

Mi RMAB Application Form – New Accreditation

Section 1: Personal Details

Title		First Name	
Last Name			
Organisation			
Job title			

Please provide your preferred contact address and phone numbers.

Contact Address			
State		Post Code	
Telephone	()		
Mobile			
Email			

Meaning of Acronyms

CPD: Continuing professional development

MSB: Mediators Standards Board www.msb.org.au

Mi RMAB: Mediation Institute Recognised Mediator Accreditation Body

NMAS: National Mediator Accreditation System

RMAB: Recognised Mediator Accreditation Body

Checklist

- I have ticked all check boxes in the document
- I have provided information about my Professional Indemnity Insurance or statutory immunity
- I have attached two letters of reference or other evidence of good character (2.1 a)
- I have attached additional information if required in points (2.1 b, c, d, e)

Section 2: Approval for NMAS Accreditation

2.1 An applicant must be of good character and possess appropriate personal qualities and experience to conduct a mediation process independently, competently and professionally.

To be approved for NMAS Accreditation you must:

- a) Provide written references from two (2) members of your community who have known you for more than three (3) years. The reference must say that you are of good character **or** demonstrate that you have already satisfied this requirement under another system.
- 2 written references attached or
 - other evidence attached
 - Not required – *renewal or transfer of accreditation only*
- b) Disclose if you have been disqualified from any type of professional practice.
- I have not been disqualified from any type of professional practice
 - Details of the circumstances of my disqualification are attached
- c) Disclose if you have any criminal conviction.
- I do not have any criminal convictions
 - Details of the circumstances of my criminal convictions are attached
- d) Disclose any impairment that could influence your capacity to discharge your obligations in a competent, honest and professional manner
- I believe I have the capacity to mediate in a competent, honest and professional manner
 - Details of impairments attached
- e) Disclose if you have ever been refused NMAS Accreditation or accreditation renewal or had your accreditation suspended or cancelled.
- I have never had my NMAS accreditation refused, suspended or cancelled.
 - Details of the circumstances of my NMAS accreditation refusal, suspension or cancellation attached. Please include the name of the RMAB that was involved.
- f) Do you agree to comply with the NMAS Approval and Practice Standards and with any relevant legislation, professional standards and any other requirements that may apply to your role as a mediator?
- Yes No. Proceed no further you cannot become a NMAS mediator without this undertaking.

Fees

The fees for a 2 year membership of Mi RMAB and 2 year accreditation with the MSB is \$320. \$100 of the amount payable is remitted to the MSB for your accreditation fee

Member Benefits

- 1) Membership includes access to our external complaints service that can address complaints made against you administered by Mi RMAB.
- 2) Free and low cost Professional Development opportunities
- 3) Listing on the Mi RMAB directory of Mediators

Insurance

You must have Professional Indemnity Insurance or statutory immunity through your employer. A minimum cover policy is sufficient. We also recommend that you add public liability cover to your policy. You must notify Mi RMAB if your employment ceases and you take out PI insurance

<input type="checkbox"/> I have Professional Indemnity Insurance	<i>Name of insurer</i>	<i>Renewal date</i>
<input type="checkbox"/> I have statutory immunity through my employer	<i>Name of organisation</i>	

Professional Indemnity Insurance: contact All Solutions Insurance has provided Mi RMAB members with a quotation of \$200 plus GST plus State Stamp Duty (between \$225 - \$245) Contact Samantha Bridger, Director. samantha@allsolutionsis.com.au Phone 0437 712 753
Insurances services are provided for the convenience of members. Mi RMAB receives no benefit or commissions. Policy Wording and Disclosure please refer All Solutions Insurance

Training

Name of the training provider you completed your mediation training and/or assessment through.

- A copy of my certificate of completion or equivalent is attached or
 I completed my NMAS Accreditation course with Mediation Institute (no need to attach your certificate)

Name of training provider	
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Section 3: Accreditation Renewal

Your NMAS renewal will be due in 2 years. You have minimum practice hours and professional development requirements as a NMAS accredited mediator to comply with during that time.

Mediation Experience

You require at least 25 hours of mediation, co-mediation, family dispute resolution or conciliation in each 2-year accreditation period for automatic renewal of your accreditation.

If you have completed less than that gap training and re-assessment will be required.

Professional Development

You require at least 25 hours of continuing professional development related to mediation since your accreditation or last renewal of accreditation.

Our CPD record template is attached to assist you in keeping track of CPD and opportunities to participate in compliant CPD activities will be publicised on the Mi RMAB website.

<http://rmab.mediationinstitute.edu.au>

You do not need to complete the template now. It has been prepared to assist you to keep track of CPD for your renewal in two years.

Note: You must meet the renewal requirements within two months of the due date for renewal of accreditation or your accreditation automatically lapses.

CPD Evidence Template: 2017 – 2018 Renewal period			
Name:			Dates:
Hours	Max.	Categories	Please provide a brief overview of the dates and activities till you fill the quota.
	20 hours	Participating in Education means formal, structured activities such as conferences, training seminars and workshops	
	15 hours	Reflecting on Practice means professional supervision, coaching or structured peer-based reflection on mediation cases.	
	15 hours	Providing professional development means delivering presentations on mediation or related topics (2 hours prep for every 1 hour presentation) or providing professional supervision, assessment, coaching or mentoring mediator trainees and mediators.	
	10 hours	Credit for related CPD meaning hours of CPD in other disciplines such as law, behaviour or social sciences or other profession relevant to your mediation practice e.g building or engineering	
	8 hours	Learning from practice meaning participating in up to 4 mediations as a client representative or in a formal learning capacity or role playing for trainee mediators in leaning or assessment activities (2 hours per mediation)	
	5 hours	Self-directed learning meaning private reading, listening to or viewing pre-recorded content such as podcasts, writing articles or books relevant to mediation that are published in recognised journals or by recognised publishers.	
	5 hours	Other meaning other activities you believe are appropriate professional development. Provide details.	
	Total 25 hours min.		

Section Four: Declarations

Declaration

I understand that Mi RMAB may require further information if I have disclosed criminal convictions or other impediments to my accreditation. I authorise Mi RMAB to seek information from any party noted on my application and/or supporting documents to evaluate my application.

I agree to the publication of my name and accreditation details on the MSB's Register of Nationally Accredited Mediators. <http://msb.org.au/mediators>

I would like a full profile on the Mi RMAB website which will include a method for clients to contact me, a photo and my renewal date. I understand that Mi RMAB will contact me for further information before this directory profile will be established.

I am a FDR Practitioner # _____

I am applying for FDR accreditation. Please advise Mi RMAB when you become accredited

FDR Practitioners only: *I authorise Mi RMAB to provide notice to the Attorney Generals Department in accordance with the Mi RMAB External Complaints Handling Service or if my NMAS accreditation lapses, is suspended or is cancelled. You will be advised by the last known contact method before any notification to the Attorney Generals Department is notified of the outcome of any disciplinary process or if your NMAS lapses.*

All information provided is correct to the best of my knowledge.

Name _____ Date _____

Signature _____

Payment

Payment Amount	\$320	Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
Name on Card			
Card Number			
Expiry Date		CVV	
Notes			