



RECERTIFICATION AUDITS ADR REGISTER

Document: ADR.AD.RECERTIFICATION.ASSOCIATE.TO.FULL.INT V3 August 2022
(ex ADR.AD.050.INT – upgrade associate level to full level)

	Levels of Certification ►	Associate	Associate	Associate	Associate
	Scope(s):	If not a mediator	If (also) mediator	If (also) mediator	If (also) mediator
	Advice:	-	Preferred option	-	-
	Handling:	Office operations	Mentor-auditor	Office operations	Office operations
	DESCRIPTION ▼	No skills audit	Skills audit mediator mentorship (*)	Skills audit mediator video	Skills audit mediator live
Part	Certification Scheme				
Scheme	ADR Register international conflictnavigator®				
Norm	GNG-ADR-ISO				
Main scope	Applicable for all main scopes (arbitrator, conflictcoach, mediator, negotiator)				
Subscope	If applicable, included				
Subtype	If applicable, included				
Code	Name				
CF.002	Proof of official Company registration	Optional	Optional	Optional	Optional
PF.002	Registration form subsopes, subtypes, specialisms	Optional	Optional	Optional	Optional
PF.012	2x reference letters issued by clients	Yes	= PF.024	Yes	Yes
PF.024	Completed skills audit	N.a.	Yes	Yes	Yes
PF.025	Other recognitions, certifications, memberships	Optional	Optional	Optional	Optional
PF.031	Entry full level, statement, minimum period	Yes	= PF.024	Yes	Yes
PF.032	Entry full level, statement, minimum number client assignments	Yes	= PF.024	Yes	Yes
PF.033	Entry full level, mentor statement	N.a.	= PF.024	N.a.	N.a.
PF.040	Limitation liability risks - public Indemnity Insurance	Yes	= PF.024	Yes	Yes
PF.051	Recertification, CPD overview, overview qualifying CPD points	Yes	= PF.024	Yes	Yes
Other	Further documents at the discretion of ADR Register	Notification	Notification	Notification	Notification

(*) The mentorship audit covers/includes all recertification requirements and is a one-stop-shop audit.



RECERTIFICATION AUDITS ADR REGISTER

Document: ADR.AD.RECERTIFICATION.ASSOCIATE.TO.FULL.INT V3 August 2022
(ex ADR.AD.050.INT – upgrade associate level to full level)

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.



RECERTIFICATION AUDITS ADR REGISTER

Document: ADR.AD.RECERTIFICATION.ASSOCIATE.TO.FULL.INT V3 August 2022
(ex ADR.AD.050.INT – upgrade associate level to full level)

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: ≥ 2 years' experience + ≥ 15 client assignments
- Accelerated walk-through: < 2 years' experience + ≥ 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