



## **SUMMARY OF APPLICATION & RENEWAL REQUIREMENTS**

### **Advanced Practitioner – Workplace Mediation**

#### **INITIAL QUALIFICATION REQUIREMENTS**

The applicant must meet the following requirements to be considered for Advanced Workplace Practitioner member status.

##### **General Requirements**

- Be a Practitioner Member of ACR in good standing, or meet the requirements for Practitioner Membership and be applying simultaneously.
- Affirm adherence to the Standards of Practice of the Association for Conflict Resolution.

##### **Training in the previous four (4) years**

- Have completed twenty-four (24) hours of relevant education and training beyond the initial 40-hour basic mediation training within the four (4) year period preceding the date of application for Advanced Practitioner member status. Education and training must be drawn from subjects in the three core areas of substantive knowledge, knowledge of process, and application of skills and knowledge. (See Standards for a more detailed description of types of training that qualify to meet this requirement.)

##### **Experience in the previous four (4) years**

- Have completed a minimum of twenty (20) cases in workplace issues and disputes as lead or solo mediator; AND
- Have completed of a minimum of eighty (80) hours mediating workplace disputes as lead or solo mediator.

##### **Service to the field in the previous four (4) years**

- Provide information about the provision of at least fifteen (15) hours of volunteer service to the field, including the required three (3) hours of providing guidance, mentoring, or supervision services to other mediators. (See Standards for a description of types of service that qualify to meet this requirement.)

##### **References (may also be used to satisfy the experience requirement, above)**

- Submit two (2) letters of references from colleagues who are familiar with your workplace mediation experience, AND
- Submit two (2) letters of reference from those who have used your services in mediating workplace issues, AND
- Submit one (1) letter of reference from a mediator to whom you provided guidance, mentoring, or supervision services.

##### **Other requirements**

- Submit a current resume or curriculum vitae.
- Provide proof of liability insurance in force that covers the provision of mediation services or an explanation of why such coverage is not required.
- Submit a non-refundable application fee of \$75.00 US.

#### **RENEWAL**

A review of the Advanced Practitioner member's compliance with the requirements for renewal will be conducted every three years. In order to maintain the Advanced Practitioner status, the member must:

- Be an Advanced Practitioner member in good standing with ACR;
- Provide proof of liability insurance in force that covers the provision of mediation services or an explanation of why such coverage is not required.
- Provide proof of completion of eighteen (18) hours of continuing education in the three years prior to renewal (see Standards for details of what qualifies to meet this requirement).

Association for Conflict Resolution, 12100 Sunset Hills Road, Suite 130, Reston, VA 20190.  
For more information, you may contact the ACR Member Concierge Center at 703.234.4141  
or by email at: [membership@acrnet.org](mailto:membership@acrnet.org). Fax: (703) 435-4390.