

CONSTRUCTION SAFETY COORDINATOR EXAMINATION APPLICATION INSTRUCTIONS

All sections of the application form are **mandatory** (unless non-applicable)

1. AUTOMATIC ELIGIBILITY

Applicants who possess a current Construction Safety Officer (CSO) designation (or equivalent) and can demonstrate 5 years Construction Site Safety experience are automatically eligible to write the national examination. Please note that only CSO designations issued by a provincial/territorial Construction Safety Association qualify for this automatic eligibility.

NOTE: Provincial/Territorial CSO designation qualifies as 3 years of Construction Site Safety experience. Applicants must complete the project list to verify an additional 2 years of Construction Site Safety experience.

2. ELIGIBILITY TO CHALLENGE THE EXAM VIA EXPERIENCE AND EDUCATION

A. Industry Experience

In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; job titles and responsibilities.

It is critical that you provide a clear description of the HSE responsibilities that you have held over the years. Job titles alone do not provide sufficient insight.

Industry Experience: A minimum of 5 years (Canadian) working experience with major responsibility for construction Health Safety and Environment.

Residential Experience: Experience in the residential sector includes all projects that fall under **Part 9** of the National Building Code. This definition recognizes that all single family residences will continue to be excluded regardless of size. All other residential occupancies and projects that fall under **Part 3** of the National Building Code will fall under the ICI sector and will be included for Gold Seal Certification.

Not-for-profit: Employment within not-for-profit organizations, governments, etc., is not eligible for experience credits except in applications for Owner & Project Manager.

B. Related Health, Safety and Environment Designations

If you have a National Professional Safety Designation (i.e. CRSP, CHSC, etc) please provide a copy of the certificate.

If you are Gold Seal Certified in one or more of the certifiable designations, please provide a copy of your Gold Seal Certificate.

C. Formal Education & Training (minimum 25 credit requirement)

Training – Special Industry Courses

Construction HSE related courses will receive 1 credit for every six hours of training. Copies of certificate or course attendance records must be provided. Courses must have been taken within the last 5 years. Duration of courses must also be included.

D. Letter of Recommendation

All applicants **must** provide a letter of recommendation from their current employer stating their position within the company, length of time with the company as well as a brief summary of duties.

Self-Employed: If you have been self-employed for more than 5 years, no letter is required. If you have been self-employed under 5 years, a letter from a client is required and must be included.

