

# ELDER MEDIATOR CERTIFICATION PROGRAM

## APPLICATION FORM

(N.B. Please keep a copy of your completed application for your own records – submitted documents will not be returned.)

### 1. Applicant information:

Name \_\_\_\_\_

Addresses: Home \_\_\_\_\_

Work \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Occupation \_\_\_\_\_

Indicate current membership and certifications in any other related organizations:

Family Mediation Canada  (N.B. FMC Membership required)

ADR Canada

Provincial organizations  \_\_\_\_\_

Other  \_\_\_\_\_

The professional context of your elder mediation practice:

Private practice

Elder/family mediation project

Community/non profit mediator

Other \_\_\_\_\_

Your family/elder mediation “style” or model of practice – interest based, transformative, insight, etc:  
Attach supporting explanation.

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Your elder mediation experience (a minimum of five completed cases necessary before certification) :

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Number of elder mediations completed: 5-10  11-25  26-100  over 100

(Provide a one page summary for 5 of these completed mediations.)

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**2. Curriculum vitae:** Please attach your curriculum vitae outlining your education and professional qualifications and achievements.

**3. Previous certification:** Please attach proof of any related certification or other special certificate of concentrated training.

**4. Elder mediation training:** Please complete the following tables and attach supportive documentation.

**N.B.** Please list only the hours necessary to meet the requirements. Section (A) is to be completed if you are not certified by a recognized accrediting body. Please enclose copies of training certificate(s).

Subject areas	Hours	Courses	Trainer(s)	Hours	Date taken
<b>(A) Basic Mediation Training:</b>	At least 80 hours (prior certification with your mediation organization <b>may</b> meet the requirements for this section)				
Conflict resolution, mediation theory education and skills training and intercultural training					
<b>(B) Specific Elder Mediation training:</b>	A minimum of 100 hours (including the topics listed below)				
Family life cycle, & intergenerational dynamics	<u>At least</u> 23				
Elder abuse	14				
Family and elder law	7				
Balance of power	7				
Grief and loss	7				
Ageism	8				
Dementia & chronic diseases	10				
Financial & estate issues	7				
Ethical issues	7				
Guardianship	7				
Drafting of memo	3				
<b>Total hours</b>	<b>100</b>				

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5. If your basic mediation training is more than five years old, please specify the continuing education completed over the last three years. Please note the requirement that at least 14 hours of continuing education in the last three years must be conflict resolution and/or mediation skills training. Indicate dates, trainers, institutions and duration if applicable.


6. Any disciplinary actions taken against you at any time by any professional body?  yes  no  
If yes, please include date, name of professional body, type of disciplinary action and result.

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7. Any ethical difficulties or criminal convictions?  yes  no  
If yes, please explain.

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8. Names of individuals (preferably mediators) who will complete the three reference forms. (Forms provided on page five).

i.
ii.
iii.

9. Any matters that might affect negatively the general public's perception of your ability to adhere to the Elder Mediation Code of Professional Conduct?  yes  no If yes, please explain:

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10. Provide proof of liability insurance coverage (by self or employer). Please include with this application.

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## CONFIDENTIALITY

Subject to the right of the Elder Mediation Committee to release certification results for educational or research purposes, I understand and agree that only the Certifying Panel of the Elder Mediation Committee may retain certification records that identify me personally. My assessment material submitted for certification purposes will be shredded or deleted after such reasonable time as deemed appropriate by the Committee.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province/Terr.

\_\_\_\_\_  
Postal Code

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness \_\_\_\_\_

## STATUTORY DECLARATION

I hereby certify that I will adhere to the Elder Mediation standards and professional code of conduct, and commit to continuing education for elder mediation on an annual basis.

I hereby swear or affirm that the information in this application form and its attachments is true and correct.

I hereby swear that there are no professional disciplinary actions and/or criminal convictions recorded against me.

\_\_\_\_\_  
Signature of Certification Candidate

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## LETTER OF REFERENCE

To be used by all referees and emailed/mailed to directly to:

The Registrar – Elder Mediation Certification Program

Email: greg@sagecounselling.net

Mail: 38 Gallows Cove Road Torbay NL A1A3X4

Re: \_\_\_\_\_

You are asked by the above noted applicant to provide a reference concerning their suitability for certification as an elder mediator. Thank-you for considering the following questions. Examples would be appreciated. Please indicate your inability to comment on any particular questions. Feel free to attach further notes. Thank you for your time in providing support to this important part of the process.

1. In what capacities do you know this applicant?

- Client
- Colleague—peer review
- Mentor
- Other \_\_\_\_\_

2. What is your direct or indirect knowledge of the applicant's elder mediation practice either from first hand observation or indirectly from client's comments?

3. Do you have any concerns as to this applicant's suitability to be certified? If yes, please explain.

4. Please comment specifically and give examples of this person's strengths and weaknesses in terms of how he/she interacts with clients with respect to:

(a) professional/ethical/honest behaviour:

(b) respect for clients' autonomy?

(c) elder mediator knowledge and skills?

(d) timing and appropriateness of application of knowledge and skills?

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5. During what period of time did you know or work with this applicant in his/her capacity as a mediator? \_\_\_\_\_

6. Approximately how many elder mediations, done by this applicant, have you observed? \_\_\_\_\_

7. The following personal attributes are often listed as characteristics of an effective elder mediator. Please choose as many as you can giving examples of how the particular characteristics relate to this candidate.

Personal attribute	Examples
1. Non-directive, non-judgmental nature, respects clients' autonomy	
2. Warm, empathetic, genuinely likes people	
3. Ability to be assertive, yet respectful	
4. Ability to separate professional from personal	
5. Self-awareness re own culture, values and biases	
6. Flexible, lacks rigidity, enhances flow	
7. Experience with diversity of life and acceptance of differences	
8. Interpersonal understanding and intelligence	
9. Ability to be calm, level-headed, caring in face of hostility and tension	
10. Problem solving skills with clear, creative imagination	
11. Clarity and ability to demystify and normalize human problems	
12. Common sense and practical	
13. Intuition and perception	
14. Comfort with ambivalence, uncertainty and ambiguity	
15. Patience and inclusiveness	
16. Sense of humour	
17. Willingness to learn by asking and listening	
18. Sense of humility	
Other	

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Application Submission

The completed application and supporting documents may be scanned (PDF format) and submitted via e-mail to [carrie@fmc.ca](mailto:carrie@fmc.ca) or mail a copy (as documents **will not** be returned) directly along with your \$100.00 cheque (payable to Family Mediation Canada) to:

**Family Mediation Canada  
EMC Certification  
55 Northfield Dr. E, Suite 180  
Waterloo, Ontario N2K 3T6**

Once all documentation has been received, reviewed and accepted - and you have been notified that the application has been approved - the remaining application fee of \$500.00 (payable to Family Mediation Canada) is due before proceeding with the next steps. An assessor will be assigned to you who will review the next steps as outlined below.

To complete the Certification Process you are required to:

- Submit a 1 hour video of yourself in an elder mediation role play and include a written self-assessment. (N.B. Please keep a copy of the video and supporting documents as these **will not** be returned.)
- Pass a three hour written exam