

National Roster of Environmental Dispute Resolution and Consensus Building Professionals

Roster Application Process Frequently Asked Questions

What are the benefits of being a roster member?

The roster is now directly available to anyone interested in locating ECR practitioners via the Internet. Also, being a roster member can increase awareness about the dispute resolution and collaborative problem-solving services that you offer.

- Searchers and referral requestors include representatives of Federal agencies, Tribes, state and local government, environmental/conservation NGOs, industry, academics, general public, and others.
- The U.S. Institute relies on the roster as a primary resource for identifying practitioners when making referrals and when locating neutrals for subcontracting, particularly to implement the enabling legislation, which directs the Institute to use service providers in the geographic area of the dispute to the maximum extent possible.
- EPA Conflict Prevention and Dispute Resolution Center, Regional EPA ADR personnel, and the administrators of the EPA prime contract, DOI Office of Collaborative Action and Dispute Resolution and DOI Dispute Resolution Council use the roster as a resource.
- Networking and teaming opportunities may arise as a direct result of membership.
- You gain the option of inclusion in the roster member “Items of Interest” email, periodic distributions.
- The Profile searchers see includes case details and extensive information about your experience and is taken directly from what you include in your application.
- Your Profile is continually available to you for updating.
- You receive regular reports detailing roster activity, including your referral and online activity statistics, as well as periodic updates.
- Opportunities to provide feedback: directly to the roster manager and anonymously in an annual roster member evaluation survey.

General FAQs About Applying

1. *What is the purpose of the Roster of ECR Practitioners?*

The National Roster of Environmental Dispute Resolution and Consensus Building Professionals was developed from a desire to improve access to qualified professionals for all who are sponsoring or engaging in ECR processes. It streamlines the process of identifying qualified neutrals appropriate for a given environmental dispute by providing a useful tool and centrally located resource from which anyone can systematically identify experienced ECR professionals.

2. *Does being a roster member guarantee that I will receive conflict resolution work?*

No. Being listed on the roster does not guarantee work as a neutral. The decision as to whom to retain as an impartial third party/neutral generally lies with the parties to an issue or dispute.

3. *May I work as an impartial third party/ neutral in environmental disputes involving federal agencies if I am not listed on the roster?*

An individual who wishes to be considered as a neutral in environmental, public lands, and natural resources public policy matters is not required to be listed on the roster. Federal government personnel and parties to environmental or natural resources issues who are seeking the services of neutrals need not limit their search to professionals listed on the roster. Federal agencies are not required to select from the roster and professionals not on the roster remain fully eligible to serve as ECR practitioners in disputes involving federal agencies.

FAQs About the Entry Criteria

1. *How do I qualify?*

Experience as an environmental dispute resolution or consensus building professional is required. Entry criteria for being listed on the roster: 1) served as the principal professional on two to ten environmental cases totaling 200 case hours in aggregate; and 2) accumulated a total of 60 points across three categories relating to case experience, training work, and substantive background. Complete roster [entry criteria](#) are available from the U.S. Institute's website: www.ecr.gov (click Practitioner Referral Services link).

2. *Are Federal employees eligible to apply?*

Federal employees who meet the entry criteria for the roster may be listed. If you are a Federal employee and considering applying to the roster, consult with your agency's ethics officer regarding policies on employment outside of the work place prior to completing the roster application.

3. *How are the entry criteria used?*

The entry criteria are used to provide a fair and consistent basis to place applicants on the roster. The criteria help ensure that practitioners listed on the roster have sufficient experience and knowledge for various environmental cases.

4. *How are applications evaluated?*

Roster applications are scored by computer. The roster manager, who also is responsible for references checks, reviews each application.

5. *What if I don't meet the entry criteria?*

Individuals who do not qualify for listing on the roster may re-apply as their professional experience develops. Individuals who are not included on the roster are in no way barred from work on disputes involving federal agencies. If you are interested in transitioning to the field of ECR, read [Information for Practitioners Interested in a Career in Environmental Conflict Resolution](#), available from the U.S. Institute's website: www.ecr.gov (click Practitioner Referral Services link).

FAQs About the Application

1. *Where do I submit my application?*

Applications must be submitted to the U.S. Institute for Environmental Conflict Resolution. Online applications are submitted electronically. If you complete a hard copy application, mail your application to: The U.S. Institute for Environmental Conflict Resolution, 130 South Scott Avenue, Tucson Arizona, 85701. Please do not fax your application to the Institute.

2. *Must all applications be submitted electronically?*

No. The Institute will accept hard copy applications. However, they will take much longer to process. We encourage you to submit your roster application electronically to expedite scoring and review.

3. *If I don't have enough room in a section of the application, can I add a page?*

No. The information you provide must fit within the established parameters of the roster application form. These parameters were established to provide a consistent level of information about each practitioner listed on the roster. Attachments to your application such as a resume or an additional page will not be considered in the review of your application. However, when parties are considering your profile they can request your resume directly from you.

4. *If my application is accepted, can I update it and if so how frequently?*

Yes, by logging into your application/Profile. You must keep your contact and other information current in order to remain on the roster. Hard copy updates will be accepted but must be formatted in a way consistent with the application. Resumes are not accepted as an update to a roster file.

5. *Will the references I provide be available to parties searching the roster?*

The Institute will not release the names of the references you provide. The Institute uses reference information to verify the information submitted on the roster application. If you wish, you may provide parties with references.

6. *What if I believe the Institute has mistakenly found me ineligible for listing on the roster?*

If you believe a mistake has been made, contact Joan Calcagno, the Institute's roster manager, in writing. State in your letter the basis for your belief that an error has been made. The Institute will review your application and provide a prompt reply. Address correspondence to:

Joan Calcagno, Senior Program Manager
U.S. Institute for Environmental Conflict Resolution
130 South Scott Avenue
Tucson, AZ 85701