



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

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

Openings on our Roster of Mediators are minimal, 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, the AAA-ICDR may not even add strong candidates to our Roster.

AAA National Roster of Mediators

Mediations administered by the AAA-ICDR typically arise from contractual agreements. They can arise from various industries and areas such as Technology, Healthcare, Financial Services, Franchise, Energy, Employment, Construction, and many others.

The AAA-ICDR is committed to recruiting only the most qualified and outstanding mediators with exceptional mediation skills 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 parties often use mediation as an alternative form of dispute resolution. Candidates' backgrounds should also reflect a proven track record of being retained by parties to mediate disputes. As part of adding highly qualified mediators to its Roster, the AAA-ICDR seeks to recruit candidates whom parties likely will select to serve on their cases.

When recruiting for its Roster of Mediators, the AAA-ICDR also considers factors such as the status of existing AAA-ICDR regional caseloads that might support a candidate's expertise. Depending on that analysis, a region may or may not currently need mediators with certain areas of expertise.

Candidates should be aware that costs and obligations are associated with being a member of the AAA-ICDR Roster, which may include an annual panel fee for mediators to underwrite the administrative and technology cost of services the AAA-ICDR provides to Roster members.

The information below relates to the application process for joining the AAA-ICDR National Roster of Mediators.



Application Process

The process for applying to the AAA-ICDR Roster of Mediators 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-ICDR Mediator Roster* must submit a copy of their professional resume or CV, along with a cover letter describing their current mediation practice and a letter of recommendation from counsel or a party who was part of a mediation the candidate conducted in the preceding six months.

The candidate's letter of recommendation should attest to the candidate's mediation capabilities and reputation as a mediator. The letter must not include any confidential information, including confidential mediation communications.

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

2. In-person or Online Meeting

The AAA-ICDR may schedule an in-person or online meeting with the candidate if, after reviewing the candidate's resume, cover letter, and letter(s) of recommendation, the AAA-ICDR 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 substantial addition to the Roster based on their experience, accomplishments, and reputation.

Advancing to the Roster

When the AAA-ICDR provisionally accepts a candidate to the AAA-ICDR Roster, the candidate will:

1. Create a Panelist Resume using an AAA-ICDR template or complete a Resume Information Form provided by the AAA-ICDR.
2. Review and sign the *Standards and Responsibilities for AAA-ICDR Roster of Arbitrators and Mediators Members*.