



Application Process for Admittance to the AAA-ICDR® Roster of Arbitrators

The American Arbitration Association-International Centre for Dispute Resolution® (AAA-ICDR) is the world's leading provider of alternative dispute resolution services.

Openings on our Roster of Arbitrators are extremely limited, based primarily on caseload needs and user preferences. The AAA-ICDR only recruits individuals who have expertise in areas that align with the types of cases the AAA and ICDR administer. Consequently, even candidates with strong credentials may not be added to our Roster.

AAA National Roster of Arbitrators

Arbitration disputes administered by the AAA typically arise out of contractual agreements and can arise from a wide range of industries and areas such as Technology, Healthcare, Financial Services, Franchise, Energy, Employment, Construction and many others.

The AAA is committed to recruiting only the most qualified and exceptional arbitrators – possessing judicial capacity, temperament and extensive industry knowledge, experience and acceptability to parties. Candidates applying to the Roster are typically prominent in their fields and have subject matter expertise in areas where arbitration is often used as an alternative form of dispute resolution. Candidates' backgrounds should also reflect experience in arbitration and/or other forms of dispute resolution. Parties to cases generally select arbitrators through a strike and rank process from lists the AAA provides or by using an online platform that allows parties to search the entire AAA Roster of Arbitrators. Therefore, as part of adding highly qualified arbitrators to its Roster, the AAA seeks to recruit candidates whom parties likely will select to serve on their cases.

When recruiting for its Roster of Arbitrators, AAA also considers factors such as the status of existing AAA regional caseloads that might support the expertise of a candidate. A region may or may not currently have the need for arbitrators with certain areas of expertise depending on that analysis.

Candidates should be aware that there are costs and obligations associated with being a member of the AAA Roster, which include an annual panel fee to underwrite the administrative and technology cost of services AAA provides to Roster members, as well as annual arbitrator continuing-education requirements. Therefore, candidates whom parties are not likely to select to serve on cases generally should not be on the Roster, as they may not want to take on the cost and requirements of being on the Roster.

The information below relates to the application process for joining the AAA National Roster of Arbitrators. Please refer to www.icdr.org for the process to apply to the ICDR Roster.



Application Process

The process for applying to the AAA Roster of Arbitrators is as follows:

1. Resume, Cover Letter, and Letter of Recommendation

Candidates who meet the requirements outlined in the *Qualification Criteria and Responsibilities for Members of the AAA Arbitrator Roster* must submit a copy of their professional resume or CV, along with a cover letter explaining their interest in joining the Roster and a letter of recommendation.

The candidate's letter of recommendation should be from an active professional in the candidate's field, but not from any firms or professional associations in which the candidate currently is employed or on which the candidate currently serves as an officer, director, or trustee. Such letter should attest to the candidate's reputation for integrity, fairness and good judgment and must also address the following:

- a. Nature and duration of the author's relationship with the candidate, and
- b. Why the candidate would be qualified to serve on the Roster.

Recommended sources for letter:

1. Current AAA Roster member
2. Current or former state or federal judge
3. An attorney who served as opposing counsel
4. Former employer or client

At its discretion, the AAA may request additional letter(s) of recommendation for its review process.

2. In-person Meeting or Teleconference

If, after reviewing the candidate's resume, cover letter, and letter(s) of recommendation, the AAA determines that there is a need in the region for someone with the candidate's background and subject-matter expertise and that the candidate would otherwise be a strong addition to the Roster based on their experience, accomplishments and reputation, the AAA will schedule an in-person meeting or teleconference with the candidate.



Advancing to the Roster

When a candidate has been provisionally accepted to the AAA Roster, the candidate will:

1. Create a Panelist Resume using an AAA template or complete a Resume Information Form provided by the AAA.
2. Review and sign the *Standards and Responsibilities for Members of the AAA Roster of Arbitrators and Mediators*.
3. Attend and successfully complete the two-day *Arbitration Fundamentals and Best Practices for New AAA Arbitrators* program and an online *Award Writing* course. During the *Arbitration Fundamentals* program, which is offered in various U.S. cities, the program faculty -- a tenured arbitrator and AAA executive -- will evaluate the attendees. Candidates will not be active on the AAA Roster unless they successfully complete these initial training programs, including the faculty's evaluation.