

National Mediator Accreditation (NMAS) and Australian Mediator & Dispute Resolution Accreditation Standards (AMDRAS)

Hours of Practice and Hours of Continuing Professional Development

AMDRAS introduces four levels of accreditation for Dispute Resolvers. AMDRAS practitioners may apply to ISDR to move to higher Levels of Accreditation. Higher Levels of Accreditation have particular entry requirements and varying Practice Hours and CPD requirements.

Level of Accreditation	Definition	CPD Hours Requirement	Practice Hours Requirement
Accredited Mediator	All NMAS accredited mediators move to this level on July 1, 2025. This is the entry level for accredited practitioners Defined in AMDRAS (clause 14)	25 hours per two years	20 hours per two years
Advanced Mediator	Defined in AMDRAS (clause 15)	25 hours per two years	40 hours per two years
Leading Mediator	Defined in AMDRAS (clause 16)	25 hours per two years	40 hours per two years
Specialist Mediator	Defined in AMDRAS (clause 17)	25 hours per two years	40 hours per two years

Note that the AMDRAS Board is still in the process of defining the higher Levels of Accreditation. More information will be provided when it becomes available.

ISDR Procedure for Accreditation and Re-accreditation.

The following outlines the process for re-accreditation with ISDR

1. Applicants will be required to complete the application process on the form provided
2. Applicants will need to complete a statement of
 - a. Practice Hours Completed
 - b. Continuing Professional Development Hours Completed.
3. Applicants must retain proof of attendance at CPD (Certificates of attendance or other source materials) as they are subject to audit by ISDR and the AMDRAS Board.

National Mediator Accreditation (NMAA) and Australian Mediator & Dispute Resolution Accreditation Standards (AMDRA)

Records Administration

To maintain your AMDRA accreditation with ISDR, the following information must be retained by the practitioner:

1. Practice Hours

A de-identified record of the hours of practice completed by the practitioner over the two-year period of your accreditation, in line with your Level of Accreditation (above). This can include direct dispute resolution (mediation, co-mediation, or third-party dispute resolver), intake and assessment for such processes, and some indirect service delivery.

Service Delivered	Code	Service Delivered	Code
Mediation	M	Family Group Conference	FGC
Co-Mediation	CM	Parenting Coordination	PC
Family Dispute Resolution	FDR	Conciliation	C
Arbitration	ARB	Collaborative Practice Facilitation	CPF
Child Consultation	CIP	Elder Mediation	EM
Intake and Assessment for any DR Process	IA	Write-up of Agreements	Agt

The format for this record could be in the form below.

Date of service delivery	Case number	Type of service provided	Hours Logged	Initials

Practitioners must retain a personal copy of these hours of practice, even if their employer also maintains a copy in personnel files.

2. Continuing Professional Development

The following pages reflect the recommended format for maintaining CPD for each two-year cycle. ISDR has adopted the same rubric for CPD. Practitioners are required to submit the attached form when applying for re-accreditation.

Practitioners must retain a personal copy of these hours of practice, even if their employer maintains a copy in personnel files.

Note that AMDRAS allows for many forms of CPD. A listing on the following pages outlines the breadth of activities practitioners may undertake. ISDR includes all these forms of CPD. However, practitioners are advised that proof of the activity will be required if audited (e.g. Certificates of Attendance). This includes suitable proof of “Self-Directed Learning”.

CPD Table 2: Activities and CPD Hours Master Table

Type of CPD Activity	Activity Code	Claimable Maximum Hours	Definition/Description	Special Provisions
Education and Conferences	C1	20	<ul style="list-style-type: none"> Participating in formal structured activities such as training seminars and workshops (up to 20 hours). Attending conferences (up to 10 hours). 	
Structured Peer-Based Reflection	C2	7	Participating in structured peer-based reflection on dispute resolution cases.	
Professional Supervision or Coaching	C3	8	Receiving supervision in relation to practice issues.	
Providing Professional Development	C4	15	Includes: <ul style="list-style-type: none"> Preparation of presentations on dispute resolution or related topics Preparing presentations on dispute resolution or related topics – up to 5 hours. delivering presentations on dispute resolution or related topics providing professional supervision, assessment, coaching or mentoring of other RPs or trainees contributions to leadership in the field – up to 5 hours. 	Leading Mediators must provide a minimum of 10 hours.
Related Professional CPD	C5	5	CPD completed to maintain professional licensing or accreditation related to their practice, such as in: <ul style="list-style-type: none"> law behavioural or social sciences another professional field in which they practice 	
Role Playing in dispute resolution Training	C6	4	e.g., in the Certificate of Training, Certificate of Assessment, or other approved AMDRAS-related training provided by an RTP, RSP or RAP.	
Representing Clients in dispute resolution Processes	C7	4	e.g., as part of a lawyer-client relationship or as a support person to a party.	A maximum of 2 hours can be claimed for each separate process.
Self-directed learning	C8	5	Private study, such as: <ul style="list-style-type: none"> reading listening to or viewing pre-recorded content such as podcasts writing articles or books relevant to mediation and that are published in recognised journals or by recognised publishers. 	

Publications and Research Participation	C9	8	<ul style="list-style-type: none"> • Writing articles or other publication types such as blogs, reports, submissions, and the like. • Participation in dispute resolution-related research. 	A maximum of 4 hours can be claimed for any one activity.
Other	C10	5	Other activities as approved by the AMDRAS Board on application by an RAP.	

AMDRAS CPD and Practice Hours Self-Record

10. Table 3 is the recommended AMDRAS CPD and Practice Hours Self-Record. Completion of this record is not a mandatory element of the CPD requirements. However, it is designed to simplify the recording process, and to facilitate any audit of the CPD requirements.
11. Registered Practitioners must provide this completed record, or an equivalent, if requested by the AMDRAS Board, an AMDRAS Member body, or an authorised delegate.

Table 3: The AMDRAS CPD and Practice Hours Self-Record

Name:						
Accreditation Type:						
Registered Accreditation Provider (RAP):						
Please retain this for your records. Record of CPD activities for the two-year CPD period from / /20 to / /20						
Type of Activity	Activity Code	Supporting Documents Kept	Date/s of Activity	Place of Activity	Total Duration (hours) of Activity	Claimed CPD Hours
"Example #1": Supervision*	C3	Diary Notes and Zoom records	28/5/20...	Sydney	1	1
"Example #2": Research Article*	C9	Title of Article, citation, and link.	Date of Article	Brisbane	100-120	4

Total Number of CPD Hours Claimed						

* The examples can be deleted when completing the form.

Comments:

Signed:

Date: / /