



NATIONAL CONSTRUCTION SAFETY OFFICER Experience Letter Criteria

The participant must have a minimum of 3 years construction field experience in order to apply for the NCSO. The participant's experience must be uploaded as a PDF file through the Student Services Portal.

To access the Student Services Portal please go to our website www.youracsa.ca/services.

Definition of construction field experience: a construction worker, supervisor, HSE coordinator, or an individual (labourer or skilled construction tradesperson) who is directly and actively working in the construction field on a full-time basis.

Examples of different ways that you can submit your experience verification:

☐ **A copy of your journeyman construction tradesperson(s) certification and upgrade where applicable, or**

☐ **Letter(s) from your current or past employer(s) signed by management, or**

◦ Must include:

- Start date and end date of employment (length of combined construction related and/or HSE employment must be a total of 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 that signed the letter.

☐ **Letter from your construction trade union verifying length of membership term and qualifications in your trade, or**

☐ **Your personal resume outlining the criteria below,**

◦ Must include:

- Start date and end date of employment (length of combined construction related and/or HSE employment must be a total of 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.
- References for each place of employment listed.

Please note: for the ACSA to accept any experience the participant will need to agree to the NCSO Code of Ethics. This can be done through the NCSO/HSA Tracking System by clicking on NCSO/HSA Registration on the Student Services Portal.

Experience – Company Letter Format (to be submitted on company letterhead)

Date: _____

NCSO/HSA Coordinator
#101 – 225 Parsons Road
Edmonton, AB
T6X 0W6

Subject: Experience Letter for (name of employee)

Dear NCSO/HSA Coordinator;

I am writing to confirm (name of employee)'s employment experience with (company name). (Employee) began with (company name) on (start and end date of employment) as a (job title).

(Name of employee) performed the duties of (list description of duties).

(Name of employee) spent roughly (percentage) in the field, and (percentage) in the office.

If you have any questions or concerns, please feel free to contact me.

Regards,
(Manager/Supervisor's signature)
(Manager/Supervisor's name)
Phone Number:
Email:

Experience - Resume Format

[illegible]