



**ASSOCIATION OF COLLABORATIVE FAMILY SEPARATION PROFESSIONALS  
2026 APPLICATION FORM**

**1. MEMBER INFO:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Profession: \_\_\_\_\_

Insurer: \_\_\_\_\_

Collaborative Team Role (check all that apply):

☐ Child Specialist      ☐ Coach      ☐ Financial Specialist      ☐ Collaborative Lawyer

**2. IACP STANDARDS AND ETHICS**

I have read the International Academy of Collaborative Professionals (IACP) Standards and Ethics and I agree to follow them.

<https://www.collaborativepractice.com/sites/default/files/IACP%20Standards%20and%20Ethics%202018.pdf>

**3. MEMBERSHIP TYPE AND ANNUAL FEE**

I apply to be the following type of member in the Victoria Association of Collaborative Family Separation Professionals (the "Association") and pay the corresponding fee to the Association (check the one that applies):

\_\_\_\_\_ **PARTICIPATING MEMBER, ANNUAL FEE: \$575\***

I confirm that I meet all the IACP requirements and the Association's membership requirements including the relevant Minimum Standards for Collaborative Practitioners as summarized in Schedule "A" Requirements Worksheet for New Members (Schedule "A" Requirements). *If you are a new member, you must provide details of the manner in which you meet the Schedule "A" Requirements on the Worksheet.*

---

APPRENTICE MEMBER, ANNUAL FEE: **\$475\***

I confirm that I do not yet meet the Schedule "A" Requirements but am actively working towards meeting them by intending to participate in the following training this calendar year:

---

---

I will apply to be a Participating Member of the Association as soon as I meet the Schedule "A" Requirements for my relevant Profession.

---

NEW APPRENTICE MEMBER (1<sup>ST</sup> YEAR ONLY), ANNUAL FEE: **\$250\***

I confirm that this is my first year as an apprentice member and I do not yet meet the Schedule "A" Requirements but am actively working towards meeting them by intending to participate in the following training this calendar year:

---

---

**NOTE: \*Participating and Apprentice Members' Annual Fees include IACP membership and CPC membership**

4. **MEMBER COMMITMENTS**

I agree to:

- (a) Pay the Annual Fee for my type of membership.
- (b) If I am a Participating or Apprentice Member,
  - (i) be a member in good standing of the IACP, and for the Association to arrange my IACP membership (**the cost of IACP membership – currently \$145 USD for whole group membership is included in the Association's Annual Member Fee**);
  - (ii) be a member in good standing of the Collaborative Professionals of Canada (CPC), and for the Association to arrange my CPC membership (**the cost of CPC membership – currently \$50 CAD for whole group membership is included in the Association's Annual Member Fee**);
- (c) Actively participate within the Association by:
  - (i) Attending at least 4 of the Association's lunch meetings or trainings held in this calendar year;
  - (ii) Contribute to the vibrancy of the Association by being an ambassador for collaborative family law in the community.

- (d) Support a team approach by engaging in the team roles and referral practices developed by the Association.
  - (e) Use either the Association's, or the BC Collaborative Roster Society's, Participation Agreement(s), without deletion of clauses, except in particular cases where minor amendments to wording is agreed to by counsel, but in any event Lawyers shall always ensure use of a Participation Agreement that:
    - (i) Requires separated spouses to act in good faith, with integrity, and to provide complete financial disclosure; and
    - (ii) Wherein the spouses agree they will not go to court or threaten to go to court.
  - (f) Not sign a Participation Agreement with a professional who is not a member in good standing with either the Association or IACP.
5. I will become familiar with and follow the practice guidelines or procedures developed by the Association, including the Guidelines attached as Schedule "B".
6. I understand that it is an Association expectation that I will make my best efforts to participate in any major training event sponsored by the Association and, in any event, to complete a minimum of twelve (12) hours of continuing professional development in collaborative training and/or mediation training in every three-year period.
7. The Association will return any membership fees received from a prospective or renewing Member if their application does not include an endorsed Application Form confirming their commitments to the Association, or if their application is not approved by the Membership Committee.
8. I acknowledge:
- The Association's Executive reserves the right to deny or terminate membership or any membership request due to failure to comply with the above terms;
  - Only the Association's signing officers may bind the Association, and I will not bind the Association as agent for any contract unless I hold a position as one of the signing officers;
  - The Association will send me emails pertaining to the Association's activities; and
  - Only Participating Members, and Apprentice Members, noting Apprentice Members are actively working to meet the requirements of Participating Members are listed on the Association's website.
9. I agree to receive emails from the Association pertaining to Association business, have my email address and other contact information provided shared with other Association Members, and have my name listed on the Association website so long as I am a Participating Member.

10. There are many areas members can have an impact on the quality of our group by being actively involved and being better connected professionals. **Please volunteer for one of the following Committees for the 2025 membership period by indicating your choice below:**

- ☐ Membership and Protocols Committee
- ☐ Marketing and Website Committee
- ☐ Training Committee
- ☐ Pro Bono Committee

11. In an effort to encourage new members of the Association we are establishing a Bursary that will be used to contribute towards the costs associated with Basic Training for Apprentice Members. Apprentice Members can apply for the Bursary and the CFSP Executive will make decisions based on financial need and contribution to the Association. If you would like to contribute towards the Bursary please indicate an amount below. Please note that we cannot offer tax receipts for any contributions at this time. Any contribution is voluntary. All funds collected for the Bursary will be used exclusively for the Bursary and for no other purpose. Information about who has qualified for the Bursary will be shared with the CFSP Membership.

I will donate \$\_\_\_\_\_ towards the CFSP Bursary.

Signed at Victoria, British Columbia, this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Name of Member – please print

\_\_\_\_\_  
Signature of Member

**Please return this completed form with payment by e-transfer to: [collaborativevictoria@gmail.com](mailto:collaborativevictoria@gmail.com)**

**This Application Form will not be processed unless it is accompanied with an e-transfer for the applicable membership fees. You will be contacted if there are any questions or concerns about your application.**

#### Membership Approval Process

- Association receives completed application and annual fee to [collaborativevictoria@gmail.com](mailto:collaborativevictoria@gmail.com)
- Association Membership Committee confirms membership requirements are met which may include making inquiries of prospective members; once met, Membership Committee approves application
- Members are added to the Membership List
- Members are added to the Association Website

## Schedule "A"

### Requirements Worksheet for New Members (IACP Minimum Standards for Collaborative Practitioners – Excerpt from IACP Standards and Ethics)

#### 2. IACP Minimum Standards for Collaborative Lawyer Practitioners:

□ 2.1 Membership in good standing in the administrative body regulating and governing lawyers in the lawyer's own jurisdiction.

□ 2.2 Completion of an Introductory Collaborative Practice Training or an Introductory Interdisciplinary Collaborative Practice Training that meets the requirements of IACP Minimum Standards for Introductory Collaborative Practice Trainings and Introductory Interdisciplinary Collaborative Practice Trainings. For practitioners who commenced Collaborative Practice prior to January 1, 2015, completion of training that met the requirements of the IACP Minimum Standards for a Collaborative Basic Training then in effect.

**NEW MEMBERS:** *Ensure the course meets the IACP standards. If you are uncertain, please contact the Membership Committee. The JIBC course "Foundations of Collaborative Conflict Resolution" does not meet those standards.*

□ 2.3 At least one thirty-hour training in client centered, facilitative conflict resolution, of the kind typically taught in mediation training (interest-based, narrative or transformative mediation programs).

□ 2.4 In addition to the above, an accumulation or aggregate of fifteen further hours of training in any of the following areas:

- Interest-based negotiation training
- Communication skills training
- Collaborative training beyond minimum fourteen hours of Initial Collaborative training
- Advanced mediation training
- Basic professional coach training

□ 2.5 Completion of at least 14 hours of family violence training, including training on identifying, assessing and managing family violence and power dynamics in relation to dispute resolution process design, provided by the Justice Institute of British Columbia, by the Continuing Legal Education Society of British Columbia or by any other training provider that is recognized as providing high quality training in that field.

#### 3. IACP Minimum Standards for Collaborative Mental Health Practitioners:

□ 3.1 Mental Health professional license in good standing in one of the following:

- LCSW [ Licensed Clinical Social Worker]
- R Psych [Registered Psychologist]
- RSW [ Registered Social Worker]
- C Psych [Chartered Psychologist]
- LMFT [Licensed Marriage and Family Therapist]
- Licensed Psychologist
- RCC [ Registered Clinical Counsellor]
- LEP [ Licensed Educational Psychologist]
- CCC [ Canadian Clinical Counsellor]
- LPC [Licensed Professional Counsellor]

or such other equivalent license in a state, province or country that requires an advanced degree in a recognized clinical mental health field, requires continuing education, and is regulated by a governing body under a code of ethics.

□3.2 Background, education and experience in:

- Family systems theory
- Individual and family life cycle and development
- Assessment of individual and family strengths
- Assessment and challenges of family dynamics in separation and divorce
- Challenges of restructuring families after separation
- For child specialists: expertise in child development, clinical experience with a specialty focus on children and an in-depth understanding of children's unique issues in divorce

□3.3 Completion of an Introductory Collaborative Practice Training or an Introductory Interdisciplinary Collaborative Practice Training that meets the requirements of IACP Minimum Standards for Introductory Collaborative Practice Trainings and Introductory Interdisciplinary Collaborative Practice Trainings. For practitioners who commenced Collaborative Practice prior to January 1, 2015, completion of training that met the requirements of the IACP Minimum Standards for a Collaborative Basic Training then in effect.

**NEW MEMBERS:** *Ensure the course meets the IACP standards. If you are uncertain, please contact the Membership Committee. The JIBC course "Foundations of Collaborative Conflict Resolution" does not meet those standards.*

□3.4 At least one thirty hour training in client centered, facilitative conflict resolution, of the kind typically taught in mediation training (interest-based, narrative or transformative mediation programs).

□3.5 In addition to the above, an accumulation or aggregate of fifteen hours of training in any or all of the following areas:

- Basic professional coach training
- Communication skills training
- Advanced mediation training
- Collaborative training beyond minimum fourteen hours of Initial Collaborative training

□3.6 A minimum of three hours aimed at giving the mental health professional a basic understanding of family law in his/her own jurisdiction.

□3.7 Completion of at least 14 hours of family violence training, including training on identifying, assessing and managing family violence and power dynamics in relation to dispute resolution process design, provided by the Justice Institute of British Columbia, by the Continuing Legal Education Society of British Columbia or by any other training provider that is recognized as providing high quality training in that field.

#### **4. IACP Minimum Standards for Collaborative Financial Practitioners:**

□4.1 Professional license or designation in good standing in one of the following:

- CFP [Certified Financial Planner]
- CMA [Certified Management Accountant]
- CPA [Certified Public Accountant]
- CGA [Certified General Accountant]
- CA [Chartered Accountant]
- ChFC [Chartered Financial Consultant]

or such other equivalent license or designation in a state, province or country that requires a broad-based financial background and continuing education, and that is regulated by a governing body under a code of ethics.

□4.2 Background, education and experience in:

Financial aspects of divorce  
Cash management and spending plans  
Retirement and pension plans  
Income tax  
Investments  
Real estate  
Insurance  
Property division  
Individual and family financial planning concepts

□4.3 Completion of an Introductory Collaborative Practice Training or an Introductory Interdisciplinary Collaborative Practice Training that meets the requirements of IACP Minimum Standards for Introductory Collaborative Practice Trainings and Introductory Interdisciplinary Collaborative Practice Trainings. For practitioners who commenced Collaborative Practice prior to January 1, 2015, completion of training that met the requirements of the IACP Minimum Standards for a Collaborative Basic Training then in effect.

**NEW MEMBERS:** *Ensure the course meets the IACP standards. If you are uncertain, please contact the Membership Committee. The JIBC course "Foundations of Collaborative Conflict Resolution" does not meet those standards.*

4.4 In addition to the above, an accumulation or aggregate of twenty hours of education in the financial fundamentals of divorce giving the financial professional a basic understanding of family law in his/her own jurisdiction, including:

Divorce procedures  
Property - valuation and division  
Pensions and retirement plans  
Budgeting - income and expenses  
Child and spousal support  
Future income projections  
Financial implications of different scenarios for settlement

□4.5 At least one thirty hour training in client centered, facilitative conflict resolution, of the kind typically taught in mediation training (interest-based, narrative or transformative mediation programs).

□4.6 In addition to the above, an accumulation or aggregate of fifteen hours of training in any or all of the following areas:

Communication skills training  
Collaborative training beyond minimum 14 hours of Initial Collaborative training  
Advanced mediation training  
Basic professional coach training

□4.7 Completion of at least 14 hours of family violence training, including training on identifying, assessing and managing family violence and power dynamics in relation to dispute resolution process design, provided by the Justice Institute of British Columbia, by the Continuing Legal Education Society of British Columbia or by any other training provider that is recognized as providing high quality training in that field.

**New Members:** As part of your application please briefly explain (in point form) how you meet the above requirements for your relevant profession. List course names, providers, dates and number of training hours.

---

---

---

---

---

---

---

---

---

---

---

---



## **Schedule "B" - Practice Guidelines (2025) Association of Victoria Collaborative Family Separation Professionals**

Members of the Association of Collaborative Family Separation Professionals comply with the *International Academy of Collaborative Professionals (IACP) Standards and Ethics*, last updated in June 2017 and amended in November 2021, subject to the following:

1. We are a multi-disciplinary group comprised of financial, legal and mental health professionals who work in teams to help family clients resolve issues arising out of their relationship.
2. We structure our teams and process around the reality that separation is an emotional process, not just a process of negotiating a separation agreement with legal and financial stipulations.
3. Our purpose is to assist families to restructure themselves in the way that best preserves and fosters the physical, mental, emotional and financial well-being of all family members, particularly children.
4. In keeping with the *Family Law Act*, where there are children, the children's best interests are kept front and centre throughout the collaborative process as the only consideration in assisting parents with their parenting plan.
5. Clients can enter the collaborative process through many doors: divorce coaches and child specialists are often the first point of contact for people who are newly separated, as are lawyers or financial specialists.
6. At the outset of files mental health professionals are often best placed to determine what type of team support is appropriate for clients.
7. Every family situation is unique, and depending on the needs of the family, the collaborative team may not include a full team (i.e. financial and/or mental health professionals), and professionals may have different levels of involvement.
8. Best practices of the way we work can be found in the following materials (available on our members section of the CFSP website <http://www.collaborativefamilylawgroup.com/>):
  - Overview of the Collaborative Process Protocol (diagram)
  - Collaborative Participation Agreement – tailor as needed for your clients + team
  - Stages of the Process
  - Silicon Valley Training Materials