AMERICAN ACADEMY OF ADR ATTORNEYS

# Rules for Board Certification as an Arbitrator

Board Certified Arbitrator

To be considered, a candidate must submit a written application to AAAA (the online application) demonstrating completion of the following requirements.

## Education

Each candidate must have completed an approved 16-hour basic arbitration course. Candidates must attach information about the program attended (or provide evidence that the candidate has been selected to serve on a reputable, national arbitration panel that requires such a course for admission).

## Arbitration Experience

The candidate must have conducted a minimum of fifteen (15) arbitrations, listed on the application. To protect the confidentiality of the parties, arbitrations may be identified by date, location, parties' initials and/or the names of the attorneys involved.

## Peer Approval and Panel Service

The candidate must submit a written recommendation from one AAAA Board Certified Mediator, one Board Certified Arbitrator, or one AAAA Board member. Additionally, the candidate must provide evidence of selection to serve on a reputable, national arbitration panel.

## 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. This is not required of those who are already AAAA Board Certified Mediators.

## Fee

A one-time admission fee of $200 ($50 for those who have already paid the fee to become a Board Certified Mediator). Payment is requested after the application is approved.

## Board Approval

The application is subject to AAAA Board approval.

## Maintaining Board Certification

To maintain board certification, each Board Certified Arbitrator must (a) remain in good standing as a lawyer; (b) maintain membership in AAAA; and (c) each year:

- Complete six (6) hours of continuing legal education specific to ADR, and
- Submit proof of having conducted at least three (3) arbitrations.

## 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.

**Questions:** Kathie A. CalkinsKeyes, AAAA Administrator · kcalkinskeyes@gmail.com · +1-520-818-8183