

## What is 'Accreditation'?

Accreditation is a quality improvement program that provides official OCLF recognition and endorsement that a professional meets or exceeds, pre-defined standards of excellence. Standards are the foundation of any accreditation program.

## What are the OCLF Advanced Collaborative Professional ('ACP') Designation Requirements for all members...and specifically for Collaborative Financial Professionals?

- A member in good standing of a collaborative practice group within the OCLF;
- The applicant's collaborative practice group is active and meets on a regular basis;
- The applicant practitioner has liability insurance (minimum \$1m);
- The applicant practitioner is subject to oversight and disciplinary measures by its governing professional body;
- A member of one or more of the twelve (12) financial Professional license or designations currently accepted for membership in a collaborative practice group within the OCLF;

## What must be demonstrated to seek accreditation?

### Candidate background, education & experience:

- Their background, education & experience exceeds their professional associations minimum designation requirements; and
- In-depth, broad-based financial knowledge; and
- Financial matters as they related to separation and divorce
  - **Enumerated List**
- Minimum five (5) full days of Collaborative Training (including two (2) full days of interdisciplinary training);
- Minimum five (5) full days of education in financial aspects of divorce which provide a basic understanding of family law in Ontario - **Enumerated List**
- Minimum of forty (40) hours of education consisting:
  - 21 Hours of Domestic Violence training (14 hrs taken within one (1) week AND 7 hours of training concerning CP design and protocols concerning intimate partner violence and power imbalance This training must be done within 2 years of applying for the ACP designation or if done later than two years, one day of DV training as a refresher course and 7 hours of the collaborative Practice DV protocols course. The collaborative component of the DV training must be done by a training team consisting of a Family Professional and collaboratively trained lawyer, who are both actively practicing in collaborative practice or as otherwise approved by the OCLF Board;
  - Remaining 19 of the 40 hours may comprise any of additional collaborative, mediation, advanced interest negotiations/ communications and family dynamics training
- Agrees to adhere to/comply with:
  - Code of Conduct of their Professional Governing Body(ies); and,
  - Adopt/Follow the IACP ethical standards

### **Candidate Experience:**

- **Completed** eight (8) collaborative files (Participation Agreements signed by the Parties) with the files completed within five (5) years preceding the application
- **Accompanied** by three (3) Letters of Reference from Collaborative Colleagues (one of which from the Financial discipline) - (Dispensation provisions if practice group has one or less Financial/Family Professional)

## **What must be demonstrated to maintain accreditation?**

### **Renewal: (Every two (2) years following accreditation)**

- Maintain membership in OCLF member collaborative practice group
- Minimum 24 hours during the two (2) years of which:
  - **At least 7 hours** related to collaborative skills; and
  - **At least 5 hours** related to domestic violence training
  - **Remaining 12 hours** –
    - Mediation, communication skills, family dynamics;
    - **Practice Group Attendance at OCLF Conference;**
    - Educational Activities;
    - **IACP** programs or Annual Forum;
    - Role as **OCLF-approved mentor** (max. 8 hours over 2 years);
    - **OCLF Board or Practice Group Board member** (max 12 hours over 2 years);
    - **Trainor** – credited with double hours (max 12 hours over 2 years)
- **Active Financial Collaborative Practice:** two (2) new collaborative files or at least 15 hours involvement in on-going collaborative file(s)

## **Who is involved in the accreditation process?**

- **There will be an Accreditation Committee;**
- **Authority:**
  - To decide and accept extensive experience, established credibility or other evidence as substitute for training and education requirements/ prerequisite number of cases;
  - Request additional evidence of licensing, education and training;
  - Consider ACP-designated Member's inability to meet the requirements of renewal and make recommendations to waive to the OCLF Board
  - To refuse accreditation despite a candidate meeting technical requirements and offer candidate a meeting to discuss concerns.
- **Yet to be decided:**
  - Composition, member appointment and term;
  - Terms of Reference and Role Profiles;
  - Meeting dates and review timelines;
  - Protocols, Forms and Contact;
  - Secretariat functions
  - Role of website in Application process
  - The application, annual and renewal fees for the designation
  - Complaints concerning ACP-designated members: To the OCLF Practice & Ethics Committee - Disciplinary action/ non-renewal or termination of designation