

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.

Homebuilding Experience: Experience in the homebuilding sector is allowable only if the projects involve "multi-story, multi-family, poured-in-place or steel frame structures."

Not-for-profit: Work for not-for-profit organizations, governments, etc., is not eligible for experience credits.

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. Education & Training

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.

PROJECT LIST

Experience must be indicated on a signed and dated project list.

- 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 duties; projects worked on including name, description, contract value, year and contact name.
- For the project information requirements, please provide in your project list a list of the principal projects that you were associated with in each year as a Job Site Manager responsible for health, safety and environmental concerns. The project list provided **must** be used by applicants to list projects. (*Photocopy as needed.*)
- It is critical that you provide a clear description of the HSE responsibilities that you have held over the years. Occupational titles alone do not provide sufficient insight.
- Minimum of one project is required per year.

GENERAL INFORMATION

EXAMS

Proficiency in one of the two official languages is essential when challenging the Gold Seal exams.

EXAM NO SHOW

If an applicant has indicated that he/she will sit for an exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST or HST where applicable. This administrative fee will be waived if the applicant notifies the CCA office in writing at least 10 days prior to the date of the exam that he/she will not be writing.

APPLICATION REVIEW PROCESS

Applications must be submitted to the local/provincial construction association for the preliminary review (a list of local/provincial associations is available on the Gold Seal website). The preliminary review is a recommendation to the National Review Committee; the final approval is at the National level.

APPLICATION FEE PROCESSING

All application fees are processed upon receipt of application. This is no indication that the application has been approved. All fees are refundable should the application be denied.

THE GOLD SEAL CREDIT SYSTEM

In order to qualify for Gold Seal certification as a Construction Safety Coordinator you require a minimum of 100 'credits', allocated on the following basis:

You are automatically eligible to challenge the exam if you possess a Construction Safety Officer certification or equivalent as issued by Provincial/Territorial Construction Safety Association or Provincial Government and can demonstrate a minimum of cinq (5) years direct experience working on a construction site with the responsibility for administering the Health Safety and Environment (HSE) program.

Industry Experience: 10 credits per documented year of Construction Site Safety experience (minimum 5 years = 50 credits).

NOTE: CSO designation issued by a provincial/territorial Construction Safety Association qualifies as 3 years of Construction Site Safety experience.

Related Health, Safety and Environment Designations: (if applicable)

1) National Professional Safety Designations (i.e. CRSP, CHSC, etc)= 20 credits

OR

2) Gold Seal certified in one or more of the other Gold Seal certifiable Designations= 10 credit

***Note:** Experience and education credits received on the first application will not be applicable for credits on any following application

Education & Training: *Candidates must have a minimum of 25 credits, to a maximum of 50 credits in this section.*

Education: (Use 1 Formal Education credit only)

Grade 12:	5 credits
Related Engineering Degree/Diploma:	15 credits
Post-Secondary Occupational Health and Safety Certificate:	20 credits
Post-Secondary Occupational Health and Safety Diploma:	25 credits
Post-Secondary Occupational Health and Safety Degree:	30 credits
CSO Designation	50 credits

Training – Special Industry Courses:

Construction HSE related seminars and education sessions = 1 credit for every 6 hours of training.

(ONLY courses taken within the previous 5 years will receive credit)



**Canadian
Construction
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7
Tel: (613) 236-9455 Fax: (613) 236-9526



GOLD SEAL CERTIFICATION PROGRAM Construction Safety Coordinator Examination Stream Application Form

PERSONAL DATA

Name: _____
(as it will appear on certificate)

Address: _____

Telephone (Home): _____ **(Business):** _____ **(Cellular):** _____

Date of Birth: ____/____/____ **E-mail:** _____
Day Month Year

Most Current Employer: _____ **Telephone:** _____

Position: _____ **Dates employed:** ____/____/____ to ____/____/____
Day Month Year Day Month Year

Responsibilities: *(please attach job description or summary of duties)*

1. AUTOMATIC ELIGIBILITY

CSO (or equivalent) Certificate # _____ Date Issued ____/____/____
Day Month Year

Construction Safety Association Issued by _____

If you meet the automatic eligibility skip sections A, B & C of the application form.

Note all other sections must be completed including the Project List

2. ELIGIBILITY TO CHALLENGE THE EXAM VIA EXPERIENCE AND EDUCATION

A Industry Experience

Industry Experience: Minimum 5 years (Canadian) experience in Designation
10 credits per year (**must** complete project list)

B Related Health, Safety and Environment Designations

I currently hold a National Professional Safety Designation (i.e. CRSP, CHSC, etc)

Designation _____

Issued by _____ Expires ____/____/____
Day Month Year

OR

I hold a Gold Seal Certificate as follows:

Estimator Superintendent Project Manager Owner's – Project Manager

**Note: Experience and education credits received on the first application will not be applicable for credits on any following application.*

C Education & Training

Formal Education:

- Provide Proof of Academic Achievement (*not required for secondary school*)

Level of Education	Name of School & College/City	Program of Study Completed	Duration and Details
<i>High School</i>		General <input type="checkbox"/> Technical <input type="checkbox"/>	Grade completed _____ Year completed _____
<i>Related Engineering Degree/Diploma</i>		Degree <input type="checkbox"/> Diploma <input type="checkbox"/>	# of years _____ Year completed _____
<i>Post-Secondary Occupational Health and Safety Certificate</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Diploma</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Degree</i>			# of years _____ Year completed _____

Training – Special Industry Courses (SIC) (taken within the last 5 years): Attach certificates, transcripts, or other proof of completion. Duration of courses **must** be provided.

	Course Name/Description	Institution/Organization	Year	Duration (hours)
1.				
2.				
3.				
4.				
5.				

D Letter of recommendation from current employer attached.

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.*

E Application fee: \$300 plus G.S.T. or H.S.T. where applicable (British Columbia, New Brunswick, Newfoundland, Nova Scotia, Ontario) per Gold Seal Certificate.

Cheque payable to CCA Visa MasterCard

Card Holder's Name _____ Card # _____
(Please Print)

Expiry Date ____/____/____ Signature _____

Do you require a receipt? Yes No

**Fee may be subject to change. GST/HST Registration #R106844624.*

**The processing of application fees is no indication of application approval. All fees are refunded should the application be denied.*

WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?

Self-enhancement Employer request/demand Improve employment opportunities

Facilitate geographic mobility

OTHER (explain)

Where did you learn about the Gold Seal Program? _____

APPLICATION CHECKLIST

The following documentation must be provided.

- Letter of recommendation from employer
- Project List of industry HSE experience **signed and dated**
- CSO or Provincial/Territorial equivalent
- Educational Diploma/Degree (copies)
- Copies of Special Industry course certificate and duration
- Payment of **\$300 plus GST or HST where applicable** per certificate
- Signed Application (see below)

Signature _____ Date _____

**Please submit application to
your Local or Provincial Construction Association**

GOLD SEAL PROJECT LIST

Please provide a list of the principle projects **for which you had major HSE responsibility** (minimum of one project for each year of experience). *(Please photocopy as required.)*

Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	
Project Name:	Contract/Sub Contract Value \$:
Description:	Year:
Employer:	Designation:
Owner or Prime Contractor:	
Contact name:	Phone No.:
Duties:	

I declare that the information provided is true and correct to the best of my knowledge. This declaration **must** be signed and dated by the applicant.

Signature

Date