

F o r e s t r y Occupational Health & Safety Leadership A c c r e d i t a t i o n

Application Help-Sheet

Candidate and Company Information

Please complete all required fields included on the form. Because our record keeping and retrieval system is primarily based on the member firm name and location, it is important to provide the correct information for the company where you are employed.

The rate group refers to the category assigned to your employer by the Workplace Safety & Insurance Board (WSIB). If you are unsure, please check with your employer.

The firm number is a number issued to your employer by WSIB. Ask your employer for the number and record it on the application form.

The employer sponsor letter should be submitted along with the application. The letter confirms that the company has agreed to sponsor you as a candidate for accreditation.

E-mail addresses are optional. An e-mail contact address may be used to deliver general information such as course schedules and availability to you, or to respond to questions or comments that you might send to us. All official records relating to the Leadership Accreditation program will be conveyed to you in print copy by regular mail or courier.

Additional candidate information: Providing your home address and contact numbers is optional if you are registering as a sponsored employee of a member firm. We will use the work address to send information to you. If you are applying for candidacy as a private individual and are not sponsored by a member firm, please provide the address where you wish correspondence and contacts to be directed.

Request for Prequalification

Candidates may prequalify for any of the modules included in the Health and Safety Leadership Phase as listed in the application form. Those who request prequalification must have successfully completed the OFSWA training course delivered by an OFSWA Consultant Trainer within five years of the date of application for candidacy.

Candidates may also prequalify if they completed the OFSWA training course within the same five-year time frame but the course was delivered by an OFSWA Certified Trainer. In such cases, OFSWA will not have the training record issued by the Certified Trainer, therefore the candidate will need to contact that trainer for documentation or be able to provide other suitable documentation such as a signed record of training, authorized certificate or wallet card.

Please indicate in the appropriate section of the application form the approximate date of completion of the course and the name of your employer and the location where you worked when you completed the course. If the correct information is provided, OFSWA will be able to verify your information from training records and prequalification will be granted. If more information is required, you will be notified.

Please note candidates cannot receive prequalification consideration for the modules included in the Performance Management Leadership Phase.

Request for Equivalency

The six modules listed on the application form that are included in the Performance Management Leadership Phase are training courses developed specifically for the accreditation program by NW Training and Development of Thunder Bay. Candidates are not eligible for prequalification for any of these modules, but you may request equivalency consideration.

Courses available from other sources may be similar to the courses required in both the Health & Safety Leadership Phase and the Performance Management Leadership Phase. OFSWA will consider the information you provide about these courses and may grant an equivalency credit. The only exceptions are the Mechanical Harvesting Equipment Operator certification program and the Professional Chainsaw Operation and Professional Cable Skidder operator certification programs. In order to request equivalency, you must have completed the course in question within the last five years from the date of candidacy application or the date that you request equivalency. Please include photocopied information about the course, as well as documentation of successful completion.

For information about the accreditation program, contact the OFSWA Consultant Trainer in your area or contact OFSWA at (705) 474-7233, ext. 291.