

Ministry of Environment | Online Service
Qualified Person Application *Saskatchewan*

For assistance while working through this document, please call Client Support Services at 1-800-567-4224 or e-mail centre.inquiry@gov.sk.ca

The purpose of this guide is to provide directions on how to submit an application to be designated as a qualified person via the Ministry of Environment’s online services website.

The first step in the process is to determine if you are already defined as a qualified person and do not require to be designated by the Minister. To determine if you are already defined as a qualified person, you must consult the applicable chapter in the Saskatchewan Environmental Code (code). Each individual code chapter identifies the specific activities (e.g. certify an environmental protection plan) that require the use of a qualified person and which class of persons (e.g. applied science technologist, professional agrolgist, professional engineer) are considered qualified persons for the specific activity.

For those persons that are members of the class of persons listed in the chapter are defined as ‘qualified persons’ and do not need to be designated by the Minister.

For those persons who are not associated with a profession listed in the code chapter, an individual can request to be designated by the Minister to become a qualified person.

Secure Login

Email Address

Password

Not registered yet?

The system will automatically log you out after 30 minutes of inactivity.

As you work through a submission, the information you input is saved everytime you click Next.

Login

Login using the following link:
<https://envrbrportal.crm.saskatchewan.ca/login/>

The email address and password will be the one you registered with.

If you have not registered, please refer to the **Registering as an Individual** user guide.

Click the **Sign-In** button once the information is filled in

Select User Profile

Please select which identity you would like to assume for this session.

You can change this at a later time by selecting **Manage Business Profile** from the menu on the top right of any page within this application.

- Individual (Myself)
- Janes Organization - Organization Administrator
- Janes Organization - Stakeholder Administrator
- Janes Organization - Project Administrator

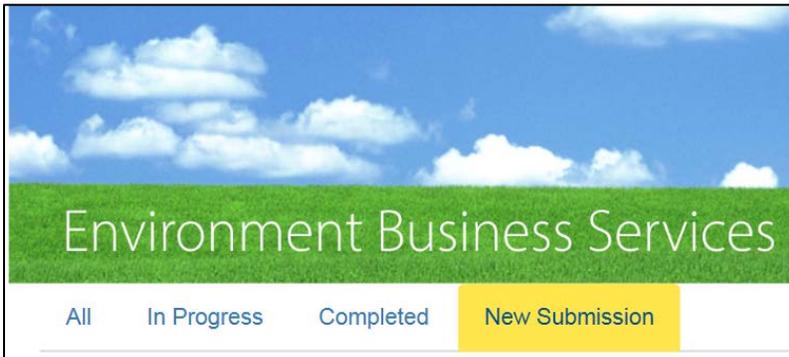
Select Identity

Register Organization

Select User Profile

Select the **Individual (Myself)** radio button.

Click the **Select Identity** button.



New Submission

Click the **New Submission** button.

Business	Municipal	Individual
Client Service Office		
Environment Assessment		
Fish & Wildlife Research		
Fisheries		
Forestry		
General		
Generic Training		
Hazardous Materials Storage		
Industrial		
Industrial Sewage Works		
Industrial Source (Air Quality)		
Industrial Waterworks		
Landfills		
Lands Branch		
Landscape Stewardship		
Mining		
Qualified Person		
<u>Application to be Designated as a Qualified Person</u>		
Spills / Impacted Sites		
Wildlife		

Qualified Person Application

Select **Qualified Person** from new submission list.

Select **Application to be Designated as a Qualified Person**.

Pre-fill Conditions	Application to be Designated as a Qualified Person
Applicant Information	<p>This form details the information to be submitted to the Ministry of Environment for an application to be designated as a Qualified Person.</p> <p>It is recommended that the user avoid the Back and Forward buttons on the browser navigation bar, as this may cause a system error.</p> <p>Click the button below to start the application process.</p> <p style="text-align: center;">Next</p>
Confirm Stakeholder Profile	
Review Individual Organization Profile	
Qualified Person Chapter	
Academic Qualification	
Work Experience	
Membership	
References	
Additional Information Form	
Attach General Document	
Pre-Submit Conditions	
 Have a Question? 1-800-567-4224	

Pre-fill Conditions

Read the pre-fill conditions on the screen.

Select **Next**.

Pre-fill Conditions	Application to be Designated as a Qualified Person	Transaction Number: 10027399
Applicant Information	Please note that on the following screens, you will be prompted to review applicant information which is stored in the user profile that was created for you when you initially registered with the site.	
Confirm Stakeholder Profile	If you need to have this information updated, you will be able to do so by calling 1-800-567-4224 (in North America) or email centre.inquiry@gov.sk.ca	
Review Individual Organization Profile	Next	Cancel
Qualified Person Chapter		
Academic Qualification		
Work Experience		
Membership		
References		
Additional Information Form		
Attach General Document		
Pre-Submit Conditions		

Have a Question?
1-800-567-4224

Applicant Information

Read the instructions on the screen.

Click **Next**.

Pre-fill Conditions	Application to be Designated as a Qualified Person	Transaction Number: 10027399
Applicant Information	Confirm Applicant	
Confirm Stakeholder Profile	If you are applying for yourself, you should see <i>Individual (Myself)</i> below.	
Review Individual Organization Profile	Individual (Myself)	
Qualified Person Chapter	Previous	Next
Academic Qualification		Cancel
Work Experience		
Membership		
References		
Additional Information Form		
Attach General Document		
Pre-Submit Conditions		

Have a Question?
1-800-567-4224

Confirm Stakeholder Profile

Confirm your stakeholder role is Individual (Myself).

Click **Next**.

Application to be Designated as a Qualified Person Transaction Number: 10027399

Individual

Account Information

Email Address (This is used to log in)

Jane.Doe@test.ca

First Name

Jane

Middle Name

Last Name

Doe

Address Information

Address Line 1 (e.g Street Address, P.O box, RR no, etc.)

Address Line 2 (Apartment, suite, unit, building, floor, etc)

Address Line 3

Review Individual Organization Profile

Review to ensure information is still correct, scroll to bottom.

Click **Next**.

Pre-fill Conditions Application to be Designated as a Qualified Person Transaction Number: 10027399

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

I am applying for designation as a Qualified Person as required by:

- Corrective Action Plan Chapter
- Forest Operating Plan Standard
- Halocarbon Control Chapter
- Hydrostatic Testing Chapter
- Industrial Source (Air Quality) Chapter
- Sewage Main Chapter
- Site Assessment Chapter
- Water Main Chapter
- Wildlife Regulations, 1981

on please provide designation number(s):

Cancel

Qualified Person Chapter

Select the chapter under which you are applying to be a qualified person from the dropdown list.

If renewing a qualified person application, please include the designation number in the space provided.

Click **Next**.

Pre-fill Conditions Application to be Designated as a Qualified Person Transaction Number: 10027399

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

I am applying for designation as a Qualified Person as required by:

Corrective Action Plan Chapter

For the purposes of/with respect to: (select at least one)

- For the purposes of certifying a laboratory analysis
- For the purposes of certifying a tier 1 endpoint corrective action plan
- For the purposes of certifying a tier 2 endpoint corrective action plan
- For the purposes of certifying a tier 3 endpoint corrective action plan or a risk management with future reclamation corrective action plan
- For the purposes of certifying the quality assurance and quality control sampling and analytical procedures

If renewing a current ministry designation please provide designation number(s):

Previous Next Cancel

Purpose

Once the chapter is selected the purposes related to that chapter will be populated.

Select the purpose(s) you are applying under the chapter for.

Click **Next**.

Application to be Designated as a Qualified Person Transaction Number: 10027399

To add academic detail, click the "ADD NEW ACADEMIC DETAIL" button and then fill out the required information. Repeat this procedure if you want to add another academic detail.

Please note that later in this application process you will have the opportunity to attach your resume or curriculum vitae, if you are attaching either one of these documents and the information requested is contained therein please do not provide your academic details in this section.

There is also opportunity provided later in the application process to attach a copy of your degree, diploma and/or certificate.

Academic: Qualification

Add New Academic Detail

Previous Next Cancel

Academic Detail

Academic information can be included here or it can be included as a resume or curriculum vitae later following the steps to Attach General Documents on page 11.

To attach resume or curriculum vitae later click **Next**. Skip to Work Experience on page 7.

To add academic details now click **Add Academic Detail**. Continue to Create New Academic Detail below.

Create New Academic Detail
Input Name of Academic Institute.

Input dates attended.

Select from the dropdown list the type of qualification obtained (if type of qualification is not listed select other).

Click **Done**.

Create New Academic Detail

Name of Academic Institute:*

Date Attended (MM/DD/YYYY):*

Date To (MM/DD/YYYY):*

Type of Qualification:*

Done Cancel

Additional Academic Detail

Repeat above steps for Academic Detail until all academic information is included.

To edit academic information click **Edit** beside the academic information.

When complete, click **Next**.

Application to be Designated as a Qualified Person Transaction Number: 10027399

To add academic detail, click the "ADD NEW ACADEMIC DETAIL" button and then fill out the required information. Repeat this procedure if you want to add another academic detail.

Please note that later in this application process you will have the opportunity to attach your resume or curriculum vitae, if you are attaching either one of these documents and the information requested is contained therein please do not provide your academic details in this section.

There is also opportunity provided later in the application process to attach a copy of your degree, diploma and/or certificate.

Academic: Qualification

Name and location of post secondary institution	Dates attended	Title of degree, diploma or certificate		
University of Regina	Start: 09/01/2014 End: 04/29/2016	Degree	Edit	Delete
Add New Academic Detail				

Previous Next Cancel

Pre-fill Conditions	Application to be Designated as a Qualified Person Transaction Number: 10027399
Applicant Information	To add work experience related to your application, click "ADD NEW WORK EXPERIENCE" button and then fill out the required information. Repeat this procedure if you want to add another work experience.
Confirm Stakeholder Profile	Please note that later in the "Attach General Document" section you will have the opportunity to attach your resume/curriculum vitae; if you are attaching either one of these documents and the information requested is contained therein please do not provide your work experience details in this section.
Review Individual Organization Profile	If providing work experience in your resume/curriculum vitae, it is important to include HOW THE REQUISITE COMPETENCIES WERE ACQUIRED for the chapter and purpose you are making application to be designated a qualified person.
Qualified Person Chapter	<input type="button" value="Add New Work Experience"/>
Academic Qualification	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>
Work Experience	
Membership	
References	
Additional Information Form	
Attach General Document	
Pre-Submit Conditions	

Work Experience

Work experience can be included here or it can be included as a resume or curriculum vitae later following the steps to Attach General Documents on page 11.

To attach resume or curriculum vitae later click **Next**. Skip to Membership on page 8.

To add work experience click **Add New Work Experience**. Continue to Create New Work Experience steps below.

Create New Work Experience x

Name of the Workplace:*

Activity (Please specify for which purpose this activity applies):*

 3963 character left

Dates Worked (MM/DD/YYYY):*

Date To (MM/DD/YYYY):*

How the requisite competencies were acquired (Please specify for which purpose this applies):*

 3883 character left

Create New Work Experience

Input the following information:

- Name of workplace.
- Purpose (one of the ones selected in the Purpose section on page 4) you are providing the work experience for.
- Dates worked.
- How you gained the competencies for the purpose input in b. This section must describe how you acquired the core skills and competencies, as laid out in the **Guidance Document: Qualified Persons**.

When complete, click **Done**.

Application to be Designated as a Qualified Person Transaction Number: 10027399

To add work experience related to your application, click "ADD NEW WORK EXPERIENCE" button and then fill out the required information. Repeat this procedure if you want to add another work experience.

Please note that later in the "Attach General Document" section you will have the opportunity to attach your resume/curriculum vitae, if you are attaching either one of these documents and the information requested is contained therein please do not provide your work experience details in this section.

If providing work experience in your resume/curriculum vitae, it is important to include HOW THE REQUISITE COMPETENCIES WERE ACQUIRED for the chapter and purpose you are making application to be designated a qualified person.

Workplace name	Activity	Acquired Method	Worked Dates	
XYZ Corporation	Certify tier 2 corrective action plan	Describe how the core skills and competencies, as laid out in the Guidance Document: Qualified Persons, were acquired	Start: 02/08/2002 End: 08/25/2016	Edit Delete

Add New Work Experience

Previous Next Cancel

Have a Question? 1-800-567-4224

Work Experience

Repeat steps under work experience on page 7 until all work experience is included.

To edit work experience click **Edit** beside the work experience.

When complete, click **Done**.

Application to be Designated as a Qualified Person Transaction Number: 10027399

To add a membership related to your application, click "ADD NEW MEMBERSHIP" button and then fill out the required information. Repeat this procedure if you want to add another membership.

Please note that you will have the opportunity to provide proof of membership in the "Attach General Document" section.

Add New Membership

Previous Next Cancel

Membership

If you are a member of an organization applicable to the application (ie: professional membership).

Click **Add New Membership**.

If no membership applies, click **Next**. Go to References section on page 9.

Create New Membership

Organization

Membership Organization

Category

Membership

Done Cancel

Create New Membership

Input membership organization name.

Select the category of membership from the dropdown list.

Click **Done**.

Pre-fill Conditions Application to be Designated as a Qualified Person Transaction Number: 10027399

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

To add a membership related to your application, click "ADD NEW MEMBERSHIP" button and then fill out the required information. Repeat this procedure if you want to add another membership.

Organization name **Category**

Membership	Membership	Edit	Delete
Organization			

Please note that you will have the opportunity to provide proof of membership in the "Attach General Document" section.

Add New Membership

Previous Next Cancel

Membership

Repeat steps above under Membership on page 8 until all relevant memberships are included.

To edit membership click **Edit** beside the membership.

When complete, click **Done**.

Pre-fill Conditions Application to be Designated as a Qualified Person Transaction Number: 10027399

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

To add reference(s), click the "ADD REFERENCE" button and fill out the required information. Repeat this procedure if you want to add multiple references. For the Qualified Person Application to be considered, AT LEAST TWO REFERENCES ARE REQUIRED. Opportunity to provide additional reference information is provided in the "Attached General Document" section.

Add New Reference

Previous Next Cancel

References

Two references must be included.

Click **Add New Reference**.

Create New Reference

Reference

First Name Job Title

Last Name Daytime Phone Number

Professional Designation (If applicable) Fax Number

Organization Name E-mail

General

Address Line 1 (e.g. Street address, P.O. box, RR no, etc.)

Address Line 2 (e.g. Apartment, suit, unit, building, floor, etc.)

Done Cancel

Create New Reference

Input reference information in spaces provided under Reference section. Boxes with asterisks are required fields.

Inputs address information for reference under General section.

Click **Done**.

Pre-fill Conditions

Application to be Designated as a Qualified Person Transaction Number: 10027399

To add reference(s), click the "ADD REFERENCE" button and fill out the required information. Repeat this procedure if you want to add multiple references. For the Qualified Person Application to be considered, AT LEAST TWO REFERENCES ARE REQUIRED. Opportunity to provide additional reference information is provided in the "Attached General Document" section.

Name	Company	Title		
John Doe	Pete's Engineering	Engineer	Edit	Delete

Add New Reference

Previous Next Cancel

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

References

Repeat steps above in References on page 9 until all references are included.

To edit references click **Edit** beside the reference.

When complete, click **Done**.

Pre-fill Conditions

Application to be Designated as a Qualified Person Transaction Number: 10027399

If necessary please provide any additional information pertaining to your application in the text box below. Please note that on the following page you will have the opportunity to upload any relevant documentation related to your application.

Previous Next Cancel

Applicant Information

Confirm Stakeholder Profile

Review Individual Organization Profile

Qualified Person Chapter

Academic Qualification

Work Experience

Membership

References

Additional Information Form

Attach General Document

Pre-Submit Conditions

Additional Information Form

Include any additional information you would like to provide in the space provided.

Click **Next**.

Pre-fill Conditions	Application to be Designated as a Qualified Person Transaction Number: 10027399
Applicant Information	Please upload your document(s) using the form below.
Confirm Stakeholder Profile	Please note: Document upload times will vary depending on your computer system, network access and the size of the file.
Review Individual Organization Profile	If any file exceeds the size of 100 MB, please contact the FTP Site Administrator at 1-800-567-4224. The representative will provide you with temporary access to this FTP site to submit these larger files.
Qualified Person Chapter	If taking advantage of the FTP site, please include the transaction number in the name of the file(s) you are submitting through the FTP site. This will assist the representative of the Ministry of Environment in locating and routing the files appropriately.
Academic Qualification	Please select a file to submit
Work Experience	<input type="text"/> Browse...
Membership	Please provide a description for your file.
References	<input type="text"/>
Additional Information Form	Please select the type of file being submitted
Attach General Document	<input type="text"/>
Pre-Submit Conditions	Submit File
	Previous Next Cancel

Attach General Document

Any documents relating to the application are attached here.

Note: You must provide a copy of your academic degree or diplomas. This can be a scanned copy or a picture (typical image file or pdf is acceptable).

To attach a document click **Browse**. Select the file to be submitted.

Click **Open**.

Include a description of the file and select the type of file being submitted.

Select from the dropdown the type of file being submitted.

Click **Submit File**.

Note: To upload more files, please repeat process above.

Once you are done uploading files, click the **Next** button to proceed.

Pre-Submit Conditions

Read and review the conditions provided.

Select the box to accept the conditions.

Click **Submit**.

Pre-fill Conditions	Application to be Designated as a Qualified Person Transaction Number: 10027399
Applicant Information	1. I declare that I have not been disciplined or had a licence restriction in the past by any professional licensing body or association, either as an individual or as a corporate officer, nor, to the best of my knowledge, is there an investigation, disciplinary action or licence restriction currently pending against me, either as an individual or as a corporate officer.
Confirm Stakeholder Profile	2. I declare that I have the skills and competencies required for the purposes as described in this application.
Review Individual Organization Profile	3. I am aware that the application, and any additional information submitted, is deemed to be public information, unless otherwise prescribed.
Qualified Person Chapter	4. I am aware that the identification of a person as a qualified person does not entitle that person to engage in an activity if that activity is within the exclusive scope of practice of a profession and that person is not a member of that profession.
Academic Qualification	5. I consent to an authorized representative of the Ministry of Environment verifying the information included in this application including contacting my references and educational institutions to verify that the information provided is true and correct.
Work Experience	6. I solemnly declare that the statements made and the information provided in this application are true and correct. I acknowledge that any false statement or false information on this form or relating to any document in support of this application, including concealment of any material fact, may be found to be contrary to <i>The Environmental Management and Protection Act, 2010</i> and could result in:
Membership	a) prosecution;
References	b) imposition of an administrative penalty;
Additional Information Form	c) a complaint to the professional association to which I belong;
Attach General Document	d) denial or revocation of my designation.
Pre-Submit Conditions	* If you are unable to sign declaration no. 1, please go back to the Attach General Document section and attach an explanation as to why you are unable to sign declaration no. 1, marked "confidential".
	By clicking the submit button I hereby declare the above information is true and correct.
	<input type="checkbox"/> I accept these conditions.*
	Previous Submit Cancel

 Have a Question?
1-800-567-4224

Application to be Designated as a Qualified Person Transaction Number: 10027399

Application Submitted

We have received your application. Please refer to the transaction number (displayed above) when inquiring about your application. If you have any additional questions or require additional information, please contact the Ministry at your convenience.

To see a list of your applications and their status, see the [Dashboard](#) page.

Submitted

The application for designation for a qualified person has now been submitted.

You will receive an email to confirm successful completion of this process.

Ministry of Environment | Online Service
Frequently Asked Questions
Regarding Qualified Persons Application



This document contains the frequently asked questions and answers when completing a Qualified Persons Application.

1. If I am member of a Professional Association in Saskatchewan, do I have to apply for a Qualified Person certification?

This is dependent on which chapter of the Code you are applying under. To assess your eligibility review the class of persons identified in the applicable chapter in the Saskatchewan Environmental Code (code):

<http://environment.gov.sk.ca/Default.aspx?DN=7c959b1e-75b4-409c-afc9-9a4d4a42ec47>

2. Do I need to provide a copy of my degree or diploma (academic credentials) when making application for a QP?

Yes, you must provide a copy of your academic degree or diplomas. This can be a scanned copy or a picture (typical image file type or pdf is acceptable).

3. Do I need to provide my academic transcripts?

No, it is enough to provide a copy of your degree or diploma.

4. How do I fill out the core skills and competencies section?

Your skills and competencies section should be detailed enough to provide the required background in order for the ministry to make a determination. You must include how you acquired the listed skills and competencies for the area of work in the guidance document:

<http://publications.gov.sk.ca/documents/66/89767-Guidance%20Document%20Qualified%20Person%20Designation.pdf>

5. Can I be a qualified person if I have a professional designation from another province?

No, qualified professionals from outside the province will not be recognized. You will need to be a member of a Saskatchewan professional association or be designated. The Ministry will not designate someone where that professional association is present in Saskatchewan.

6. What do I do, if I do not have a Professional Association in Saskatchewan?

You must then go through the process of being designated by the minister. This form can be found here:

<http://www.environment.gov.sk.ca/adx/asp/adxGetMedia.aspx?DocID=17a6581a-c749-4520-a599-5f148ed14754&MediaID=1e2e2d08-9a83-478b-a988-d9c20c93ea93&Filename=Qualified+Person+Certification+Standard+-+fillable+form.pdf&l=English>

7. If I am a member in training with my professional association, can I apply for a QP designation?

No, you must be designated a professional with the Professional Association, not a professional in training.