Initial Accreditation

## Application as an Accredited Mediator under AMDRAS

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| **Full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **State:** \_\_\_\_\_\_\_\_\_\_\_ | **Postcode:** \_\_\_\_\_\_\_\_ |
| **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

### TRAINING AND ASSESSMENT

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| Have you previously completed a **recognised** Certificate of Training (CoT) or equivalent? *(See AMDRAS Clause 25(a)(b)) or Alternative Pathways (AMDRAS Division 8, Clause 35)* | ¨ Yes ¨ No |
| If Yes, please provide the following details:  Course Name: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Dates: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Provider: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Location: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * **if YES, please attach your CoT** * **if NO, please provide information to support the alternative pathway application sought** | |
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| Have you received a Certificate of Assessment (CoA) assessment based on a written assessment *(See AMDRAS Clause 27.2(a))*, and performance of the role of a mediator in a simulated mediation of at least 2 to 2.5 hours, or equivalent? *(See AMDRAS Clause 27.2(b)) or Alternative Pathways (AMDRAS Division 8, Clause 35)* | ¨ Yes ¨ No |
| If Yes, please provide the following details:  Assessment Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of simulated mediation:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of assessment:\* \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of notification to applicant of competent assessment:\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\*See AMDRAS Clause 27(c) and (d)*   * **if YES, please attach your CoA** * **if NO, please provide information to support the alternative pathway application sought** | |

### INSURANCE

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| Are you covered by relevant professional indemnity insurance or have statutory immunity? *(See AMDRAS Clause 43)* **(if YES, please attach your Certificate of Currency or other evidence of insurance cover).** | | ¨ Yes ¨ No |
| What is your insurance renewal date? |  | |
| If No, please provide more information. |  | |

### COMPLIANCE UNDERTAKING

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| Do you undertake to comply with:   * the AMDRAS Training and Accreditation Framework (TAF) for persons seeking accreditation and once accredited under the AMDRAS; * the AMDRAS Professional Practice Domains which apply to AMDRAS accredited mediators; and * any relevant legislation, professional standards and any other requirements that may be relevant to an AMDRAS accredited mediator? | ¨ Yes ¨ No  ¨ Yes ¨ No  ¨ Yes ¨ No |

### GOOD CHARACTER

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| 1. Are you of good character and do you possess appropriate personal qualities and experience to conduct a mediation process independently, competently and professionally?*(See AMDRAS Clause 38(a)(i).* | ¨ Yes ¨ No |
| 1. Have you provided two-character references attesting to your good character *(See AMDRAS Clause 38(b)(i)* )or provided evidence in an alternative format? *(See AMDRAS Clause 38(b) (ii))* **(if YES, please attach the evidence).** | ¨ Yes ¨ No |

### DISCLOSURE

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| 1. Have you at any time been disqualified from any type of professional practice? *(See AMDRAS Clause 38(c)(i))*   **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Have you any unspent criminal convictions? *(See AMDRAS Clause 38(c)(ii))* **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Do you have any impairment(s) that could influence your capacity to discharge your obligations in a competent, honest and professional manner? *(See AMDRAS Clause 38(c)(iii))*  **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Have you ever been the subject of a complaint in your role as a mediator where the complaint was upheld and conditions imposed? **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Have you ever been refused NMAS or AMDRAS accreditation or accreditation renewal? *(See AMDRAS Clause 38(c)(iv))* **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Have you ever had your mediation accreditation suspended or cancelled? *(See AMDRAS Clause 38(c)(v))* **(if YES, please attach a detailed statement and explanation).** | ¨ Yes ¨ No |
| 1. Are you currently registered through another RAP? You can not be registered through more than one RAP. **If you are seeking a transfer, please complete a transfer form.** | ¨ Yes ¨ No |

### ACKNOWLEDGEMENT, UNDERTAKING and CONSENT

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| 1. Do you acknowledge and agree to be bound by the AMDRAS Code of Ethics and Professional Practice Domains, where they do not conflict with other professional obligations? | ¨ Yes ¨ No |
| 1. Do you understand the Ethical Code of Practice and Complaints and Disciplinary Procedure associated with the [Australian Mediation Association Mediation Complaints](https://ama.asn.au/mediation-complaints/), and agree to comply with the obligations? | ¨ Yes ¨ No |
| Do you consent to:   * Your personal information being disclosed to the AMDRAS Board or relevant AMDRAS-related entity; and * Your name, registration status and accreditation body released on the AMDRAS National Register; and * The AMDRAS Board or entity releasing the information to other AMDRAS-related entities (but to no-one else without the consent of all parties concerned).   *(See AMDRAS Clause 42)*  **(if NO, please attach a detailed explanation).** | ¨ Yes ¨ No  ¨ Yes ¨ No  ¨ Yes ¨ No |

1. **SIGNATURE**
2. I certify that the contents of this Application are true and correct.

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|  |  |  |
| SIGNATURE |  | DATE |

**Additional Information for the RAP: Payment Details**

* The current fee is $250.00 including GST which includes an administration fee payable to the RAP.

**Electronic Funds Transfer (please provide proof of transfer)**

* Commonwealth Bank of Australia
* Account Name: Australian Mediation Association
* BSB: 064 121
* Account no: 10 200 135

**Tax Invoice**

Australian Mediation Association

A.B.N. 40 315 480 252

GPO Box 1347, Brisbane Qld 4001

**Application Fee $250.00 (including GST)**

This document will be a tax invoice for GST purposes when you make payment.   
Please retain a copy for your GST records.

**Accreditation with another RAP**

* A Registered Practitioner may not be accredited through more than one RAP. If this mediator is registered with another RAP, you must not also collect the registration fee for the National Register.
* The Registered Practitioner may apply to transfer their registration to your RAP or
* Your RAP may follow the process to recognise their accreditation with another RAP.

**Good Character Reference Letter**

### Suggested Content for the Reference Letter:

**[Referee's Name]**  
 [Address or Organisation, if relevant]  
 [Email / Contact number]

**To Whom It May Concern,**

I am writing to provide a character reference for **[Applicant’s Full Name]**, who is applying for accreditation under the Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS).

I have known [Applicant’s Name] for [X years], in my capacity as a [relationship – e.g., colleague, community member, neighbour, teacher, etc.].

Over this time, I have found [him/her/they] to be a person of good character, who demonstrates honesty, integrity, and professionalism in their interactions with others.

I have no hesitation in recommending [Applicant’s Name] as someone suitable for professional accreditation and practice in the field of dispute resolution.

Please feel free to contact me should further information be required.

Sincerely,

**[Signature (if hard copy)]**

**[Printed Name]**

**[Date]**