



## Introduction

Please complete the application form and upload it along with your supporting documents to the AQT application form submission page on our website. **Applications should be received at least 6 weeks prior to the desired course date.** Payment for the course will be requested once the application is approved. You are NOT registered for the course until payment has been completed. The course fee must be paid to complete the registration process and secure a space in the desired course.

We do not accept application packages by email, they must be submitted through the desired course **apply now** link.

If you have any questions, please contact the PHS Team via email: [phs@openingminds.org](mailto:phs@openingminds.org)

\*This application may be approved prior to completion of the Integrating PHS into the Workplace course, but remains a condition to be completed prior to commencing the OM PHS Assessor course.

## Acknowledgements

- You understand that upon completion of the OM PHS Assessor course you will obtain the status of Provisional Assessor. Achievement of the Qualified Assessor status is obtained by completing one qualifying assessment to OM Quality Assurance standards and delivering an Assessment Report and Action Plan to a client organization
- You understand that you must complete a minimum of two assessments per year to maintain Qualified Assessor status (not applicable to Internal Assessors)
- For Independent External Assessors:
  - You have reviewed the OM PHS Assessor Agreement and OM PHS Assessor Code of Conduct and understand the requirements of OM PHS Qualified Assessors.
  - You understand that the minimum daily rate for Qualified External Assessors is \$800/day, and the maximum daily rate is \$2000/day.
- For Internal 3<sup>rd</sup> Party and Internal Assessors:
  - You have reviewed the OM PHS Assessor Agreement and OM PHS Assessor Code of conduct and understand the requirements of PHS Qualified Assessors.
  - You understand that your organization will be responsible for each AuditSoft™ license, per assessment



## Registration

- Please note that submitting an application does not guarantee registration in the OM PHS Assessor course, nor registration in its prerequisite (Integrating PHS into the Workplace).
- The PHS Assessor Course is conducted over multiple sessions during the week (Monday – Friday). Exact scheduling and fees will be outlined in the course registration.
- If you have not already taken Integrating PHS into the Workplace, registration is completed separately and the course must be completed prior to the OM PHS Assessor Training start date.

## Cancellation Policy

You acknowledge and agree that any amounts paid by you are non-refundable if cancellation occurs less than 30 days prior to the registered course. Otherwise, a full refund, less a 25% administration fee, will be provided for cancellations received in writing. Registration is non-transferable.

## Application Checklist

- Upload Completed Application Form
- Upload Resume
- Upload letters of support:
  - Two letters of support confirming you possess the appropriate skills and abilities to become certified as an MHCC-OM PHS Assessor.
    - For Internal Assessors: one letter of support must be from your organization

## Eligibility Requirements

Please answer all questions on the application to demonstrate you meet the following criteria for admission into the AQT. Incomplete applications will be returned.

## Minimum Qualifications

- Successful completion or commitment to complete MHCC OM Integrating PHS into the Workplace course\*
- Familiar with the National standard of Canada for Psychological Health and Safety in the Workplace
- Familiarity with Psychological Health and Safety practices
- Familiar with Health and Safety management systems, and how they are used within workplaces
- Certification in Mental Health First Aid
- Proficiency in computer programs such as Microsoft Word, PowerPoint, and Excel
- Experience with Virtual meeting platforms like Zoom and MS Teams
- Professional communication skills
- No criminal convictions
- Proof of liability insurance is required prior to commencing initial OM PHS Assessment as outlined in the applicable OM PHS Assessor Agreement



*\*Application may be approved prior to completion of Integrating PHS into the Workplace; by accepting admission into the AQT, participants commit to completing the prerequisite prior to the OM PHS Assessor Course start date.*

### Preferred Qualifications

- Familiarity with ISO 45003:2021 *Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks* is an asset
- Previous experience with workplace health and safety, or workplace culture audits or assessments
- Familiarity with applicable legislation related to psychological health and safety within the jurisdiction you will be working in
- Experience with AuditSoft™ platform
- Completion of The Working Mind Managers/Employees
- Completion of LivingWorks Safe Talk Training/ Applied Suicide Intervention Skills Training

### Contact Information

Applicant Name (First, Last)	
Applicant Type	<input type="checkbox"/> I am applying to be a First Party Internal Assessor <input type="checkbox"/> I am applying to be a Third Party Internal Assessor <input type="checkbox"/> I am applying to be an Independent External Assessor
Organization name (if applicable)	
Job Title	
Email	
Phone Number	
Preferred Mailing Address	



## Preferred Course Date

Have you completed Integrating PHS into the Workplace?	Yes  No
If you answered No to the above, what is your desired date for Integrating PHS into the Workplace?	
Desired Dates to participate in the AQT	

## Languages

Languages Spoken	English  French  Both
Which languages would you be comfortable completing Assessments in?	English  French  Both

## Education

Highest level of education completed? (please list any diplomas, degrees, or certificates)	
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MENTAL HEALTH  
COMMISSION  
OF CANADA

Application Form – Psychological Health and Safety  
Assessor Qualification Training (AQT)  
Candidate Screening

## Questions

1. Rate your level of familiarity with the National Standard for Psychological Health and Safety in Canada (CAN/CSA-Z1003-13/BNQ 9700-803/2013 (R2022))

Very Unfamiliar

Unfamiliar

Neutral

Familiar

Very Familiar

2. In your own words, define Psychological Health and Safety.

3. What interests you in becoming a Qualified OM PHS Assessor and how will you use your qualification?

4. What relevant background or experience do you have that will help you as an MHCC-OM PHS Assessor?



5. What experience do you have with workplace assessments or audits? Do you have experience with the AuditSoft™ tool?

6. Are you currently certified to perform assessments or audits (of any kind) by any other certifying organization? If yes, please specify which organization.

7. Do you hold any of the following certifications:

MHFA		CHRP	
TWM		CHSSC	
CMHA PHS Advisor		NCSO	
LivingWorks Safe Talk Training/ Applied Suicide Intervention Skills Training		CRBOH	
CRSP		Other (specify)	
CRST			