

FREQUENTLY ASKED QUESTIONS

2020 COR AUDITING DURING COVID-19

(valid until Dec. 31, 2020)

How do I request an audit?

All audit requests are to be submitted through the [eAudit System](#). Once your request is approved, we will send the auditor the Documentation Only Audit Tool to use in place of logging into the eAudit System.

How do I complete the COR training requirements?

All COR courses are now available virtually by our Virtual Instructor-Led Training. Please register [online](#) or contact our friendly Client Services department.

Will conducting a documentation only audit maintain my auditor status?

Yes, conducting a documentation only audit will maintain your auditor status for the year.

Note: if you are due for ATP-Recertification (ATP-R), you are required to complete this course before the end of the year. ATP-R is offered through the ACSA's Virtual Instructor-Led Training (VILT); to sign up, [click here](#).

How can my company conduct a documentation only audit? How can I review the documentation?

You can share documentation electronically with your auditor in many ways, including file sharing, emails, screen-sharing, or video-chatting.

Will a documentation only audit maintain my COR? (*Internal COR maintenance audits only*)

Yes, a Doc Only audit will maintain your company's COR for the year. No additional audits will be required to maintain the company's COR.

What type of COR will I achieve for having a documentation audit? (*External COR re-certification audits only*)

If you have already completed your documentation-only re-certification audit or are in the process of requesting or conducting your re-certification audit, your ACSA will convert it to the three (3) year COR option. Employers will be notified of the new three (3) year expiry date. See below for the Eligibility Requirements.

This change is retroactive to March 17, 2020—commencement of the one-year documentation-only audit requirement—and will be in effect until December 31, 2020. For more information, [click here](#).

**ELIGIBILITY: The three (3) year option is NOT available to companies whose COR has lapsed or who have not yet completed at least one three-year COR cycle.*

Will my company still be eligible for WCB/PIR refund for conducting a documentation only audit?

Yes. Documentation only audits will qualify the company for their annual refund from WCB/PIR for the 2020 year.

How do I complete a documentation only audit?

The Documentation Only Audit Tool has been made available in place of the eAudit System. This tool covers the documentation questions from the standard audit tool. You will score the questions and provide validation notes to support your scoring in this tool. You will not need to access the eAudit System.

Please note, the tool only works in Adobe. Please read through the instructions on page 3 of the Documentation Only Audit Tool before proceeding. If you have any questions or issues using the tool, please contact the COR department.

What is the plan for auditing in 2021?

Please [click here](#) for the 2021 Auditing During COVID-19 FAQ.