

# IHSA NCSO™ Maintenance Frequently Asked Questions

## 1. Why do I have to complete the maintenance requirements?

In today's ever-changing business environment, it is essential to maintain a competitive advantage and learn the necessary skills to improve your marketability. IHSA has added the requirement of additional Professional Development courses as part of the maintenance process of the NCSO™ certificate.

Part of the NCSO™ certificate involves a maintenance program. This is intended to demonstrate that the NCSO™ is not only qualified but also maintains a continuous process of professional development. The maintenance program consists of two components:

- Renewal of the required certifications that have an expiration date
- Completion of ongoing Professional Development courses.

Ongoing professional development must be demonstrated beyond the required courses. A total of 18 hours must be completed (any number of courses can be taken as long as the time completed amounts to 18 hours. It is important to know that while any number of safety course can be taken, you cannot retake any previously completed training courses (for more information, please see question 12).

Courses must be taken within three years of receiving the NCSO™ Certificate or last renewal. Ongoing professional development must that align with competencies within the NCSO™ program.

These courses must be in line with the competencies set out by the other courses in the NCSO™ Certificate or must enhance NCSO™ working skills. In order to satisfy the maintenance requirements, an application form must be submitted along with the maintenance fee and both of the following:

- A course outline, providing details on the course curriculum, length of the course, and objectives of the Professional Development courses
- Proof of completion of the courses that includes the date, instructor, and location. All courses submitted for the maintenance component will be subject to approval and verification.

## 2. Are IHSA courses a good choice for maintenance courses?

Of course! Any course that is not included in the general requirements for the NCSO™ certification is a good choice.

## 3. Does the recertification of Working at Heights or Joint Health and Safety Certification need to be an IHSA program?

No, as long it is an approved training provider that can be verified.

## 4. How many hours do I need for maintenance courses?

An NCSO™ needs to have 18 hrs completed after the date of NCSO™ Certification. Courses that are mandatory requirements (renewals and refreshers) are not eligible.

## 5. Do they need to be taken in class or online?

We will consider both classroom and online options, however if the courses are not provided by IHSA then full course descriptions, duration, and proof of completion must be provided.

## 6. Does it have to be an IHSA course?

No, however full course description, duration, and proof of completion must be provided and management has the discretion to reject any programs.

**7. Can I take courses anytime from date of NCSO™ certification?** Yes, after the date of certification but within the three-year window.

**8. Is maintenance mandatory?**

Yes, it is mandatory in order to maintain your NCSO™ status. In exceptional circumstances, some exceptions could be made at the discretion of the NCSO™ review committee.

**9. How would I know what courses to take?**

Any of IHSA courses are eligible. All courses must lead to new skills or the improvement of existing skills, and support your role as NCSO™

**10. Can I get credit for health and safety events that are not considered training courses?**

A training program or course is defined as a program that includes:

- registration
- confirmation of attendance
- course description
- duration and knowledge verification (test etc.) and
- is accompanied with a record of training or record of certification.

A health and safety event would include activities such as:

- workshops
- seminars
- webinars
- health and safety days or special IHSA committee events do not include a formal knowledge verification and or a record of training.

The value of hours credited for each health and safety event will be calculated at a factor of 50 per cent up to a maximum of nine hours with the following requirements:

- proof of registration and attendance
- outline of event with the specific sessions you attended noted along with duration of the session(s).

For example: The duration of an IHSA COR™ Workshop is four hours: You will be allowed to earn two hours toward your maintenance credits.

Of the total 18 hours required for your maintenance only nine hours can be attributed to health and safety events.

Scoring will be based on the hours attended and the technical content of the session.

If requested, the NCSO committee will review conferences for scoring prior to the event or renewal date. Please contact the NCSO™ administrator at [ncoadministrator@ihsa.ca](mailto:ncoadministrator@ihsa.ca) to submit a request. IHSA events identified with the NCSO™ label or indicated in other ways in their registration documentation

will be considered toward the total hours. *(The list of appropriate events is still in progress but should include IHSA hosted health and safety events such as COR™ Workshops, designated Labour-Management committee events etc.)* The value of each of these will differ based on the event. Proof of registration, attendance, and participation will be required.

**11. I am on an IHSA run committee. Do I get credit for this?**

Yes. If you maintain 50 per cent attendance at an IHSA Labour-Management committee (trade, regional, advisory, or provincial) you will receive credit for two hours each year for three years (totalling six hours).

**12. Can I retake previously completed courses?**

No. The intent of this effort is to build NEW skills and knowledge however courses (outside of those that are mandatory requirements) with expiry dates will be considered.

The following courses are recommended to be updated once within the last 10 years and **will** count towards maintenance hours upon completion:

- Basics of Supervising
- Basics of Auditing
- COR™ Essentials
- COR™ Internal Auditor
- Defensive Driving
- Intro to Hazard and Risk Management

**13. My company hosted an employer based health and safety event. Could this be recognized?** You would have to supply, conference details, duration, and proof of attendance to maximum of one hour. This event could include internal health and safety training, “spring start-up”, contractor safety days etc.

**14. I am presenter/trainer does that qualify me for professional development?** No, you need to be attending as a participant.

**15. What courses are definitely not considered for maintenance?**

The following courses are required to be renewed based on their expiry dates and will not count towards maintenance hours:

- JHSC Refresher – if certified after April 1, 2016
- First Aid/CPR - AED
- Working at Heights

**16. What is the NCSO™ Maintenance program audit process?**

The NCSO™ committee may randomly select 25 per cent of the renewal applications received. This audit will require the applicant to submit all required documentation to the NCSO™ administrator to support their renewal application. This includes an up to date resume, professional development certificates and supporting documentation and confirmation of continued employment in the construction industry.