



Qualification Criteria for Admittance to the AAA® National Roster of Arbitrators

The American Arbitration Association® (AAA) is the nation's leading provider of alternative dispute resolution services. Openings on our Regional Roster of Neutrals are extremely limited, based primarily on caseload needs and user preferences. Consequently, even candidates with strong credentials may not be added to our roster.

Applicants for membership on the AAA National Roster of Arbitrators must meet or exceed the following requirements:

1. Qualifications

- a. Minimum of 10 years of senior-level business or professional experience or legal practice.
- b. Educational degree(s) and/or professional license(s) appropriate to your field of expertise.
- c. Honors, awards and citations indicating leadership in your field.
- d. Training or experience in arbitration and/or other forms of dispute resolution.
- e. Membership in a professional association(s).
- f. Other relevant experience or accomplishments (e.g. published articles).

2. Neutrality

- a. Freedom from bias and prejudice.
- b. Ability to evaluate and apply legal, business, or trade principles.

3. Judicial Capacity

- a. Ability to manage the hearing process.
- b. Thorough and impartial evaluation of testimony and other evidence.

4. Reputation

- a. Held in the highest regard by peers for integrity, fairness and good judgment.
- b. Dedicated to upholding the *AAA Code of Ethics for Arbitrators in Commercial Disputes* and/or *Model Standards of Conduct for Mediators*.



5. Commitment to ADR Process

- a. Willingness to devote time and effort when selected to serve.
- b. Willingness to support efforts of the AAA.
- c. Willingness to successfully complete training under the guidelines of the *Commercial Arbitration Development Program*.

6. Letters of Recommendation*

When requested by the AAA to do so, furnish letters from at least three active professionals in your field, but outside of any firms or professional associations in which you are employed or on which you currently serve as an officer, director, or trustee. Each letter must address the following:

- a. Nature and duration of the relationship
- b. Why the applicant would be qualified to serve

Recommended sources for letters:

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

*Letters of recommendation must be sent directly to the AAA Vice President from the writers, in sealed envelopes.

**Suggested for attorney applicants.

7. Personal Letter

Submit a letter to your local AAA office explaining why you feel you would like to be included on AAA's Roster of Arbitrators along with a current copy of your personal resume or CV. Your letter should provide a detailed description of your willingness to commit yourself to serving and representing the Association. Also indicate in the letter whether or not you are currently a neutral with any other ADR agencies. Please feel free to contact your local AAA office should you have any questions.