

NCSO[®] Renewal Checklist



Please ensure that all supporting documents are valid (check if there is an expiry date) and include with application. The applicant is responsible for ensuring all documents are submitted. If the applicant is requesting using an equivalent program from another institution, all supporting documents including certificate and course outline with time requirements MUST be submitted.

*NOTE: All training certificates with an expiry date must be valid for a minimum period of six months from the date of the application.

Training:

- [Health and Safety Policies, Procedures and Practices Webinar](#) (IHSA program is the only recognized program)
- [Investigating and Reporting Incidents](#) (IHSA program is preferred. Non-IHSA programs will only be considered if they meet or exceed the IHSA program's standards. Submissions for consideration must include the course outline, duration of course, and certificate of completion).
- [Joint Health and Safety Committee – Refresher](#) (Must be taken through a CPO-Approved Provider. Applicants must provide the record of training from the MLITSD's Prevention Certification Management System)
- [Preventative Maintenance Webinar](#) (IHSA program is the only recognized program)
- [Standard First Aid & CPR](#) (By a recognized WSIB provider, with a 3 year expiry. **Emergency First Aid will not be considered**)
- [Working at Heights](#) (Must be taken through a CPO-Approved Provider. Applicants must provide the record of training from the MLITSD's Prevention Certification Management System)
- 8 Hours of Professional Development Training** (Submissions for consideration must include the course outline, duration of course, and certificate of completion. Please refer to the NCSO[®] guide for additional information on accepted types of professional development)

Documentation:

- Safety Talks** – Must be conducted within the past 12 months. Documentation must include the date, location, facilitator's name, the content discussed, and the attendees' name and signature.
- Workplace Inspection** – Must be conducted within the past 12 months. Documentation must include the date, location, inspector's name, deficiencies and actions taken by the inspector.
- COR[®] Audit** – Must be conducted within the past 12 months through AuditSoft. The PDF of the verified audit must be submitted. This can be a full internal audit or NCSO[®] practice audit. Refer to NCSO[®] guide for further details.
- Code of Ethics** – Applicants must sign and agree to adhere to the NCSO[®] code of ethics.