

07 November 2023

BY EMAIL

[ADR ODR International: Mr Rahim Shamji | Ms Emily Keates
Chartered Institute of Arbitrators (Singapore Branch): CI Arb Secretariat Ms Joanne Tan
Consensus GmbH (Germany): Dr. Andrea Hartmann-Piraudeau | Ms Alexandra Kieffer
Community Mediation Centre: Ms Juliha Bee M Noor | Ms Diana Heng
International Institute of Mediators: Mr P Thiru
Financial Industry Disputes Resolution Centre: Ms Eunice Chua | Mr Ryan Loh
Mediation Training Institute (East Africa): Mr James Mangerere
PracticeForte: Ms Susan Tay
SAGE Mediation: Mr Aloysius Goh | Ms Samantha Lek
Singapore Construction Mediation Centre: Ms Lim Tian Lee
Singapore International Dispute Resolution Academy: Ms Rachel Tan
Singapore International Mediation Centre: Ms Lau Joon-Nie | Mr Siddharth Jha
Singapore Mediation Centre: Ms Emily Ng]

To : All SIMI Partners convening Registered Training Programs

SIMI Admin Circular 1/2023 : Timeline for nomination of RTP graduates for SIMI accreditation

Background

Under SIMI's current accreditation processes, upon successful completion of a Partner's Registered Training Program (RTP), the Partner may apply on behalf of a graduate (of its RTP) for SIMI accreditation.

However, as indicated on [SIMI's website](#), the application must be made **within two (2) years of a person completing and passing the RTP.**

SIMI recently met a graduate of a RTP who informed us he was not told of this 2-year threshold, and inquired whether he could still be accredited as he completed and passed a RTP just over 2 years ago.

Partner's duty to inform graduates of threshold to apply for accreditation

All Partners conducting a Registered Training Program (RTP) must formally inform their graduates about the application process for SIMI accreditation, even as accreditation remains voluntary:

(a) **Application Deadline:** Applicants are required to apply for SIMI accreditation **within two (s) years** of completing and passing a SIMI RTP.

(b) **Annual Fee:** Applicants are required to pay an **annual fee** for their SIMI accreditation. This fee contributes to the **listing and maintenance** of their names on a **publicly accessible register**, where potential mediation users can confirm that they are accredited (and thus professionally trained) mediators.

The fee is **separate** from any fees paid to mediation service providers for being on their panel(s). Non-payment of SIMI's annual fee will lead to deregistration from the register the following year.

This information will help the graduate to make an informed decision on whether to apply for accreditation via the relevant Partner.

Rationale for 2-year threshold

The said threshold was set to discourage too many years from lapsing before a RTP graduate applied for accreditation. This would help to ensure that the graduate's training was not obsolete by the time he/she applies for accreditation.

If you have any questions on this Circular or are approached by your graduate(s) asking for an extension of time to apply for accreditation, please do not hesitate to contact us for a discussion at simi@admin.org.sg.

Alvin Sim
Executive Director

Dated: November 7, 2023