

# NCSO™

## FREQUENTLY

### ASKED QUESTIONS



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#### How do I submit Standard First Aid and LSE Proficiency?

You can submit your documents by emailing them to [ncso@youracsa.ca](mailto:ncso@youracsa.ca).

#### How many courses need to be completed & do I have to register for them all at once?

There are 11 compulsory courses and 2 elective courses for a total of 13. Our courses are offered on an individual basis. Please note: payment is required at the time of enrollment.

#### How long are the courses?

Each Virtual Instructor-Led Training (vILT) course is 1 to 3 days in length, and runs from 8 a.m. to 4:30 p.m. The online courses vary in length.

#### How long do I have to complete the program?

There is no time frame for completion; however, all course certification must be current and you must meet the current program requirements at the time of application submission for the NCSO™ exam.

#### Is there a particular order in which the courses must be taken?

You may complete the courses in any order, unless prerequisites are required. For example, Principles of Health & Safety Management must be completed prior to the Auditor Training Program and Construction Safety Administration must be completed at the end of your program.

#### What if I have completed a course with another organization?

You will have to complete the equivalency application process. Visit our website for more information.

#### How long does it take to complete the entire program?

It depends on your time, resources and course availability.

#### Do I need to be a Certified Auditor to obtain my NCSO™ designation?

Yes, you must have your qualifying audit completed within the allotted time period and maintained your status.

#### Do all of the courses have to be current (not expired)?

Yes, all courses must be current to sit the NCSO™ exam. If any of your courses are expired, they will have to be retaken.

#### Is LSE proficiency required for NCSO™?

Yes, the LSE proficiency is required to achieve the NCSO™ designation.

#### Does the NCSO™ expire?

Not if you obtained your designation prior to June 30, 2017. However, it is recommended for professional development that you stay current with industry changes and adopt the CFCSA-NCSO™ designation.

If you attained your designation after July 1, 2017, there are maintenance requirements that must be submitted every 3 years to retain the CFCSA-NCSO™ designation.

#### What is the purpose of the new standard?

The added value to the new standard is derived from:

1. Strengthening the NCSO™ designation, making it more

respected and enabling transferability and mobility between provinces.

2. Showing commitment to continual improvement and professional development. Continual improvement is the foundation of health and safety management.
3. Lifelong learning benefits an individual by staying current with changing standards & evolving technology, and benefits the employer by having a more knowledgeable person responsible for health & safety related matters.

#### Are all the provinces aligned in this initiative?

The Canadian Federation of Construction Safety Associations (CFCSA) allows the heads of each provincial construction safety association, and their associates, to meet and discuss their shared interest in promoting awareness of construction health & safety, improve information sharing, and collaborate to produce workplace training resources.

The CFCSA meets annually (at a minimum) and have long had an interest in strengthening the NCSO™ designation, and in making it truly national.

The CFCSA members took a collaborative approach to this new standard with the intent of supporting mobility for NCSO™s across Canada, and sharing in raising the standards to better the program's recognition and acceptance.

CFCSA members signed the new agreement at the 2017 meeting in June, which was hosted by ACSA in Calgary.

#### How will our employers know what the new standard is and why we should meet these requirements?

Those who achieve their CFCSA-NCSO™ status, will have it noted on their transcript and certificate with the updated CFCSA-NCSO™ logo as evidence of completion to show prospective employers.

#### How will provincial or territorial OHS legislation exams be managed?

Each province and territory will have separate exams that will test a person's knowledge of local OHS legislation. These exams will be

written by anyone from outside a jurisdiction who wants to work in another jurisdiction.

For example, if you are an NCSO™ from B.C. who has written and passed the NCSO™ National Exam in B.C., but want to work in Alberta and Saskatchewan you would have to write both the Alberta and Saskatchewan OHS Legislation exams. You would not have to re-write the NCSO™ Exam. In Alberta, you could decide to successfully complete ACSA's OHS Legislation Awareness course instead of writing the NCSO™ exam.

Note: each province reserves the right to add additional requirements in addition to the NCSO™ certificate and legislation awareness to meet their standard.

#### Do I have to complete the required courses in person?

No, the ACSA now offers Virtual Instructor-Led Training (vILT). You are able to complete the program requirements online should you choose.

#### What happens if I do not maintain my CFCSA-NCSO™ Certification, will I have to sit the exam again?

To regain your CFCSA-NCSO™ designation, ensure the following requirements are met:

- Maintain your Standard First Aid
- Maintain your certified auditor status
- Complete at least one course every three-year cycle from ACSA or another Canadian Federation of Construction Safety Association (CFCSA) member. Alternatively, you can attend the ACSA Conference or another HSE-related conference event.

#### Do I have to submit my 3 years construction field experience prior to taking the required training courses?

While it is recommended to first apply and submit your experience for the NCSO™ program it is not required. Courses can be completed at your convenience.

