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:**
Any method of submission must verify a minimum of three years field experience in the construction industry. The three years experience must be within the last ten years – NO EXCEPTIONS.

- A copy of your journeyman construction tradesperson certification (a copy is required along with the necessary experience letter(s)).
- 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).