



# American Academy of ADR Attorneys

## Rules for Board Certification as a Mediator

**Introduction:** Pursuant to Iowa Rule of Professional Conduct 32:7.4(d)(1), the American Academy of ADR Attorneys (AAAA) has been authorized by the Iowa Supreme Court Disciplinary Committee to approve candidates for board certification in mediation. To be considered, a candidate must submit a written application to AAAA demonstrating completion of the following requirements:

**Education:** Each candidate must have completed an approved, 40-hour basic mediation course. The course must furnish at least twenty (20) hours of ADR theory, fifteen (15) hours of mediation practice exercise, and two (2) hours of ADR ethics. Candidates must attach information about the program attended, along with a course syllabus, to the candidate's application for board certification.

**Mediation Experience:** The candidate must have conducted a minimum of twenty-five (25) mediations. These mediations must be listed on the application for board certification. However, to protect the confidentiality of the parties, the mediations may be identified by date, location, parties' initials and/or the names of the attorneys involved.

**Peer Approval:** The candidate must submit a written recommendation from one board certified mediator, and provide letters of recommendation from at least three (3) attorneys or participants who were involved in a mediation conducted by the candidate.

**Bar Admission:** The candidate must submit a letter of good standing from the Supreme Court of the state in which the candidate is admitted to practice law.

**Fee:** Applications for board certification must be accompanied by a payment of \$200, which includes regular membership in AAAA. If a candidate is not approved for board certification, all but \$150 of the fee will be returned.

**Board Approval:** The AAAA Board will consider the candidate's application at its first board meeting following receipt of the candidate's application. Thereafter the Board will notify the candidate of its decision.

**Maintaining Board Certification:** To maintain board certification, each certified mediator must (a) remain in good standing as a lawyer; (b) maintain membership in AAAA; and (3) meet the following requirements every two years:

- (1) Complete fifteen (15) hours of ADR continuing legal education approved by the Board, and
- (2) Submit proof of having conducted at least six (6) mediations.

**Submission of Applications:** Further information and approved application forms for initial board certification and renewals may be obtained from:

**AAAA**  
**200 W 2<sup>nd</sup> Avenue, Suite 1**  
**Indianola, IA 50125**  
**P: 515.442.2451**  
**F: 866.442.6751**  
**E: [aaaa@assocserv.com](mailto:aaaa@assocserv.com)**  
**W: [www.academyofadrattorneys.com](http://www.academyofadrattorneys.com)**