



## **LETTER OF REFERENCE IN SUPPORT OF AN APPLICATION FOR CERTIFICATION**

(To be used by all referees)

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

You are asked by the above noted applicant to provide a reference concerning their suitability for certification as a family mediator. Please provide your candid responses to the following questions and include examples. If you cannot answer a question, please indicate your inability to comment. If the space is not sufficient, please attach further notes. 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—peer review    Mentor    Other: please specify \_\_\_\_\_

2. What is your direct or indirect knowledge of the applicant's mediation practice?

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.

<b>Personal attribute</b>	<b>Examples</b>
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. Clarity and ability to demystify and simplify human problems	
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: \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Thank you.

This form should be sent directly to Family Mediation Canada by the referee at [admin@fmc.ca](mailto:admin@fmc.ca).  
It should not be given to the applicant to send in.

If you have any questions about this form, please contact:

Sue Bedier, Administrative Officer, [admin@fmc.ca](mailto:admin@fmc.ca)

Phone: 778-674-4362 Toll-free: 1-877-269-2970

Family Mediation Canada

Box 46003 Quail Ridge RPO, Kelowna, BC V1V 0B1

**Please keep a copy for your records.** It is up to you whether you share your reference with the candidate.