

Applicants must satisfy the OAFM Board of Directors that they meet the requirements set out below:

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## OAFM Standing

### OAFM MEMBERSHIP DUES

Must be an Associate Member in good standing with membership fees paid.

### STANDARDS OF PRACTICE

Applicants must endorse and adhere strictly to the code of professional conduct as set out in the OAFM Standards of Practice. No mediator shall venture into an area of practice beyond his/her own area of expertise.

### LIABILITY INSURANCE

Each applicant must carry insurance which covers the practice of family mediation, with a minimum of \$1,000,000. It is the mediator's responsibility to satisfy him or herself that his or her coverage applies to family mediation. The OAFM does not audit or verify insurance coverage held by member mediators, and members are solely responsible in the event of claims should the insurance coverage not apply to the practice of family mediation, or apply with limitations to coverage or for any other reason.

## Professional Requirements

Proof of ten (10) year Membership in a licensed professional group/body/bar etc. in a human services or legal field.

Human Services is defined to be experience where the applicant has dealt with the public on a regular basis in a capacity related to counselling, reconciling, problem solving, crisis prevention, conflict intervention, conflict resolution, mediating, or arbitrating issues of social welfare, stress, crisis, change, or social justice. These are jobs which provide a service to society, particularly in times of crisis. Human Services are designed to help people navigate through crisis or chronic situations where the person feels they need external help and guidance to move forward with their life. It is a service that is provided to people in order to help them stabilize their life and find self-sufficiency through guidance, counseling, treatment and the providing for basic needs.

## Application Fee & Submission

Each application requires a processing fee of \$450 + HST upon submission.

Applicants are required to compile all information listed in the Accredited Family Mediator (AccFM) designation application in their [OAFM Member Portal](#).

## Resume

Applicants are required to submit a Detailed Resume/Curriculum Vitae

## Domestic Violence Training

Applicants are required to have taken twenty-one (21) hours of education/training for Screening for Family Violence, Abuse and Power Imbalance within two (2) years of their Application. If the training was taken more than two (2) years prior to the application for accreditation, an additional seven (7) hour refreshment course is required.

The OAFM considers Screening for Family Violence, Abuse and Power Imbalances training to be a critical and essential component of a family mediator's training. This training must be taken in person, in successive, intact sessions and include role plays.

Courses and training(s) that merely touch on domestic violence for a few hours at different times in the course(s), or the accumulation of a few hours from different courses do not meet this training requirement. Those qualified to provide Training in Family Violence, Abuse and Power Imbalance may, instead of presenting proof of having taken the courses, provide proof of a comparable training offered and delivered by them.

## Reference Letters

Reference letters are required for applicants who are established Family Mediators.

- Reference letters from five (5) lawyers practicing in family law field whose clients have successfully used the applicant's family mediation services; Each of the five reference letters should confirm that the applicant has been a family mediator with a proven success record for the past ten (10) years or more.
- Reference letters from two Accredited Family Mediators recommending the applicant for OAFM accreditation; this requirement is unnecessary if at least two of the five lawyers who provided letters of reference were also Accredited Family Mediators

# Agreements to Mediate / Retainer Contracts

Copies of five (5) Agreements to Mediate / Retainer Contracts (with identifying information of the clients redacted).

- Any information that could identify clients is to be removed.
- For ease of reference, applicants are to assign a case number to each case. The top of each page should clearly display the name of the applicant, the case number, and the page number. With the removal of client-identity information, the case number will support the accreditation committee in its review of the accreditation application and allow ease of reference should the committee seek further information from the applicant.
- Indication of the applicant's role in the mediation process of each case; whether he/she was the mediator, co-mediator, intern, etc.
- Issues to be mediated.
- Date the Agreements to Mediate / Retainer Contracts were signed.

# Mediator's Reports / Memoranda of Understanding

Copies of five (5) Mediator's Reports / Memoranda of Understanding (with identifying information of the clients redacted).

- This is the final comprehensive document that the applicant presents to clients as a summary report of their agreement.
- All information that may identify clients should be removed.
- Information related to the identity of the accreditation applicant, the mediator's relationship to the clients (the mediator, co-mediator, intern, etc.), and the date of the summary report must be retained.
- A case number and the page number are to be clearly displayed at the top of each page. Case numbers are to be consistent with those assigned to Agreements to Mediate / Retainer Contracts.