



**Association for
Conflict Resolution**

Guidelines for Completing the ACR Family Section Advanced Practitioner Application

The Association for Conflict Resolution is a professional organization dedicated to enhancing the practice and public understanding of conflict resolution.

This document is also available for download at <http://www.ACRnet.org/referrals/>.

For more information, please contact the Member Concierge Center at 703.234.4141 or at membership@acrnet.org.

**GUIDELINES FOR COMPLETING THE ACR FAMILY SECTION
ADVANCED PRACTITIONER APPLICATION**

Enclosed is an application for Advanced Practitioner membership in the Family Section of the Association for Conflict Resolution (ACR). Applicants must demonstrate they have met the following criteria:

I. EXPERIENCE

Minimum two years of family mediation experience, including 250 hours of face-to-face family mediation (up to 50 hours may be telephonic or on-line mediation) and a minimum of 25 cases. Family mediation is defined as the mediation of family issues in married, never-married and same sex cases, such as divorce, division of property, parenting plans, dependency, and adoption mediation.

Documentation of Experience – Provide information requested on Application and submit two memoranda of understanding that are representative of your best and most comprehensive work. All identifying information, including names, birthdates, addresses, account numbers and the like, must be deleted from the documents.

II. TRAINING AND EDUCATION

Minimum of 60 hours of training in family mediation, including:

1. A thirty hour *family* mediation training **or** forty hour *divorce* mediation training that meets the ACR requirements.

Documentation for ACR Approved Training: Is this training listed on the ACR website (at <http://www.ACRnet.org/referrals/ap-family.htm>) as an approved family or divorce mediation training? Yes No
If your training was completed through an ACR approved training program, submit the name of the trainer, training dates, location, and a copy of your certificate.

Documentation for Non-ACR Approved Training: If your training was completed through a program not approved by ACR, submit the name of the trainer, training dates, location and certificate. In addition, you must submit an outline of the course content. If the course outline does not allow the review committee to document the content below, you may submit a copy of your training manual. Include documentation of at least six hours of role-play as well as course content in the following areas:

- | | |
|---|--|
| <input type="checkbox"/> What mediation is (within the dispute resolution context) and what a mediator does. | <input type="checkbox"/> Conflict management skills. |
| <input type="checkbox"/> Theories and current research and literature underlying conflict and its resolution, and their application to family mediation. | <input type="checkbox"/> Standards of practice and how ethical issues are resolved. |
| <input type="checkbox"/> Contracting for mediation services. | <input type="checkbox"/> Recognizing when the assistance of other professionals might be helpful to the mediation process and how to facilitate this discussion with the parties. |
| <input type="checkbox"/> Screening for appropriateness of mediation, including knowledge and ability to screen for domestic violence and an awareness of appropriate responses when domestic violence or its potential has been identified. | <input type="checkbox"/> Additional knowledge/skills/experience/supervision that may be necessary for the successful practice of mediation and how to get it.
<i>For 30 hour Family Mediation Programs, substitute appropriate content area(s). *</i> |
| <input type="checkbox"/> Surfacing and framing the topics to be discussed in mediation. | * Consequences of separation/divorce for adults and children |
| <input type="checkbox"/> Building a working relationship and a constructive process with the parties. | * Working with the substantive information encountered in separation/divorce mediation |
| <input type="checkbox"/> Facilitating communication between the parties by using specific skills (e.g., active listening, reframing). | * Facilitating problem solving between the parties, especially in the areas of divorce, including, but not limited to, parenting, support, division of assets/liabilities, insurance, tax filing, etc. |
| <input type="checkbox"/> Conflict management skills. | |
| <input type="checkbox"/> Concepts of mediator influence and neutrality. | |

2. Additional hours of education and training are needed to meet the 60-hour minimum requirement, including completion of advanced family-focused mediation trainings or workshops or attendance at relevant family-focused mediation workshops at ACR or other conferences. Up to ten hours may also be fulfilled through participation in an academic program on family-focused mediation.

Documentation of Additional Hours: Please identify program by name of trainer, title, topic, number of hours, date and location. If the title of the workshop is insufficient to identify that the content was family and mediation-focused, then please provide a description of the workshop.

3. State how you completed the required two hours of domestic violence education. Please identify program by name of trainer, title, topic, number of hours, date and location.

III. CASE CONSULTATION

Minimum of four hours of case consultation with an ACR Advanced Practitioner member and documentation listed below are required. (Case consultations can be arranged by request during ACR Family Section mid-year conference and/or the ACR Annual Conference.)

Definition of Case Consultation: Case consultation, for the purposes of fulfilling the ACR requirements, is defined as a meeting between an ACR Family Section Advanced Practitioner member and one or more consultees. Each consultee must discuss at least one of his or her own cases and ask for the consultant's opinions, advice and input regarding that particular case.

Meetings may be individual or group, face-to-face, telephonic or online. Driving is not permitted for either party while conducting any telephonic consultation. Online or Internet consultation must be one-to-one consultation.

Group consultations must be in person. Group consultation is limited to a maximum of five consultees per meeting. Consultation with one or two consultees must be at least one hour. Consultations with three to five consultees must be a minimum of two consecutive hours.

Consultants must require that each consultee discuss at least one of his or her own cases.

Documentation of Case Consultation - Provide the name of your consultant, dates of consultation, and number of hours completed. Also submit a signed Advanced Practitioner Consultant Evaluation Form from each consultant in a sealed envelope.

IV. CONTINUING EDUCATION AGREEMENT

Applicants agree to complete 20 hours of continuing education every two years. This requirement can be met in a variety of ways, such as attendance at ACR Annual Conference workshops and Section meetings, consultation with an ACR Advanced Practitioner member and other mediation continuing education.

V. APPLICATION PROCESS

Please list each document you are providing and state which requirement it is intended to meet. If you meet the criteria, please complete the attached application and return it, along with four copies of the requested documents to:

AP Program Manager
Association for Conflict Resolution
12100 Sunset Hills Road, Suite 130
Reston, VA 20190

For more information, please contact the Member Concierge Center at 703.234.4141 or membership@acrnnet.org. You will receive an email or fax from ACR confirming receipt of your application. It will take 90 to 120 days to process your application and reach a decision on your membership status request.

Thank you for your time in this application process.