

Ministry of Environment | Online Service Submitting a QPCS



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

A qualified person certification standard can be submitted by the organization or the organization can invite a qualified person to submit a qualified person certification standard through online services.

The purpose of this guide is to provide the steps to take by a qualified person to submit a qualified person certification standard when invited to by an organization through on line services.

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 - Project Administrator
- Janes Organization - Qualified Person
- Janes Organization - Employee
- Janes Organization - Employee
- Janes Organization - Report Viewer

Select User Profile

Select the **Organization Name –Qualified Person** radio button.

Click the **Select Identity** button

All	In Progress	Completed	New Submission

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		
Application to be Designated as a Qualified Person Qualified Person Certification Standard		
Spills / Impacted Sites		

Qualified Person

Certification Standard

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

Select **Qualified Person Certification Standard**.

Pre-fill Conditions	Application for Qualified Person Certification Standards
Applicant Information	This standard provides clear direction on the information required when a qualified person provides a certificate to the minister. Qualified persons use this standard when providing an opinion to the minister of aspects such as an environmental protection plan, environmental sampling, operating plans or design plans.
Confirm Stakeholder Profile	
Review Individual Organization Profile	The certificate helps ensure consistent information is provided to the minister and provides direction to the qualified person and the regulated community on exactly what the qualified person is providing an opinion on.
Association	
Provide an Opinion	
Attach Document	Next
Pre-Submit Conditions	

Pre-fill Conditions

Read the pre-fill conditions on the screen.

Select **Next**.

Pre-fill Conditions	Application for Qualified Person Certification Standards	Transaction Number: 10027416
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		
Association	Previous Next	Cancel
Provide an Opinion		
Attach Document		
Pre-Submit Conditions		

Applicant Information

Read the instructions on the screen.

Click **Next**.

Pre-fill Conditions	Application for Qualified Person Certification Standards	Transaction Number: 10027416
Applicant Information		
Confirm Stakeholder Profile	Confirm Applicant	
Review Individual Organization Profile	If you are applying for yourself, you should see <i>Individual (Myself)</i> below. If you are applying on behalf of an organization, you will see it listed below as well as the role to which you are participating in. To change this value, please visit the Select User Profile page and return to this application.	
Association	Janes Organization - Qualified Person	
Provide an Opinion	Previous Next	Cancel
Attach Document		
Pre-Submit Conditions		

Confirm Stakeholder Profile

Confirm your stakeholder role is associated with the correct organization (qualified persons may have more than 1 organization they are a qualified person for) and that you are signed as a qualified person. See example to left.

Click **Next**.

Pre-fill Conditions	Application for Qualified Person Certification Standards	Transaction Number: 10027416
Applicant Information		
Confirm Stakeholder Profile	<input type="radio"/> Organization <input type="radio"/> Individual	
Review Individual Organization Profile	Organization	
Association	Organization Name Janes Organization	
Provide an Opinion	Legal Business Name Janes Organization	
Attach Document	Business Number	
Pre-Submit Conditions	Industry	
	Phone (306) 123-4567	

Have a Question?
1-800-567-4224

Review Individual Organization Profile

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

Click **Next**.

Pre-fill Conditions	Application for Qualified Person Certification Standards	Transaction Number: 10027416
Applicant Information	ASSOCIATE A QUALIFIED PERSON CERTIFICATION STANDARD.	
Confirm Stakeholder Profile	Transaction number (supplied to you via e-mail)*	
Review Individual Organization Profile	<input type="text"/>	
Association	Ministry Designated Qualified Person number (8 characters)	
Provide an Opinion	<input type="text"/>	
Attach Document	<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/>
Pre-Submit Conditions		

Association

Enter the Transaction number in the space provided.

Note: The transaction number is provided in the email inviting you to submit a qualified person certification number.

If you are a ministry designated qualified person, enter your designation number in the space provided, otherwise leave blank.

Application for Qualified Person Certification Standards	Transaction Number: 10027504
I do hereby certify that:	
Section 1:	
I am a qualified person as that term is defined in the *	
<input type="text" value="Corrective Action Plan Chapter"/>	
Section 2:	
To the best of my professional ability, recognizing the standard of care expected of a professional doing this work, it is my professional opinion that: *	
<input checked="" type="radio"/> The endpoint selected in the corrective action plan properly addresses the substances of potential concern and is appropriate for the use, proposed use or exposure scenarios with respect to the environmentally impacted site.	
Section 3:	
I have the following qualifications and thereby fulfill the requirements to be a qualified person for the Chapter mentioned in Section 1 *	
<input type="radio"/> A person who is a practising member as defined in The Agrologists Act, 1994 <input type="radio"/> Applied Science Technologist with 8 Years of Experience in Tier 2 Endpoint Corrective Action Plans <input type="radio"/> A person licensed to practise professional engineering pursuant to The Engineering and Geoscience Professions Act <input type="radio"/> An individual who is designated by the minister or who is a member of a class of persons designated by the minister pursuant to the Act to undertake that activity	
Section 4:	
I have the following additional information to provide:	
<input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>	<input type="button" value="Cancel"/>

Provide an Opinion

Section 1: the chapter will automatically be selected, this selection cannot be changed.

Section 2: select the radio button of the opinion(s) you are providing as the qualified person.

Section 3: select the radio button(s) that represents your qualifications.

Section 4: include any additional information you would like to provide with the certificate (i.e.: list of other persons or documents relied upon in making the opinion or any caveats you may have).

Click **Next**.

Application for Qualified Person Certification Standards Transaction Number: 10027504

Please upload documents relating to the opinion that you are providing (as necessary). This may include documents such as your professional seal or your Ministry Designated Qualified Person Certificate.

Please select a file to submit.

Please provide a description for your file.

Please select the type of file being submitted.

Attach Document(s)

Any documents relating to the submission are attached here.

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.

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 conditions.

Click **Submit**.

Application for Qualified Person Certification Standards Transaction Number: 10027504

Section 5:
The information or documents submitted was prepared by me, or under my direct supervision, or was prepared by a third party(ies) and has been reviewed and accepted by me; and that qualified personnel properly gathered and evaluated all the information contained in and underlying this submission.

Section 6:
In providing the opinion in section 2 and any additional information in section 4 I have:

- taken all reasonable and prudent action to ensure that the certificate or opinion does not contain any misrepresentation;
- disclosed all material facts; and
- complied with any applicable professional standards.

Section 7:
I am aware that this Qualified Person Certificate and any additional information submitted is deemed to be public information unless otherwise prescribed.

Section 8:
I am aware that a contravention of section 6:

- could result in prosecution;
- could result in the imposition of an administrative penalty; and
- could result in a complaint to the professional association to which the qualified person belongs.

I accept these conditions.*

Application for Qualified Person Certification
Standards

Transaction Number: 10027504

Application submitted

You will be shown a message of the transaction being completed.

Please Note: The application belongs to the Organization that invited you to submit on behalf of their Organization.

The application will show up on the Organization's dashboard, not the dashboard of the QP.