AMERICAN ACADEMY OF ADR ATTORNEYS

Board Certification Application and Renewal Checklist

Mediators and Arbitrators

Use this checklist to gather your documents before completing the online application. Documents can be uploaded in the application or emailed to the AAAA Administrator.

New Board Certified Mediator

- Documentation of your 40-hour mediation course, including the syllabus
- List of at least 25 mediations you have conducted
- Recommendation from an AAAA Board Certified Mediator
- Three recommendation letters from attorneys or participants in your mediations
- Letter of good standing from your state Supreme Court

New Board Certified Arbitrator

- Documentation of your 16-hour arbitration course (or of a national panel that requires it)
- List of at least 15 arbitrations you have conducted
- Recommendation from an AAAA Board Certified Mediator, Board Certified Arbitrator, or Board member
- Evidence of selection to a reputable, national arbitration panel
- Letter of good standing from your state Supreme Court (not needed if already a Board Certified Mediator)

Annual Renewal (Mediator or Arbitrator)

- Proof of 6 hours of ADR-specific continuing legal education in the past year
- Proof of at least 3 mediations (or, for arbitrators, 3 arbitrations) conducted in the past year
- Current AAAA membership and good standing as a lawyer

Renewals are submitted through the same online application; select the renewal option. Arbitrator renewals begin in 2027.

Fees

$200 one-time certification fee for each credential; $50 for the second credential if you already hold the other. You will receive a payment link after approval.

Approved Certifying Organization

The Office of Professional Regulation of the Supreme Court of Iowa has approved the American Academy of ADR Attorneys as a certifying organization pursuant to Iowa Rule of Court 32:7.2(c). Members it certifies may designate themselves to be specialists in the practice of alternative dispute resolution.

Recognition

Board certified members are listed in AAAA's Board Certification directory and receive an official credential badge and a commemorative plaque.

How to Apply

Complete the online application at this link and upload your supporting documents there, or email them to the AAAA Administrator. Once your application is approved, you will be sent a payment link.

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