

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 Lawyers?

- 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 in good standing with the Law Society of Upper Canada (or if the motion to change its name is passed, the Ontario Law Society), with no practice restrictions related to the practice of law.

What must be demonstrated to seek accreditation?

Candidate background, education & experience:

- A minimum of **5 full days** of collaborative training which could include Level 1, Level 2 and Protocols training, of which there must be a minimum of 2 full days of interdisciplinary training;
- Minimum of **forty (40) hours** of training or education, in addition to the 35 hours of basic collaborative training required, which must include:
 - **6 hours on advocacy** in collaborative practice;
 - **21 Hours of Domestic Violence training** 14 hours of which must be taken within 1 week, and 7 hours of the training must pertain to collaborative process design and protocols to take into account Intimate partner violence and power imbalances. 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;
 - The **remaining 13 hours** may comprise any of the following:
 - Additional Collaborative Training
 - Mediation Training
 - Advanced Interest Based Negotiation Training
 - Advanced Communication Skills
 - Family Dynamics or Relations Training
 - Impact of Separation on Children and Families

- 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 a lawyer)

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);
 - **Trainer** – credited with double hours (max 12 hours over 2 years)
- **Active Collaborative Practice: six (6) new** collaborative files (participation agreements signed) or at least 30 hours of involvement in an 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