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Application for Member grade membership via Ciarb's Equivalent Practical Knowledge route



The Equivalent Practical Knowledge (EPK) route gives you the opportunity to become a Member grade (MCI Arb) member of Ciarb. Before submitting your application, review the form below carefully.

If you have any questions about how to complete the form, or require guidance on any aspect of Ciarb membership, contact the Membership Services Team at memberservices@ciarb.org or on +44 (0)20 7421 7447.

Application criteria

To be considered for membership via Ciarb's Equivalent Practical Knowledge route, you must meet the following criteria:

- Demonstrate a minimum of five years' direct experience in dispute resolution and participation in at least five cases within a single dispute resolution discipline (arbitration, mediation or adjudication). This experience should reflect substantive involvement in key aspects of the process, including management of proceedings, engagement in settlement discussions, and attendance at hearings, culminating in an award, decision, or settlement agreement. This route is appropriate if you have served in roles such as Lead Counsel, Arbitrator, Mediator or Adjudicator.
- Demonstrate the knowledge required in all areas of the dispute resolution competence framework to support the neutral relevant to the selected pathway. Assessment will focus on three core competence domains: Practice and Procedure, People and Communication, and Outcome. The Ciarb competence framework for Member-level membership is provided in Appendix A for reference.

Application cost

All new membership applications must be accompanied by payment of the first year's subscription fee and a one-off, non-refundable application fee. The application fee is £130 or £75, depending on your country of residence. Ciarb membership is charged on an annual basis. Your first year's subscription fee will be calculated on a pro-rata basis, depending on the date your application is submitted.

[View the membership subscription fees by country.](#)

Application requirements

To apply, complete all sections of this application form and prepare the following documents for upload:

1. CV – your CV must be submitted in PDF format and include:

- Contact information
- Education and qualifications
- Professional experience, including roles, responsibilities, and details demonstrating your involvement in dispute resolution processes
- Records of appointments or engagements that demonstrate first-hand experience in dispute avoidance or dispute management
- List of relevant certifications and professional development
- List of publications and presentations (if applicable)
- Professional affiliations
- Awards and honours

Do not include:

- Assertions about your standing or reputation in the profession
- Details of earnings or income
- Photographs

2. Reference letter

You must submit two reference letters from individuals who can verify your minimum five years of relevant experience. Your referee should:

- Have first-hand knowledge of your involvement in a dispute avoidance or dispute management matter
- Preferably be an arbitrator, mediator or adjudicator
- Provide their contact information (email and telephone number)
- Clearly describe:
 - I. The nature of the ADR matter
 - II. Your role and responsibilities
 - III. Your involvement and contribution
 - IV. The outcome of the case

The reference letter must be written on business-headed paper, addressed to the Head of Membership Services at Ciarb, and submitted in PDF format.

Appendix A – Ciarb competence framework

Arbitration framework for Member

A. Process and Procedure Competences	A1. Plans, manages, and concludes the arbitration procedure in accordance with the applicable procedural rules and principles.	A2. Actively and strategically manages the arbitration procedure from inception to award.	A3. Differentiates between ADR roles and processes and proactively self-manages when switching role or process.
Indicators	<ul style="list-style-type: none"> - Identifies the contractual nature of arbitrator appointment and its range, limitations, and functions. - Identifies the impact on the procedure of the rights, duties, and responsibilities of the parties. - Identifies different ways to initiate arbitration. 	<ul style="list-style-type: none"> - Identifies the impact of institutional and ad hoc rules and legal principles on the management of procedural issues. - Identifies how, and when, active, strategic, procedural choices can be made by the arbitrator. 	<ul style="list-style-type: none"> - Identifies benefits and limitations of arbitration, mediation, and adjudication. - Recognises typical features and responsibilities of arbitrators, mediators, and adjudicators. - Identifies issues to be considered in ADR before and during any switch in role, or process.
B. People and Communication Competences	B1. Enables and enforces an environment of safe, fair, inclusive, and procedure-appropriate interaction.	B2. Actively communicates to enable effective and procedurally compliant participation from all involved.	B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.
Indicators	<ul style="list-style-type: none"> - Identifies practical examples of conflicts of interest and their implications. - Identifies ways to enable and enforce an appropriate environment. - Identifies practical examples of applied cultural awareness and inclusivity. 	<ul style="list-style-type: none"> - Identifies the impact of managing parties using a range of communication skills and styles in arbitration. - Identifies procedurally appropriate use of digital tools and competence. - Identifies the limitations of arbitrator and participant interaction. 	<ul style="list-style-type: none"> - Identifies examples of the impact of the Ciarb ethical and practice standards in practice. - Undertakes to adhere to the Ciarb ethical and practice standards. - Completes a reflective practice exercise.
C. Outcome Competences	C1. Applies understanding of the relevant legal principles and evidence gathering techniques, to develop a view, based on facts, legal principles, and sector-specific insight.	C2. Manages evidence, hearings, procedural and sector expertise tactically to maximise the opportunity for a legally sound and uncontested award.	C3. Structures, writes and evidences awards congruent with relevant rules, principles and ethical standards that withstand scrutiny.
Indicators	<ul style="list-style-type: none"> - Recognises legal principles and identifies how they are applied in arbitration. - Identifies examples of how legal limitations impact on what it is permissible to arbitrate. - Identifies connections between international treaties, national courts, and arbitration. 	<ul style="list-style-type: none"> - Identifies how managing evidence, and information practically impacts on arbitration procedure and on the enforceability of awards. - Identifies examples of the impact of the arbitrator's digital competence on the procedure and outcome. 	<ul style="list-style-type: none"> - Identifies clear, precise language. - Recognises the application of structure, analysis, reasoning, and due process in award writing. - Recognises procedural, substantive and costs issues, and identifies how they may be addressed.

Mediation framework for Member

A. Process and Procedure Competences	A1. Creates and maintains a safe, flexible, and fair process.	A2. Manages the mediation process proactively.	A3. Differentiates between ADR roles and processes and proactively self-manages when switching role or process.
Indicators	<ul style="list-style-type: none"> - Identifies the core principles of mediation including neutrality/multi-partiality, confidentiality, participation, and party ownership of outcomes. - Recognises different forms of mediation and conditions for application. 	<ul style="list-style-type: none"> - Works through the mediation phases in accordance with party needs. - Uses process management of tools including time management, note-taking, and visualisation. - Manages pace and energy in the process. 	<ul style="list-style-type: none"> - Defines arbitration, mediation and adjudication and the neutral role in each accurately. - Recognises key strengths and limitations of the different ADR processes.
B. People and Communication Competences	B1. Creates an environment enabling all participants to engage with the process.	B2. Builds and maintains interaction and communication with all parties throughout the process.	B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.
Indicators	<ul style="list-style-type: none"> - Identifies practical examples of conflict of interest and their implications. - Creates and/or maintains an appropriate mediation environment. - Identifies cultural awareness and inclusion skills required and how they are applied. 	<ul style="list-style-type: none"> - Uses verbal and non-verbal communication and listening skills as appropriate to the mediation phase. - Recognises and responds appropriately to the emotions of self and others. 	<ul style="list-style-type: none"> - Identifies examples of the impact of the Ciarb ethical and practice standards in practice. - Undertakes to adhere to the Ciarb ethical and practice standards. - Completes a reflective practice exercise.
C. Outcome Competences	C1. Facilitates generation of ideas to develop workable, alternative futures.	C2. Enables parties to exchange and test information to identify mutually acceptable outcomes.	C3. Oversees the recording of the mediation outcome in line with the mediation and jurisdictional context.
Indicators	<ul style="list-style-type: none"> - Works with the commercial, personal, and legal issues in mediation. - Recognises the role of the mediator in moving the parties from detail to bigger picture and testing workability. 	<ul style="list-style-type: none"> - Works with different party negotiation styles to facilitate communication and exchange. - Uses the exchange of information and offers in the development and testing of options. 	<ul style="list-style-type: none"> - Identifies the mediator's role in the settlement writing process in typical situations (represented and unrepresented parties). - Recognises key elements in typical mediation agreements and settlements.

Adjudication framework for Member

A. Process and Procedure Competences	A1. Plans, manages, and concludes the adjudication procedure in accordance with the applicable procedural rules and principles.	A2. Actively and efficiently manages the adjudication procedure from inception to decision.	A3. Differentiates between ADR roles and processes and proactively applies this to self-manage when switching role.
Indicators	<ul style="list-style-type: none"> - Identifies the contractual nature of adjudicator appointment, its range, and limitations. - Identifies the rights, duties, and responsibilities of adjudication parties. - Identifies methods to initiate adjudication. 	<ul style="list-style-type: none"> - Identifies procedure relevant rules and laws. - Identifies core elements of an effective procedural timetable and the importance of managing submissions. 	<ul style="list-style-type: none"> - Identifies benefits and limitations of arbitration, mediation, and adjudication. - Identifies features, responsibilities, and risks in the role of arbitrator, mediator, and adjudicator. - Identifies risks and precautions when switching ADR role, or process.
B. People and Communication Competences	B1. Enables and enforces an environment of safe, fair, inclusive, and procedure-appropriate interaction.	B2. Actively communicates to enable effective and procedurally compliant participation from all involved.	B3. Complies with equality, diversity, and inclusion (EDI), ethical and practice standards, and actively engages in reflective practice.
Indicators	<ul style="list-style-type: none"> - Identifies practical examples of conflicts of interest and their implications. - Identifies techniques to enable and enforce an appropriate environment adjudication. - Identifies practical examples of effective application by the adjudicator of cultural awareness and inclusion. 	<ul style="list-style-type: none"> - Identifies how to use a range of communication skills and styles to manage participants. - Identifies procedurally appropriate use of digital tools and competence. - Identifies limitations to adjudicator - participant interaction. 	<ul style="list-style-type: none"> - Identifies examples of the impact of the Ciarb ethical and practice standards in practice. - Undertakes to adhere to ethical and practice standards. - Completes a reflective practice exercise.
C. Outcome Competences	C1. Applies understanding of the relevant legal framework, statutes, and evidence gathering, to develop a view based on facts and legal principles.	C2. Deploys sector expertise appropriately, manages submissions efficiently and evidence fairly.	C3. Structures and writes a decision congruent with relevant rules, legal principles, and ethical standards, which withstand scrutiny.
Indicators	<ul style="list-style-type: none"> - Recognises the law of evidence and natural justice and their relevant to adjudication. - Recognises jurisdictional challenges, their impact and how they can be managed. - Identifies factors and techniques to weigh evidence to reach a reasoned decision. 	<ul style="list-style-type: none"> - Recognises how relevant law and rules may be applied in analysing party submissions. - Identifies how specific expertise may be used to manage, analyse, and evaluate evidence. - Recognises appropriate strategies to manage late submissions 	<ul style="list-style-type: none"> - Recognises clear, determinative language. - Identifies how factual and legal analysis and substantive underlying reasoning are done. - Identifies how substantive, procedural, due process and costs issues are resolved.

Application form for Member membership via the Equivalent Practical Knowledge route

Section A – Applicant details

Full name:

Ciarb ID:

Pathway: ADR Arbitration Mediation Adjudication

Section B – Applicant experience and knowledge submission

Describe your direct experience in dispute management, demonstrating how your work aligns with the Ciarb competence framework indicators that are relevant to your chosen admission pathway.

When providing your examples, ensure that no confidential, sensitive or identifiable case information is included. All descriptions should remain general in nature and should not reference specific parties, organisations, or sensitive details.

Case one

State the year in which the case or matter took place.

Specify the general nature of the dispute (e.g., commercial, construction, employment, financial, real estate, family business, etc.). Keep descriptions broad and do not disclose any confidential or identifying details.

State your professional role in the dispute (e.g., arbitrator, mediator, adjudicator, Lead Case Counsel or Case Counsel). Briefly indicate the scope of your responsibilities.

Provide a concise, non confidential summary of the matter, outlining:

- The general background of the dispute
- Key procedural steps you were involved in
- Your contributions to the dispute avoidance or dispute management process

Ensure that no confidential information, party names, organisational names, or sensitive case details are included.

Summarise the outcome in general terms (e.g. settlement reached, decision issued, award rendered, dispute resolved through mediation) without revealing any confidential or identifying information.

Case two

State the year in which the case or matter took place.

Specify the general nature of the dispute (e.g., commercial, construction, employment, financial, real estate, family business, etc.) without disclosing any confidential or identifying details.

State your professional role in the dispute (e.g., arbitrator, mediator, adjudicator, Lead Case Counsel or Case Counsel). Briefly indicate the scope of your responsibilities.

Provide a concise, non confidential summary of the matter, outlining:

- The general background of the dispute
- Key procedural steps you were involved in
- Your contributions to the dispute avoidance or dispute management process

Ensure that no confidential information, party names, organisational names, or sensitive case details are included.

Summarise the outcome in general terms (e.g. settlement reached, decision issued, award rendered, dispute resolved through mediation) without revealing any confidential or identifying information.

Case three

State the year in which the case or matter took place.

Specify the general nature of the dispute (e.g., commercial, construction, employment, financial, real estate, family business, etc.) without disclosing any confidential or identifying details.

State your professional role in the dispute (e.g., arbitrator, mediator, adjudicator, Lead Case Counsel or Case Counsel). Briefly indicate the scope of your responsibilities.

Provide a concise, non confidential summary of the matter, outlining:

- The general background of the dispute
- Key procedural steps you were involved in
- Your contributions to the dispute avoidance or dispute management process

Ensure that no confidential information, party names, organisational names, or sensitive case details are included.

Summarise the outcome in general terms (e.g., settlement reached, decision issued, award rendered, dispute resolved through mediation) without revealing any confidential or identifying information.

Case four

State the year in which the case or matter took place.

Specify the general nature of the dispute (e.g., commercial, construction, employment, financial, real estate, family business, etc.) without disclosing any confidential or identifying details.

State your professional role in the dispute (e.g., arbitrator, mediator, adjudicator, Lead Case Counsel or Case Counsel). Briefly indicate the scope of your responsibilities.

Provide a concise, non confidential summary of the matter, outlining::

- The general background of the dispute
- Key procedural steps you were involved in
- Your contributions to the dispute avoidance or dispute management process

Ensure that no confidential information, party names, organisational names, or sensitive case details are included.

Summarise the outcome in general terms (e.g., settlement reached, decision issued, award rendered, dispute resolved through mediation) without revealing any confidential or identifying information.

Case five

State the year in which the case or matter took place.

Specify the general nature of the dispute (e.g., commercial, construction, employment, financial, real estate, family business, etc.) without disclosing any confidential or identifying details.

State your professional role in the dispute (e.g., arbitrator, mediator, adjudicator, Lead Case Counsel or Case Counsel). Briefly indicate the scope of your responsibilities.

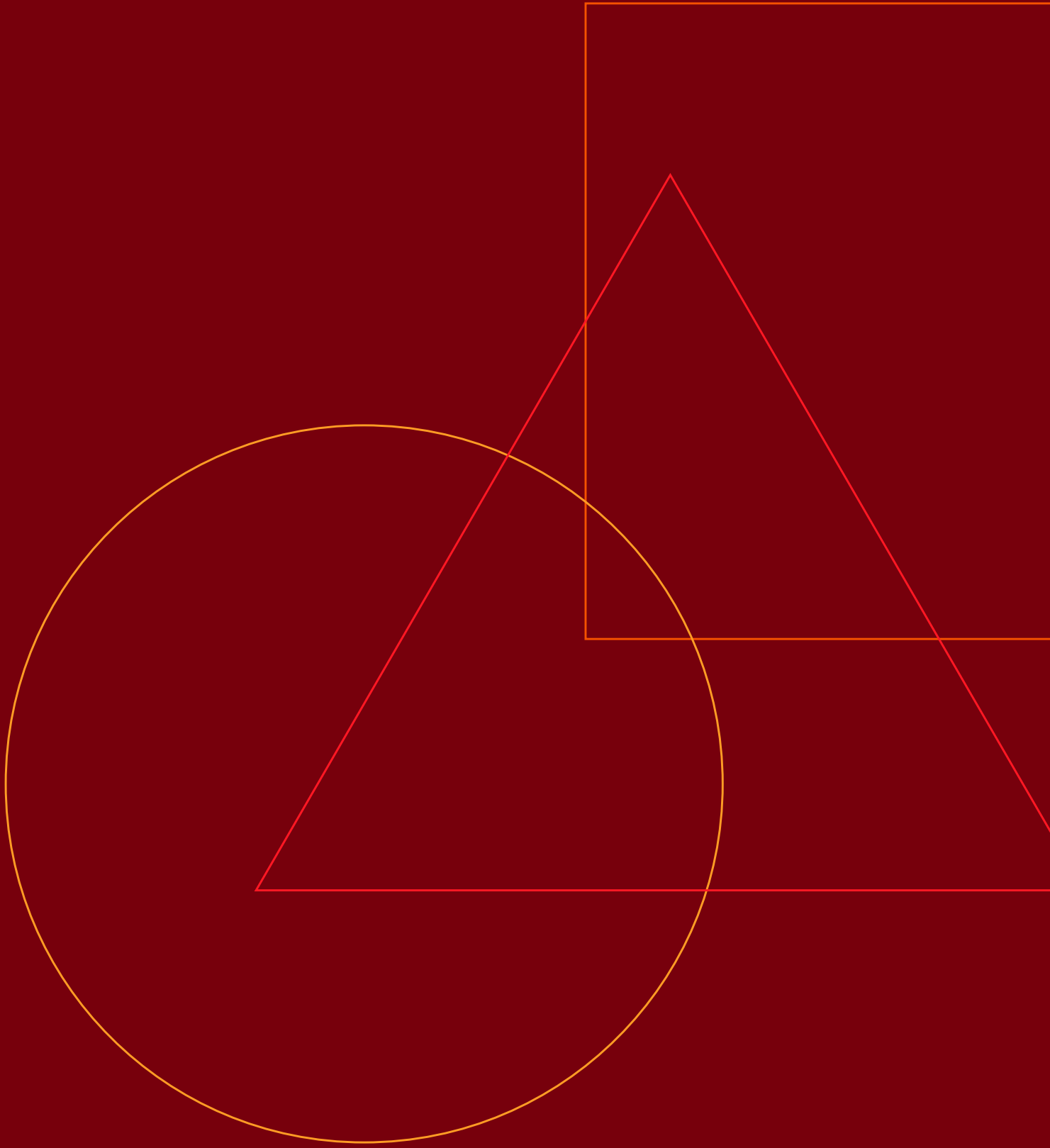
Provide a concise, non confidential summary of the matter, outlining:

- The general background of the dispute
- Key procedural steps you were involved in
- Your contributions to the dispute avoidance or dispute management process

Ensure that no confidential information, party names, organisational names, or sensitive case details are included.

Summarise the outcome in general terms (e.g., settlement reached, decision issued, award rendered, dispute resolved through mediation) without revealing any confidential or identifying information.

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