



**Canadian
Construction
Association**

400-75 Albert Street, Ottawa, ON K1P 5E7
Tel: (613) 236-9455 Fax: (613) 236-9526



GOLD SEAL CERTIFICATION PROGRAM Construction Safety Coordinator Application Form

PERSONAL DATA

Name: _____ <small>(as it will appear on certificate)</small>		
Address: _____		
Telephone (Home): _____	(Business): _____	(Cellular): _____
Date of Birth: ____/____/____ <small>Day Month Year</small>	E-mail: _____	
Current Employer: _____	Telephone: _____	
Position: _____	Dates employed: ____/____/____ to ____/____/____ <small>Day Month Year Day Month Year</small>	
HSE Responsibilities: _____		

A Automatic Eligibility

CSO or equivalent certificate # _____
 Issued by _____
(Please enclose a copy of your certificate)

B-1 Industry Experience

Industry Experience: Minimum 3 years in Occupation/Discipline
 10 credits per year (complete project list)

B-2 Eligibility to challenge the exam via experience and education

Related Health, Safety and Environment Designations: I hold a Gold Seal Certificate as follows:

Estimator Superintendent Project Manager Owner's – Project Manager

OR

I currently hold a National Professional Safety Designation (i.e. CRSP, CHSC, etc)

Designation _____

Issued by _____ Expires ____/____/____
Day Month Year

B-3 Education & Training

Formal Education:

Provide Proof of Academic Achievement (*not required for secondary school*)

Level of Education	Name of School & College/City	Program of Study Completed	Duration and Details
<i>High School</i>		General <input type="checkbox"/> Technical <input type="checkbox"/>	Grade completed _____ Year completed _____
<i>Related Engineering Degree/Diploma</i>		Degree <input type="checkbox"/> Diploma <input type="checkbox"/>	# of years _____ Year completed _____
<i>Post-Secondary Occupational Health and Safety Certificate</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Diploma</i>			# of years _____ Year completed _____
<i>Post Secondary Occupational Health and Safety Degree</i>			# of years _____ Year completed _____

Special Industry Courses (taken within the last 5 years) Attach certificates, transcripts, or other proof of completion.

	Course Name/Description	Institution/Organization	Year	Duration (hours)
1.				
2.				
3.				
4.				
5.				

C Letter of recommendation from current employer attached.

D Application fee: \$300 plus G.S.T. or H.S.T. where applicable per Gold Seal Certificate.

Cheque payable to CCA Visa MasterCard

Card Holder's Name _____ Card # _____
(Please Print)

Expiry Date ____/____/____ Signature _____

Do you require a receipt? Yes No

Fee may be subject to change. GST Registration #R106844624. All fees are refunded should the application be denied.

E
Signature _____ Date _____

WHY ARE YOU SEEKING GOLD SEAL CERTIFICATION?

Self-enhancement Employer request/demand Improve employment opportunities

Facilitate geographic mobility

OTHER (explain)

Where did you learn about the Gold Seal Program? _____

APPLICATION CHECKLIST

Did you provide the following required documents?

- Letter of recommendation/endorsement from employer
- Project List of industry HSE experience signed and dated
- CSO or Provincial/Territorial equivalent
- Educational Diploma/Degree (copy)
- Special Industry course certificate or description (copy)
- Payment of **\$300 plus GST or HST where applicable**

**Please submit application to
your Local or Provincial Construction Association**

GOLD SEAL PROJECT LIST

Please provide a list of the principle projects **for which you had major HSE responsibility** (at least one project for each year of experience being sought). *(Please photocopy as required.)*

Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:
Project Name:	Contract Value \$:
Description:	Year:
Employer:	Occupation Title:
Owner/Prime Contractor:	
Refer to:	Phone No.:

I declare that the information provided is true and correct to the best of my knowledge.

Signature _____

Date _____

A AUTOMATIC ELIGIBILITY

Automatic Eligibility to challenge the Gold Seal Exam is granted to applicants who possess a current Construction Safety Officer designation or equivalent as issued by a Provincial/Territorial Construction Safety Association or Provincial Government. (Please note that this includes a minimum of three (3) years direct experience working on a construction site with responsibility for administering the Health Safety and Environment (HSE) program.)

(A letter of authenticity is required where a CSO certificate is not available)

B-1 INDUSTRY EXPERIENCE

- **Industry Experience:** A minimum of 3 years working experience (Canadian) with major responsibility for construction Health Safety and Environment.
- **Homebuilding Experience:** Experience in the homebuilding sector is allowable only if the projects involve "multi-story, multi-family, poured-in-place or steel frame structures."
- **Not-for-profit:** Work for not-for-profit organizations, governments, etc., is not eligible for experience credits.

B-2 ELIGIBILITY TO CHALLENGE THE EXAM VIA EXPERIENCE AND EDUCATION

In order for the Gold Seal Review Committee to approve your industry experience, it is important that you provide a project list giving brief details of your work history; names, addresses and phone numbers of all employers; job titles and responsibilities.

It is critical that you provide a clear description of the HSE responsibilities that you have held over the years. Job titles alone do not provide sufficient insight.

B-3 FORMAL EDUCATION & SPECIAL INDUSTRY COURSES

Construction HSE related courses accredited by a Provincial Construction Safety Association, for which candidates will receive 1 credit for every six hours of training.

PROJECT LIST

Experience must be indicated in a signed and dated project list.

- For the project information requirements, please provide in your project list a list of the principal projects that you were associated with in each year as a Job Site Manager responsible for health, safety and environmental concerns. A sample project sheet is provided which may be used by applicants to list projects. *(Photocopy as needed.)*
- **It is critical that you provide a clear description of the HSE responsibilities** that you have held over the years. Job titles alone do not provide sufficient insight.
- Only one project is required per year.

EXAM NO-SHOW

If an applicant has indicated that he/she will sit for an exam and fails to show up to write, they will be charged an administrative fee of \$50.00 + GST or HST where applicable. This administrative fee will be waived if the applicant notifies the CCA office in writing at least 10 days prior to the date of the exam that he/she will not be writing.

The Gold Seal Credit System

In order to qualify for Gold Seal certification as a Construction Safety Coordinator you require a minimum of 100 'credits' allocated on the following basis:

You are automatically eligible to challenge the exam if you possess a Construction Safety Officer certification or equivalent as issued by Provincial/Territorial Construction Safety Association or Provincial Government **and** can demonstrate a minimum of three (3) years direct experience working on a construction site with the responsibility for administering the Health Safety and Environment (HSE) program.

1. Industry Experience: 10 credits per year, minimum 5 years, or 50 credits.

PLUS points from one or more of the following:

2. Related Health, Safety and Environment Designations:

A) National Professional Safety Designations (i.e. CRSP, CHSC, etc): 20 credits

OR

B) Gold Seal certified in one or more of the other Gold Seal certifiable occupations: 10 credits

3. Education: *(Use 1 Formal Education credit only)*

Candidates must have a minimum of 25 credits, to a maximum of 50 credits in this section.

Grade 12: 5 credits

Related Engineering Degree/Diploma: 15 credits

Post-Secondary Occupational Health and Safety Certificate: 20 credits

Post-Secondary Occupational Health and Safety Diploma: 25 credits

Post-Secondary Occupational Health and Safety Degree: 30 credits

Special Industry Courses: (Taken within the previous 5 years)

Construction HSE related seminars and education sessions accredited by a Provincial Construction Safety Association: 1 credit for every 6 hours of training.