



Apply Today

BECOME AN ADJUDICATOR

Join us on a journey of growth and success. Apply now!



MANITOBA PROMPT PAYMENT ADJUDICATION AUTHORITY

ELIGIBILITY REQUIREMENTS

- Min 10 years of relevant experience in construction
- Written agreement to comply with The Act, Regulations and Code of Conduct
- Applicants have not been convicted of an indictable offence in Canada or a comparable offence outside of Canada
- Applicants are not an undischarged bankrupt

WHAT WE'RE LOOKING FOR

- Understanding of contracts, project and payment management, and/or construction law.
- Strong analytical, communication (written and verbal), and decision-making skills.
- Ability to manage tight deadlines and use digital communication tools.
- Experience across sectors of Manitoba's construction industry and familiar with contract law

HOW TO APPLY

- Cover letter (max 3 pages)
 - Identify how you meet all aspects of eligibility
 - Discuss your interest in becoming an adjudicator
 - Describe the importance of Prompt Payment for the construction industry
 - Explain how you will remain impartial for the adjudication process
- Resume detailing employment history referencing Manitoba projects.
- Two reference letters from distinct sectors within the industry

TRAINING & CERTIFICATION TIMELINE

- Adjudication Training – Oct 2025
- Legislative Training – Oct 2025
- Written Determination Workshop – Feb 2026
- Training Fees – \$1000 + GST

FOR MORE INFORMATION AND TO SUBMIT YOUR APPLICATION

visit: mppaa.ca
email: info@mppaa.ca



Duties of an Adjudicator – Manitoba Prompt Payment Adjudication Authority (MPPAA)

Overview:

The Manitoba Prompt Payment Adjudication Authority (MPPAA) is responsible for developing and overseeing the administrative process established for resolving payment disputes in Manitoba’s construction industry under amended *The Builders’ Liens Act (the Act) and the related Regulation (the Regulation)*. Adjudicators will play a key role in ensuring fair, timely, and impartial resolution of disputes between owners, contractors and subcontractors.

Key Responsibilities:

The Act, and Regulations, list the Requirements of Adjudicators under Section 12 of the Regulation as follows:

“12 Every adjudicator must

- (a) comply with the Act, this regulation and the code of conduct;
- (b) successfully complete the training program on a continuing basis;
- (c) pay to the adjudication authority the required fees, costs, or charges for training and assessment as an adjudicator;
- (d) maintain the records required by the adjudication authority and report information about those records to the adjudication authority on its request;
- (e) immediately notify the adjudication authority in writing if the adjudicator ceases to meet the eligibility requirements; and
- f) on the adjudication authority's request and in the time and manner specified by the adjudication authority, provide proof of the adjudicator's eligibility.”

In addition to the Responsibilities listed above adjudicators must:

- **Jurisdiction** – Based on information provided (in applicable Prompt Payment Forms), determine if the dispute falls within the jurisdiction of the Prompt Payment Legislation.
- **Dispute Resolution** – Conduct fair and impartial adjudications of payment disputes within prescribed timelines.
- **Case Management** – Issue directions for conduct of the adjudication, review all forms and documents submitted by the parties, ask necessary questions to ascertain relevant facts and law, conduct hearings (if necessary), and make a timely determination.
- **Compliance with Legislation** – Ensure decisions align with *The Builders’ Liens Act*, Regulation, and industry best practices.
- **Independence & Neutrality** – Operate without bias, ensuring transparency and fairness.
- **Decision-Making** – Issue written determinations based on facts, contract terms, and applicable laws.
- **Confidentiality** – Maintain strict confidentiality of case details and involved parties.

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Estimated Time Requirements:

- **First Two Years:** Low case volume anticipated in 2025 -2026 based on trends in other provinces. Adjudicators may not see an adjudication in the first 2 years.
- **Third Year and Beyond:** Case volume expected to increase as awareness of the prompt payment legislation and adjudication process grows.
- **Time Per Case:** Varies depending on complexity but typically includes 5-10 hours for straightforward cases and up to 20+ hours for more complex disputes, including review of documents, fact finding, hearings, and decision writing.
- **Determination:** Written decision must be issued within 30 days of all parties' documents being received.

Qualifications & Skills:

The Act and Regulation state the requirements for registration as an adjudicator (Section 10(1)):

“10(1) A Person is eligible to be registered as an adjudicator if the person applies to the adjudication authority in accordance with the application process and meets the following requirements:

1. The Person has, in the adjudication authority's opinion, at least 10 years of relevant working experience in the construction industry.
2. The person has successfully completed the training program.
3. The person is not undischarged bankrupt.
4. The person has not been convicted of an indictable offence in Canada or a comparable offence outside of Canada.
5. The person pays to the adjudication authority the required fees that may be charged for training and assessment as an adjudicator.
6. The person agrees in writing to comply with the Act, this regulation and the code of conduct.”

In addition to the above-mentioned requirements, the following is expected:

- Understanding construction contracts, project management, payment procedures, and familiarity with reasonable performance standards in the construction industry, and in some cases, has familiarity with construction law and contract law.
- Strong analytical, critical thinking, and decision-making abilities.
- Excellent written and verbal communication skills.
- Facility in and access to electronic communication equipment, use of virtual meetings, etc.
- Significant experience involving one or more sectors of Manitoba's construction industry.
- Ability to work within tight timelines, to manage and co-ordinate the actions of others.

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Application Process:

Any person that desires to become an adjudicator and considers themselves eligible in accordance to Section 10 (1) must submit the following to the MPPAA:

- Cover letter (three (3) pages max) that addresses:
 - How they believe they meet all aspects of eligibility (both legislative and MPPAA requirements)
 - their interest in becoming a certified adjudicator in Manitoba
 - their understanding of why Prompt Payment legislation is a necessity for Manitoba’s construction industry
 - their ability to remain impartial for the entirety of the adjudication process
- Resume that identifies:
 - Employers over their working career
 - Involvement in key Manitoba projects over their working career
- Two (2) reference letters from individuals not directly aligned with your role in the construction supply chain, attesting to your character – specifically your ability to make unbiased, impartial and well-balanced decisions.
 - Example – If your most recent position was with a General Contractor, appropriate references letters would include letters from a subcontractor and a client. The MPPAA is committed to developing and maintaining a diverse roster of adjudicators. All aspects of diversity within the construction context will be considered during the vetting process.

Selection Process:

- Prior to enrollment in the adjudicator training program, the MPPAA will convene an adjudicator selection committee that will assess the required qualifications and industry experience of the applicant.
- Applicants may be requested to attend an interview with the selection committee during the vetting process.
- The MPPAA selection committee will bring forward the names of recommended candidates to the full MPPAA board for their approval.
- Once selected, the candidates will be notified and will be required to register and pay for the required training.
- Once the training is completed successfully, the MPPAA board will certify the candidate to provide adjudication services to the Manitoba Construction Industry.

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Training & Certification:

Adjudicators must complete MPPAA's training program and meet registration requirements. Training covers:

- Legal framework of prompt payment legislation (Act & Regs).
- Adjudication processes and best practices.
- Ethical guidelines and decision-writing skills.
- A formal **IN-PERSON** training program, estimated to be **three days in length**, is required for all adjudicators. The details of this program are as follows:
 - Legislation pre-test – online, multiple choice
 - complete prior to September 25 2025
 - Adjudication specific training – October 1 2025 – 1 day
 - Legislation specific training – Week of Oct 6 – 2 days (Oct 7 and 9 tentative)
 - Exam based on Adjudication training and Legislation specific training
 - Exam to be taken in the afternoon of the final training (Oct 9)
 - Minimum mark of 75% to obtain certification
 - Certification as a Manitoba Adjudicator to follow the marking of the exam. Marking will be completed by a neutral third party.
 - All certified Adjudicators are encouraged to take an additional day of training associated with writing determinations.
 - Written Determination training (in person) – February 2026
 - All dates listed above are subject to change at the MPPAA Board's discretion.

Certified Adjudicators are expected to acquire and maintain Professional Liability Insurance (min \$1M coverage), at their cost, during their tenure. The MPPAA has arranged for a possible provider for the necessary coverage. Once an Adjudicator is Conditionally certified, information will be provided. The cost will be in the range of \$1200 - \$1800 per year.

Fees

Once notified of acceptance for the Manitoba Adjudication Training Program, candidates will register for all the **in-person** training.

The \$1,000 (plus GST) fees will cover the adjudicator's portion of the following costs (MPPAA is subsidizing a portion of the training fees):

- Legislation pre-test
- All in-person training materials
- Lunch during full day training sessions
- Exams and marking of exams