

## ACSA Course Equivalency Application Package

If you have Health & Safety certification from a recognized training agency, another provincial safety association, or from another provincial construction safety association, your training “may” qualify for equivalency status. Certification must be dated no more than five (5) years ago.

### HOW DO I APPLY?

Complete and submit all information as outlined on this form to the ACSA Edmonton Office.

- Equivalency Application Form
- Payment of \$100.00 per Equivalency Request
- Course Content Comparison Chart/Gap Analysis (One for each Equivalency Requested)
- Course Materials
- Copy of the Course Certificate and/or Wallet Card

*NOTE: Courses taken from a member of the Canadian Federation of Construction Safety Associations (CFCSA), or from an Alberta Certifying Partner may qualify for fee exemptions.*



# Equivalency Application Form

ONE Course Comparison/Gap Analysis **per course** must be submitted. Ensure applicable payment is attached. **Please print clearly.**

\_\_\_\_\_  
Name Birth Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City Province Postal Code

\_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
**Name of the ACSA Course(s) for which you are requesting Equivalency.**

The following **must** accompany this Equivalency Application Form:

- ACSA Course Comparison Chart/Gap Analysis Form
- Complete copy of your Course materials
- Copy of your training record/transcript from accredited training facility
- Copy of the Course Certificate and/or wallet card.

**A fee of \$100 + GST must be included for each course equivalency request.**

Note: There may be an exemption for courses taken from a member of the Canadian Federation of Construction Safety Associations (CFCSA) or from an Alberta Certifying Partner.

**Method of Payment:**

- Company Cheque Enclosed
- VISA/MC/AMEX Card #: \_\_\_\_\_ EXP: \_\_\_\_\_

CVD #: \_\_\_\_\_ Cardholders's name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**ACSA Course: 2001 Auditor Training Program (3 days)**

**NOTE:** Principles of Health & Safety Management is a mandatory pre-requisite for this course.

You are required to demonstrate competency in the content areas of the ACSA course for which you are requesting equivalency. Complete the course content comparison chart/gap analysis form (below) for submission with your request. Your course materials **must** accompany this chart.

**Name of Course Certified in:** \_\_\_\_\_ **Date Certified:** \_\_\_\_\_

<b>Course Content Includes:</b>	<b>Identify and Describe Comparable Course Content:</b>	<b>Specify Location in Materials:</b>
Rationale for Performing Audits and Types of Audits Available		
Performing Effective Interviews, Communicating the Findings, Preparing Auditor's Executive Summary Report, and Holding Close-out Meeting		

DOI Process Review		
Representative Sampling		
Comment Standards		
Scoring Rules/Guidelines		
Corporate Culture's Effect on HSE		
Legislative and Due Diligence Requirements		
Conducting an Audit following the ACSA Quality Assurance Protocol		

Simulated Audit Workshop		
Explanation of Auditor Certification Requirements		
Exam		

Additional Notes:

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