



## ADMISSION AUDITS ADR REGISTER

Document: ADR.AD.003.INT ADMISSION AUDIT CONFLICTCOACH V1-PILOT

### GENERAL PROVISIONS

The following applies to document ADR.AD.003.INT (Admission audit conflictcoach):

1. Document GNG.RD.003.INT General clauses for all documents
2. Document GNG.PD.001.INT Rules for audits
3. Document ADR.AD.001.INT Admission audit document requirements (\*)

The aforementioned documents are published on our websites and are hereby designated as a repeat and insert.

**(\*)**

### **!! Consult this document !!**

In this document: the complete description and all qualification requirements (allowed evidence) with regard to the documents to be supplied by you.

### DOCUMENT TYPE

- Yes = required document
- N.A. = not applicable
- Optional = optional document
- Notification = You will receive a notification with regards to required documents

### DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email [info@adr-register.com](mailto:info@adr-register.com) or WeTransfer.

### EXTENSION OF YOUR CERTIFICATION | ADD A SCOPE

Documents delivered for an other main/subscope do not have to be submitted again.

You only submit documents that have not been submitted before.

### UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for an associate level do not have to be submitted again.

You only submit documents that have not been submitted before.

### AN INCOMPLETE ADMISSION FILE EQUALS NO REGISTRATION/CERTIFICATION

The registration/certification is granted as soon as the admission file is complete.

### COMPULSORY: PERSONAL PROFILE

A personal profile is compulsory.

### OPTIONAL: COMPANY PROFILE

A company profile is optional and associated with company certification.

**Exception:** if you want to enter on full level certification and have  $\geq 5$  years experience +  $\geq 75$  client assignments, the company certification is mandatory. You receive an exemption for documents PF.021 - 024.



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	Levels of Certification ►	Associate =	Full IF	Full IF
	DESCRIPTION ▼	Experience (*) < 2 years & < 15 assignments	Experience (*) ≥ 2 years & ≥ 15 assignments	Experience (*) ≥ 5 years & ≥ 75 assignments
<b>Part</b>	<b>Certification Scheme</b>			
Scheme	ADR international conflictnavigator®			
Norm	GNG-ADR-IMI			
Main scope	ADR Register International Certified Conflictcoach® (ADR.CC®)			
Subscope	Not applicable			
Subtype	Not applicable			
	<b>PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)</b>			
<b>Document</b>	<b>Identification</b>			
PF.001	Online application form	Yes	Yes	Yes
PF.002	Registration form subscopes, subtypes, specialisms	Optional	Optional	Optional
<b>Document</b>	<b>Background</b>			
PF.010	Declaration of conduct (proof: no criminal history)	Yes	Yes	Yes
PF.011	2x general letters of recommendation	Yes	N.A.	N.A.
PF.012	2x reference letters by clients	N.A.	Yes	Yes
<b>Document</b>	<b>Prior education</b>			
PF.020	Proof of prior education level ≥ EQF 5	Yes	Yes	Yes
<b>Document</b>	<b>Professional Competencies</b>			
PF.021	Completed qualifying training program CC	Yes	Yes	Optional
PF.022	Completed qualifying specialization training	Optional	Optional	Optional
PF.023	Completed knowledge audit CC	= PF.021	= PF.021	= PF.021
PF.024	Completed skills audit CC	N.A.	N.A.	N.A.
<b>Document</b>	<b>Experience</b>			
PF.030	Curriculum vitae	Yes	Yes	Yes
PF.031	Own statement of experience (minimum period & assignments)	N.A.	Yes	Yes
<b>Document</b>	<b>Liabilities</b>			
PF.040	Public Indemnity Insurance	N.A.	Yes	Yes
<b>Document</b>	<b>Process/Procedures</b>			
PF.050	Process/Procedure Audit	Optional	Optional	Optional
Other	Further documents at the discretion of ADR Register	Notification	Notification	Notification
	<b>COMPANY PROFILE (COMPANY ADMISSION FILE)</b>			
<b>Document</b>	<b>Company/Organisations</b>			
CF.001	Online Notification Form	Optional	Optional	Yes
CF.002	Proof of official Company registration	Optional	Optional	Yes
CF.003	Proces/Procedure audit(s) (=company certification)	Optional	Optional	Yes

(\* ) Experience can also be measured against number of hours and/or turnover.

Check the document ADR.AD.001.INT (Admission audit document requirements) for replacement criteria in turnover or hours.