



Document Number	Revision Number
AAC-MSF-002	R1
Page 1 of 12	

Title:
Provisional Environmental Auditor (PEA) Application Form

Authorization:
Content Single Point of Contact:
Todd Hall
Authorized by:
Kathy Pritchard
Compliance Date:
Immediate

Purpose:
The purpose of this application package is to document the information required to be submitted by PEA applicants

Exceptions:
none

Revision History:				
Date:	Revision:	Intent:	Non-Intent	Revision No.
2012	Initial Release			
2021	Reformat Update		X	01



Document Number	Revision Number
AAC-MSF-002	R1
Page 2 of 12	

AUDITING ASSOCIATION of CANADA

Dear Applicant:

Re: Provisional Environmental Auditor Application Package

Thank you for your interest in becoming a Provisional Environmental Auditor. Attached is the Provisional Environmental Auditor application package, which consists of the following items

- Provisional Environmental Auditor (PEA) Application Form
- Guidelines for Completing the PEA Application Form

The application process is open to all applicants who satisfy the Qualification Criteria for Provisional Environmental Auditors included in the guidelines for completing the PEA Application Form.

The purpose of the Provisional Environmental Auditor Program is to provide professional development opportunities to highly talented and motivated persons entering the practice of environmental auditing.

Your application may be submitted by EMAIL or COURIER / REGULAR MAIL. If you are submitting by email please fax or mail the Acknowledgement Release and Indemnity section found on page 7. Also fax or mail any related documentation that cannot be submitted electronically making sure to identify these sections clearly on your email submission.

Send applications to: Executive Director
Auditing Association of Canada
9 Forest Road
Whitby, Ontario, CANADA L1N 3N7

If you have any questions regarding the Provisional Environmental Auditor Application Package or the application process, please contact the AAC office by telephone: 1.866.582.9595 or email: admin@auditingcanada.com .



Document Number	Revision Number
AAC-MSF-002	R1
Page 3 of 12	

PLEASE REFER TO THE GUIDELINES FOR COMPLETING THE PROVISIONAL ENVIRONMENTAL AUDITOR APPLICATION FORM INCLUDED WITH THIS PACKAGE, ATTACHED AS APPENDIX A.

Please type or print all responses clearly. Please do not leave any items blank – enter “N/A” for any category that does not apply.

1. GENERAL INFORMATION

Please provide the information requested in this section as you would like it to appear on all correspondence.

Last Name:	First Name and Middle Initial:
Enter your name here as you wish it to appear on all documentation:	

Enter below your complete mailing address and contact information for business and residence. Check the box where you prefer to receive communications regarding AAC programs:

Business

Company Name:		
Street Address/P.O. Box/Rural Route:		
City:	Province:	Postal Code:
Telephone:	Fax:	e-mail Address:

Residence (Optional)

Street Address/P.O. Box/Rural Route:		
City:	Province:	Postal Code:
Telephone:	Fax:	e-mail Address:



Document Number	Revision Number
AAC-MSF-002	R1
Page 4 of 12	

2. EDUCATION

Provide details of your educational qualifications in the table below, beginning with the most recent degree (or technologist diploma) earned.

Name and location of institution	Years (from - to)	Date graduated	Degree received	Field in which degree received

Documentary evidence of the educational degree(s) claimed must be provided as follows:

- (1) photocopies of degree or certificate; **or**
- (2) a letter from the educational institution (e.g., university, college, high school) confirming the degree granted.

3. PROFESSIONAL DESIGNATIONS, OTHER CERTIFICATIONS AND REGISTRATIONS

Provide details of any professional designations, other certifications and registrations that you currently hold in the table below. Documentary evidence of the professional designations and other certifications and registrations claimed must also be provided as in Item 2 above.

Name and location of institution	Designation, etc. granted	Date granted	Date of renewal	Province/ Country of application



Document Number	Revision Number
AAC-MSF-002	R1
Page 5 of 12	

4. MEMBERSHIP IN PROFESSIONAL SOCIETIES, ASSOCIATIONS, AND INSTITUTES

Provide details of any memberships you currently hold in professional societies, associations, and institutes in the table below.

Name and location of institution	Date of admission	Date of renewal	Membership category

5. RECORD OF WORK EXPERIENCE

Please note that this record may be reviewed further with you during the application approval process. Use as many sheets and appended materials as necessary (e.g., curriculum vitae, employer references, etc.).

Name of Employer:			Position/Title Held:		
Address:			Supervisor Name (Or other contact that can verify your work in this position):		
City:	Province:	Postal Code:	Supervisor Phone Number:	Supervisor Fax Number:	
Industry Sector:			Dates Employed:	From (YY/MM):	To (YY/MM):
Description of Duties and Responsibilities:					



Document Number	Revision Number
AAC-MSF-002	R1
Page 6 of 12	

Name of Employer:			Position/Title Held:		
Address:			Supervisor Name (Or other contact that can verify your work in this position):		
City:	Province:	Postal Code:	Supervisor Phone Number:	Supervisor Fax Number:	
Industry Sector:			Dates Employed:	From (YY/MM):	To (YY/MM):
Description of Duties and Responsibilities:					

Name of Employer:			Position/Title Held:		
Address:			Supervisor Name (Or other contact that can verify your work in this position):		
City:	Province:	Postal Code:	Supervisor Phone Number:	Supervisor Fax Number:	
Industry Sector:			Dates Employed:	From (YY/MM):	To (YY/MM):
Description of Duties and Responsibilities:					



Document Number	Revision Number
AAC-MSF-002	R1
Page 7 of 12	

6. RECORD OF FORMAL TRAINING

Please note that this record may be reviewed further with you during the application approval process. Use as many sheets and appended materials as necessary (e.g., course curricula, course certificates, trainer letters, etc.)

Name of Course:			Course Location:	
Name of Course Provider:			Contact Person:	
Address of Course Provider:			Contact Phone Number:	Contact Fax Number:
City:	Province:	Postal Code:	Date Course Attended:	Course Length (Hours):
			Certificate Number:	Renewal Date:
Additional Details:				

Name of Course:			Course Location:	
Name of Course Provider:			Contact Person:	
Address of Course Provider:			Contact Phone Number:	Contact Fax Number:
City:	Province:	Postal Code:	Date Course Attended:	Course Length (Hours):
			Certificate Number:	Renewal Date:
Additional Details:				

Name of Course:			Course Location:	
Name of Course Provider:			Contact Person:	
Address of Course Provider:			Contact Phone Number:	Contact Fax Number:
City:	Province:	Postal Code:	Date Course Attended:	Course Length (Hours):
			Certificate Number:	Renewal Date:
Additional Details:				



Document Number	Revision Number
AAC-MSF-002	R1
Page 8 of 12	

7. ABSTRACT & RESUME

Please provide your resume and an abstract detailing your strengths, professional experience and any other relevant information. The abstract should be no longer than 300 words. Electronic versions are acceptable providing they are written in Microsoft Word. It should be noted that these documents will be published and released to various sources for possible professional contacts.

I have attached:

- An electronic version of my resume
- A hard copy of my resume

- An electronic version of my abstract
- A hard copy of my abstract

8. APPLICANT'S ACKNOWLEDGEMENT, RELEASE AND INDEMNITY

I acknowledge that I have voluntarily applied for Provisional Environmental Auditor membership and that AAC is a non-profit organization. I hereby release and discharge AAC and each and all of its members, officers, directors, examiners and agents (and their respective successors and assigns) from all losses, expenses, damages, costs, liabilities and claims whatsoever that I may have arising from or in connection with this application.

I further hereby agree to indemnify and hold harmless AAC and each and all of its members, officers, directors, examiners and agents (and their respective successors and assigns) from and against all losses, expenses, damages, costs, liabilities and claims whatsoever in respect of any act(s), error(s), or omissions(s) by them arising from or in connection with this application.

I certify that all the information contained in this application is correct to the best of my knowledge. I hereby give AAC permission to contact past employers and any other individuals or institutions listed in this application.



Document Number	Revision Number
AAC-MSF-002	R1
Page 9 of 12	

I further agree to remain a member of AAC in good standing, to abide by AAC's Code of Ethics as attached hereto and to abide by AAC's disciplinary procedures for Provisional Environmental Auditors (PEAs).

- I have provided my resume and an abstract and agree to have it published and distributed by AAC to various sources for possible professional contacts.
- I do not authorize AAC to distribute my resume or abstract

Signature of applicant

Date



Document Number	Revision Number
AAC-MSF-002	R1
Page 10 of 12	

APPENDIX A

This section provides additional information and guidance on completing Sections 2,5 and 6 of the Provisional Auditor Application Form. It also includes the Qualification Criteria for Provisional Auditors.

SECTION 2: EDUCATION

Applicants must provide objective evidence of their education, work experience and training, and personal references that can attest to their personal attributes and skills. Please refer to the Qualification Criteria in the table below for further details.

QUALIFICATION CRITERIA: Education	
CRITERION:	<p>Applicant auditors shall:</p> <ul style="list-style-type: none"> • possess a relevant degree or have a professional seal or designation from an appropriate discipline; or • possess a degree other than a relevant degree; or • have completed secondary school education.
INTERPRETATIVE GUIDANCE	<p><i>“Degree” means a recognized Canadian or international degree, awarded by a recognized degree-awarding institution, and normally obtained after secondary education, through a minimum of three (3) years formal full-time or equivalent part-time study.</i></p> <p><i>“Relevant degree” is a bachelor level (or higher) degree, in one (1) of the following areas:</i></p> <ul style="list-style-type: none"> • <i>Engineering</i> • <i>Natural Sciences</i> • <i>Environmental Science</i> • <i>Environmental Technology</i> • <i>Law</i> • <i>Business Administration</i> • <i>Accounting</i> <p><i>An appropriate discipline for a professional seal or designation includes Engineering, Law, Accounting and Industrial Hygiene.</i></p> <p><i>Secondary education is that which is completed to the level immediately prior to entrance to a university or similar degree-awarding establishment.</i></p> <p><i>A qualification such as a technologist diploma from an approved community or technical college may be recognized by AAC as equivalent to a degree other than a relevant one for the purpose of determining the requirement for appropriate work experience. Technologist diplomas typically involve completion of two (2) to three (3) years and over 2000 hours of formal, accredited academic training, (Canadian Certified Engineering Technologist (CET) and Applied Science Technologist (AScT) are examples of acceptable technologist diplomas that may also be relevant in evaluating the equivalency of other diploma credentials with non-relevant 3-year baccalaureate degrees).</i></p>



Document Number	Revision Number
AAC-MSF-002	R1
Page 11 of 12	

SECTION 5: WORK EXPERIENCE

QUALIFICATION CRITERIA: Work Experience	
CRITERION:	<p>Applicant auditors who have completed secondary school or equivalent shall have a minimum of three (3) years appropriate environmental work experience.</p> <p>Applicant auditors who possess a degree other than a relevant one shall have a minimum of two (2) years appropriate environmental work experience.</p> <p>Applicant auditors who possess a relevant degree do not require any environmental work experience.</p>

Additional instructions for completing Section 5:

- **Name and contact information of employer, position held, duties and responsibilities and other relevant information for each significant assignment:** Provide clear, concise and specific details of all your appropriate work experience, including industry sector worked in and whether you were a team member, audit leader, project manager, etc.
- **Supervisor name and contact information:** Provide means by which information can be verified, i.e. provide contact information for person(s) familiar with your work, such as employer(s), client(s) or supervisor(s).
- **Dates employed (from - to):** List your appropriate work experience in chronological order beginning with your most recent experience. The minimum number of years of appropriate work experience that you are required to have depends upon your formal education. Please refer to Qualification Criteria in the table above to determine the number of years.

SECTION 6: FORMAL TRAINING

QUALIFICATION CRITERIA: Formal Training	
CRITERION:	<p>Applicant auditors shall have completed a minimum of 35 hours of formal training. Formal training may be provided by the auditor's own organization or by an external organization.</p> <p>Formal training shall address all the following topics:</p> <ul style="list-style-type: none"> • environmental management systems and standards against which audits may be performed, including ISO 14001; • environmental science and technology; • technical and environmental aspects of various types of business activities and facility operations; • relevant requirements of environmental laws, regulations and related documents; • different types of environmental audits, audit procedures, processes and techniques, and guidelines for auditing, including ISO 19011.
INTERPRETATIVE GUIDANCE	<p><i>Formal training courses are not required to be Standards Council of Canada (SCC) accredited or to follow AAC's course specifications in all respects, but applicants are required to provide objective evidence that they have taken training in the required areas under the supervision of an appropriate instructor through a structured learning program that includes evaluation of participants' achievement</i></p>



Document Number	Revision Number
AAC-MSF-002	R1
Page 12 of 12	

<p><i>of learning objectives. Formal training courses may include both group (classroom) and individual learning activities.</i></p> <p><i>The requirement for formal training may be waived where the applicant can demonstrate competence in these areas in an appropriate way, such as a professional qualification or passing an examination by a recognized course provider. Acting as an instructor in training courses on topics specified in this criterion may also be accepted as fully or partially satisfying this criterion.</i></p>

Additional instructions for completing Section 6:

- **Description of formal training (course provider information, course title and description):** Provide clear, concise and specific details of your relevant formal training, including the courses taken, topics covered in courses, work completed and any papers given.
- **Contact Person:** Provide means by which information can be verified, i.e., provide contact information for an instructor or training supervisor.
- **Date Course Attended (from - to):** List your relevant formal training in chronological order beginning with your most recent training

ADHERENCE TO AAC CODE OF ETHICS

Applicant auditors shall demonstrate a thorough knowledge and understanding of, and commit to adhere to, AAC's Code of Ethics, as shown below, and shall agree to be bound thereby through membership in AAC.