

# ADRIC- RICS Canada Adjudicator Training Program and Panel Application Form

**Before completing this form, please read the Criteria to become a Qualified Adjudicator (Q.Adj), and for inclusion on the ADRIC-RICS Canada Construction Adjudicator Panel**

**This information you provide must be up-to-date as it will be used for the purpose of admission onto the Panel and then for future appointments selection**

(When complete, this form is confidential to applicant, ADRIC-RICS, referees and assessors.)

## 1. Personal details

Title:	
Surname:	First name(s):
Date of birth:	Primary Language:
Telephone:	Mobile:
Email:	
ADRIC/RICS Membership number (if applicable):	

## 2. Business details

Name of Firm/Business:	
Firm/Business Address:	
Postal Code:	Province/Territory:
Please indicate below if your firm has other offices from which you would undertake adjudications (You should list here additional offices from which you will be able to charge expenses e.g. travelling to a site visit.)	
Please provide details of any language(s), in which you are fluent (other than your primary language):	

### 3. Professional experience

Please state succinctly the areas of construction activity/professional practice in which you have, in your opinion, a high level of experience. You can elaborate on this in your summary of relevant professional experience – see last item in section 7 below:

### 4. Resume

Please submit with this application form a copy of an up to date resumé which includes the following information:

- Details of professional qualifications including any of the following:
  - University degree, postgraduate qualifications, RICS Diploma in Adjudication, ADRIC designations or any other professional qualifications. Please list all, even if they are not relevant to construction sector;
  - Memberships of a professional organization;
  - Any adjudication training completed in the last 5 years.
- Details of any adjudication panels you are listed upon;
- Full Employment history for the last 15 years, including a brief overview of the scope of your role and responsibilities held;
- Any experience you have as a dispute resolver e.g. an adjudicator, arbitrator, independent expert or party representative.

### 5. Professional qualification

University degree, postgraduate qualifications, RICS Diploma in Adjudication, or any other professional qualifications. Please list all, even if they are not relevant to construction sector.

University/Institution	Exact title of qualification degree / diploma name (e.g. BSc (Hons) in Business Administration )	Started (Date)	Finished (Date)

If you hold membership(s) in a professional organization(s), please provide details below:

Name of organization	Current grade	How was membership achieved (e.g. examination)	Year gained

**Please submit proof of membership (other than ADRIC or RICS) e.g. a membership confirmation letter, a copy of achievement certificate.**

Please provide details of any Adjudication training completed in the last 5 years:

Name of organization	Number of hours	Assessment method (e.g. examination)	Year gained

### 6. Adjudication registers

If you are listed on a list/register of adjudicators maintained by another professional body, please provide details below:

Name of organization	How was registration achieved (e.g. examination)	Year registered

**7. Employment history and career progression**

Please list all employers' details in the last 15 years, starting with the most recent. Please provide a description of your own professional work within the 'brief overview of your scope and responsibilities' section. This section should clearly show your career progression and that you have at least 10 years' post qualification experience in your primary profession.

Current employer	Position held / job title	Date from:	Date to:
Brief overview of the scope of your role and responsibilities:			
Current employer	Position held / job title	Date from:	Date to:
Brief overview of the scope of your role and responsibilities:			
Current employer	Position held / job title	Date from:	Date to:
Brief overview of the scope of your role and responsibilities:			
Current employer	Position held / job title	Date from:	Date to:
Brief overview of the scope of your role and responsibilities:			

**8. Experience as a dispute resolver eg an adjudicator, arbitrator, independent expert or party representative**

What percentage of your work comprises of:

\_\_\_\_\_ % acting as dispute resolver, if so, please specify which capacity?

\_\_\_\_\_ % acting as party representative ?

In the last three years, how many appointments as a dispute resolver have you received?  
Please specify in what capacity:

What percentage of these appointments were received from an appointing body ?

\_\_\_\_\_ %

Please submit with this form a summary of relevant professional experience. In this summary please provide details of your experience of acting as a dispute resolver or party representative in the last three years. Include the year, range of values in dispute, complexity and type of disputes and the capacity in which you were acting.

**9. Skill types**

Please indicate below the specialism(s) and geographical area(s) where you are able to undertake adjudications. Please indicate the skill types where you would be recognised in the market as having a standard of competence and experience above that of a general practitioner in that area. You should be regarded as a specialist and have current active involvement in these areas.

Architects <input type="checkbox"/>	Civil Engineers <input type="checkbox"/>	Lawyers <input type="checkbox"/>	Project Managers <input type="checkbox"/>
Building Surveyors <input type="checkbox"/>	Construction Consultants <input type="checkbox"/>	Material testing/Quality Auditors <input type="checkbox"/>	Quantity Surveyors <input type="checkbox"/>
Chemical Engineers <input type="checkbox"/>	Electrical Engineers <input type="checkbox"/>	Mechanical Engineers <input type="checkbox"/>	Structural Engineers <input type="checkbox"/>
CIOB/Builders <input type="checkbox"/>	Geotechnical Engineers <input type="checkbox"/>	Project Engineers <input type="checkbox"/>	

Other   
Please specify:

### 10. Geographical coverage

Atlantic Region	Central Canada	Prairie Provinces	West Coast	North
Newfoundland and Labrador <input type="checkbox"/>	Quebec <input type="checkbox"/>	Manitoba <input type="checkbox"/>	British Columbia <input type="checkbox"/>	Nunavut <input type="checkbox"/>
Prince Edward Island <input type="checkbox"/>	Ontario <input type="checkbox"/>	Saskatchewan <input type="checkbox"/>		Northwest Territories <input type="checkbox"/>
Nova Scotia <input type="checkbox"/>		Alberta <input type="checkbox"/>		Yukon Territory <input type="checkbox"/>
New Brunswick <input type="checkbox"/>				

Please indicate any cities within the provinces/territories that you have selected where you are **unable** to act:

### 11. Dispute limits

Please indicate the value in dispute that you are confident to adjudicate in relation to all of the skills you have selected (tick all that apply):

Value	Value
\$0 - \$50,000 <input type="checkbox"/>	\$300,001 - \$400,000 <input type="checkbox"/>
\$50,001 - \$100,000 <input type="checkbox"/>	\$400,001 - \$500,000 <input type="checkbox"/>
\$100,001 - \$200,000 <input type="checkbox"/>	\$500,001 - \$1,000,000 <input type="checkbox"/>
\$200,001 - \$300,000 <input type="checkbox"/>	\$1,000,000 + <input type="checkbox"/>

### 12. Continuous professional development (CPD)

Please submit with this form evidence that you have complied with CPD requirements of your principal professional body/bodies in the last three full calendar years and the current calendar year to date.

### 13. Referees

Your application form must include contact details and **signatures** of two referees who can support your application. Your referees must have significant standing in the dispute resolution field (such as solicitors or other adjudicators) but they **cannot be from your firm**. The referees must be able to give an undertaking for all the skills you have selected. If they are not aware of all the skills, please supply a further referee to cover those areas. ADRI-RICS will obtain written references prior to the interview and will forward these to the interview board. The referees will be asked to comment on your standing in the profession, your knowledge, expertise and experience as a dispute resolver e.g. as adjudicator, arbitrator or independent expert or a party representative. A member of the interview panel may speak to the referees prior to the interview. ADRI-RICS also reserves the right to make wider enquiries among your colleagues or clients etc.

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Referee 1	
How do you know the applicant?	
Name:	
Professional qualification (e.g. MRICS/FRICS, solicitor etc.):	
Firm name:	
Address:	
Email:	
Telephone number:	
To the best of my knowledge, I confirm that the information provided by the applicant within this application is correct.	
Referee 1 Signature:	Date:

Referee 2	
How do you know the applicant?	
Name:	
Professional qualification (e.g. MRICS/FRICS, solicitor etc.):	
Firm name:	
Address:	
Email:	
Telephone number:	
To the best of my knowledge, I confirm that the information provided by the applicant within this application is correct.	
Referee 2 Signature:	Date:

#### 14. Additional information

If you have a disability that may affect your interview, please provide further details below. If you require reasonable adjustments to be made to your interview, ADRIC-RICS may need supporting medical evidence. Please note interviews will be conducted in English unless you otherwise specify.

#### 15. Declaration

Please disclose to ADRIC-RICS full details of the following where applicable:

- Any charge or conviction of a criminal offence where the penalty could be imprisonment, unless it is now expunged under the Criminal Records Act.
- Any judicial criticism or comment relating to your professional work, pending disciplinary proceedings or adverse finding made against you by ADRIC or RICS or another regulatory body within the last five years.
- Whether you are an undischarged bankrupt, or within the last five years have been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement).

#### 17. Candidate's checklist

Before submitting this application, please make sure that:

- You have completed all sections of the form
- Both your referees have signed the application form
- You have signed the Declaration
- You have attached your summary of relevant professional experience as stated in the Criteria for Inclusion of Construction Adjudicators on the ADRIC-RICS President's Panel of Construction Adjudicators in Canada.
- You have attached your CPD records as stated in the Criteria for Inclusion of Construction Adjudicators on the ADRIC-RICS President's Panel of Construction Adjudicators in Canada
- You have attached evidence of your membership(s) of a professional organization(s), if applicable.
- You have paid the appropriate fee for the training and assessment program.



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### 18. Candidate Declaration

If at any time ADRIC-RICS discovers that you have failed to disclose any of the above or that you have provided false information, it will have the right to terminate your panel membership with immediate effect.

**I certify that the information provided in this application form is true and accurate to the best of my knowledge.**

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Candidate Signature:

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Date:

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Please return the completed application with the attachments to: [adjudicate@adric.ca](mailto:adjudicate@adric.ca)