



ADMISSION AUDITS ADR REGISTER

Document: ADR.AD.007.INT ADMISSION AUDIT FAMILY MEDIATOR V1-PILOT

GENERAL PROVISIONS

The following applies to document ADR.AD.007.INT (Admission audit family 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 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 ≥ 5 years experience + ≥ 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 ▼	Excluded for subscope family mediator	Experience (*) ≥ 2 years & ≥ 15 assignments	Experience (*) ≥ 5 years & ≥ 75 assignments
Part	Certification Scheme			
Scheme	ADR international conflictnavigator®			
Norm	GNG-ADR-IMI			
Main scope	ADR Register International Certified Mediator® (ADR.MED®)			
Subscope	ADR Register International Certified Family Mediator® (**)			
Subtype	Not applicable			
	PERSONAL PROFILE (INDIVIDUAL ADMISSION FILE)			
Document	Identification			
Document	Background			
Document	Prior education			
Document	Professional Competencies			
PF.022	Completed qualifying specialization training (**)	Excluded	Yes	Yes
PF.025	Other registration, certification, membership (**)	Excluded	Optional	Optional
Document	Experience			
Document	Liabilities			
Document	Process/Procedures			
PF.200	Valid certificate of competence full certified mediator (**)	Excluded	Yes	Yes
	COMPANY PROFILE (COMPANY ADMISSION FILE)			
Document	Company/Organisations			
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.

(**)

Only available for full certified mediators.

Subscope certification only possible if the related main scope certification is granted/active.

The mediator must comply with national rules & regulations with regard to the applicable scope.

The mediator completed the additional specialized training.