



Arbitrator Development Curriculum

American Arbitration Association® (AAA®) is committed to providing exceptional neutrals to the users of our dispute resolution services. In this regard, we maintain an Arbitrator Development Curriculum to ensure that the AAA's arbitrators are the best in the field of ADR.

The key components of the Curriculum are:

- training in fundamentals and best practices of the arbitration process,
- updates on arbitration rules, practice, procedures, and law,
- an annual arbitrator continuing education (A.C.E.) requirement.

The training curricula for members of the Commercial, Labor and ICDR panels vary. Each curriculum has been designed to meet the needs of that specific caseload.

Arbitrator Development Path for Commercial Arbitrators

In order to serve on the AAA's Roster of Commercial Arbitrators, all commercial arbitrators (includes construction and employment) are required to successfully complete a two-day classroom training program, and an online training component on Award Writing that is required to be completed before the panelist is made active.

In the next calendar year following the completion of the new arbitrator classroom training, and each year thereafter, all commercial, construction and employment arbitrators must complete continuing education. Listed below are the specific course requirements.

Arbitration Fundamentals & Best Practices for New AAA Arbitrators: The *Arbitration Fundamentals & Best Practices for New AAA Arbitrators* Program is a comprehensive two-day facilitated classroom program designed to develop the central education core for new AAA Arbitrators. There are three components which are designed to be completed prior before being made active.

A Brief History of Arbitration and the AAA: The material for the training component is primarily resource material intended to be reviewed prior to participating in the two-day classroom program. It is also intended for use as an ongoing learning and reference tool.

In-Person New Arbitrator Training: The two-day in-person training program is facilitated by a team of trainers consisting of an experienced AAA arbitrator and an experienced AAA case management team member. The material is conveyed through the design of a case fact pattern. The case evolves through a series of exercises that include an illustrative video. Issues materialize through the various phases in the life of an arbitration. Topics covered include: *Arbitrator's Role, Authority, and Responsibility; AAA's Case Management System Design and the Arbitration Process; Arbitrator's Ethics, Practice Standards and Disclosures; Preparing for and Conducting a Preliminary Hearing; Managing Issues Involving Self-Represented Parties; Managing Evidentiary Hearing Issues; Managing Panel Dynamics; Preparing for and Writing the Award; and Managing Post-Hearing Issues.*

Award Writing (ADS001): The final step that must be completed in order to successfully fulfill the core requirements of the AAA's training for new arbitrators is to successfully complete the online *Award Writing* course. There is no additional fee for this course. Access to the award writing course is directly through the Education Services web site at www.aaeducation.org. Once this course is completed, the panelist will be coded active on the AAA Roster, thereby making them eligible to be listed on cases calling for their particular expertise and background. This course can be completed before or after the classroom program.

Arbitrator Continuing Education (A.C.E.) Requirement: Starting in the calendar year following the completion of the new arbitrator training, all commercial, construction and employment arbitrators must complete Arbitrator Continuing Education (ACE) each year. This requirement can be met by successfully completing either of the following:

- Online program created annually for the ACE training requirement; or,
- Attendance at any AAA-ICDR sponsored conference.

Arbitrator Development Path for Labor Arbitrators

In order to serve on the AAA's Roster of Labor Arbitrators, all Labor arbitrators are required to successfully complete the AAA Labor Arbitrator I online introductory training program. Within three calendar years of completion of Labor I, labor arbitrators must complete Labor Arbitrator II. The purpose of the training is to encourage discussion on important and changing topics within the field of Labor arbitration and establish a set of best practices for AAA cases.

Labor Arbitrator I: This is a mandatory AAA online training program. The focus of this course is to provide a comprehensive understanding of how the AAA administers labor arbitrations and how labor arbitrators, can successfully work within the AAA's administrative framework. The program takes approximately 120 minutes to complete.

Labor Arbitrator II: This is the advanced follow-up course to Labor Arbitrator I. This is a one-day, in-person, highly interactive workshop designed to present a series of challenging problems on an advanced level, and reinforces a number of important principles presented in Labor Arbitrator I. The workshop consists of the following major topics: disclosure and ethics, advanced discovery and motion issues, due process and just cause issues, evidence in labor arbitrations, external law and remedies, and post-hearing and post-award issues.

The AAA does not have a continuing education requirement for its Labor arbitrators, but does have an expectation that its arbitrators will be involved in continuing education and training activities designed to enhance their skills and knowledge whether offered through the AAA or other organizations. The AAA will occasionally offer programs, courses, or conferences for its arbitrators and strongly encourages participation whenever such opportunities are available.

Arbitrator Development Path for ICDR Arbitrators

In order to serve on the ICDR's Roster, all arbitrators are required to successfully attend and complete the ICDR International Symposium in Advanced Case Management Issues.

ICDR International Symposium in Advanced Case Management Issues: This one-day program is designed to assist all arbitrators in further developing best practices in the management of international arbitrations. The program's value is enhanced through discussions regarding cutting-edge practices and trends with the world's leading arbitrators.

The ICDR does not have a continuing education requirement for its ICDR arbitrators, but does have an expectation that its arbitrators will be involved in continuing education and training activities designed to enhance their skills and knowledge whether offered through the ICDR, AAA, or other organizations. The ICDR and AAA will occasionally offer programs, courses, or conferences for its arbitrators and strongly encourages participation whenever such opportunities are available.