

Step 3:

Include a copy of your company’s business registration or incorporation certificate in your application submission

Companies that are legal businesses that have been registered as a legal entity or are incorporated will have a certificate confirming their status in the province(s)/territory(ies) of business. This certificate must be submitted with the CASC application form.

It is important to note that a company that has not operated legally as a business in Canada for a minimum of three years will not be considered for accreditation.

If a CASC Company closes its operations for whatever reason during its accreditation term, and opens a new company under a different name, the CASC accreditation will be cancelled and the new company must apply for accreditation.

Step 4:

Include a resume for the individual who will be your CASC Representative in your application submission

A company applying for accreditation must designate one employee to be its CASC Representative. This individual must have a minimum of three years’ industry-related experience or acceptable security industry experience as decided by the CASC Council. This experience may include, but is not limited, to the following:

- 1. previous security company ownership and/or employment
- 2. security experience outside of Canada
- 3. other security industry involvement

The resume of the proposed CASC Representative must be submitted with the CASC application form.

A CASC Company must always have a CASC Council-approved representative on staff during its accreditation term.

Step 5:

Include copies of current Criminal Reference Check (CRC) certificates for all applicable employees and sub-contractors in your application submission

As part of the CASC application, you must include copies of current CRCs for staff, personnel, and sub-contractors involved with the sale, service, installation, monitoring, and programming of electronic security systems as well as copies for employees that can have or do have access to non-accounting client security system(s) information.

If you do not submit all employees’ valid CRC certificates at the time of application, you must provide any outstanding certificates within 90 days from the date of application submission.

If new employees start employment with a CASC Company during its accreditation term, copies of current CRCs must be provided for these new employees at the time of the CASC Company’s accreditation renewal, which takes place every year.



Step 6:

Include a copy of your Workers’ Compensation Plan clearance certificate in your application submission

Companies applying for accreditation must have their employees covered by the provincial/territorial Workers’ Compensation Plan in provinces/territories where it is legally required to do so. As part of the CASC application, you must submit a clearance certificate, which indicates that you implement and maintain a Workers’ Compensation Plan for employees.

If you do not have a current Workers’ Compensation Plan clearance certificate at the time of application, this documentation must be provided to CANASA within 90 days from the date of application submission.

If a CASC Company discontinues its plan and/or implements a new plan during its accreditation term, the CASC Company must notify CANASA and provide a valid, updated clearance certificate at the time of its accreditation renewal.

Step 7:

Ensure that applicable staff members have either taken the Alarm Technician Course (ATC) Level 1 certification or are registered to complete the course within 90 days of application submission

Companies applying for accreditation must ensure that all field technicians and installation and service staff complete the ATC Level 1 certification within 90 days of the date of application submission.

A certificate of course completion for each employee that takes the ATC Level 1 certification must be submitted to CANASA.

If you operate within a province/territory that requires adherence to provincial/territorial security legislation, a copy of the legislative certificate can be submitted along with the accreditation application as proof of required course completion.

If a new staff member joins a CASC Company during its accreditation term, it is required that the employee take the ATC1 course within the first three months of employment and that the CASC Company submits a copy of the employee’s ATC1 certificate at the time of its accreditation renewal.

Step 8:

Ensure your company has the minimum insurance required to be eligible for the CASC program and submit a copy of the insurance certificate with your application

Applicants must have a minimum of \$3 million Commercial General Liability insurance, including Failure to Perform, to be eligible for CASC accreditation. A copy of the insurance certificate issued by your insurance company must accompany the application form.

If you do not have the minimum insurance coverage, you must get the appropriate amount of coverage from the insurance company before applying for accreditation.

A copy of the clearance certificate for the appropriate coverage must be provided to CANASA within 90 days from the date of your application submission.

Step 9:

Carefully review the CANASA Code of Ethics and ensure all staff members have a copy of the Code and review and adhere to it at all times during their business operations

By signing the application form, applicants agree to operate their business according to the CANASA Code of Ethics (the “Code”). The CANASA Code of Ethics can be found on CANASA’s website at canasa.org > About Us > Governing Principles > Code of Ethics.

A CASC Company’s accreditation status will be cancelled if the Code is violated in any way during its term of accreditation.

Step 10:

Carefully read and ensure you understand the terms and policies for the appeals, escalation, discipline, and ethics processes, as stated within the CASC program handbook

By signing the application form, applicants indicate that they have read and understand the appeals, escalation, discipline, and ethics processes, as outlined in the CASC program handbook, and understand and agree that any issues or complaints brought forward by the company’s employees or outside parties will be treated by these same policies and procedures. A copy of the CASC program handbook can be found online at canasa.org > Membership > Canadian Accredited Security Contractor program.

Step 11:

Review all sub-contractor agreements to ensure that you are dealing with CASC accredited sub-contractors

By signing the application form, applicants agree that they will only use CASC accredited sub-contractors.

The CASC program does not require a CASC Company to have the following (non-security) sub-contractors to become CASC accredited, provided the sub-contractors are under the care and responsibility of the CASC Company:

- Electrical
- Civil
- Cabling
- Door hardware
- Patching
- Painting
- Locksmiths
- Unionized trade

The CASC Company shall fully supervise and be responsible for all aspects of work performed by any sub-contractor(s) under its care.

If a CASC Company is found in violation of this criterion, the CASC Company will be put on probation. If the situation is not corrected within 90 days, the CASC Company’s accreditation status will be cancelled.

Step 12:

Carefully review the fee outline and pay the appropriate fees accordingly in order for your application to be processed

Program fees differ; please review the fee structure below carefully.

The one-time, non-refundable application fee is due at the time of application. An application will not be processed if the application fee does not accompany the application form or if payment is incorrect. The application fee will not be reimbursed to applicants who do not meet CASC eligibility criteria and are not granted accreditation.

After CASC accreditation has been approved, the applicable program fees are due. CANASA will issue an invoice for the appropriate program fees, along with a notice of CASC accreditation.

All fees are subject to applicable taxes.

Description	Fee	How often to pay	When to pay
Application Non-refundable	\$1,000	One time	All applicants must pay at time of application
Program fee	\$500	Per year	CANASA will send an invoice to be paid by the CASC Company
Employee fee (per employee)	\$50		

For more information about the CASC program and the application process, contact CANASA at casc@canasa.org or 1 (800) 538-9919.

CASC Companies play a lead role in shaping the future of the electronic security industry. Apply today to become a Canadian Accredited Security Contractor and show your commitment to supporting industry best practices and advancing the electronic security industry in Canada.





Canadian Accredited Security Contractor

Application Checklist

Canadian Security Association
50 Acadia Avenue, Suite 201, Markham ON L3R 0B3
Telephone: (905) 513-0622 Toll Free: 1 (800) 538-9919
Email: casc@canasa.org Website: www.canasa.org

The advantages of CASC accreditation

Accreditation through the Canadian Accredited Security Contractor (CASC) program has many benefits. By becoming a CASC Company, you are able to demonstrate your accountability and professionalism to key markets and let consumers know that you are committed to workplace excellence and adhere to a Code of Ethics.

CASC Companies are provided with the tools they need, such as ready-to-use, professionally designed promotional materials, to increase public exposure and attract new business.

Most importantly, CASC Companies play an important role in advancing the electronic security industry in Canada. Through their commitment to industry best practices, CASC Companies help to strengthen consumer confidence and set the bar for entry into the electronic security contractor industry.

Becoming a CASC: application checklist

To become a CASC Company, an applicant must meet eligibility criteria to demonstrate observance of industry best practices. Adherence to criteria must be maintained by a CASC Company throughout the lifespan of its operation in order to maintain accreditation. For more information on CASC eligibility criteria, visit canasa.org > Membership > Canadian Accredited Security Contractor program.

Following each of the steps in this checklist will help ensure that you meet CASC program criteria and have all the necessary documentation in place in order to apply to the CASC program.

All required documentation must be submitted at the time of application. If you do not submit all required documentation with your application, you will have 90 days to submit the documentation in order for your application to be processed.

Completing the steps in this checklist will help to ensure that you meet eligibility criteria before you submit your application. It is important to ensure you meet eligibility criteria before applying, as the application fee is non-refundable. The application fee will not be reimbursed if you are not granted accreditation.

Step 1:

Become a CANASA member

Apply for CANASA membership if you are not already a member. A CANASA membership application form and an outline of associated membership fees can be found online in the Membership section at canasa.org. Applying online is the quickest and easiest way to apply for membership. Application forms can also be obtained by calling CANASA's National Office at 1 (800) 538-9919.

The CANASA membership application form should be completed, signed, and sent with the application fee to:
Canadian Security Association (CANASA)
Attention: Membership Services
50 Acadia Avenue, Suite 201
Markham, ON L3R 0B3

By becoming a CANASA member and signing the membership application form, a company agrees to follow CANASA's Code of Ethics in its day-to-day business operations.

Step 2:

Complete a CASC program application form

A CASC program application form and an outline of associated fees can be found online at canasa.org > Membership > Canadian Accredited Security Contractor program.

The completed and signed application form must be accompanied by all required documentation as well as the application fee in order for your application to be processed.

By signing the application form, applicants agree to the issues and complaints processes as outlined in the CASC program handbook, which can also be found at canasa.org > Membership > Canadian Accredited Security Contractor program.

The documentation required to accompany the application form includes:

- a copy of your company's registration/incorporation certificate (see Step 3)
- a resume for the individual who will be your CASC Representative (see Step 4)
- copies of current Criminal Reference Check (CRC) certificates for all applicable staff members, which include all staff/personnel/sub-contractors involved with the sale, service, installation, monitoring, and programming of electronic security systems and those that can have or do have access to non-accounting client security system(s) information (see Step 5)
- a copy of the Workers' Compensation Plan (WCP) clearance certificate to which your company contributes, if your company is in a province that requires coverage by such a plan (see Step 6)
- copies of ATC 1 certificates for all applicable staff members, including field technicians and installation and service staff (see Step 7)*
- a copy of your insurance certificate (see Step 8)

*NOTE

If you operate your business and have a business address in the Province of British Columbia, you must provide proof of compliance with the requirements of the Province of British Columbia regulations. You must also meet the additional requirements of the CASC program.

If you operate your business and have a business address in the Province of Quebec, you must provide proof of compliance with the requirements of the Province of Quebec regulations. You must also meet the additional requirements of the CASC program.

If you operate your business and have a business address in the Province of Nova Scotia, you must provide proof of compliance with the requirements of the Province of Nova Scotia regulations. You must also meet the additional requirements of the CASC program.