



Practicum Application Form

What is the practicum program?

The practicum program is designed to provide an opportunity for trained but inexperienced mediators to practice mediation skills in a high quality practicum environment. Practicum mediators participate in **10 Small Claims Court mediations** of approximately 2 hours each, and are supervised by highly skilled and experienced mentors. Mentors assist the practicum mediators to prepare for and conduct each mediation, and provide constructive feedback following each mediation. Practicum mediations are scheduled in the Vancouver (Robson Square), North Vancouver, Surrey, Nanaimo or Victoria registries.

What are the entry qualifications?

Successful applicants will have a minimum of 5 full days of interest-based **mediation** training, including at least 10 hours of role-playing experience. Two or more courses that provide successive levels of training are acceptable to meet the minimum training requirements; two introductory level courses combined are not acceptable.

When does the next class start?

Classes are scheduled throughout the year depending on volume of applications received and case load.

How long does it take to complete the practicum?

Length of time to complete the practicum depends upon mediator availability, volume of cases referred to the Program and cancellations of mediations by parties. The average time for completion is 6 to 8 months.

SPECIAL NOTE for applicants accepted into the Island Practicum: Your mediations will be scheduled on the Island and your mandatory orientation sessions/practicum meetings will be held in Vancouver.

How to apply?

To apply for the practicum, complete the attached application form and send it to the address provided below, with a copy of your résumé, a passport-size photograph, and a cheque for \$300. **Please make cheque payable to 'BCDRPS'**. Applicants will be informed of their acceptance status soon after they have applied. Offers of acceptance will be awarded based on selection criteria, and on date of application. Qualified applicants on the waiting list will be contacted in order of application date and offered a position in the next class.

What is the cost?

The fee for the practicum is \$2625 (\$2500 plus GST). A deposit of \$300 is required with the application, with the remaining balance of \$2325 due upon acceptance to the Practicum Program. If you are unable to participate in the practicum after being accepted into the Program, a request for a refund must be made in writing no less than seven days prior to the first mandatory orientation session, and there will be a cancellation fee of \$300 charged. Cancellations less than seven days prior to the first mandatory orientation session will be subject to a charge of \$750.

Will completion of the practicum qualify me as a Small Claims Mediator?

For those who are interested in working as a Small Claims Mediator, please note that completion of the Court Mediation Practicum Program does not guarantee qualification as a Small Claims Mediator; acceptance will be based on a number of criteria, including need for additional mediators.

How to obtain further information

If you have questions regarding your training qualifications or would like to receive further information, please contact the Court Mediation Program.



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Protection of Personal Information: The personal information sought by this application form is being collected for the purpose of determining eligibility for the Court Mediation Practicum Program and for administering the Program. The information will not be disclosed to any other person or organization except as authorized by the Personal Information Protection Act. The Society's Personal Information Protection Policy is published on its website at <http://www.courtmediation.com/privacy.php>.

1. NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

WORK PHONE: _____ HOME PHONE: _____

FAX: _____ MOBILE PHONE: _____

E-MAIL: _____

2. Disability/Special Requirements (Please Describe):

3. Practicum program you are applying for:

Lower Mainland Island (Nanaimo & Victoria) Either

4. How did you hear about the practicum? _____

5. *Requirement: 5 days of training in interest-based mediation, including 10 hours of role-playing. Where the 5 days of training is made up of two or more courses in combination, applicants should have completed successive levels of training rather than two courses of introductory level training from two different training institutions. Please list all mediation courses taken, indicate the number of hours of role playing in each course, and attach applicable documents verifying completion of the courses listed below. Please use a separate sheet if additional space is required.*

NAME OF INSTITUTION	COURSE NAME	COURSE NUMBER	NUMBER OF DAYS	DATE COMPLETED	ROLE PLAY HOURS

* NOTE – Courses that meet the prerequisites must be mediation specific – this does not include negotiation, arbitration, or general conflict resolution courses.

- 6. Write a few sentences about why you are applying and what you hope to achieve from the Program:

- 7. **Proof of Liability Insurance.** All mediators will be required to obtain liability insurance prior to participating in the practicum. *If you have insurance*, you may attach a copy of your most recent policy. If you are a member of the Law Society of British Columbia, you may provide a copy of your most recent Certificate of Professional Liability Insurance. *If you do not have insurance at time of application*, you will be required to provide proof of insurance before beginning the practicum.
- 8. Attach your résumé, a passport-size photograph of yourself, and a cheque for \$300 (deposit), **payable to 'BCDRPS'**.
- 9. Applications must be accompanied with a deposit of \$300. If you are accepted into the Program, you will be required to provide a further cheque of \$2,325 (\$2,500 plus GST, less \$300 deposit) and to enter into a Practicum Mediator Contract. If you cannot participate in the practicum after having been accepted into the Program, your request for a refund must be made in writing no less than seven days prior to the first mandatory orientation session, and there will be a \$300 cancellation fee charged. Cancellations less than seven days prior to the first mandatory orientation session will be subject to a cancellation fee of \$750.

SPECIAL NOTE for applicants accepted into the Island Practicum: Your mediations will be scheduled on the Island and your **mandatory** orientation sessions/practicum meetings will be held in Vancouver.

DATED: _____

SIGNED: _____