

# CONSULTANT AUDITOR PROGRAM

## APPLICATION PACKAGE

### Application Process

1. Review eligibility requirements
2. Complete the Consultant Auditor Application and send with supporting documentation to cap@youracsa.ca
3. If approved, pay the exam fee, schedule and write exam
4. If successful, the applicant will be added to the ACSA list of approved Consultant Auditors

### Eligibility Requirements

#### Training/Designations

Consultant Auditor applicants must have a combination of

- ACSA NCSO or HSA designation, and
- One of the following certifications
  - Canadian Registered Safety Professional (CRSP)
  - Certified Health and Safety Consultant (CHSC)
  - Certified Health and Safety Management System Auditor (CHSMSA)

#### Experience

Consultant Auditor applicants must have completed at least **three (3) approved** company-wide Certificate of Recognition (COR) audits from an approved Alberta Certifying Partner. At least **one** of those audits must be completed using the **ACSA Audit Tool**.

These **three (3) audits** must have been completed within the **last five (5) years** and applicants must also have a **current ACSA Auditor status**.

#### Documentation

Consultant Auditor applicants must submit the following supporting documentation with their application:

- Copy of certificates (NCSO or HSA, and either a CRSP, CHSC, or CHSMSA)
- If any of the three (3) approved audits are from a Certifying Partner other than the ACSA, include confirmation of approved audit with QA Report

## Exam

Once you are notified of your application approval, you will be sent the exam application, where you will pick your exam date and pay the exam fee.

If you write the Consultant Auditor Program exam but are unsuccessful, you have the opportunity to rewrite the exam. The following are the exam rewrite guidelines.

- If unsuccessful during your first attempt on the exam, you will be required to wait a deferral period of 3 months.
- If unsuccessful during your second attempt on the exam, you will be required to wait a deferral period of 6 months.
- If unsuccessful during your third attempt on the exam, you will be required to wait a deferral period of 12 months.
- Any subsequent writings will be required to wait a deferral period of 12 months.

*Please note: you will be required to pay the exam fee for each registration*

## Breakdown of Fees

Application Fee	\$100 (plus GST)
Exam Fee <i>(if applicable)</i>	\$100 (plus GST)
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<b>Total payable to ACSA</b>	<b>\$200 (plus GST)</b>

## CONSULTANT AUDITOR APPLICATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ACSA Student ID or Date of Birth (*mm/dd/yyyy*): \_\_\_\_\_

Company Name (*if applicable*): \_\_\_\_\_

Personal address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Consultant Auditor Application fee is \$100 (*plus GST*)

### Method of Payment

A Client Services Representative will contact you for payment information. Your exam registration is not complete until payment is received.

Please submit this form with the following:

- Copy of designation certificates
- ACSA eAudit Reference Number(s) (*if available*)
- QA audit report(s) from other Certifying Partners (*if applicable*)