



### **What is COR?**

COR or Certificate of Recognition is a program offered by the NSCSA. A Certificate of Recognition is issued to a company that has successfully completed training requirements, has developed and implemented an Occupational Health and Safety program that meets the NSCSA's minimum standards, and has completed a verification evaluation appropriate to the company's size.

### **How do I become COR Certified?**

To become COR certified with the NSCSA you must complete the following steps:

1. Determine and complete training requirements based on the size of your business.
2. Implement your safety program and documents.
3. Complete and submit a COR Evaluation and your company's Safety Manual.
4. Upon meeting requirements, the company will receive the Certificate of Recognition and Letter of Good Standing.

To find detailed information for each of these steps, click on Certificate of Recognition at [nscsa.org](http://nscsa.org), and click on 'How to Become Safety Certified'.

### **My Letter of Good Standing has expired, what do I do?**

If your Letter of Good Standing has expired and it is within 90 days of the expiry date, please follow these steps:

1. Complete and submit a COR Evaluation.
2. Upon meeting requirements, the company will receive the Letter of Good Standing.

Example: If your current Letter of Good Standing expired on January 1<sup>st</sup> your COR Evaluation must be received by the NSCSA by April 1<sup>st</sup>.

If your Letter of Good Standing has expired and it is over 90 days of the expiry date, please follow these steps:

1. Complete and submit a COR Evaluation and company safety manual
2. Upon meeting requirements, the company will receive the Certificate of Recognition and Letter of Good Standing.

Example: If your current Letter of Good Standing expired on January 1<sup>st</sup> and it is now April 2<sup>nd</sup>, you must submit a COR Evaluation and company Safety Manual because the company's Letter of Good Standing has lapsed.

### **What is a 'Prior To'?**

A 'Prior To' is a letter that you may receive after the review of your COR Evaluation which outlines items that must be addressed prior to recertification. The 'Prior To' letter will spell out exactly what you need to submit to the COR Department in order to address the items and to meet the standard required to renew the Letter of Good Standing. If you have any additional questions about your 'Prior To' letter, please contact the COR Department.

### **I have a tender closing soon and I need a Letter of Good Standing, what do I do?**

In order to receive a Letter of Good Standing you must become COR certified. To become COR certified with the NSCSA you must complete the following steps:

1. Determine and complete training requirements based on the size of your business.
2. Implement your safety program and documents.
3. Complete and submit a COR Evaluation and company Safety Manual.
4. Upon meeting requirements, the company will receive the Certificate of Recognition and Letter of Good Standing.

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**How can I get an 'In Process' Letter of Good Standing?**

The NSCSA does not offer an 'In Process' Letter of Good Standing.

**How long after my Internal / External COR Evaluation will it take to get my renewed Letter of Good Standing?**

If your submission is in an anniversary year (internal year), the NSCSA COR Department recommends that you submit the COR Evaluation at least 30 days prior to the expiry date of your current Letter of Good Standing. Typically this will allow the COR Department to process your submission and gives you time to meet any Prior To items if need be.

If your submission is in a cycle year (external year), the NSCSA COR Department recommends that you submit the COR Evaluation at least 60 days prior to the expiry date of your current Letter of Good Standing. Typically this will allow the COR Department to process your submission, conduct the external COR Evaluation, and gives you time to meet any Prior To items if need be.

Please be aware that the COR Department works on a first come first serve basis.