



## LETTER OF REFERENCE

Re:

You are asked by the above noted applicant to provide a reference concerning their suitability for certification as a separation/divorce family mediator. Please provide your candid responses to the following questions and include examples. Type directly inside the grey box provided. If you cannot answer a question, please indicate your inability to comment. Thank you for your time. Your comments are an important part of this certification process.

1. In what capacities do you know this applicant?

Colleague  Mentor  Other: please specify

2. What is your direct or indirect knowledge of the applicant's 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? Give examples.

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) family mediator knowledge and skills?

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

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

6. How many of the applicant's mediations have you observed?

7. The following personal attributes are often listed as characteristics of an effective family mediator. Please give examples of how the candidate demonstrated each of these characteristics in (the) mediation, based on your direct supervision of the candidate in separation and divorce mediation.

Personal attribute	Examples
1. Non-directive, non-judgmental nature, respects clients' autonomy	
2. Ability to establish rapport, shows empathy and respect with clients	
3. Ability to be firm and assertive	
4. Self-awareness re own culture, values and biases	
5. Flexible, lacks rigidity	
6. Interpersonal understanding and intelligence	
7. Ability to be calm, level-headed, caring in face of hostility and tension	
8. Problem solving skills with clear, creative imagination	
9. Intuition and perception	
10. Comfort with ambivalence, uncertainty and ambiguity	
11. Patience	
12. Willingness to learn by asking and listening	
Other	

8. May we contact you if more information is required?  yes  no

Your name:

Position:

Street Address:

Phone number: Work:

Home:

E-mail:

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Signature

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Date

This form should be sent directly to Family Mediation Canada by the referee. It should not be given to the applicant to send in. Please keep a copy for your records. It is up to you whether you share your reference with the candidate.

The Certification Committee  
Family Mediation Canada  
#180 – 55 Northfield Dr. E.  
Waterloo, ON  
N2K 3T6

If you have any questions about this form please feel free to contact us at: **Email:** [fmc@fmc.ca](mailto:fmc@fmc.ca)  
**Phone:** (519) 585-3118, or **toll-free:** 1-877-362-2005