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**QUICK RECAP OF AUDITING STEPS REQUIRED**

1. Submit an Audit Request Form to the COR Department: COR@mhsa.ab.ca
	1. If it is a certification year, review the expiry date and plan for submitting 4-6 week in advance of the expiry.
	2. For all audits (Certification/Maintenance/Auditor Qualification) we ask that **the Request Form be submitted to MHSA by March 1st**, we also ask that **all audits be submitted to MHSA by November 30th** This will allow for proper tracking and processing in a timely manner, historically Dec hasn’t been the best month for performing audits.
2. Request form will be reviewed, and the Auditor/Assessor will be assigned the appropriate Audit Tool with any related documents.
3. When audit is complete, submit all documentation to the COR department for processing.
	1. QA will be performed and returned.
	2. QA revisions must be submitted within 10 days of receipt, then finalization of the audit will be completed.
	3. Post Audit should be held after QA revisions are completed and must be done so in a timely manner.
4. MHSA COR department will communicate receipt of the audit, QA revision Letter, and finalization of the audit, as well as any other communication required throughout the audit timeline.

**Special Notes:**

* All correspondence must be sent to the following email: COR@mhsa.ab.ca – to allow any member of the COR department to answer questions and assist as needed.
* Updated FOLDERS Tab in BIS:
	+ There are two folders, one for COR Documents and one for SECOR Documents
	+ Within these folders are two folders titled “For Reference” and “For Submission”
		- Reference docs are there to utilize during the auditing process.
		- Submission docs are the items we require to be submitted at some point in the process:
			* Request form prior to starting.
			* Pre and Post audit to attach in the Admin Form during auditing.
	+ The SECOR “For Submission” folder includes the Excel SECOR tool.
* When assigned access to the audit tool, only 2 forms are required now for completing the audit:
	+ Administrative Documents (now includes the site and interview sampling form)
	+ COR Audit
		- Please remember to submit both forms on the same day.
* New Terminology – Peer Qualification will now be referred to as Auditor Qualification as not all qualifications are intended for the Peer program.

**REMINDER:** **2024 is Auditor Recertification Year, please ensure you check our website calendar and register for the 1-day training. This is a requirement for all valid Auditors & Assessor to remain valid.**

As always, any questions or concerns can be directed to the COR department: COR@mhsa.ab.ca, we’d be happy to assist you. 😊