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| **Application to be Accredited or Re-accredited as a Commercial Mediator** |
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| **Please read the notes on** [**our website**](https://www.lawscot.org.uk/members/career-growth/specialisms/accredited-mediators/) **before completion** |
| **PLEASE TYPE OR PRINT WHEN COMPLETING APPLICATION FORM.** |
|  |  |  |  |  |  |  |  |
| 1st Accreditation  | Renewal  |  |  |  |  |  |
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| 1. **Applicant’s Details**
 |  |  |  |  |  |  |
| Full Name |  |
|  |  |  |  |
| Employer/Business name |  |
|  |  |  |  |  |
| Email |  |
|  |  |  |  |
| Address |  |
|  |  | Postcode:  | DX no.  |
|  |  |  |  |  |  |  |  |  |  |  |
| Telephone No: | Mob: | Work:  |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. ID Number
 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. What is your present position (e.g associate, assistant, in-house counsel)?
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| 1. Please provide a brief CV listing qualifications and positions in the last 5 years relevant to this application.
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| 1. Please provide the name and address of two referees to whom you have sent reference checking forms (note these can be sent by email):
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| Name:  | Name: |
| Position: | Position: |
| Firm/Organisation: |  | Firm/Organisation: |  |
| Email: | Email: |
| Address: | Address: |
| **Section 2: Fitness**  |  |  |
| 1. Are you currently or have you ever been the subject of:
 |  |  |
| * 1. Disciplinary action by the Law Society of Scotland (‘the Society’)?
 | Yes/No |  |
|  |  |  |
| * 1. Have you been the subject of a prosecution before the Scottish Solicitors’ Discipline Tribunal?
 | Yes/No |  |
|  |
| * 1. Are you currently or have you ever been the subject of disciplinary action by any other professional body of which you are a member?
 | Yes/No |  |
|  |  |  |  |
| * 1. Any claim in which you have personally been involved under the Master Policy within the last 5 years?
 | Yes/No |  |
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| If you answered ‘yes’ to any of the questions above, please give details below: |  |  |
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| 1. Are there any adverse matters bearing on your fitness to act as an Accredited Mediator of which the Society should be aware?
 | Yes/No |
| If you answered yes to question 7, please give details below:  |
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| **Section 3: Competence and Relevant Experience** |
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| 1. **Commercial Law Mediation:**

Having regard to the [**guidance available on the website**](https://www.lawscot.org.uk/members/career-growth/specialisms/accredited-mediators/) please provide details of experience and training gained by you in the **three years** preceding the date of this application in the Schedule to this application.  |
| 1. Are there any other matters bearing on your competence or relevant experience to act as a Mediator in this area of law which you wish the Panel to consider?
 | Yes/No |
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| If you answered yes, please provide details below: |
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|  |  |
| 1. Please give details of membership of any relevant bodies on which you have served in the last 5 years.
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| 1. In what other areas of practice do you hold specialist accreditation, if any?
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| **4. Declaration** |
| I hereby apply for accreditation in the Mediation specified in this application.I understand that such accreditation will be for a period of not more than three years and will required to be renewed thereafter. I declare that the information contained in this application is a full and true account of the matters referred to in it to the best of my knowledge, information and belief. I understand that any willful omission or mis-statement made in this application is likely to lead to the refusal or withdrawal of an accreditation, and may be treated as professional misconduct by the Society for the purposes of the disciplinary provisions of the Solicitors (Scotland) Act 1980.I declare that I have complied with the special requirements in the guidance notes for applications for accreditation as a specialist in Family or Commercial Mediation.I understand that the Society may, and I grant authority to, seek confirmation from third parties of any matters pertinent to a proper consideration of my application (including the seeking of information from any other professional or similar body of which I am or have been a member).I undertake to notify the Society of any significant change in the information provided in this application whether it arises before or after the grant of any accreditation.I understand that my complaint record will be considered by the Panel.  I understand that although the Society may issue a renewal reminder the primary obligation to reapply rests with me to seek renewal of accreditation no later than 6 weeks before the expiry of my accreditation. |
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| Signed |  |
|  |
| Date |  |
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| GDPR, Data Protection Act 2018. For information about how we use your personal data see our [privacy policy](https://www.lawscot.org.uk/website-terms-and-conditions/privacy-policy/) at [www.lawscot.org.uk](http://www.lawscot.org.uk). Fees and Practice Rules see [www.lawscot.org.uk](http://www.lawscot.org.uk/) |
| Please submit the application form by email to: **specialistaccreditation@lawscot.org.uk****When saving your completed application, please do not enable macros in the document as this will delay email delivery of the completed application.** This application attracts a non-returnable fee of **£260 plus vat (£312).** To arrange to pay by BACS or credit card please contact **specialistaccreditation@lawscot.org.uk** |

# SCHEDULE

1. **Your Training**

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| --- | --- | --- | --- |
| **Date** | **Course Content** | **Course Provider** | **Details if you Presented Paper** |
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1. **Your Experience (including teaching and authorship)**

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| --- | --- | --- | --- |
| **Year Matter** | **Nature of Work** | **Role** | **Why relevant** |
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| **Checklist**  |  |  |
| Before you send your application please check the following:  | Please cross |
| * Have you signed the application form?
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| * Have you included Papers Apart? (see Schedule)
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|  |
| * Have you included your brief CV?
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|  |  |
| * Have you sent out the Reference Request Forms?
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|  |  |
| * Have you organised payment of the fee?
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