



**ADR REGISTER - admission audits – main-scopes  
arbitrator – conflictcoach – mediator - negotiator**

Document: ADR.AD.certied\_mainscopes\_arb\_cc\_med\_neg.INT V1 July 2022

	<b>Levels of Certification ►</b>	<b>Associate =</b>	<b>Full IF</b>	<b>Full IF</b>
	<b>DESCRIPTION ▼</b>	<b>Experience &lt; 2 years &amp; &lt; 15 assignments</b>	<b>Experience ≥2 years &amp; ≥15 assignments OR &lt;2 years &amp; ≥25 assignments</b>	<b>Experience ≥5 years &amp; ≥75 assignments</b>
<b>Part</b>	<b>Certification Scheme</b>			
Scheme	ADR Register international conflictnavigator®			
Norms	GNG-ADR-ISO			
Main-scopes	Arbitrator, conflictcoach, mediator, negotiator			
Sub-scopes	To be selected by the conflictnavigator The supplementary admission audit applies			
Sub-types	To be selected by the conflictnavigator The supplementary admission audit applies			
<b>Code</b>	<b>Name</b>			
CF.002	(see general provisions) Official Company registration	Optional	Optional	Optional
PF.001	Online application form <a href="https://globalnetworkgroup.wufoo.com/forms/adrpopf001-application-form-adr-register/">https://globalnetworkgroup.wufoo.com/forms/adrpopf001-application-form-adr-register/</a>	Yes	Yes	Yes
PF.002	Registration form subscopes, subtypes, specialisms <a href="https://globalnetworkgroup.wufoo.com/forms/adrpopf002-registration-additional-scopestypes/">https://globalnetworkgroup.wufoo.com/forms/adrpopf002-registration-additional-scopestypes/</a>	Optional	Optional	Optional
PF.010	Police clearance – proof of no criminal record	Yes	Yes	Yes
PF.011	2x letters of general recommendation <a href="https://globalnetworkgroup.wufoo.com/forms/qngfopf011int-general-recommendation-letter/">https://globalnetworkgroup.wufoo.com/forms/qngfopf011int-general-recommendation-letter/</a>	Yes	N.a.	N.a.
PF.012	2x reference letters issued by clients <a href="https://globalnetworkgroup.wufoo.com/forms/qngfopf012int-client-reference-letter/">https://globalnetworkgroup.wufoo.com/forms/qngfopf012int-client-reference-letter/</a>	N.a.	Yes	Yes
PF.020	(see overview) Proof of prior education level ≥ EQF 5	Yes	Yes	= PF.050
PF.021	(see overview) Completed qualifying training program	Yes	Yes	= PF.050
PF.022	Completed qualifying specialization training	Optional	Optional	Optional
PF.023	(see overview – only mediators) Completed knowledge audit	Yes (mediator)	Yes (mediator)	= PF.050
PF.024	(see overview – only mediators) Completed skills audit	Yes (mediator)	Yes (mediator)	= PF.050
PF.025	Other recognitions, certifications, memberships	Optional	Optional	Optional
PF.030	Curriculum vitae	Yes	Yes	Yes
PF.031	(see general provisions) Entry full level, statement, minimum period	N.a.	Yes	= PF.050
PF.032	(see general provisions ) Entry full level, statement, minimum number client assignments	N.a.	Yes	= PF.050
PF.033	Entry full level, mentor statement	Optional	N.a.	N.a.
PF.040	Limitation liability risks - public Indemnity Insuranc	N.a.	Yes	Yes
PF.050	Scope- process- procedure Audit	N.a.	N.a.	Yes
Other	Further documents at the discretion of ADR Register	Notification	Notification	Notification



## ADR REGISTER - admission audits – main-scopes arbitrator – conflictcoach – mediator - negotiator

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### GENERAL PROVISIONS

The following applies to this:

1. Document GNG.RD.003 General clauses for all documents
2. Document GNG.PD.001 Rules for audits
3. Document GNG.PD.016 Process all non-nando conformity assessments
4. Document GNG.PD.017 Requirements audit documents (\*)
5. Document ADR.PD.001 Certification scheme

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 be notified with regards to required additional documents

### DOCUMENT FORWARDING

- Documents can not be uploaded.
- Documents can only be forwarded via email 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 (document CF.002)

A company profile is optional and associated with basic company registration and company certification.

### ALTERNATIVE EXPERIENCE REQUIREMENTS (documents PF.031 032)

The number of client assignments can be audited against clock hours or turn-over.

- Standard walk-through:  $\geq 2$  years' experience +  $\geq 15$  client assignments
- Accelerated walk-through:  $< 2$  years' experience +  $\geq 25$  client assignments
- Based in (South) Africa: 1 client assignment = 20 clock hours = R 20.000,- turnover excluding VAT
- All other countries: 1 client assignment = 20 clock hours = € 2.000,- turnover excluding VAT



**PF.020 PROOF OF GENERAL PRIOR EDUCATION – OVERVIEW EQF LEVELS**

<b>EQF requirements</b>	<b>EQF level</b>
Main-scope arbitrator	EQF5 or higher
Main-scope conflictcoach	EQF5 or higher
Main-scope mediator	EQF5 or higher
Main-scope negotiator	EQF5 or higher
All sub-scopes	See applicable main-scope
All sub-types	See applicable main-scope

<b>Type</b>	<b>EQF – Europe</b>	<b>NLQF - Netherlands</b>	<b>NQF – South Africa</b>
Certificate	4	4 (VWO-MBO)	5
Associate degree	5	5 (HBO)	6
Bachelor's degree	6	6 (WO)	7 / 8
Master's degree	7	7 (WO)	9
Doctoral degree	8	8 (WO)	10



**PF.021 PROOF OF SCOPE RELEVANT PROFESSIONAL TRAINING(S) - OVERVIEW**

Main-scope	PF.021 requirements
Arbitrator	Or: training program accredited training provider Or: recognized professional training program arbitrator Or: non-recognized professional training program arbitrator, minimum = 2 training days = 12 clock hours Or: completed educational program EQF 5 or higher: ADR, accountancy, law, or equal Or: PF.050 qualifying result
Conflictcoach	Or: training program accredited training provider Or: recognized professional training program conflictcoach Or: non-recognized professional training program conflictcoach, minimum = 14 training days = 84 clock hours Or: completed specialization training divorce/family mediation Or: completed educational program EQF 5 or higher: social studies/domain, human resources (HRM), pedagogy, psychology, theology, or equal Or: PF.050 qualifying result
Mediator	Or: training program accredited training provider Or: recognized professional training program mediator Or: non-recognized professional training program mediator, minimum = 14 training days = 84 clock hours Or: completed educational program EQF5 or higher: ADR, mediation, or equal Or: PF.050 qualifying result
Negotiator	Or: see mediator Or: training program accredited training provider Or: recognized professional training program negotiator Or: non-recognized professional training program negotiator, minimum = 5 training days = 30 clock hours Or: completed educational program: negotiation, or equal Or: PF.050 qualifying result

**Overview accredited training – examination providers**

- <https://adr-register.com/audits/overview-accredited-training-exam-program-providers>

**Overview qualifying training – exam programs**

- <https://adr-register.com/audits/overview-qualifying-training-exam-programs>



**PF.023 PROOF OF SCOPE RELEVANT KNOWLEDGE AUDITS – THEORY EXAMS -  
OVERVIEW**

<b>Main-scope</b>	<b>PF.023 requirements</b>
Arbitrator	Not applicable = PF.021
Conflictcoach	Not applicable = PF.021
Mediator	Or: knowledge audit ADR Register Or: knowledge audit accredited training – exam provider Or: exam declaration issued by an auditor Or: recognized knowledge audit Or: PF.050 qualifying result
Negotiator	Not applicable = PF.021

**Overview accredited training – examination providers**

- <https://adr-register.com/audits/overview-accredited-training-exam-program-providers>

**Overview qualifying training – exam programs**

- <https://adr-register.com/audits/overview-qualifying-training-exam-programs>

**Reference document ADR.AD.001 requirements audit documents**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.001.INT-Requirements-audit-documents-ADR-Register.pdf>

**Overview admission audits certification main-scopes  
(arbiters, conflictcoaches, mediators, negotiators)**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.mainscopes.pdf>

**Overview admission audits certification sub-scopes**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.subscopes.pdf>

**Overview admission audits certification sub-types**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.subtypes.pdf>



**PF.024 PROOF OF SCOPE RELEVANT SKILLS AUDITS – SKILLS EXAMS -  
OVERVIEW**

Main-scope	PF.024 requirements
Arbitrator	Not applicable = PF.021
Conflictcoach	Not applicable = PF.021
Mediator	Or: skills audit ADR Register Or: skills audit accredited training – exam provider Or: recognized vaardigheden audit Or: PF.050 qualifying result
Negotiator	Not applicable = PF.021

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**Reference document ADR.AD.001 requirements audit documents**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.001.INT-Requirements-audit-documents-ADR-Register.pdf>

**Overview admission audits certification main-scopes  
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- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.mainscopes.pdf>

**Overview admission audits certification sub-scopes**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.subscopes.pdf>

**Overview admission audits certification sub-types**

- <https://adr-register.com/resources/uploads/bestanden/ADR.AD.INT.subtypes.pdf>