



APPLICATION FORM: ASSOCIATE FAMILY ROSTER

Please note that this is a sworn document. We encourage applicants 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: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE: _____ CELL PHONE: _____

FAX: _____ EMAIL: _____

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.)*

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

- This training includes 10 hours of simulated role play mediation

b) Ethics training: *(Requirements: at least 7 hours of training focused on ethical issues relating to the mediation process.)*

Courses in Ethics in Mediation	Institution & Primary Trainer	Date	Hours
Total Hours <i>(minimum 7 hours)</i>			

c) Training in family violence: *(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.)*

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

d) 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.)*

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

- e) **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.)

Courses in Parenting and Guardianship	Institution & Primary Trainer	Date	Hours
Subtotal (minimum 7 hours)			

Courses Focused on Child and Spousal Supports	Institution & Primary Trainer	Date	Hours
Subtotal (minimum 7 hours)			

Courses Focused on Division of Property	Institution & Primary Trainer	Date	Hours
Subtotal (minimum 7 hours)			

Courses Focused on Jurisdiction	Institution & Primary Trainer	Date	Hours
Subtotal (minimum 7 hours)			

Courses Focused on Drafting Memoranda	Institution & Primary Trainer	Date	Hours
Subtotal (minimum 7 hours)			
Total Hours (minimum 40 hours)			

2. Family-related experience: (Requirements: at least 2 years experience in family-related practice, unless otherwise qualified as a family law mediator under [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 law¹, psychology, social work, clinical counselling, teaching or nursing.)

Describe how you satisfy the above requirement.

3. References: (Please provide the names and contact information for two professional references.)

1. _____

2. _____

4. Personal information:

a) Have you previously made application to any of the Society's Rosters?
 yes no

(If yes, please explain reason for reapplying):

¹ If you are a practising lawyer, please use the info on your Law Society of BC practice declaration.

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 licence, or had such a licence 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):

i. Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have a substance use disorder²?

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):

² 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.*

5. Liability insurance:

- I am a member in good standing of the Law Society of B.C., and have attached my proof of liability insurance coverage.

OR

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

OR

- I will obtain liability insurance (minimum of \$2,000,000 aggregate and \$1,000,000 per incident) upon acceptance to the Associate Family Roster.

6. Application fee:

- I have attached a cheque in the amount of \$137.81 (\$131.25 + GST), payable to Mediate BC Society as a non-refundable application fee to the Associate Family Roster.

OR

- I have made an [online PayPal payment](#) in the amount of \$137.81 (\$131.25 + GST) as a non-refundable application fee to the Associate Family Roster.

7. Co-Mediation:

- I understand and acknowledge that, although not mandatory, Mediate BC highly encourages Associate Family Mediators to co-mediate with experienced family mediators who qualify under the [Family Law Act Regulations Section 4\(2\)](#).

