

N L C S A



NEWFOUNDLAND
& LABRADOR
CONSTRUCTION
SAFETY
ASSOCIATION

Transfer of COR® Training - Application Form

Authorized Representative/Applicant

Name _____ Date _____

The above-named person is applying to transfer their COR® training from
_____ (current company that the COR® training is attributed to)
across to _____ (new company that wishes to participate in the
COR® program).

General Acceptance Criteria

To be eligible to transfer COR® training, the following criteria will apply:

1. The COR® training must have been completed within the last three (3) years.
2. The new organization must be registered with WorkplaceNL and hold a valid Certificate of Clearance.
3. The individual, who completed the COR® training, must be an employee of the organization making the Application.
4. The organization must complete the Transfer of COR® Status Application Form, and attach all documentation indicated on the Form prior to NLCSA review.

Application Submissions

NLCSA staff will confirm that your training was completed within the last three (3) years, but to demonstrate the remaining criteria you will need to submit the following with this application:

- ☐ Confirmation of registration with WorkplaceNL (Letter of Clearance)
- ☐ Documents from WorkplaceNL indicating the Firm Number and Newfoundland Industrial Classification (NIC) Code. (e.g. Payroll Assessment Statement (payroll figures can be omitted from document).
- ☐ If the company is not an NLCSA Member (does not have a construction NIC Code), an Associate Membership Form needs to be submitted along with payment.
- ☐ Payment of a \$250.00 plus harmonized sales tax (HST) transfer processing fee to establish the company under the COR® program
- ☐ Proof that the individual is currently employed by the new company (Letter of Employment). If the person is self-employed, an email/letter statement declaring as such will suffice.

If approved, the above-mentioned company will be eligible to continue with the Program Stages of the COR® program as detailed in the NLCSA C-03: Certificate of Recognition® Policy. The next steps will be for the company to:

- Develop the company's Health and Safety Program that meets the COR® requirements and standards (no submission is required).
- Conduct and submit an NLCSA COR® Audit, completed by a certified COR® auditor, on the company's operations in the province of Newfoundland and Labrador; and
- Successfully participate in an External Audit and address all requirements and recommendations arising.

Send completed application and required documentation to info@nlcsa.com

Note: All information provided will be kept in confidence and in accordance with NLCSA Policy Z-04: Privacy Policy.

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