

# NCSO™ Experience Letter Criteria



## DEFINITION OF CONSTRUCTION FIELD EXPERIENCE

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

## OPTIONS FOR SUBMITTING EXPERIENCE VERIFICATION

- Letter(s) from your current or past employer(s) signed by management.
- Letter from your construction trade union verifying length of membership term and qualifications.
- A copy of your journeyman construction tradesperson certification (a copy may be submitted in lieu of an experience letter).

**Red Seal or journeyman Certificate will also be accepted as proof of experience (i.e: Certificate of Qualification in a construction related trade)**

## REQUIREMENTS FOR EXPERIENCE VERIFICATION LETTER

- **Company letterhead** – The verification letter should be on letterhead from the company or companies that employed you and must be signed by management. (If submitting from multiple employers, each employer must write and sign a letter)
- **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.

Do you work 100 per cent of your duties in the field? **OR** as a supervisor, 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.