



CSAP SUBMISSIONS PROCEDURES

Receipt of Submissions

After July 1, 2008, all submissions must be sent directly to the CSAP office:

- 613 - 744 West Hastings, Vancouver, V6C 1A5
- Please include the correct submission fees:
 - ❖ 1 cheque payable to CSAP
 - ❖ 1 cheque payable to Ministry of Finance (MoE fees)
 - ❖ GST must be included unless your client is GST exempt

Please include the required reports, CSS application signed by the applicant, and a CD or DVD containing the completed instrument and cover letter templates in Word 2003 or below version.

NOTE: CSAP members have the option to use the Online Submission Manager to complete the CSS application and related MoE instrument templates in Electronic format file format acceptable to the Ministry.

When a submission is received at the CSAP office, it will be date stamped and entered into the CSAP Submissions Registry.

- The submission will be assigned a registry number which will be used in the random selection of submissions for Performance Assessments.
 - ❖ Standards based submissions will be assessed at the ratio of 1 in 10
 - ❖ Risk based submissions will be assessed at the ratio of 1 in 5

Selection of Submissions for Performance Assessment

If your submission is selected for a Performance Assessment, you will be notified immediately.

- You must send two additional copies of the submission to the CSAP office.
- All communication with the client regarding the Performance Assessment must be conducted by the submitting Approved Professional.
- You may be contacted by the Performance Assessment Coordinator to attend a voluntary meeting regarding your assessment.
- You will be notified by the Performance Assessment Committee of the final status of your submission.

Cursory Screening

Submissions not selected for a Performance Assessment will be initially screened by CSAP.

- You will be notified by email if there are any minor difficulties.
- Difficulties requiring a resubmission may be assessed a resubmission charge.

Completion of Screening and Transfer of Submissions to MoE, Victoria office

You will be notified when the screening has been completed and the submission sent to the Ministry of Environment in Victoria.

- The Ministry has the right with cause and within 10 days of receiving your submission to request a non-random performance assessment.
- The Ministry will complete the review and release the instrument and cover letter to you.