

## Appendix “A” EVIDENCE OF CONTINUAL PROFESSIONAL DEVELOPMENT (CPD)

Please fill out Appendix A according to the below table.

Type of CPD Activity	Activity Code	Claimable Maximum Hours	Definition/Description	Special Provisions
Education and Conferences	C1	20	<ul style="list-style-type: none"> <li>• Participating in formal structured activities such as training seminars and workshops (up to 20 hours).</li> <li>• Attending conferences (up to 10 hours).</li> </ul>	
Structured Peer-Based Reflection	C2	7	Participating in structured peer-based reflection on dispute resolution cases.	
Professional Supervision or Coaching	C3	8	Receiving supervision in relation to practice issues.	
Providing Professional Development	C4	15	Includes: <ul style="list-style-type: none"> <li>• Preparation of presentations on dispute resolution or related topics</li> <li>• Preparing presentations on dispute resolution or related topics – up to 5 hours.</li> <li>• delivering presentations on dispute resolution or related topics</li> <li>• providing professional supervision, assessment, coaching</li> </ul>	Leading Mediators must provide a minimum of 10 hours.

			<p>or mentoring of other RPs or trainees</p> <ul style="list-style-type: none"> <li>• contributions to leadership in the field – up to 5 hours.</li> </ul>	
Related Professional CPD	C5	5	<p>CPD completed to maintain professional licensing or accreditation related to their practice, such as in:</p> <ul style="list-style-type: none"> <li>• law</li> <li>• behavioural or social sciences</li> <li>• another professional field in which they practice</li> </ul>	
Role Playing in dispute resolution Training	C6	4	e.g., in the Certificate of Training, Certificate of Assessment, or other approved AMDRAS-related training provided by an RTP, RSP or RAP.	
Representing Clients in dispute resolution Processes	C7	4	e.g., as part of a lawyer-client relationship or as a support person to a party.	A maximum of 2 hours can be claimed for each separate process.
Self-directed learning	C8	5	<p>Private study, such as:</p> <ul style="list-style-type: none"> <li>• reading</li> <li>• listening to or viewing pre-recorded content such as podcasts</li> <li>• writing articles or books relevant to mediation and that are published in recognised journals or</li> </ul>	

			by recognised publishers.	
Publications and Research Participation	C9	8	<ul style="list-style-type: none"> <li>• Writing articles or other publication types such as blogs, reports, submissions, and the like.</li> <li>• Participation in dispute resolution- related research.</li> </ul>	A maximum of 4 hours can be claimed for any one activity.
Other	C10	5	Other activities as approved by the AMDRAS Board on application by an RAP.	



Total Number of CPD Hours Claimed						

\* The examples can be deleted when completing the form.

Comments:

Signed:

Name:

Date: