



CSAP Application for Leave of Absence

Members may apply for leave of absence from the CSAP Society for a minimum of 6 months to a maximum of 13 months in any one 3-year term. The member's renewal date will not change. Members are required to give 2 weeks' notice to the Executive Director stating the effective date of the Leave of Absence, and ensure they meet all applicable insurance requirements as of the effective date.

AP Name _____

AP Company _____

Start Date _____ End Date _____

Notification Date _____

Reason for Leave
(optional) _____

Email while on leave _____

A member on leave is not allowed to conduct any CSAP work or use the title "contaminated sites approved professional".

A member on leave must comply with the following requirements:

- Maintain Professional Liability (PL) and Commercial General Liability (CGL) insurance. Proof of the insurance coverage must be forwarded to the CSAP Society. If such insurance requirements are not maintained by your employer/company, members are advised to arrange for private insurance coverage.
- Upkeep Professional Development (PD) hours.
- Pay the general annual membership fee. If leave is for more than 6 months, a pro-rated fee will apply for the term going forward.
- Complete one submission per 3-year term.

Regarding the CSAP member's indemnity:

CSAP members should at all times maintain the primary (private or company) insurance requirements set forward in the indemnity. If a claim was launched against an AP during a time when the AP did not have the required primary insurance in place, the Ministry may effectively step in and assume the role of primary insurance provider and defend the claim. If the claim is under \$2,000,000 the Ministry may have recourse to directly recover from the AP any expenses paid out in defense of the claim or as a result of the claim. Alternatively, the Ministry may determine it has no obligation to defend the claim and leave the AP without counsel.

Signature on Agreement _____