

NCSO EXPERIENCE LETTER CRITERIA

Definition of construction field experience: a construction worker (labourer or skilled construction tradesperson) working directly and actively in a construction field (i.e. residential, commercial, industrial, road building, labourer or tradesperson who constructs pipelines, mobile equipment operations on a construction site); **or**, an individual who is directly and actively responsible for the supervision or safety of the construction worker, whom also works directly and actively in the construction field on a full time basis. **The National Construction Safety Officer (NCSO) program is developed for the building construction industry. The SCSA will inform applicants if their experience does not meet the criteria.**

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

- ◆ A copy of your journeyman construction tradesperson certification (a copy may be submitted in lieu of an experience letter).
- ◆ Letter(s) from your current or past employer(s) signed by management.
- ◆ Letter from your construction trade union verifying length of membership term and qualifications.

Ensure that all components listed are outlined in your experience verification:

- Letter should be on letterhead from the company(s) that you were employed with and signed by management. (If submitting from multiple employers, each employer must write and sign a letter)
- Start date (M/D/YY) and end date (M/D/YY) of employment (length of combined employment must total a minimum of three full time years in the construction field).
- Your job title/position
- Your job description
Refer to “definition of construction field experience” as outlined above and ensure that your job description outlines the information in the definition.
- Percentage of time, based on a weekly average, in the construction field:
Do you work 100% of your duties in the field? **or:** as a supervisor are you 50% field and 50% office? If your time is split between field and office, you can only use your field percentage towards your three years of experience time.
Example: 50% field over one year = 6 months granted towards total field experience

Applications will not be accepted without experience letter(s).