ADR Institute of Canada, Inc.
Institut d'Arbitrage et de Médiation du Canada Inc.

ADRIC National Gold Standard Dispute Resolution Training Program
Administration Policy

1. **Definitions**
   a. "ADRIC" means the ADR Institute of Canada Inc.;
   b. "Approved Trainers" and "Approved Coaches" mean the persons approved to deliver Program Courses in accordance with paragraph 3 of this Policy;
   c. "Course Fees" means the fees for Program Courses approved by ADRIC in accordance with paragraph 4 of this Policy;
   d. "Program" means the ***ADR Institute of Canada Inc. National Gold Standard Dispute Resolution Training*** **Program** established and administered in accordance with this Policy;
   e. "Policy" means this Administration Policy;
   f. "Program Course" means any Gold Standard training course delivered as part of the Program;
   g. "Region" means any regional affiliate of ADRIC;

2. **Program Principles**
   a. Beginning with the introductory Mediation Course and the introductory Arbitration Course, ADRIC has decided to develop the Program for the use and benefit of its Regions.
   b. Persons successfully completing any Gold Standard Program Training Course will be permitted to use that training towards the requirements for relevant ADRIC designations and/or, in some Regions, training hours required for membership.
   c. Course content and requirements for all courses in the Program shall be created through and be maintained by ADRIC.
   d. Subject to the requirements of this Policy, the Course Program(s) may be delivered in each Region as the Region decides.
   e. In any event, applications to deliver Program Courses will be administered through the region in which the program is to be given, unless the region is unable to administer the application, which will then be administered by ADRIC.
   f. The Region shall provide ADRIC with its Regional Board Resolution(s) from time to time to reflect the Region's decision(s) to deliver Program Courses

3. Approved Trainers and Coaches

a. Only trainers and coaches approved in accordance with this Policy (the "Approved Trainers" and "Approved Coaches") will be authorized to deliver Program Courses.

b. ADRIC will develop a process for approval of the trainers and coaches for Program Courses. There will be an approval process for each individual Program Course. The approval process will include, at a minimum, the following elements:

- Criteria for credentials required for a person to be considered as a trainer, and
- A training course or evidence of equivalent training experience.

c. Every Approved Trainer and Approved Coach shall be required to sign an agreement that they will not use the Program Course Content for any purpose other than to teach that Program Course approved by a Region or ADRIC.

4. Course Fees

a. Course Fees shall be set from time to time by ADRIC after consultation with the Regions.

5. Responsibilities

1) The Region shall be responsible for:

a. Using the nationally branded standard advertising material in any marketing. Program Courses delivered in a Region are to be marketed as ADRIC National Gold Standard Dispute Resolution Training.

2) The Approved Trainer shall be responsible for:

a. Giving notice of date and location for any Program Course delivered in the Region to the Regional Affiliate;

b. Costs of and arranging for logistics for any Program Course, such as meeting rooms, refreshments, audio visual requirements etc;

c. Requesting the region to circulate standard advertising material with sufficient notice.

6. Revenues

7. Upkeep and Development Fund

There shall be an Upkeep, Development and Promotion Fund to ensure the upkeep and maintenance of existing courses in the Program and to fund national promotion of the Program Courses and when possible the development of new courses in the Program. ADRIC will also pursue other options for funding for Program development.

8. **Taxes**

All amounts are subject to applicable taxes (GST or HST).