



CSCSC National Accreditation Program (NAP)

Application for Accreditation



The National Accreditation Program (NAP) assesses supply chain educational and training offerings to ensure that they meet the national standards as written by the CSA Group (Canadian Standards Association).

Guiding Principles

NAP accreditation is guided by compliance with the CSCSC [NAP Standards for Accreditation](#). The process includes review and assessment of an offering in the following areas: needs assessment, design, development, delivery, and student evaluation. To earn CSCSC accreditation, the course/program must meet all CSCSC Standards for Accreditation. To maintain CSCSC accreditation, the Provider must provide evidence of continued compliance with the Standards for Accreditation.

Application notes:

- Supporting documentation to substantiate your responses is required.
- References to supporting documentation are to be indicated in the corresponding “Supporting Documentation” field for each question.
- Standard 6: “Material Handling Training Supplement” is required only for offerings that relate directly to the use of material handling equipment.
- Once completed, please send an electronic copy of your application, along with all supporting documentation, to skeen@supplychaincanada.org.
- It is recommended that you retain a copy of this application for your records. (This file may be referenced to respond to potential questions from ARP and/or can be referred to for future renewal applications).

Section A: Provider/Program Details

The following application for the stated course/program is a _____ submission.

Provider Profile

Provider name:

Provider street address:

Provider city:

Provider province:

Provider postal code:

Provider website:

Provider since:

Institution's average # of students per year:

Size of institution:

Authorized Representative

First name:

Last name:

Title:

Telephone:

Email address:

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Course/Program Profile

Offering title:

Offering type:

Program URL:

Language:

Delivery model: Classroom:

E-Learning:

Other:

Duration/length of offering:

Co-operative education or work term:

Co-operative or work term description:

Average # of students enrolled per offering:

Average # of graduates per offering:

Credential earned:

Related NOC (indicate all that apply):

- 0016: Senior managers: construction, transportation, production and utilities
- 0113: Purchasing managers
- 0114: Other administrative service managers: e.g., Inventory/Materials/Security and Safety Manager, Regulatory Compliance Manager
- 0124: Advertising, marketing and public relations managers (supply chain)
- 0132: Postal and courier service manager
- 0213: Computer and information systems managers
- 0621 Retail and wholesale trade managers: e.g., Customer Service Manager
- 0714: Facility operations and maintenance manager: e.g., warehouse manager
- 0731: Managers in transportation
- 1122: Professional occupations in business management consulting: e.g., Supply Chain Process Analyst, Regulatory Affairs Analyst/Officer
- 1214: Supervisors, mail and message distribution occupations
- 1215: Supervisors, supply chain, tracking and scheduling co-ordination occupations: e.g., Airport Ramp Services Supervisor
- 1225: Purchasing agents and officers
- 1315: Customs, ship and other brokers: e.g., Customs Brokerage Employee
- 1431 Accounting and related clerks: e.g., Rate Clerk
- 1521: Shippers and receivers
- 1522: Store keepers and parts-persons: e.g., Parts Supplier, Supply Clerk
- 1523 Production logistics coordinators; e.g., Expeditor, Logistics Coordinator
- 1524: Purchasing and inventory control workers: e.g., Inventory Analyst/Planner/Clerk
- 1525: Dispatchers
- 1526: Transportation route and crew schedulers
- 2171: Information systems analysts and consultants: e.g., Information Systems Analyst
- 2172: Database analysts and data administrators
- 2175: Web/Internet designers and developers
- 2233: Industrial engineering and manufacturing technologists and technicians
- 4161: Natural and applied science policy researchers, consultants and program officers: e.g., Emergency and Continuity Manager
- 4163: Business development officers and marketing researchers and consultants

- 6222: Retail and wholesale buyers
- 6524: Ground and water transport ticket agents, cargo service representatives and related clerks: e.g., Cargo and Freight Agent
- 6541: Security guards and related security service occupations: e.g., Cargo Security Screening Guard
- 7302 Contractors and supervisors, heavy equipment operator crews: e.g., Longshore Worker Supervisor
- 7451: Longshore workers: e.g., Dock Worker, Ship Loader Operator
- 7452: Material handlers
- 7514: Delivery and courier service drivers
- 7534: Airport ramp attendant
- 9617: Labourers in food, beverage and associated products processing

Related supply chain sub-functions:

- Inventory/Material control
- Purchasing
- Warehousing
- Logistics Information Systems
- Marketing and Sales
- Transportation

Related certification program:

Please indicate the federal and/or provincial regulatory requirements (or other standards and requirements) which your institution is in compliance with:

Does your institution currently have a process for formally recognizing (e.g., credits, prerequisites) other providers' offerings?

If no, please describe why:

Section B: Standards for Accreditation

1. Needs Assessment Standards

1.1 The provider shall describe how the course/program relates to the supply chain sector.

Describe how the course/program relates to the supply chain sector.

Supporting Documentation (indicate related file & page #):

1.2 For courses/programs that are related to one or more existing CSCSC Occupational Standards (OS), the Provider should:

- a. identify which tasks, knowledge, and skills included in the CSCSC Occupational Standard(s) are addressed in the course/program
- b. identify which tasks, knowledge, and skills included in the CSCSC Occupational Standard(s) are not addressed in the course/program
- c. provide rationale for the exclusion of any tasks, knowledge, and/or skills that are included in the CSCSC Occupational Standard(s), but are not addressed in the course/program

All CSCSC National Occupational Standards can be accessed through the CSCSC website at www.supplychaincanada.org.

Please indicate which CSCSC NOS's are addressed in the course/program.

- Airport Ramp Attendant
- Airport Ramp Services Supervisor
- Cargo and Freight Agent
- Cargo security Screening Guard
- Computer & Information Systems Manager
- Customer Service Manager
- Customs Brokerage Employee
- Delivery and Courier Services Driver
- Dispatcher

- Electric Motor Lift Truck Operator
- Emergency and Continuity Manager
- Expeditor
- Forecasting and Demand Management Specialist
- Industrial Engineering and Manufacturing Technician
- Information Systems Analyst
- Internal Combustion Engine Lift Truck Operator
- Inventory Manager
- Logistics Analyst
- Logistic Manager
- Logistics Planner
- Longshore Worker
- Longshore Worker Supervisor
- Material Handler
- Materials Manager
- Mobile Aerial Work Platform Operator
- Order Picker Selector
- Postal & Courier Service Manager
- Procurement Officer
- Purchasing and Inventory Clerk
- Purchasing Manager
- Rate Clerk
- Regulatory Compliance Manager
- Retail and Wholesale Buyer
- Rough Terrain Lift Truck Operator
- Route and Crew Planner and Scheduler
- Sales and Marketing Manager – Supply Chain
- Security Risk Management Specialist
- Security and Safety Manager
- Shipper and Receiver

- Stock Clerk
- Store Keeper and Parts Clerk
- Strategic Sourcing Analyst
- Supervisor - Material Handler
- Supply Chain Manager
- Terminal Manager
- Transportation Manager
- Warehouse Operations Manager
- Work Station Crane Operator

1.3 For courses that are not related to an existing CSCSC Occupational Standard (OS), the Provider should:

- a. identify related existing National Occupational Classifications, Essential Skills Profiles, occupational standards, and/or other occupational information**
- b. demonstrate harmonization of the course/program with related existing National Occupational Classifications, Essential Skills Profiles, occupational standards, and/or other occupational information**
- c. provide a description of the occupation including, as applicable:**
 - I. labour market information (i.e., current trends, outlook)**
 - II. all tasks involved in performing the occupation**
 - III. personal attributes that a worker must possess to successfully perform the occupation (e.g., abilities, occupational interests, work values, work styles)**
 - IV. physical work conditions (e.g., work settings, environmental conditions, job hazards, body positioning, work attire)**
 - V. tools and technology (e.g., machines, equipment, tools, software, and information technology)**
- d. identify which tasks are addressed in the course/program**
- e. identify which tasks are not addressed in the course/program**
- f. identify the knowledge and skills required to competently perform each task addressed in the course/program**
- g. provide rationale for the exclusion of any tasks, knowledge, and/or skills that are involved in performing the occupation, but are not addressed in the course/program**

List the supply chain related occupation(s) that the course/program is related to (for which a CSCSC OS does not currently exist).

Supporting Documentation (indicate related file & page #):

1.4 The Provider shall describe the typical attributes of the target population for the course/program including, as applicable:

- a. current occupations
- b. current workplace physical environments
- c. availability of technology (e.g., computers)
- d. location (e.g., remote)
- e. education level
- f. literacy level
- g. previous experience with training and/or education
- h. other relevant experiences and/or characteristics that may affect the effectiveness of the course/program design
- i. personal attributes

Describe the typical attributes of the target population for the course/program.

Supporting Documentation (indicate related file & page #):

2. Design Standards

2.1 The course/program shall incorporate principles of adult learning including, as applicable:

- a. unique motivators
- b. focus on personal goals
- c. building on previous life experiences
- d. promoting positive self-esteem
- e. treating students as active participants

Describe how adult learning principles have been considered in the design of the course/program.

Supporting Documentation (indicate related file & page #):

2.2 The course/program shall support a learner-centred approach that:

- a. encourages the active participation of each student
- b. supports and facilitates self-directed learning
- c. allows for integration of personal experiences
- d. ensures that knowledge and skills are acquired at a pace appropriate to individual students
- e. emphasizes the importance of lifelong learning
- f. addresses diverse student needs

Describe how a learner-centred approach has been considered in the design of the course/program.

Supporting Documentation (indicate related file & page #):

2.3 The course/program shall incorporate a combination of the following instructional strategies and corresponding methods, as applicable.

- a. direct instruction (e.g., lecture, one-to-one instruction)
- b. indirect instruction (e.g., problem solving)
- c. interactive instruction (e.g., brainstorming, group discussion)
- d. experiential learning (e.g., role playing, case studies, on-the-job-training)
- e. self-directed learning (e.g., homework, essays)

Describe how blended-learning has been incorporated into the design of the course/program.

Supporting Documentation (indicate related file & page #):

2.4 The course/program shall incorporate realistic examples, applications, and conditions associated with each intended learning outcome, as applicable.

List all intended learning outcomes for the course and/or program.

Describe how the course/program incorporates realistic examples, applications and conditions.

Supporting Documentation (indicate related file & page #):

2.5 The Provider shall identify the delivery medium (e.g., classroom, e-learning, hands-on application) for the course/program.

Describe the course/program delivery media used.

Supporting Documentation (indicate related file & page #):

2.6 The Provider shall ensure that the course/program delivery medium meets the needs of the target population (see Requirement 1.4).

Describe how the delivery medium meets the needs of the target population.

Supporting Documentation (indicate related file & page #):

2.7 For courses/programs that are delivered in a classroom setting, the Provider shall define the maximum class size.

State the maximum class size for the course or for each course within the program.

Supporting Documentation (indicate related file & page #):

2.8 The Provider shall define prerequisites that students must possess prior to participating in the course/program, as applicable.

List the prerequisites for the course.

Supporting Documentation (indicate related file & page #):

2.9 The course/program shall include methods for providing formal and/or informal instructor feedback to each student throughout the duration of the course/program.

Describe the method(s) used to provide instructor feedback to students throughout the duration of the course/program.

Supporting Documentation (indicate related file & page #):

2.10 The course/program shall include appropriate evaluation methods for each intended learning outcome.

List the evaluation method(s) used to evaluate intended learning outcomes (see Requirement 2.4).

Supporting Documentation (indicate related file & page #):

3. Course/Program Development Standards

3.1 The Provider shall describe the process used to develop the course/program (e.g., engage subject matter experts, pilot testing, peer review).

Describe the process used to develop the course/program.

Supporting Documentation (indicate related file & page #):

3.2 The Provider shall describe the process used to maintain the course/program (e.g., incorporate student feedback, encourage industry feedback).

Describe the process used to maintain the course/program.

Supporting Documentation (indicate related file & page #):

3.3 The course/program shall present topics in a logical sequence allowing for the development of knowledge and skills throughout the different stages of learning and ensuring prerequisite learning is satisfied.

Describe how the course/program enables the development of knowledge and skills in a logical sequence.

Supporting Documentation (indicate related file & page #):

3.4 The course/program shall include measurable intended learning outcomes for each knowledge-based topic or skill-based topic, including corresponding criteria to determine achievement of the intended learning outcome.

Describe the criteria used to determine achievement of intended learning outcomes (see Requirement 2.4).

Supporting Documentation (indicate related file & page #):

3.5 The course/program content shall provide information to support and reinforce every intended learning outcome.

Identify course/program content that supports intended learning outcomes (see Requirement 2.4).

Supporting Documentation (indicate related file & page #):

3.6 The course/program shall provide opportunities for application of knowledge to achieve each intended learning outcome, including evaluation and feedback, as applicable.

Provide examples of application of knowledge related to the intended learning outcomes (see Requirement 2.4).

Supporting Documentation (indicate related file & page #):

3.7 The course/program length shall require sufficient time for a student with reasonable abilities to achieve all intended learning outcomes.

State the course/program duration in hours.

3.8 The Provider shall provide students with an opportunity to anonymously evaluate the course/program and the instruction so that feedback may be used by the Provider for continuous improvement.

Describe how information is collected and what is done with the information collected from students.

Supporting Documentation (indicate related file & page #):

4 Delivery Standards

4.1 The Provider shall provide prospective students with information related to:

- a. course/program format
- b. course/program intended learning outcomes
- c. student evaluation (i.e., format of the evaluation, grading procedures, pass/fail criteria)
- d. recertification requirements (e.g., expiry of certification)

Identify where prospective students can obtain the information required.

Supporting Documentation (indicate related file & page #):

4.2 The Provider shall define the number of instructors required for the successful delivery of the course/program.

State how many instructors are used to deliver the course or each course within the program.

Describe how this number was determined and why it is sufficient.

Supporting Documentation (indicate related file & page #):

4.3 The Provider shall monitor instructor performance.

Describe how instructor performance is monitored.

Supporting Documentation (indicate related file & page #):

4.4 Instructor materials (e.g., instructor guide) shall contain sufficient information to ensure consistency of meeting the intended learning outcomes among varying instructors.

Describe the process used to ensure quality of instructor materials.

Supporting Documentation (indicate related file & page #):

4.5 Where provided, the course/program materials shall

- a. illustrate good organization, layout, and document management practices (e.g., document revision number, appropriate page numbering)
- b. include all important points of the topics being addressed
- c. include examples of typical documents, reports, and/or forms, as applicable

Describe the process used to ensure quality of course/program materials.

Supporting Documentation (indicate related file & page #):

4.6 Course/program materials may include the provision of sample examination questions throughout the delivery of the course/program, provided the integrity of official student evaluations is not compromised.

Are sample examination questions used throughout the course/program?

Describe how sample examination questions are used throughout the course/program without compromising the integrity of official student evaluations.

Supporting Documentation (indicate related file & page #):

4.7 The Provider shall ensure that a suitable learning environment (e.g., facilities, equipment, software) is provided.

Describe the learning environment of the course/program and why it is suitable.

Supporting Documentation (indicate related file & page #):

5. Student Evaluation Standards

5.1 Each student shall be evaluated at intermediate points throughout the course/program to monitor student progress towards each intended learning outcome.

Describe how students are evaluated at intermediate points throughout the course/program delivery.

Supporting Documentation (indicate related file & page #):

5.2 Each student shall be evaluated at the end of the course/program to determine student achievement of each course/program intended learning outcome.

Describe how students are evaluated at the end of the course/program delivery.

Supporting Documentation (indicate related file & page #):

5.3 All evaluation instruments shall be developed and maintained in a secure manner to ensure their integrity is maintained.

Describe where course/program evaluation instruments are kept.

Supporting Documentation (indicate related file & page #):

5.4 The Provider shall have criteria for determining successful completion of the course/program.

Describe the process and criteria used to determine successful completions of the course/program.

Supporting Documentation (indicate related file & page #):

5.5 A final standing (e.g., certificate, grade, pass/fail) for each student shall be recorded by the Provider and issued to the student.

Describe the process used to record and issue final standing to students.

Supporting Documentation (indicate related file & page #):

6. Material Handling Training Supplement (required for material handling courses/programs only)

6.1 The Provider shall ensure that operator training requirements comply with the applicable CSA standard based on the specific training being delivered. If no CSA standards specific to the training being delivered are available, the Provider shall ensure that operator training requirements comply with CAN/CSA-B335 – Safety standard for lift trucks, Clause 6 – Operator training requirements.

List the standards to which the program operator training requirements comply and provide support.

Supporting Documentation (indicate related file & page #):

6.2 The Provider shall ensure that instructor qualifications comply with the applicable CSA standard based on the specific training being delivered. If no CSA standards specific to the training being delivered are available, the Provider shall ensure that instructor qualifications comply with CAN/CSA-B335 – Safety standard for lift trucks, Clause 7 – Qualifications of the lift truck trainer.

List the standards to which the program instructor qualification comply and provide support.

Supporting Documentation (indicate related file & page #):

6.3 The Provider shall ensure that instructors have valid equipment-specific operator certification related to the program they are delivering.

List the required equipment-specific operator certification required by instructors to deliver the program. Provide support of valid certification for each instructor currently delivering the program and support of recent delivery of the program by each instructor.

Supporting Documentation (indicate related file & page #):

6.4 The Provider shall ensure that instructors have current Trainer certification that is updated at a minimum every 3 years.

List the required Trainer certification required by instructors to deliver the program. Provide support of Trainer certifications within the past 3 years for each instructor currently delivering the program and support of recent delivery of the program by each instructor.

Supporting Documentation (indicate related file & page #):

6.5 The Provider shall provide prospective students with information related to all equipment and attachments being used in the delivery of the program.

Identify and provide support for where information is provided to prospective students about information related to all equipment and attachments being used in the delivery of the program.

Supporting Documentation (indicate related file & page #):

6.6 The program shall have a continuous improvement and upgrading requirement (e.g., recertification, certification expiry). This requirement shall be clearly stated on the documentation provided to the students upon successful completion of the program.

Describe the program continuous improvement and upgrading requirement (e.g., recertification, certification expiry). Provide support of where the requirement is clearly stated on the documentation provided to the students upon successful completion of the program.

Supporting Documentation (indicate related file & page #):

6.7 The program shall clearly state that:

- a) the program is intended to provide basic, generic training;
- b) the employer is responsible for providing any required site-specific training;
- c) the employer is responsible for providing any required equipment-specific training;
- d) the employer is responsible for ensuring that operators are properly trained, including the completion of mid-term operator evaluation requirements; and
- e) continuous improvement and upgrading of operator knowledge and skills is recommended.

Identify and provide support for where during the program each of the above is clearly stated.

Supporting Documentation- indicate related file & page #:

6.8 The program shall be delivered using the following methods of instruction and minimum delivery times:

Using the appropriate table(s) below; indicate minimum delivery times for each method of instruction.

HIGH LIFT OPERATOR • Class I – Lift Codes 1, 4, 5, and 6: Electric Motor Rider Trucks • Class II – Lift Codes 1, 2, 3, 4: Electric Motor Narrow Aisle Trucks • Class III – Lift Codes 5, 6 and 7: Electric Motor Hand Trucks • Class IV – Lift Code 3: Fork, Counterbalanced, Cushion Tire • Class V – Lift Code 4: Fork, Counterbalanced, Pneumatic Tire	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training (no experience)			
Initial Training (some experience)			
Mid-Term (at 18 months as per CSA B335 6.21.2)			
Re-Train (every 3 years as per CSA B335 6.21.1)			
Additional training for each additional piece of equipment			
Additional training for each attachment			

ROUGH TERRAIN LIFT TRUCK OPERATOR • Class VII - Lift Code I: Variable Reach Rough Terrain Lift Truck (Telehandler), and Vertical Mast Rough Terrain Lift Truck	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training (no experience)			
Initial Training (some experience)			
Mid-Term (at 18 months as per CSA B335 6.21.2)			
Re-Train (every 3 years as per CSA B335 6.21.1)			
Additional training for each additional piece of equipment			
Additional training for each attachment			
MOBILE AERIAL WORK PLATFORM OPERATOR • Portable Work Platform Operator • Self-propelled Elevating Work Platform Operator (e.g. Scissor Lift Operator) • Self-propelled Boom-supported Elevating Work Platforms (Boom Lift Operator) • Mast-climbing Work Platform Operator	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training with fall protection (no experience)			
Initial Training with fall protection (some experience)			
Re-Train with fall protection (every 3 years)			
Re-Train without fall protection (every 3 years)			
Additional training for each additional piece of equipment			
Additional training for each attachment			
LOW LIFT OPERATOR • Class II – Lift Codes 6: Electric Motor Narrow Aisle Trucks • Class III – Lift Codes 1, 2, 3, 4 and 8: Electric Motor Hand Trucks	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training (no experience)			
Initial Training (some experience)			
Mid-Term (at 18 months as per CSA B335 6.21.2)			
Re-Train (every 3 years as per CSA B335 6.21.1)			
Additional training for each additional piece of equipment			
Additional training for each attachment			

WORK STATION CRANE (=\leq 5 Tonne) OPERATOR <ul style="list-style-type: none"> • Gantry Cranes • Bridge Cranes • Jib Cranes • Hoist Cranes 	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training (no experience)			
Initial Training (some experience)			
Mid-Term (at 18 months)			
Re-Train (every 3 years)			
Additional training for each additional piece of equipment			
Additional training for each attachment			
WORK STATION CRANE (=\leq 5 Tonne) OPERATOR Battery Exchange Only <ul style="list-style-type: none"> • Gantry Cranes • Bridge Cranes • Jib Cranes • Hoist Cranes 	Minimum Delivery Time (indicate hours)		
	Theory (including knowledge verification)	Practical Instruction	Practical Evaluation
Initial Training (no experience)			
Initial Training (some experience)			
Mid-Term (at 18 months)			
Re-Train (every 3 years)			
Additional training for each additional piece of equipment			
Additional training for each attachment			

For CSCSC administrative use only:

Assessor Name:

Assessment Type:

Accreditation Number:

Accreditation Reassessment Deadline (YYYY-MM-DD):

Accreditation Renewal Date (YYYY-MM-DD):

Accreditation Expiry Date (YYYY-MM-DD):

Application Status:

Notes: