

# NCSO<sup>®</sup>

## Experience Criteria



### Definition of construction field experience

Three (3) years or 6,000 hours construction **field** experience within the previous ten (10) years.

Construction field experience is defined as:

*A construction worker (labourer or skilled construction tradesperson) working directly and actively in the **construction field** (i.e. residential, commercial, industrial, road building, pipeline construction, mobile equipment operations, etc., or similar title); or, an individual who is directly and actively engaged in safety (i.e. Site Safety Coordinator, or similar title) or responsible for the supervision (i.e. Site Superintendent) of the construction worker, who also works directly and actively in the **construction field** on a full-time basis.*

### Options for submitting experience verification

- Résumé including your current and past employer(s)
- Letter from your construction trade union verifying the length of membership term and qualifications.

### REQUIREMENTS FOR RÉSUMÉ

Your résumé must include:

- Current and past employers
- Start date and end date of employment – the length of combined employment must total a minimum of three full-time years in the construction field.
- Job title/position
- Job description – Refer to the above definition of construction field experience and ensure that your job description outlines this information.
- Percentage of time you spend in the field – Do you work 100 per cent of your duties in the field? OR as a supervisor or health and safety professional do you spend 50 per cent of your time in the field and 50 per cent at the office? If your time is split between field and office, you can only use your field percentage towards your three years' experience time.
  - Example: 50 per cent field over one year = six months towards total field experience

### REQUIREMENTS FOR LETTER FROM CONSTRUCTION TRADE UNION

The letter must be on the organization's letterhead, signed by management, and include the same required information as the résumé requirements.