbitration Association, or other organization outside current employer (local, provincial, regional or national)	10 points per year per committee	For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.
B5. Chair/Co-Chair of a Mediation Committee or taskforce (in a Mediation Association or other organization outside current employer.)	15 points per year per committee	For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees <i>This includes chapter/regional/executive level involvement.</i>
B6. Board Membership (in a Mediation Association)	20 points per year per board	For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees
B7. Conference Chair/Co-Chair	30 points annually per conference	For a, local, provincial, regional or national conference lasting a minimum of 2 days . Must demonstrate responsibilities for completing project work and/or leading sub-committees. <i>Conferences lasting 1 day would receive half the annual point allotment.</i>
B8. Chair/Co-Chair or President of a Mediation Association	40 points annually	For a minimum term of one year, with demonstrated responsibilities for meeting organizational objectives. Must demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.
B9. Task Force Member	20 points per year per appointment	Representing a Mediation organization on a public or government Task Force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-com.
B10. Active Volunteer or Board Member in Non-profit Organization	10 points per 3-year period	(This does not have to be restricted to Mediation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.
B11. Volunteering for tasks in an ADR Associations.	1 point per day to a maximum of 5 points annually.	This could be volunteer work for the association or any of its special interest sections

CATEGORY C: INSTRUCTION

Provide brief explanation of how instruction/course content is considered professional development and how it relates to the Professional Capabilities (PCs). Also provide dates attended to support application.

Sub category	Available Points	Guidance on point assignment
C1. Developing a new and first time University, College or Institute Course	40 points per new course developed	<p>Courses related to dispute resolution field for which students receive credits towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. The course must be offered at an accredited post-secondary institution. Credit will be granted for the first time the course is developed. Courses may include</p> <ul style="list-style-type: none"> ➤ Continuing Education Programs ➤ E-learning/online courses ➤ Executive/Management or Development Programs ➤ University Transfer Courses ➤ Undergraduate Courses ➤ Graduate Courses ➤ Certification Courses
C2. Teaching a University, College or Institute Course	30 Points per new course taught	Courses for which students receive credit towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. Credit is granted for the first time the course is taught. <i>The course must be taught at an accredited post-secondary institution.</i>
C3. Developing a new Course, Workshop or Seminar	30 points per new course	Credit is only granted for the first time the course, workshop or seminar is developed for a non-post secondary institution, workplace or client.
C4: Facilitating new Course, Workshop or Seminar	20 points per new course	Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post secondary institution, workplace or client.
C5. Guest Lecturer	5 points per new lecture/presentation	Preparation of a minimum of three hours for a newly developed presentation/lecture.
C6. Keynote Speaker	10 points per each new keynote presentation	At a national, provincial or regional conference.
C7: Panel Member	1.5 points per hour of participation to a maximum of 10 points per conference/ seminar	At a national, provincial or regional conference/seminar.

CATEGORY D: SIGNIFICANT WORK PROJECTS / INITIATIVES

Provide brief explanation of how content is considered professional development and how it relates to the Professional Capabilities (PCs). Also provide dates work was done to support application.

Sub category	Available Points	Guidance on point assignment
D1: First time or significant contribution to your organization in the development, application or implementation of a program or project related to the PCs.	Small project (40 – 100 hours) – 15 points; Medium project (101 – 199 hours) – 20 points; Large project (200+ hours) – 25 points; Maximum 25 points per project	Includes secondments/assignments outside your normal job duties.
D2: Significant updates/process improvements	Maximum 5 pts. per occurrence to max. 20 pts. per 3 year period	e.g. course, project, program or service provided.

CATEGORY E: RESEARCH OR PUBLICATION

Provide brief explanation of how research/publication is considered professional development and how it relates to the Professional Capabilities (PCs). Also provide dates work was done to support application.

Sub category	Available Points	Guidance on point assignment
E1. Conducting Research	10 points per project	Related to PCs but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper.)
E2. Authoring Journal, Case Study Article or Editorial	10 points per project	Credit is only granted for the first time the piece is published.
E3. Publishing a New Text\	30 points per text	
E4. Publishing a New Edition of an Existing Text	20 points per text	
E5. Co-authoring or Editing a Major Work	20 points per text	
E6. Acceptance of Master's Thesis or Graduating Paper at a Master's Level	30 points	Must be in an area directly related to one or more of the PCs or a business related subject.
E7. Acceptance of Doctoral Dissertation in an area directly related to one or more of the PCs or a business related subject.	50 Points	
E8. Mediation Related Book Review, Editorial or Article submitted for publication -- related to the PCs	5 points per article	

CATEGORY F: REPEAT INITIAL APPLICATION

Sub category	Available Points	Guidance on point assignment
E1. Repeat of initial application process	100 points	<i>Should no Continuing Education activities be completed, a full re-application for the Chartered designation can be undertaken.</i>