oacp

SUGGESTED MINIMUM MEMBERSHIP CRITERIA FOR COLLABORATIVE PROFESSIONALS

COLLABORATIVE FAMILY LEGAL PROFESSIONALS

1. Membership in good standing with the Law Society of Ontario. For professionals practicing for less than two years, mentorship is recommended.
2. Qualification as a Barrister and Solicitor or holder of an LL.B. or J.D.
3. Completion of a minimum of 40 hours of collaborative practice training, including interest-based negotiation and collaborative family law skills training.
4. Professional errors and omissions insurance coverage of at least $1 million.
5. Completion of training in intimate partner violence, domestic abuse, and/or power imbalances, with participation in annual or bi-annual training and continuing professional development.
6. Commitment to ongoing learning and professional development through refresher courses, educational events and training, coffee chats, and other learning opportunities.

COLLABORATIVE FINANCIAL PROFESSIONALS

1. Membership in good standing with a recognized financial professional body or association. For professionals practicing for less than two years, mentorship is recommended.
2. One or more of the following professional designations:

Acronym	Full Name	Issuing Body	Notes
CFDS	Chartered Financial Divorce Specialist	Academy of Financial Divorce Specialists (AFDS)	Also recognized by FPSC, ADVOCIS, CIRO, IQPF, CSF & Provincial Insurance Bodies
CFDS-AA	Chartered Financial Divorce Specialist – Advanced Accreditation	Academy of Financial Divorce Specialists (AFDS)	Also recognized by FPSC, ADVOCIS, CIRO, IQPF, CSF & Provincial Insurance Bodies

CDFA	Certified Divorce Financial Analyst	Institute of Divorce Financial Analysts (IDFA)	Requirements allow certification without prior financial credentials; holders should also carry a recognized financial designation
CFP	Certified Financial Planner	FP Canada, Mutual Funds Dealers Association (MFDA), ADVOCIS, Financial Advisors Association of Canada (FAAC)	Grandfathered in, if collaboratively trained
CPA	Chartered Professional Accountant (includes CMA, CA, CGA)	Chartered Professional Accountants Canada	Grandfathered in, if collaboratively trained
Ch.F.C.	Chartered Financial Consultant	The Institute for Advanced Financial Education (IAFE) / ADVOCIS	Grandfathered in, if collaboratively trained
PFP	Personal Financial Planner	Canadian Securities Institute (CSI)	Grandfathered in, if collaboratively trained
CLU	Chartered Life Underwriter	The Institute for Advanced Financial Education (IAFE) / ADVOCIS	Grandfathered in, if collaboratively trained
CBV	Chartered Business Valuator	Canadian Institute of Chartered Business Valuators (CICBV)	Specialist; if collaboratively trained
FCIA	Fellow of the Canadian Institute of Actuaries	Canadian Institute of Actuaries (CIA)	Specialist; if collaboratively trained

3. Completion of a minimum of 40 hours of collaborative practice training, including interest-based negotiation skills and collaborative family law skills training.
4. Completion of a minimum of 16 hours of foundational training in the fundamentals of family law, with a recommendation to complete 40 hours of family law training.
5. Demonstrated competency in preparing and reviewing Net Family Property Statements and performing child and spousal support calculations using

DivorceMate, DivorcePath, or equivalent software, together with a sound understanding of family law, financial matters, taxation, and CRA rules relating to separation and divorce.

6. Professional errors and omissions/liability insurance coverage of at least $1 million.
7. Completion of training in intimate partner violence, domestic abuse, and/or power imbalances, with participation in annual or bi-annual training and continuing professional development.
8. Commitment to ongoing learning and professional development through refresher courses, educational events and training, coffee chats, and other learning opportunities.
9. Financial professionals who are existing members of an OACP-affiliated collaborative practice group as of [*effective date TBD by practice group*] shall be considered grandfathered under the Suggested Minimum Membership Criteria, provided they have completed the required collaborative practice training. Financial professionals seeking membership after this date will be expected to meet the minimum criteria outlined in this document.

COLLABORATIVE FAMILY PROFESSIONALS

1. Membership in good standing with a recognized mental health professional regulatory body and recognition as a mental health professional under applicable Ontario legislation for a minimum of five years, including the Regulated Health Professions Act, 1991, the Regulated Health Professions Statute Law AmendmentAct, 2009, the Social Work and Social Service Work Act, 1998 (s. 26 and O. Reg. 384/00), and the Psychotherapy Act, 2007.
2. A Master's-level education in the professional discipline and/or family mediation training, internship, and accreditation as an AccFM with the OAFM, and/or significant clinical and managerial experience in social services involving children, families, separation, and divorce. This is strongly recommended.
3. A current professional licensure or accreditation and membership in good standing with one of the following professional associations:

Acronym	Full Name	Issuing/Regulatory Body	Notes
MD / FRCPC	Medical Doctor / Fellow of the Royal College of Physicians of Canada (Psychiatrist)	College of Physicians and Surgeons of Ontario (CPSO)	
C.Psych	Registered Psychologist	College of Psychologists of Ontario (CPO)	
RP	Registered Psychotherapist	College of Registered Psychotherapists of Ontario (CRPO)	

RSW / RSSW	Registered Social Worker / Registered Social Service Worker	Ontario College of Social Workers and Social Services Workers (OCSWSSW)	
RMFT	Registered Marriage and Family Therapist	Canadian Association of Marriage and Family Therapy (CAMFT)	Member designation

4. Completion of a minimum of 40 hours of collaborative practice training, including interest-based negotiation skills and collaborative family law skills training.
5. Completion of a minimum of 16 hours of foundational training in the fundamentals of family law, with a recommendation to complete 40 hours of family law training.
6. Professional errors and omissions/liability insurance coverage of at least $1 million.
7. Substantive knowledge and practical skills in family dynamics, family systems and theories, domestic and family violence, abuse and coercive control screening, effective communication, facilitation of multi-party meetings, therapeutic and counselling services, separation and divorce, the ages and stages of children, development of parenting plans, and case/project management.
8. Completion of training in intimate partner violence, domestic abuse, and/or power imbalances, with participation in annual or bi-annual training and continuing professional development.
9. Commitment to ongoing learning and professional development through refresher courses, educational events and training, coffee chats, and other learning opportunities.

“ASSOCIATE” AND “OTHER” MEMBERS

1. Membership at the discretion of the practice group.
2. Completion of 40 hours of Collaborative practice training.
3. Associate and Other members may include, but are not limited to, the following professionals:
    a. Mortgage brokers
    b. Divorce coaches
    c. Real estate agents

PURPOSE AND BACKGROUND

The OACP Practices and Procedures (P&P) Committee has updated the October 2023 version of these criteria to reflect feedback and input received from Collaborative professionals across Ontario.

Consultations were undertaken from February to September 2024, including meetings with the Co-Chairs (lawyers, family professionals, and financial professionals) on February 28 and April 4; family professionals on May 14; financial professionals on June 19 and September 5; as well as ongoing consultations with Board members and members of practice groups. The P&P Committee subsequently continued its review and refinement of the criteria through meetings and discussions held throughout 2025 and 2026.

The criteria are intended to provide a consistent framework for Collaborative professionals across Ontario, while recognizing that individual practice groups may establish additional or more specific requirements based on their membership, structure, and local practices.

Trainers should be familiar with these criteria and are encouraged to consider them when screening prospective participants prior to accepting enrolment in Collaborative training programs.

Historically, practice groups have applied these criteria differently, with some treating them as requirements and others as recommendations. This has resulted in inconsistencies in membership, training, and professional competency expectations across practice groups.

Accordingly, each practice group will determine which criteria are required and which are recommended for its members, while using these criteria as the common provincial framework.