

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: 3004 Basic Instructional Techniques (2 days)

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:** _____

Course Content Includes:	Identify and Describe Comparable Course Content:	Specify Location in Materials:
Basic Instructional Techniques		
Organizing, Planning, and Developing Effective Training, Mentoring or Facilitating Sessions		
Instructional Techniques (Various Aids and Prompts)		
Basic Mentoring, Teaching and Facilitation Skills		

Public Speaking Skills through Interactive Workshops		
Communicating with the Adult Learner (Adult Learning Styles)		
Principles and Instructor Guidelines		
Dealing with Anxiety		
Presentation Tips		
Use of Audio Visual Equipment		
Lesson Planning		
Writing skills		

