



**APPLICATION FORM: FAMILY ROSTER**

**Please note that this is a sworn document.** We encourage applications to exercise due care to ensure that information, particularly information with respect to courses taken and the length of those courses, is true and correct before swearing the document.

**NAME:** \_\_\_\_\_ **PRONOUNS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SECTION A:**

**TO BE COMPLETED BY ALL APPLICANTS**

**1. Training in family violence:**

**a) Core education:** *(Requirements: 14 hours of family violence training including training on identifying, assessing and managing family violence and power dynamics in relation to dispute resolution process design.)*

<b>Courses in Family Violence</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Total Hours</b> <i>(minimum 14 hours)</i>			

**2. Training in family law:** *(Requirements: 40 hours of training in family law and procedures, including a minimum of 7 hours each in: parenting and guardianship, child and spousal supports, division of property, jurisdiction, and drafting memoranda of understanding. Please attach a separate appendix if more space is needed.)*

<b>Courses in Parenting and Guardianship</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>

<b>Total Hours</b> <i>(minimum 7 hours)</i>			

<b>Courses Focused on Child and Spousal Supports</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Subtotal</b> <i>(minimum 7 hours)</i>			

<b>Courses Focused on Division of Property</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Subtotal</b> <i>(minimum 7 hours)</i>			

<b>Courses Focused on Jurisdiction</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Subtotal</b> <i>(minimum 7 hours)</i>			

<b>Courses Focused on Drafting Memoranda</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>

<b>Subtotal</b> <i>(minimum 7 hours)</i>			

<b>Total Hours</b> <i>(minimum 40 hours)</i>		
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Revised: March 2022

### 3. Civil Procedure

I have completed 2 days (14 hours) of instruction in civil procedure: *(provide details of a specific course)*

**OR**

I have equivalent experience of BC civil procedure:

### 4. Mediation practice standards:

a) Do you currently use an Agreement to Mediate, as contemplated in section 15 of the [Society's Standards of Conduct?](#)

Yes       No

b) Do you currently screen for safety and appropriateness of mediation, as contemplated in section 10 of the [Society's Standards of Conduct?](#)

Yes       No

### 5. Category of application:

I have met the training requirements of and have been certified by Family Mediation Canada.

a) I am certified by Family Mediation Canada in the following area:

- Family Relations
- Comprehensive Family

b) Proof of certification:

I have attached a copy of my certificate from Family Mediation Canada.

*If you are FMC certified, please proceed to Section C on page 8 to complete the application.*

**Or**

I am not certified by Family Mediation Canada.

*If you are not FMC certified, please continue on to Section B on the next page.*

**SECTION B:**

**TO BE COMPLETED BY APPLICANTS WHO ARE NOT CERTIFIED BY FAMILY MEDIATION CANADA**

**1. Training and education:**

**a) Core education:** *(Requirements: at least 40 hours of core education in mediation theory and skills training, including 10 hours of simulated or role play mediation under direct supervision in which you were an active participant and did not just observe from outside the process).*

<b>Courses in Mediation Theory and Skills</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Total Hours</b> <i>(minimum 40 hours)</i>			

This training includes 10 hours of simulated role play mediation

**b) Conflict resolution training:** *(Requirements: at least 40 hours of core education in conflict resolution training, including 7 hours on ethical issues relating to the mediation process.)*

<b>Courses in Conflict Resolution</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>

<b>Total Hours</b> (minimum 40 hours)			

This training includes 7 hours of ethics

**c) Training in family dynamics:** (Requirements: at least 21 hours on issues related to family dynamics in separation, including psychological issues in family breakdown, inappropriate use of power, and substance abuse.)

<b>Courses in Family Dynamics</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Total Hours</b> (minimum 21 hours)			

**2. Experience:**

**a) Mediation experience:**(Requirements: at least 40 hours<sup>1</sup> of family mediation work<sup>2</sup> as sole mediator, co-mediator or mediator in an accepted practicum or mentoring program. The 40 hours must have been completed over at least 10 family mediations<sup>3</sup> over the past 5 years. They must include at least 5 mediations concerned with the reorganization of the family after separation, including certain parenting issues [guardianship, parenting time, contact, custody, access, maintenance and support] or financial support and property matters connected to separation.)

I have completed the minimum requirements. Over the past 5 years, I have completed:

- i) approximately \_\_\_\_\_ hours of mediation work; and
- ii) approximately \_\_\_\_\_ family mediations about the reorganization of the family after separation; and
- iii) approximately \_\_\_\_\_ family mediations in the following settings (select all that apply):
  - approximately \_\_\_\_\_ fee paid, private family mediations as sole mediator; and

- approximately \_\_\_\_\_ family mediations in a structured setting with an accepted mediation organization (*please specify*): \_\_\_\_\_; and
- approximately \_\_\_\_\_ family mediations in an accepted practicum or mentoring program (*please specify*): \_\_\_\_\_; and
- approximately \_\_\_\_\_ pro bono family mediations in a structured setting (*please specify*): \_\_\_\_\_; and

<sup>1</sup> Client contact time, including pre-mediations and joint sessions, may be included for the purpose of counting the mediation hours that qualify for admission to the Family Roster. Preparation and debrief with co-mediators may not be included.

<sup>2</sup> Here, "family mediation" includes mediation of issues about: reorganization of the family after separation or divorce, parenting, financial support and property matters connected to separation or divorce, child protection, family business, family property or finances, family inheritance and estates, responsibility for care of elderly parents, adoption, pre-nuptial issues, intra-family conflicts

<sup>3</sup> "One mediation" means a file in which all parties and mediator(s) signed an agreement to mediate, and attended at least one mediation session.

- approximately \_\_\_\_\_ fee paid, private family co-mediations in which:
  - i) the applicant actively participated in and shared responsibility for managing the mediation process;
  - ii) the applicant did not act primarily as an observer; and
  - iii) at least one of the mediators received some monetary consideration for the mediation services.

\*\*Applicants must provide names and contact information for all co-mediators.

;and

- the equivalent of 3 family mediations (for a total of 9 hours) from a successful assessment by an approved organization (*please specify organization, date, and attach written assessment feedback as appendix*): \_\_\_\_\_

; and

- \_\_\_\_\_, of a maximum of 2, family mediations in a law school mediation moot (*please specify sponsoring institution or course, instructor or program coordinator and date(s)*): \_\_\_\_\_

b) Please provide some details about your family mediation experience, such as when you began mediating, what kinds of family issues you have mediated, and in what settings you have mediated.

**c) Family-related experience:** *(Requirements: at least 2 years experience in family-related practice, unless otherwise qualified as a family law mediator [Family Law Act Regulations Section 4\(2\)](#). The family-related portion of your practice must be a minimum of 30% of your general practice and can include law<sup>4</sup>, psychology, social work, clinical counselling, teaching or nursing.)*

Describe how you satisfy the above requirement.

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<sup>4</sup> if you are a practising lawyer, please use the info on your Law Society of BC practice declaration.

**3. References:** *Please provide two written references from individuals who have observed your work as a family mediator, and are familiar with your mediation skills and commitment to the field. The people providing references must understand mediation process and must not be your immediate relatives, business partners, associates, employees or students. References can be from all other participants involved in your mediations, except the actual parties, unless they are repeat participants. It is preferred that both referees have observed you as a mediator. If that is not possible, they may be from professionals who have close contact with the parties and knowledge of the mediation's impact.*

*References must be current, that is, written to support this application (using the Society's [letter of reference form online](#) or, if submitted in a letter, addressing each point on the form) and must refer to your work as a family mediator within the last five years.*

Identify the names and phone numbers of persons who will be your references:

1. \_\_\_\_\_

2. \_\_\_\_\_

Reference letters are confidential and are to be forwarded directly by the referees to Mediate BC.

**SECTION C:**  
**TO BE COMPLETED BY ALL APPLICANTS**

**1. Personal information:**

a) Have you previously made application to any of the Society's Rosters?

Yes             No

*(If yes, please explain reason for reapplying):*

b) Have you ever been convicted of a criminal offence?

Yes             No

*(If yes, please provide details):*

c) Have you ever been found guilty of professional misconduct or been disciplined by a professional association or regulatory body?

Yes             No

*(If yes, please provide details):*

d) Have you ever been denied an occupational or professional license, or had such a license revoked?

Yes             No

*(If yes, please provide details):*

e) Have you ever been asked to provide an undertaking regarding the unauthorized practice of law to the Law Society of British Columbia or the law society of any other jurisdiction?

Yes             No

*(If yes, please provide details):*



f) i. Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have a substance use disorder?\*

Yes       No

*(If yes, please provide details):*

ii. Have you been counseled or received treatment for a substance use disorder?\*

Yes       No

*(If yes, please provide details):*

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<sup>1</sup>Substance Use Disorder includes alcohol or drug abuse or dependence. For more exact diagnostic criteria for substance use disorders, refer to the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5) of the American Psychiatric Association.

g) Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have any existing condition that is reasonably likely to impair your ability to function as a mediator? If the answer is “yes” to the question above, please provide a general description of the impairment.\*

Yes       No

*(If yes, please provide details):*

*\* A positive response does not necessarily make the applicant ineligible for admission. The Society reserves the right to assess, on an individual basis, the possible impact of the applicant’s history on the ability to conduct mediations.*

## **2. Liability insurance:**

I am a member in good standing of the Law Society of B.C., and am insured to practice law

**Or**

I have attached proof of a minimum of \$2,000,000 aggregate and \$1,000,000 per incident in liability insurance coverage.

**3. Application fee:**

I have made a payment in the amount of \$341.25 (\$325 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**Or**

I am a mediator in good standing of the Civil Roster and have made a payment in the amount of \$196.88 (\$187.50 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**Or**

I am a mediator in good standing of the Associate Family Roster whose admission or renewal payment was made within the last 6 months. I have made a discounted payment in the amount of \$196.88 (\$187.50 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**4. Consent and undertaking:**

(a) I, \_\_\_\_\_, give my consent for the Roster Committee or Mediator Roster Manager to enquire into any representation made in connection with this application for the purpose of clarifying whether I have met the requirements for admission to the Family Roster.

(b) I have read and understood the [Standards of Conduct](#) which will bind me as a Registered Roster Mediator of Mediate BC's Family Roster, and that I undertake to adhere to and abide by those standards in my capacity as a Registered Family Roster Mediator.

(c) I undertake that as a Registered Roster Mediator of Mediate BC's Family Roster, I will advise Mediate BC in writing, forthwith, if the status of answers to Question 1 b) to g) in Section C of this application should change.

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Date

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Signature

**5. Statutory declaration:**

I hereby swear or affirm that:

- (a) I am the applicant described in this application, and
- (b) the information and undertaking in this application form and its attachments are true and correct.

**SWORN or AFFIRMED** )  
before me at \_\_\_\_\_ )  
in the Province of British Columbia )  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ )

\_\_\_\_\_  
Commissioner for taking affidavits for the  
Province of British Columbia

\_\_\_\_\_  
Signature

***Please note that being on the Family Roster does not guarantee work.***

*Please email your completed and sworn application and attachments to:*  
[mediators@mediatebc.com](mailto:mediators@mediatebc.com)