

## **APPLICATION REQUIREMENTS**

### **Proof of Legal Name**

Applicants for Society membership must submit an original or certified copy of their birth certificate and any legal name change documents (e.g. marriage certificate). To have a copy of your original document certified, you may provide the original document to a notary public or to a member of an approved Parent Association and ask that the person make a photocopy of the original, write the words "True Copy of Original" on the photocopy, sign and date the photocopy.

### **Confirmation of Parent Association Membership and Academic Background**

Applicants must meet item (1) of the Eligibility Criteria at the time of registration. Applicants must send a Confirmation Request Form to each of the Parent Associations of which they are a member and ensure that their Parent Associations return their completed forms directly to the Society. Completed Confirmation Request Forms will not be accepted by the Society, unless received directly from the Parent Associations. Forms may be sent and returned by fax or mail.

It is the applicant's responsibility to ensure that the Parent Associations submit their completed forms to the Society. Applicants may contact the Society to confirm if completed Confirmation Request Forms have been received.

### **Work Experience Details**

CSAP applicants must submit work experience details presented according to the Template for Presentation of Experience. Work experience details will not be otherwise accepted.

The Template for Presentation of Experience includes the following components:

- *Curricula Vitae*
- Position Descriptions
- Project Descriptions
- Summary Table
- Optional Statement of Qualifications

Three hard copies and one electronic copy (in either Adobe Acrobat, Microsoft Word or Microsoft Excel format) of the applicant's work experience details presented according to the Template for Presentation of Experience are required.

The decision regarding an applicant's eligibility is based on the information contained in the applicant's work experience details. Applicants are therefore encouraged to include as much information as possible in their work experience details. It is the applicant's responsibility to ensure that sufficient information is provided prior to the application deadline, to avoid a delay in the processing of an application, possibly beyond eligibility for a targeted sitting of the examination.

## References

Applicants shall identify three referees who will complete a reference form verifying the applicant's work experience and commenting on the applicant's readiness and suitability for membership in the Society.

References must cover all of the work experience for which the applicant is requesting credit. An individual referee may provide a single reference form that covers more than one of the applicant's positions for which they are acting as the referee.

Referees must have first-hand knowledge of the applicant's contaminated sites work experience and will typically be the applicant's supervisor, colleague or client. Referees should be registered with one of the three Parent Associations, or with an equivalent professional body in another province/jurisdiction. Where this is not possible, the applicant is responsible for attaching an accompanying letter explaining why they were not able to nominate a referee who is a Parent Association member.

Applicants must send a copy of the reference form and a copy of the portion of the work experience and project details which the referee is asked to validate to each of his or her referees asking that the referees complete and return the reference forms directly to the Society. Referees should not return the completed form to the applicant. Reference forms will not be accepted by the Society unless received directly from the referee.

It is the applicant's responsibility to ensure that referees submit their completed forms. Applicants may contact the Society to check whether their reference forms have been received.

## EXPERIENCE REVIEW PROCESS

Each application is reviewed by two application reviewers who make a joint recommendation to the Membership Committee. The Membership Committee makes a determination on the applicant's eligibility and the Executive Director communicates this decision to the applicant. Experience assessments are valid for 15 months from the date the decision is issued by the Membership Committee.

Applicants, referees, individuals and organizations listed in the applicant's documentation may be contacted to verify or to provide additional information throughout the application process.

Where it is felt that an in-person meeting may provide additional information, an interview may be scheduled.

The Membership Committee assesses whether the applicant has obtained the required number of years of RDE and DDE as well as whether all components of RDE and DDE have been satisfied. Where it is determined that an applicant is deficient, the Membership Committee may suggest specific experience or courses. In this case, applicants will reactivate their application when they feel that they have satisfied deficiencies.

The initial review of an application takes approximately ten (10) weeks. If additional information or an interview is required, the review may take longer. Applicants are encouraged to submit their application well in advance of upcoming examination or other deadlines, though applications for membership may be submitted at any time throughout the year.

An application is incomplete until all submission requirements are received in full. The application is also incomplete if the submitted information does not provide sufficient detail to complete the evaluation. If an application does not satisfy the minimum requirements, it will be deemed incomplete.