



## ADMISSION AUDITS ADR REGISTER

Document: ADR.AD.004.INT ADMISSION AUDIT MEDIATOR V1-PILOT

### GENERAL PROVISIONS

The following applies to document ADR.AD.004.INT (Admission audit mediator):

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 Mediator® (ADR.MED®)			
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 MED	Yes	Yes	Optional
PF.022	Completed qualifying specialization training	Optional	Optional	Optional
PF.023	Completed knowledge audit MED	Yes	Yes	Optional
PF.024	Completed skills audit MED	N.A.	Yes	Optional
<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.