



Chartered Institute of  
Professional Certifications  
1006 N Rexford Street  
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the EPC Contracts Management and Dispute Resolution program to further enhance my understanding of EPC contracts, dispute resolution, and risk management, and I would like to gain your approval to attend this program. By attending this program, I will gain in-depth knowledge of EPC delivery models across the full project lifecycle, covering Canadian construction law, prompt payment regimes, lien legislation, adjudication processes, and international arbitration frameworks. This expertise is critical for mitigating contractual risks, managing claims effectively, and protecting our organization from costly disputes, enforcement actions, and project delays.

Led by Khalil Mechantaf, a renowned construction law and dispute resolution expert, this program will provide me with expert knowledge across the entire spectrum of EPC contract management, from front-end drafting and negotiation to back-end claims defense and dispute resolution. The program covers critical areas including risk allocation in P3 frameworks, performance guarantees and warranties, scope creep and variation management, delay and quantum claims, holdback and lien perfection, and the interpretation of complex force majeure and liquidated damages clauses. It also explores practical strategies for navigating multi-tier dispute resolution, including adjudication before ODACC, domestic and international arbitration under ICC/LCIA/UNCITRAL rules, and litigation before Canadian courts. Some of the key skills this program will bring include:

- EPC Contract Structuring & Clause Drafting
- Risk Allocation in EPC & P3 Delivery Models
- Change Orders, Delay & Disruption Claim Management
- Prompt Payment, Lien & Holdback Compliance
- Mediation, Adjudication & Arbitration Strategy
- Stakeholder Coordination & Dispute Avoidance Techniques

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be better equipped to manage contractual risk, resolve claims efficiently, and maintain project continuity will contribute to better schedule control, cost certainty, and defensible project documentation. The specialized knowledge gained will also enhance our negotiation position and reduce the likelihood of disputes escalating into costly legal proceedings.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,  
Your Name