



## ADMISSION AUDITS ADR REGISTER – MAIN SCOPES

Document: ADR.AD.OFFICE.OPERATIONS.OFFICER.ADR.INT V1  
(ADR.AD.020.INT)

### GENERAL PROVISIONS

The following applies to document ADR.AD.OFFICE.OPERATIONS.OFFICER.INT:

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 Requirements audit document ADR Register (\*)**

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.

### ADD A SCOPE | UPGRADING FROM ASSOCIATE TO FULL LEVEL

Documents delivered for another scope and the 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 basic company registration and company certification.

### ALTERNATIVE EXPERIENCE REQUIREMENTS

The number of client assignments can be audited against clock hours or turn-over. If less than two years of experience exists, the minimum requirement for client assignments is 25 (instead of 15).



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	<b>Levels of Certification ►</b>	<b>Associate =</b>	<b>Full IF</b>
	<b>DESCRIPTION ▼</b>	<b>Experience &lt; 2 years</b>	<b>Experience ≥ 2 years</b>
<b>Part</b>	<b>Certification Scheme</b>		
Scheme	ADR international conflictnavigator®		
Norm	GNG-ADR-ISO		
Main scope	ADR Register International Certified Office Operations Officer®		
Subscope	Not applicable		
Subtype	Not applicable		
<b>Code</b>	<b>Name</b>		
CF.002	Proof of official Company registration	Optional	Optional
PF.001	Online application form	Yes	Yes
PF.002	Registration form subscopes, subtypes, specialisms	Optional	Optional
PF.010	Police clearance – proof of no criminal record	Yes	Yes
PF.011	2x letters of recommendation (not issued by clients)	Yes	N.a.
PF.012	2x reference letters issued by clients	N.a.	Yes
PF.020	Proof of prior education level ≥ EQF 4	Yes	Yes
PF.021	Completed qualifying training program	Yes	Yes
PF.022	Completed qualifying specialization training	Optional	Optional
PF.025	Other recognitions, certifications, memberships	Optional	Optional
PF.030	Curriculum vitae	Yes	Yes
PF.031	Entry full level, statement, minimum period	N.a.	Yes
Other	Further documents at the discretion of ADR Register	Notification	Notification