

NCSO

Application

Requirements

To apply for the NCSO™ designation, applicants must send in their NCSO application form along with proof of a minimum of three (3) years' construction field experience. The participant's application and experience must be emailed to ncso@youracsa.ca using the application form on the next page.

DEFINITION OF CONSTRUCTION FIELD EXPERIENCE

The 'construction field' is defined and established as working directly and actively in construction, or for a construction company on a full-time basis.

'Field experience' is defined as work directly and actively conducted in the construction field, working on a continual basis around heavy equipment and construction hazards.

The measurement of actual construction field experience is determined from applicable references provided, and furthermore based on the percentage of time spent on a weekly average directly in the construction field versus the office.

EXPERIENCE VERIFICATION

There are four (4) ways you can prove your field experience in the construction industry:

1. A copy of your **journeyman construction tradesperson(s) certification** and upgrade where applicable.
2. **Letter(s) from your current or past employer(s)** signed by management. Please note, this must include:
 - Start date and end date of employment (length of combined construction related experience must be 3 years or more)
 - Your job title/position
 - Your job description
 - Percentage of time, based on a weekly average, in the construction field versus in the office
 - Signed by management (current employer cannot sign off on work that was not done under their employment)
 - Contact information for the individual who signed the letter
3. **Letter from your construction trade union** verifying length of membership term and qualifications in your trade, including number of hours logged during tenure
4. Your **personal resume** outlining the criteria below. Please note, this must include:
 - Start date and end date of employment (length of combined construction related experience must be 3 years or more; exclude HSE employment)
 - Your job title/position
 - Your job description
 - Percentage of time, based on a weekly average, in the construction field versus in the office
 - References for each place of employment including contact information

Resources

Reference letter and work experience templates are available in a downloadable zip folder on our website at youracsa.ca/NCSO-HSA

NATIONAL CONSTRUCTION SAFETY OFFICER (NCSO™) 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: _____

Code of Ethics:

The NCSO shall:

1. Practice sound judgment.
2. Recognize professional limitations and competencies.
3. Practice the highest standards of honesty and integrity.
4. Represent themselves, their qualifications, and their experience accurately.
5. Promote and uphold the distinction of the safety profession.
6. Avoid conflicts of interest.
7. Protect confidential information and share only when legally obligated.
8. Respect dignity, diversity, human rights, and employment standards.
9. Continue professional growth and development.
10. Support the efforts of other safety practitioners.

By signing this application form, I acknowledge that I have read, understand, and will comply with the ACSA National Construction Safety Officer Code of Ethics as written above. I realize that any breach of the Code of Ethics could result in a formal review.

Please ensure you include proof of three (3) years' field experience in the construction industry

Signature: _____ Date: _____