

Dear Applicant:

Enclosed is your 'Application for Registration'. When submitting your Application please be sure to include the Application Fee of **\$262.50** (\$250.00, plus GST). You may pay this fee by cheque, money order, Visa or Master Card. *Please note that this is a non-refundable fee for processing your application.*

Your application fee provides for:

- A Comprehensive Application Package
- Administrative Services and Assistance
- A Full Academic Review of Credentials and Experience
- An Upgrading Program if applicable
- An Ethics Exam and Professionalism in Practice Self-Study Module
- Copies of Act, Regulations, Code of Ethics and Practice Guidelines
- A Certificate of Registration

Before completing your Application for Registration, please read carefully the instructions on the Application and the 'Questions and Answers' bulletin. In order to ensure your Application is processed in the most expeditious manner, please ensure that all the requested information is provided and is submitted in the format suggested. The application process normally takes two to three months to complete; most often delays are due to the required documentation not being submitted with your application, or you not returning the declaration of completing the Professionalism in Practice Self-Study Module in a timely fashion.

If you have any questions please feel free to call ASTTBC at 604-585-2788.

FREQUENTLY ASKED QUESTIONS ABOUT THE ASTTBC CONSTRUCTION SAFETY OFFICER CERTIFICATION PROGRAM

Note: We encourage everyone to read the Construction Safety Certification Board Policy (CSCB Policy), posted on the CSO Web page; <http://cso.asttbc.org/documents/CSCBPolicyApproved20130926.pdf>

1. When did ASTTBC begin the Construction Safety certification program?

ASTTBC has been providing the CSO Certification Program since 1997, when the City of Vancouver requested ASTTBC to take over governance and management of a construction safety practitioners certification program.

ASTTBC holds the National Registered Marks of Construction Safety Officer (CSO) and Registered Construction Safety Officer (RCSO). Only safety practitioners certified by ASTTBC are entitled to use the trademark-registered titles of CSO[®] and RCSO[®]

ASTTBC members registered in the CSO Certification Program are in the unique position of having their certifications awarded by a Professional Association which is entirely independent from industry or any outside agency. Mandatory reporting of continuing professional development (CPD) and adherence to the ASTTBC Code of Ethics and Practice Guidelines ensures ASTTBC certified safety officers are held to the highest standard.

ASTTBC Construction Safety Professionals are respected as "Qualified", "Registered" and "Accountable".

2. What are the Requirements to be Certified at various Levels?

There are three levels of certification:

Provisional Construction Safety Officer - CSO(P)

The requirements to be certified as a CSO(P) are:

- Be a Canadian citizen or permanent resident
- Be of good moral character
- Be in good physical and mental health
- To have completed secondary school education or equivalent
- To be competent in English reading, writing, understanding and speaking.
- To complete the ASTTBC application requirements.
- To agree to abide by the ASTTBC Code of Ethics and Practice Guidelines.
- To meet the minimum competency requirements as specified in Appendix 1 of the CSCB Policy.

Construction Safety Officer - CSO

A CSO may retain this certification or may apply for reclassification to RCSO when the following criteria are achieved:

- To have a minimum of 6,000 hours (three-years) of relevant construction experience on one or more construction jobsites or in a high-risk environment.
- A minimum of 2,000 hours (one year) of the required experience is to be in construction safety while registered with ASTTBC as a CSO(P).
- To have complied with the ASTTBC mandatory reporting of Continuing Professional Development Policy.

Registered Construction Safety Officer - RCSO

This is considered the senior construction safety certification within ASTTBC.

- To be an ASTTBC member in good standing with certification as a CSO.
- To have a minimum of two additional years (4,000 hours) of relevant construction safety experience on one or more construction jobsites or in a high-risk safety environment.
- To have complied with the ASTTBC Continuing Professional Development Policy as a CSO.

3. How Do I Apply to Become a Certified Construction Safety Officer?

- Successfully complete an ASTTBC accredited Construction Safety Officer Training Course or equivalent.
- Obtain an ASTTBC Application for Certification - Construction Safety form.
- Complete the application and be sure to include a description of your qualifications and work experience.
- Submit with your application copies of all diplomas, certificates and transcripts of marks.
- Submit a physician's report stating that you are physically and mentally fit to work as a CSO, must accompany the application. Alternatively an Occupational First Aid Level 2 or Level 3 will be accepted in lieu of a medical examination.
- Submit a digital photo to be used on the photo identification card.

4. What if I'm Not Ready for Certification?

If you apply for certification and are evaluated by the CSCB as lacking the training or work experience required for certification you will be advised of the requirements to achieve certification.

6. Who Evaluates Applications for Certification?

The Construction Safety Certification Board (CSCB) has been set up by ASTTBC to establish and maintain certification standards, evaluate applications and offer certification to qualified applicants. The CSCB comprises ASTTBC construction safety members and representatives from industry, educational institutions, regulatory authorities, technical and professional associations.

5. What is Required to Show my Work Experience?

- A detailed description of your work experience in construction or related field including previous experience in construction safety.
- The name of your employer or the firm for whom you worked during that period, the firm's address, phone number and contact name. The Board Reviewer may contact this person to verify information.
- Your position or title and the immediate supervisor you report to (if applicable).
- A list and detail description of the duties and responsibilities (the work you did) in each position.
- Provide a job description prepared by the company if available.

8. Is Experience Considered in Lieu of Formal Training?

The CSCB may grant recognition of non-formal learning for applicants having extensive work experience but lacking formal education or training required for certification. Past practice indicates very few applicants will be considered under this policy. The CSCB encourages applicants to complete an ASTTBC accredited training program.

9. How Long Does it Take to Process an Application?

When all requirements have been met and your application received by ASTTBC it typically requires approximately 2 or 3 months to process. An incomplete application will delay the process.

10. What Happens When I Get Certified?

Once certification has been approved you will receive a letter, member certificate, personal ID card, and other relevant information. Your name will be listed on the ASTTBC Construction Safety website. You will be eligible to receive various benefits available to ASTTBC members as described in question.

11. What if my Application for Certification is not Successful?

You will be advised by letter of the reasons for the decision and requirements to achieve certification.

12. May I Appeal a Decision?

If you are not satisfied with the decision you may appeal in writing within 30 days of the original decision. The Registrar will appoint an Examiner to reconsider your application.

13. How do I Reclassify?

A registrant may apply for reclassification once all conditions of the certification policy are met. There will be fees¹ to cover administrative costs. You will be issued a new ID card, certificate and letter confirming your new classification status.

14. What is Covered by the Application Fee? What is not Covered?

The application fee is non-refundable and must be submitted with your application. The fee is used to offset the cost of processing your application including a review of your qualifications, verifying your work experience with the references you identified and the cost of issuing certificates, identification cards and posting your name in the online registry. The application fee does not include your annual dues to maintain your registration. The Annual renewal fee is pro-rated for the first year so you only pay from the date your certification was approved. Annual renewal of your registration is required. Each year in April, you will receive an invoice for your annual renewal for the period June 1 to May 31.

15. For What Period of Time is my Certification Valid?

Certification is granted on the understanding that you continue to practice in the field and are capable of competently working at the level of certification granted.

Certification is renewed annually. You are required to pay an annual renewal fee. You will receive a current year's decal for your certificate and sticker for your ID card.

The ASTT Act and Regulations (By-laws) and the CSCB Policy require all ASTTBC members to pursue self-directed, continuing professional development (CPD). Failure to meet the minimum requirement for annual CPD may result in withdrawal of certification.

¹ Fees or other prices quoted are subject to change without notice. There is no charge for reclassification from CSO(P) to CSO.

16. What Other Services will be Provided?

In addition to certification each registrant will receive newsletters (at least 2 per year); information on seminars and workshops suitable for CPD and will have access to a number of group benefits such as professional liability and errors and omissions insurance, long term disability and extended health plans, and a wide range of other benefits including discounts to some events, services or products.

17. Any Other Questions?

If you have any other questions regarding the application process please call the ASTTBC Technical Specialists Certification Department at 604-585-2788, Ext. 249

18. Have You Enclosed All Required Information in Your Application Package before Submitting?

- Completed application form
- Two pieces of ID, eg, your Canadian Birth Certificate, Provincial Driver's License, Canadian Passport, or other official ID issued by Canadian government. Permanent Resident Card or relevant document is required for Permanent Residents.
- A copy of your CSO training certificate (see item 7 a and b)
- A copy of your secondary school diploma, or proof of graduation on letterhead as provided by the Provincial Minister, School District of the school from which you graduated or documentation showing how you have achieved the equivalent of secondary school as defined in the CSCB Policy.
- A statement of your work history including name of employer, your position, job duty and time period (month and year) (see item 7 d – h)
- A letter signed by a medical doctor documenting that you are fit to be a CSO. Occupational First Aid Level 2 or 3 (current) will be accepted in lieu of a medical examination.
- Digital passport photo – JPG format. The JPG file name should include your name and taken in the last 6 months (email to jli@asttbc.org).
- Completed Privacy Statement
- The name, designation title and contact information for 4 references as described below.
 - a. A reference should be a person that has good knowledge of your capabilities and work experience.
 - b. Where applicable, one reference should be your current and immediate supervisor and one reference should be a registered professional outside your current place of employment.
 - c. If you are not employed, your previous supervisor could be your reference. References from your work place must be those who worked with you within past 5 years.
 - d. Trainers from CSO training program could be your references but limited to two.

Construction Safety Officer Application for Certification

This information is confidential except as required by law or for internal administrative purposes (for the ASTTBC Privacy Policy, visit www.asttbc.org).

General Information

Name _____
Legal Family Name - required Legal Given Name - required Preferred Name - optional

Address _____ City _____ Prov. _____ Postal Code _____

Phone _____
Home Work Cell

Fax _____ Email _____
Home Work

Birthdate _____ Birthplace _____ Citizenship _____ Canadian Permanent Resident
mm/dd/yy

Include a copy of 2 pieces of identification selected from the following:

- Canadian Passport Provincial Driver's License Other Canadian / Provincial Government Photo Identification
 Canadian Birth Certificate BC Service Card If permanent resident, please include a copy of Permanent Resident Card

Photo Requirement

You must submit a digital or printed passport size photo taken within the past 6 months to be used for your photo ID card.

References

Provide names and addresses or email addresses of four persons who have a good knowledge of your capabilities and work experience. These individuals will be requested to complete a reference questionnaire. Where practical, one reference should be your current and immediate supervisor and one reference should be from a registered professional outside your current place of employment.

Name (include professional designation if applicable)	Address (full mailing incl. postal code OR email and telephone)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Office Use Only

Date received _____ Receipt No. _____

Experience

1. **Describe in detail below**, present position indicating degree of technical competence and extent, if any, to which you are supervised. Please attach a copy of your job description if available. **Do not submit a resume only.**

2. **List, chronologically**, on a separate sheet, each position previously held including name and address of employer(s), position(s) held with appropriate dates (yr/ mo), detailed descriptions of job(s) and immediate supervisor, if applicable.

3. **IMPORTANT! Your current supervisor must sign the current job description you submit (below). If you use a separate sheet of paper, your supervisor must also sign each page.**

Present Employer _____ Date Started _____

Address _____ City _____ Prov. _____ PC _____

Phone _____ Fax _____ Position _____ Date Appointed to Present Position _____

Duties

Supervisor's Signature

I confirm that the description of the above position is a reasonable representation of the applicant's duties and responsibilities. **If self-employed, applicant should sign below.**

Name _____ Signature _____
(Please Print) (Include professional designation if applicable)

Position _____ Date _____

Additional Information

Have you ever been disciplined as a member or licensee of a professional society or association/ organization?

Yes No If 'Yes', please provide details on a separate, sealed letter **addressed to the Registrar marked 'confidential'**.

Do you have a criminal record?

Yes No If 'Yes', please provide details on a separate, sealed letter **addressed to the Registrar marked 'confidential'**.

Affirmation

The information on this form and attached documents is true and correct to the best of my knowledge, and represents my irrevocable consent for ASTTBC to obtain and to release information and records to the certification and registrations process.

I also hereby release any party providing such information and records from liability for such action. If granted registration, I hereby agree to abide by the terms of the ASTT Act, Regulations (bylaws) Code of Ethics, Practice Standards and compliance policies as established from time to time by the Council of ASTTBC.

Signature of Applicant _____ Date _____

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ASTTBC TECHNOLOGY
PROFESSIONALS
QUALIFIED. REGISTERED. ACCOUNTABLE.

Payment (Refer to cover letter for current application fees)

Application will not be processed until payment is received. Your credit card information will be destroyed after the payment is processed.

VISA MasterCard Amex Cheque (payable to ASTTBC)



Card Number _____ Name on the Card _____ Expiry Date _____

PRIVACY STATEMENT...

ASTTBC safeguards all information provided to the Association by applicants and members. This information is confidential except as required by law.

Details that are solely related to determining certification level (eg. Educational qualifications, employment history, references) will be used for internal administrative purposes and assessment of qualifications.

ASTTBC uses contact information to send registrants information that, in our opinion, could be beneficial to a significant portion of the membership (e.g. professional practice, recognition, careers and group services for members). ASTTBC does **not** sell or trade the mailing list of registrants. Information on member services that are offered by third parties is only sent from ASTTBC pre-approved affinity partners and only with prior permission from ASTTBC and is done under terms of strict confidentiality.

ASTTBC posts to our web site registrant information that in past years was published in our annual directory. The publication of at least this minimum of information for all registrants is a requirement of the ASTT Act.

You may choose to opt out of receiving information from ASTTBC, except that information directly relating to your registration. Examples would be your Annual Invoice, Notice of the Annual General Meeting or other information directly relating to your certification and responsibilities under the ASTT Act & Regulations. Opting out may require you to proactively visit www.asttbc.org for other information concerning Association business. In the meantime please indicate your preference to the options listed below.

Please check the appropriate box if you wish to be excluded from receiving the following:

- No 3rd Party Mailings
- No Broadcast Emails
- No E-News (ASTTBC Newsletter)

If you have any questions or concerns, please visit the ASTTBC website at www.asttbc.org or e-mail: privacy@asttbc.org.

I have read and understood ASTTBC's privacy policy and wish to receive all Association correspondence.

Name (In Print) _____

Signature _____ Date _____