



CSAP SUBMISSIONS PROCEDURES

Receipt of Submissions

After July 1, 2008, all submissions must be sent directly to the CSAP office:

613 - 744 West Hastings, Vancouver, V6C 1A5

Please include the correct submission fees:

- ❖ 1 cheque payable to CSAP
- ❖ 1 cheque payable to Ministry of Finance (ENV fees)
- ❖ GST must be included unless your client is GST exempt

Please refer to CSAP Transmittal Letter and CSAP Website for requirements to Package format and completeness: <https://csapsociety.bc.ca/submission-package-forms/>

Delivery instructions: <https://csapsociety.bc.ca/members/make-a-submission/>

When a complete submission is received at the CSAP office, it will be entered into the CSAP Database.

The submission will be assigned a registry number which will be used in the random selection of submissions for Performance Assessments.

- ❖ The frequency for all submissions is 1:8

Selection of Submissions for Performance Assessment

If your submission is selected for a Performance Assessment, you will be notified immediately.

You must send two additional copies of the submission to the CSAP office.

All communication with the client regarding the Performance Assessment must be conducted by the submitting Approved Professional.

You may be contacted by the Performance Assessment Coordinator to attend a voluntary meeting regarding your assessment.

You will be notified by the Performance Assessment Committee of the final status of your submission.

Administrative Screening

Each submission will go through CSAP Preliminary and Detail Screening. For screening procedure please refer to <https://csapsociety.bc.ca/members/guidelines/submission-screening/>

You will be notified by email if there are any minor difficulties.

Difficulties requiring a resubmission may be assessed a resubmission charge.

Completion of Screening and Transfer of Submissions to ENV, Victoria office

You will be notified when the screening has been completed and the submission sent to the Ministry of Environment in Victoria.

The Ministry has the right with cause and within 10 days of receiving your submission to request a non-random performance assessment.

The Ministry will complete the review and release the instrument and cover letter to you.