



CPD VEREISTEN ASSOCIATE & FULL LEVEL ADR INTERNATIONAL CERTIFIED CONFLICTNAVIGATOR®

Document: ADR.PD.004.INT CPD REQUIREMENTS V1-PILOT

GENERAL CLAUSES

The following applies to this document GNG.PD.004.(CPD requirements):

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents
4. Document GNG.PD.008.INT Rules for CPD

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

Explanation

Client assignments are to be calculated in numbers, hours or net turnover in accordance with the equation:

General

1 cliënt assignment = 20 clock hours = € 2.000,- turnover VAT excluded

If based on the African continent

1 cliënt assignment = 20 clock hours = SA R 20.000,- turnover VAT excluded

CPD activities and assignments qualify if:

- related to the granted registration & certification scope
Example: you are a mediator and attend a specialization course business mediation.
- helpful/supportive to the granted registration & certification scope
Voorbeeld: you are a mediator and have acquired an assignment with the specific requirement you speak the Russian language at a basic level. You attend here for a language course.

Additionally, for client assignments, the evidence must be delivered which proofs all assignments are handled in accordance with the code of conduct (document ADR.PD.002 Code of conduct), process- & procedure requirements (document ADR.PD.003 Process- & procedure requirements).

CPD activities do not require upfront approval. The certificate holder him/herself decides on the qualification. Based on the showed/available evidence and on the occasion of the upgrade audit 'associate to full' or the recertification audit (every 5-years), the auditor approves or rejects.



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REQUIREMENTS FOR CERTIFICATE HOLDERS ASSOCIATE LEVEL

Associate period

- The associate period consists of 5 sequential years, starting per January 1st following the 1st year of registration and certification.
- In the year the registration and certification is granted, no CPD requirements apply till December 31st.
- The testing is handled based on the upgrade audit 'associate to full level'.

Requirements

- 1.** 60 or more CPD points if the sequential 5-year-period is met
 - If the associate period is shorter than 5 sequential years:
 - ≤ 1 year = 12 or more CPD points
 - ≤ 2 year = 24 or more CPD points
 - ≤ 3 year = 36 or more CPD points
 - ≤ 4 year = 48 or more CPD points
 - ≤ 5 year = 60 or more CPD points
- 2.** 15 or more scope related client assignments
 - Indien less than 2-year associate level:
 - ≤ 2 year = 25 or more client assignments



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REQUIREMENTS FOR CERTIFICATE HOLDERS FULL LEVEL

Full period

- The full period consists of 5 sequential years, starting per January 1st following the 1st year of the full registration and certification.
- In the year the registration and certification is granted for the 1st time, no CPD requirements apply till December 31st.
- The testing is handled based on the recertification audit (every 5-year).

Requirements

- 1.** 60 or more CPD points
- 2.** 15 of more scope related client assignments