

Application for CI Arb Fellowship via the Experienced Practitioner Route (Adjudication Pathway)



Thank you for applying to join the Chartered Institute of Arbitrators (CI Arb). Please complete all sections in BLOCK CAPITAL and return your completed form via email to memberservices@ciarb.org or CI Arb Member Services, CI Arb, 12 Bloomsbury Square, London, WC1A 2LP.

If you have any questions on how to complete this form, or any aspect of becoming a member, please contact our membership team
E: memberservices@ciarb.org or **T:** +44 (0)20 7421 7447.

The Experienced Practitioner Route (EPR)

This scheme provides experienced construction adjudicators a direct entry into CI Arb membership at Fellow level.

Criteria for Experience Practitioner Route (Adjudication Pathway)

Applicants must demonstrate the following:

- A knowledge of law of obligations, evidenced at first degree level or recognised equivalent; or an understanding of law relevant to construction adjudication practice or recognised equivalent.
- A minimum of ten (10) years' experience in construction adjudication (in a lead or sole capacity) and first-hand involvement in settlement agreements, the management of proceedings and attending hearings which has resulted in the publication of decision.
- Experience of writing directions and final adjudication decisions in the capacity of a sole adjudicator or tribunal member.

Application requirements (Mandatory)

To apply, please submit this application form along with:

- A schedule of appointments undertaken in the last ten (10) years with details of your adjudication experience. Please include in which capacity you held the appointment; i.e. counsel, sole adjudicator or tribunal member; the year of the appointment, the case brief, the case value and outcome/decision.
- Two (2) copies of published decisions you have written as a sole adjudicator or member of a tribunal, within the past five (5) years. These must be redacted.

- One (1) copy of an adjudication direction you have written as sole adjudicator or member of a tribunal, within the past five (5) years.
- A current CV/Resume.
- Letters of reference from two (2) CI Arb Fellows who have firsthand experience of you in the role of dispute resolver, party representative or Adjudicator. They may be individuals who have appeared before you whilst acting as a dispute resolver, party representative or adjudicator/tribunal member. Referees must submit their reference on business headed paper or email from a business address, including their business signature. Referees should not come from the same organisation.

List of accepted additional supporting evidence of experience (Non-mandatory)

Candidates may choose to include additional evidence of their experience, from the list of examples below:

- Court Judgment
- Authoritative texts on adjudication
- Contribution to Decision /Determination
- Additional Adjudication Decision / Determination
- Additional Adjudication Direction

Please note

All documents must be submitted in English (or with an English translation)

Proposer and Seconder

References from two (2) Fellows of CI Arb who can verify your experiences.

Please note references must be submitted on business headed paper or email from business email address with business signature.

Proposer name:

CI Arb membership no. or
email address:

Seconder name:

CI Arb membership no. or
email address:

Part B: Eligibility for Fellowship for Adjudicators

Knowledge:

- a) Summarise your knowledge of the law of obligations (contract and tort)
Please submit on a separate sheet mark as Appendix Part B – KA
 - b) Summarise your knowledge of construction adjudication.
Please submit on a separate sheet mark as Appendix Part B – KB
 - c) Summarise your knowledge of the process, practice, and procedure of construction adjudication.
Please submit on a separate sheet mark as Appendix Part B – KC
 - d) Summarise your knowledge of writing of an adjudication decision or determination.
Please submit on a separate sheet mark as Appendix Part B – KD
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Experience:

- a) Please describe your Construction Adjudication experience.
Please submit on a separate sheet mark as Appendix Part B – EA
- b) Please attach a schedule of appointments undertaken in the last ten (10) years with details of your adjudication experience. Please include in which capacity, i.e. counsel, sole adjudicator or tribunal member; the year of the appointment, the case brief, the case value and the outcome/decision.
Please submit on a separate sheet mark as Appendix Part B – EB
- c) Please attach two (2) copies of the decisions, and one (1) adjudication direction you have written as an adjudicator in the past five (5) years. These must be redacted.
Please submit on a separate sheet mark as Appendix Part B – EC
- d) Please give details of any other adjudication experience (e.g. as a court judge handling and hearing substantial commercial or civil disputes involving construction or as an author of authoritative text(s) on construction adjudication.
Please submit on a separate sheet mark as Appendix Part B – ED
- e) Please attach additional evidence of experience. Please refer to the list of additional supporting evidence accepted. This is a non-mandatory requirement.
Please submit on a separate sheet mark as Appendix Part B – EE

Part C: Prior conduct

This information is held in confidence. Applications will be judged on an individual basis. Answering **YES** to any of these questions will not automatically exclude you from membership.

Have you ever been expelled from or disciplined/reprimanded by a regulatory or professional body?

Yes (If yes, please specify details below)

No

Has an application for a bankruptcy order ever been made against you or has a company of which you were a director, ever gone into compulsory or voluntary liquidation on grounds of insolvency?

Yes (If yes, please specify details below)

No

Are there any outstanding judgements against you?

Yes (If yes, please specify details below)

No

Have you ever been convicted of any offence in any court (other than a motoring offence not resulting in disqualification)? Convictions which are spent under the Rehabilitation of Offenders Act 1974 need not be disclosed.

Yes (If yes, please specify details below)

No

If the answer is yes to any question in Part D, please give details here.

Part D: Declarations

I hereby apply for membership of the Chartered Institute of Arbitrators. If admitted, I agree to comply with the Code of Professional and Ethical Conduct, the Royal Charter and Bye-Laws (including Schedules and by any subsequent amendments and/or alterations that may be made) and by regulations made or to be made for carrying them into effect.

I declare that to the best of my knowledge, the information given on this form is correct. I understand and agree that if I make any false statements, submit false information or fail to disclose information requested in this application, I will be subject to disciplinary action to the constitutional documents and code of ethics, as amended from time to time.

On admittance, I request that you issue me a Membership Certificate. I agree that the certificate will remain the property of the Institute and will undertake to return it if I cease to be a member. I understand that I will be required to return my Certificate of membership on cessation of membership (Bye-Law 11.4) and may no longer use the post nominal designatory letters, as only members who have paid their annual subscription are entitled to the Ordinary privileges of members (Bye-Law 9.11 and Regulation 19).

Upon becoming a member of CI Arb I will be allocated to your nearest Branch office which may mean that my data will be transferred outside of the EEA, if my Branch falls outside that area. In accordance with the Data Protection Act 1998, I give consent to CI Arb to process my personal data and where applicable I consent to my data being transferred outside of the EEA in order that my membership records may be properly administered.

Signature: _____

Insert image of signature here

Date: _____

Part E: Data protection

CIArb may use your personal data provided on this form for the purpose of membership administration, sending you publications and other communications, responding to enquiries and investigating complaints, and complying with our regulatory obligations. Once approved as a member you can update your information through your **My CIArb** account at any time. CIArb may share information with our suppliers and our auditors and with your other professional associations (if any). Please note that for individuals based outside the UK, your information will be held in CIArb's main information systems which are located in the UK and may be accessed by CIArb's local branch in your country of residence. CIArb processes information within the UK but may also transfer data outside of the UK as part of its operations and service delivery. For more information please see our privacy notice (<https://www.ciarb.org/media/2161/ciarb-data-privacy-notice-may-2018.pdf>)

CIArb publishes an online public directory of members. Do you consent to your name, country of residence and grade being included?

Yes (If yes, please specify details below)

No

Part F: Administration

Please submit this application, together with all supporting documentation via email to memberservices@ciarb.org.

Once submitted please allow five (5) working days for us to review your application. An invoice will be raised and you will be required to make payment within fourteen (14) working days for us to progress your application to peer review stage. We will provide you with the payment options.

Experience Practitioner Route Application Fee: £240

CIArb Member: On successful completion of EPR, you will be charged the difference between your current member grade and the fellow grade subscription fee, charged pro rata.

Non CIArb Member: You will be charged the one off £90 admission fee for new joiners, in addition to the annual subscription fee, charged pro rata.

* Please see current subscription rates on our website at www.ciarb.org. Please note that all subscription payments should be made in Pound Sterling. For payment in currencies other than Sterling the equivalent of £15.00 must be added to your subscription rate to cover bank charges.

Checklist

Please check to ensure the following have been carried out before the form is sent to CIArb, otherwise it may delay your application:

All sections of this form completed, signed, and dated.

One (1) copy of an Adjudication Direction you have written as a sole adjudicator or tribunal member.

A copy of your CV/Resume.

Copies of relevant certificates and other documentation, labelled with the relevant appendix number (see part B).

A schedule of appointments undertaken in the last ten (10) years as an adjudication practitioner.

References from two (2) CIArb Fellows who can verify your experience. References must be submitted on business headed paper or email from business address with business signature.

Copies of at least two (2) decisions or determinations you have written as a sole adjudicator or tribunal member.