SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION

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

At least two out of the three required year of field level construction experience must have been in Canada. Up to one year of international experience may be accepted if it can be verified through a letter from the employer that includes a list of projects, the applicant's role on each project, and the amount of time spent on site. Include full contact information for the person writing the international experience letter.

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