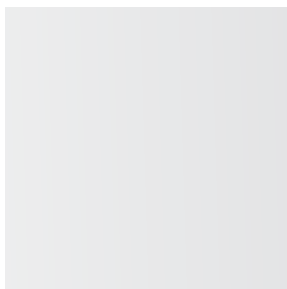
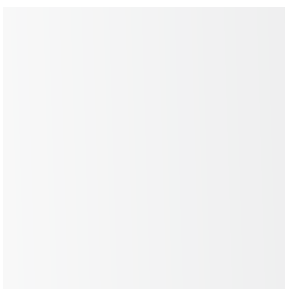


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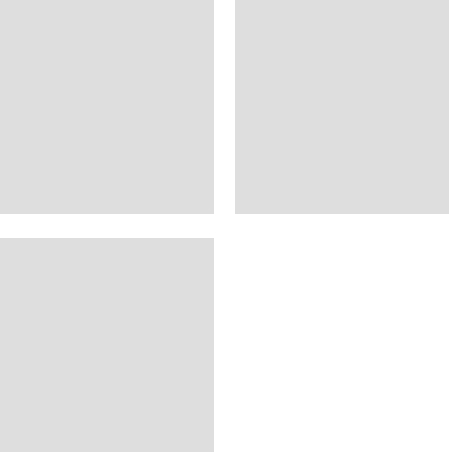
FOURTH EDITION | DECEMBER 2014

Guide



BCSP | Board of Certified
Safety Professionals

Advancing the Safety, Health and Environmental
Profession Since 1969



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A BCSP Publication

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The Board of Certified Safety Professionals is committed to impartiality and objectivity in every aspect of our operation. We have intentionally structured ourselves to segregate responsibilities in our organization to facilitate this impartiality and objectivity. Any individual who has a recommendation on how we can improve our implementation of our commitment is encouraged to contact our Chief Executive Officer with your thought.

Recertification Guide
Fourth Edition | December 2014

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Introduction

The purpose of the Recertification program is to support continuous competence and professional development of BCSP certificants. The Recertification cycle is every five years.

This *Recertification Guide* covers Recertification for Certified Safety Professionals® (CSP®), Associate Safety Professional® (ASP®), Occupational Safety and Health Technologists® (OHST®), Construction Health and Safety Technicians® (CHST®), Safety Trained Supervisors® (STS®), Safety Trained Supervisor Construction (STSC) and Certified Environmental, Safety and Health Trainers® (CET®).

Participation and General Requirements

If you hold a BCSP certification, you must participate in the Recertification program and report your activities every five (5) years. The requirements are as follows:

- CSP and ASP: 25 Recertification points
- OHST and CHST: 20 Recertification points
- CET: 20 Recertification points with a minimum of 3 points in attending courses on instructional techniques
- STS and STSC:
 - Attend and/or teach 30 hours/3 points of SH&E courses, presentations or tool-box talks (*Category 7*)
 - Retake and pass your STS or STSC exam (*Category 10*)
 - Obtain the STS, STSC, OHST, CHST, ASP or CSP (*Category 10*)

Failure to meet Recertification requirements will render your certification invalid.

Activity Categories

There are 10 activity categories in which you can earn Recertification points. BCSP measures all acceptable activities in terms of Recertification points. Information about each category appears on the following pages.

Schedule

A Recertification cycle normally extends five (5) years, beginning on January 1 and ending on December 31. For those just achieving certification, your first Recertification cycle is longer than five (5) years. It begins the day you become certified and ends on December 31 of the fifth full year following the start of your cycle. Those who fill out a *Recertification Worksheet* for their first cycle (over 5 years) can claim points from all activities during that cycle, but must abide by the maximum points allowed in each category.

After your Recertification cycle ends on December 31, you have until March 31 of the following year to submit your *Recertification Worksheet*.

Recertification Worksheets must be received by BCSP no later than March 31.

Notification

Notice is sent to certificants near the end of their Recertification cycle reminding them their requirements are due.

Your Recertification cycle end date appears on your annual wallet card.

Program changes are published in the BCSP eNewsletter and the *BCSP Current Changes Index*. Both resources include information about any changes in Recertification requirements and policies, including rulings on activities and points as they occur. The eNewsletters and *Current Changes Index* appear at bcsp.org.

Tracking Recertification Points

You are responsible for keeping track of your own activities, Recertification points, and supporting documentation.

Create a file for all Recertification materials. It is very important to establish a personal procedure for tracking Recertification points. You should keep the current *Recertification Guide*, supporting documents for activities, and a running list of Recertification points earned in your file.

Retain original documentation supporting your Recertification activities. If you are audited, you are required to submit supporting documentation for verification of activities and points claimed. Acceptable documentation is listed under each activity category.

Counting Recertification Points

Record all Recertification points (including partial points) accurately as they are earned. Certain activities may earn fractional points and they may be critical at the end of your Recertification cycle. For example, a course may earn 1.3 Recertification points. Total points for a cycle are not rounded upward. If you have 24.9 Recertification points for your CSP or 19.9 Recertification points for your OHST or CHST at the end of your cycle, this will not meet the minimum Recertification requirement.

You can claim activities only once and in only one category. (No "double dipping.") For example, as part of a professional position, you may develop and conduct a company training course or seminar. If you claim credit in *Category 1 (Professional Safety Practice)*, you cannot claim credit in *Category 7 (Safety-Related Course or Seminar)*. Similarly, if you teach the same course several times in a cycle, you can claim it for Recertification points only one time in that cycle.

Points earned during a cycle may be claimed for that cycle only. Points cannot be carried over to another cycle.

You can meet Recertification requirements by examination. One way to earn all required points is to retake and pass the examination for your certification. You may contact BCSP to register and pay for the examination. The examination can be taken for Recertification credit only during the last year of the Recertification cycle.

Extensions

You may extend your Recertification cycle for one (1) year by purchasing the Recertification Extension at "My Profile" at bcsp.org by the March 31 reporting deadline. However, a one-year extension makes the current cycle six (6) years in length, but shortens your next cycle to four (4) years. Consecutive extensions are not allowed; therefore the four-year cycle may not be extended. You still must earn the required points in both cycles. You must follow the year and cycle maximums for points in each category.

Leave of Absence

If you are, or have been, absent from the practice of safety during your Recertification cycle, you may request a Leave of Absence (LOA) in writing before the March 31 reporting deadline. A LOA can be up to three (3) years of your cycle and no more than one leave of absence period shall be permitted through the life of your certification. Additional LOA requests must be approved via formal petition to the Board of Directors. The Recertification points required will be reduced by five points for CSPs and ASPs and four points for OHSTs, CHSTs and CETs for each year of an LOA and your cycle length does not change. You must continue to pay the annual renewal fee during the LOA.

Criminal Convictions and Unethical Behavior

If you have been convicted of a felony or misdemeanor within your 5-year cycle or have a record of any unethical behavior, you must indicate this on your *Recertification Worksheet* and include a completed Criminal Conviction and Professional Registration, Certification, or License Information Form at the time you file for Recertification.

Failure to report felonies, misdemeanors, or unethical behavior is a material omission of significant information and is cause for denial, suspension, or revocation of certification or holding status with BCSP.

To access the above mentioned form and to read the Criminal Conviction and Unethical Behavior Policy, go to any BCSP certification web page and see "Policies and Forms" under the Resources tab.

Reporting

You must report using the *Recertification Worksheet* once your cycle ends; other forms are not accepted. The only exception is for those who hold both a BCSP certification and the CIH or CHMM, or multiple BCSP certifications (see Alignment of Multiple Certifications section in this guide).

Your *Recertification Worksheet* must be received by BCSP by March 31 in the year following the end of your cycle. BCSP notifies you when your Recertification requirements are met. Please submit your *Recertification Worksheet* by only one method (i.e. email, fax or mail) to avoid BCSP receiving duplicate copies.

Do not report until notified. BCSP cannot process *Recertification Worksheets* in advance of the cycle end date. The reminder is sent near the end of your Recertification cycle with instructions on how to report.

Do not send supporting documents with your *Recertification Worksheet*. Supporting documents are needed only if BCSP selects you for an audit and requests verification of activities and points claimed.

Auditing

The auditing process ensures that a certificant verifies the Recertification points claimed. BCSP randomly selects *Recertification Worksheets* for audit. If selected, BCSP notifies you with instructions on how to submit verification and when materials are due. By policy, all BCSP Directors are audited. Acceptable documentation is listed under each Recertification activity category.

Notification of Results

BCSP evaluates *Recertification Worksheets* submitted to determine if Recertification requirements are met.

Recertification Met: BCSP sends you notice if you earned the required points. You may then retain the certification through the next Recertification cycle, provided annual renewal fees are paid.

Recertification Not Met: If you submit a *Recertification Worksheet* by the March 31 reporting deadline and BCSP finds that you did not acquire the required points, BCSP notifies you by certified mail that your certification is invalid.

Failure to Report: If you fail to report by the March 31 reporting deadline, BCSP notifies you by certified mail that your certification is invalid.

Reinstating an Invalidated Certification

If BCSP notifies you that your certification is invalid because you did not meet Recertification requirements, you can choose one of the two options below for reinstatement.

1. By December 31 of the year your certification becomes invalid, you can submit your BCSP Recertification worksheet, supporting documentation to meet an audit, and the Reinstatement fee. Upon passing the audit, any delinquent annual renewal fees must be paid.

2. By December 31 of the year your certification becomes invalid, you must register, pay for, and pass the respective examination for your certification, and pay the Reinstatement fee. Upon passing the exam, you must pay any delinquent annual renewal fees.

After December 31 of the year your certification becomes invalid, you must apply as a new candidate and meet all current requirements to achieve the certification.

Appeals Procedure

You may appeal decisions related to earning and maintaining BCSP credentials.

Requests for appeal must be submitted to the Chief Executive Officer in writing and in accordance to the current Appeals Policy located online at bcsp.org/About under "Policies and Forms".

The Benefits of Multiple Certifications

Many certificants hold multiple BCSP certifications or a BCSP certification and the Certified Industrial Hygienist (CIH) from the American Board of Industrial Hygiene (ABIH) or the Certified Hazardous Materials Manager (CHMM) from the Institute of Hazardous Materials Management (IHMM). BCSP has created a policy to align these multiple certifications' Recertification.

This policy allows CSP, ASP, OHST, CHST, STS, STSC and CET Recertification cycles to be met by submitting the most recent, official letter of compliance from ABIH or IHMM letter and only the first page (contact information) and last page (signature/attestation section) of the BCSP *Recertification Worksheet*, with the exception of CETs who must also show an additional three BCSP Recertification points in teaching and/or developing SH&E course(s) on the *CET Recertification Multiple Certification Training Form*. This official letter of compliance from ABIH or IHMM must be on letterhead, state that the CIH or CHMM Recertification cycle requirements have been met and list the dates of the next Recertification cycle. Once this letter is accepted as meeting BCSP Recertification requirements and the two required pages of the *Recertification Worksheet* are received, the BCSP certification(s) Recertification dates will be adjusted to match the CIH or CHMM cycle years. BCSP Recertification cycles will begin on January 1 and end on December 31.

Multiple BCSP certifications can be met by submitting one BCSP *Recertification Worksheet* with all BCSP certifications listed, with the exception of CETs who must show a minimum of three BCSP Recertification points in attending courses related to instructional technique development. If the BCSP certifications do not yet cover the same cycle dates, the letter of compliance for meeting the higher BCSP certification Recertification can be submitted in place of the BCSP *Recertification Worksheet*.

If the appropriate letter of compliance cannot be obtained and submitted before the BCSP Recertification deadline, the full BCSP *Recertification Worksheet* must be submitted to meet the BCSP Recertification requirements.

Even if a certificant submits an official letter of compliance from BCSP, ABIH, or IHMM and the two required pages of the *Recertification Guide* in place of a full BCSP *Recertification Worksheet*, the certificant is still subject to the possibility of audit. If audited, the certificant is required to submit all supporting documentation along with either a BCSP *Recertification Worksheet*, the ABIH *CM Worksheet*, or the IHMM *Recertification Assessment Form* in order to meet the audit requirements. If the certificant was also audited on their most recent BCSP Recertification, ABIH *CM Worksheet*, or IHMM *Recertification Assessment Form* then BCSP will accept proof of meeting a BCSP, ABIH, IHMM audit as proof of meeting a BCSP audit. Once the Recertification audit requirements are met, BCSP will align the Recertification cycle to the most recent BCSP certification, ABIH *CM*, or IHMM Recertification cycle as stated above.

All BCSP certificants are subject to BCSP Recertification rules and procedures even if they hold multiple certifications. If a certificant fails to report or meet Recertification requirements, then the certification(s) will become invalid as stated in the *Recertification Guide*.

Continuing Education Units (CEUs)

Continuing education courses and conferences provide one of the main methods for staying current with professional practice. Both the length of a course or conference and the rigor of content contributes to the value.

For many continuing education activities, the providers ensure they comply with national standards for continuing education courses established by the International Association for Continuing Education and Training (IACET). Only courses and conferences complying with IACET standards of one CEU equal to ten hours of instruction can award Continuing Education Units (CEUs). One CEU equals one Recertification point for students and instructors.

Acceptable Courses and Degrees from U.S. Colleges and Universities

When claiming Recertification points under *Category 8 (Attending College or University Courses)* or *Category 9 (Completing an Advanced Degree)*, credit will be allowed for courses or degrees from U.S. colleges and universities that meet BCSP standards:

Courses and degrees from U.S. colleges and universities seeking Recertification credit must be from schools holding institutional accreditation from an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) as having institutional accreditation authority as long as the course is completed or the degree awarded during the period of accreditation.

Schools with CHEA-recognized accreditation can be found at chea.org. The U.S. Department of Education's Database of Accredited Programs and Institutions can be found at nces.ed.gov/globallocator.

Acceptable Courses and Degrees from Institutions outside the U.S.

College and university courses and degrees offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details.

BCSP's Policies Related to Unaccredited Degrees

BCSP has the following policies related to unaccredited degrees. They include:

1. It is unethical to use an unaccredited degree. It is a violation of Standard 5 in the *BCSP Code of Ethics* to use an unaccredited degree (Interpretation #1).
2. Unaccredited degrees are not accepted in meeting educational standards.
3. Unaccredited degrees earn no credit toward certification examination eligibility.
4. Unaccredited degrees earn no credit in Recertification.

For more information about these policies, visit bcsp.org. The *BCSP Code of Ethics* and Interpretation #1 are also located here.

Distance Learning Courses

There are few standards for measuring the length of distance learning courses. Colleges and universities have standards for awarding semester or quarter hours, regardless of the media used (i.e., CD-ROM, video, internet, teleconference, or other self-study). Another standard is found within the IACET standard for awarding CEUs. The IACET standard for CEUs includes a procedure for deriving a course length from a study of a pilot group of students. Training providers offering distance learning courses are responsible for compliance with these standards. BCSP does not evaluate distance learning courses for compliance with standards.

Acceptable Safety-Related Subjects

BCSP defines "safety-related" as any subject appearing on the respective certification examination. BCSP uses "safety-related" to decide whether the content of an activity is acceptable for Recertification credit. The complete examination blueprints outline the functions (domains) and tasks (responsibilities) of professional safety practice and the associated knowledge and skills for each task. The blueprints are found on each certification page on bcsp.org.

When is my *Recertification Worksheet* due?

All *Recertification Worksheets* must be received by BCSP no later than the March 31 reporting deadline.

What happens if I do not have enough points?

If you find that you are short points you should call BCSP at +1 217-359-9263 and discuss your options. You may be eligible for an extension or a leave of absence. Please do not wait until the March 31 reporting deadline to contact BCSP; otherwise you will not have time to resolve your issue.

What happens if I do not submit a *Recertification Worksheet*?

If you do not submit a *Recertification Worksheet* by March 31, then you will be notified by certified mail that your certification has become invalid. You may have options for reinstatement.

Do I need to send anything with my *Recertification Worksheet*?

No. Only your *Recertification Worksheet* should be submitted. You will be notified if you are chosen at random for an audit and only then will you be required to send support documentation.

What if I have other questions that are not answered in this guide?

Please contact Certification Services by phone at +1 217-359-9263 or email at bcsp@bcsp.org.

Guides to Points by Category

Category 1: Professional Safety Practice

Maximum Points Allowed Per Year: 2 Points

Maximum Points Allowed Per Cycle: 10 Points

Description:

Professional safety practice must meet all of the following criteria to be considered acceptable by BCSP:

CSP and ASP

1. The professional safety function must be the primary function of the position. Collateral duties in safety are not considered the primary function.
2. The position's primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events.
3. The professional safety function must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed instead of full-time safety experience if the applicant has the equivalent of at least 900 hours of professional safety practice during any year (75 hours per month or 18 hours per week) for which Recertification credit is sought.
4. The position must be at the professional level. This is determined by evaluating the degree of responsible charge and reliance of employers or clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.
5. The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skills are analysis, synthesis, design, investigation, planning, administration, and communication.

OHST

1. Be in occupational health and safety.
2. Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

CHST

1. Be in construction health and safety.
2. Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

CET

1. Be in occupational health and safety or SH&E training.
2. Have at least 35% of primary job duties in health and safety or SH&E training of a 30-hour per week or equivalent position.

Recertification Points Earned:

CSP and ASP

If you are engaged in acceptable, professional safety practice for at least 900 hours in a year (full-time), you will receive 2 Recertification points for a full year. Less than 900 hours in a year receives no points.

OHST, CHST, and CET

Receives 2 Recertification points for a full year or any portion of a year in which acceptable professional practice occurs.

Documentation:

A letter from your employer verifying dates of employment and safety responsibilities, W2s, or pay stubs. Client documentation for consultants.

Category 2: Memberships in Safety Organizations

Maximum Points Allowed Per Year: 1 Point

Maximum Points Allowed Per Cycle: 5 Points

Description:

This category applies to individual (not company) memberships only. To receive credit, the organization must meet all of the following criteria:

1. It must have a technical or scientific premise.
2. It must sponsor a conference at least biannually and/or publish a technical journal at least quarterly.
3. The primary functions must be in the areas of accident prevention, environmental protection, fire protection, health physics, industrial hygiene, loss control or prevention, occupational health, risk management, risk analysis, system safety; OR it must have a division or section in at least one of these areas.
4. It must be generally recognized by the safety profession.

Recertification Points Earned:

National safety organization: 1 point/year

Regional, state, or local safety organization: 0.50 points/year

National refers to organizations that cover the entire United States or extend internationally. Regional organizations extend across several states. State and local organizations fall within a single state.

Many national organizations automatically include local chapter membership as part of national membership. For these, certificants receive only 1 Recertification point for being a member at the national level. They do not receive 0.5 Recertification points for being a member of a local chapter in which they are already claiming national membership.

For non-safety organizations, credit is allowed if the certificant is a member of the safety division or section. Membership in the safety division of a national, non-safety organization earns 1 Recertification point for any portion of a year. Membership in the safety division of a regional, state or local non-safety organization or in a regional, state, or local chapter or section of a national organization earns 0.5 Recertification points for any portion of a year.

Documentation:

A copy of your membership certificate(s) or card(s) indicating dates of membership, dues receipts or canceled checks.

Guides to Points by Category

Category 3: BCSP or Other Organizations

Maximum Points Allowed Per Year: 2 Points

Maximum Points Allowed Per Cycle: 10 Points

Description:

This category allows for service to professional societies, safety organizations and safety units of certain other organizations, and for volunteer professional services that are approved by BCSP. Examples include serving as an officer at a national, regional, state, or local level in a safety society or association. Service on committees, commissions, or councils also receive credit. BCSP may approve service in other volunteer activities when there is acceptable safety content.

Service that is part of regular job duties in *Category 1* cannot receive credit in both categories. For example, a government employee who administers a commission, council, or committee as part of his or her job duties already receives credit under *Category 1* for that role. Serving as an officer of a local chapter of a national organization is considered local points because it is the local area you are serving.

National refers to organizations that cover the entire United States or extend internationally. Regional organizations extend across several states. State and local organizations fall within a single state.

Recertification Points Earned:

Officer or Committee Member

Officer of a national safety organization or service on a national safety organization, committee or commission: 2 points/year

Officer of a regional, state, or local safety organization or service on a regional, state, or local safety organization, committee: 1 point/year

Other Approved Safety Volunteer Activities

Volunteer safety services to a non-safety organization:

- National or international level: 0.50 points/year
- Regional, state, or local level: 0.25 points/year

Volunteer fire department service: 0.50 points/year

Volunteer emergency medical treatment services: 0.50 points/year

Service on an editorial board:

- Peer-reviewed journal: 0.50 points/year
- Trade magazine: 0.25 points/year

Volunteer service under a state or federal OSHA program for a site other than one belonging to your employer (Examples: Special Government Employee, SHARP consultant, VPP site advisor or evaluator) Each 40 hours of service earns 1 point.

Service to Conferences

Conference chair or member of conference organizing committee:

- National conference: 1 point
- Regional, state, or local conference: 0.50 points

Session organizer or judge of blind reviews:

- National conference: 0.50 points
- Regional, state, or local conference: 0.25 points

Service to BCSP

Completing a job analysis survey: 1 point

Making a presentation about your certification at a local safety and health society chapter meeting or at a safety conference or training session that is at least one day long: 0.50 points

Making a presentation of at least 30 minutes to students (elementary, high school, college) promoting the safety profession and the value of BCSP certifications: 0.50 points

Documentation:

A letter or other documentation from the organization verifying the dates of your committee membership, service as an officer, or other, as well as the type of service. Service to VPP and SHARP programs must be a letter or official document from an applicable office of the OSHA agency or from the company which services are provided attesting to the individual and the service, dates, location and hours.

Category 4: Publications, Conference Presentations and Patents

Maximum Points Allowed Per Year: No Limit

Description:

This category covers contributions to the safety body of knowledge through publications, presentations, and patents. See Acceptable Safety-Related Subjects near beginning of this guide.

Recertification Points Earned:

Publications

Published, safety-related paper or article of at least 1,500 words in a peer-reviewed journal (peer-reviewed means the journal has blind review procedures and at least two people review each proposal):

- Single author: 2 points
- Multiple authors: 1 point

Published, safety-related paper or article of at least 1,500 words, including paper published in a proceeding:

- Single author: 1 point
- Multiple authors: 0.50 points

Published, safety-related book:

- Single or multiple author or editor: 5 points
- Author of a chapter, single author: 1 point
- Author of a chapter, multiple authors: 0.50 points

Published review of a safety-related book in a safety and health journal or magazine: 0.30 points

Conferences

Presentation at a professional, safety-related conference:

- Session length of 15-60 minutes: 0.25 points
- Presentation at poster session (90-120 minutes): 0.50 points
- Presentation at a round table(90-120 minutes): 1 point

Chairing a professional, safety-related conference session (requires organizing session speakers and technical review of presentations): 0.50 points

Patents

Patents must meet all of the following requirements:

1. An original patent (not a duplicate in a different country or jurisdiction)
2. Awarded (not pending)
3. Must have one patentable feature that:
 - Is safety, health, environmental or ergonomics related, or
 - Reduces risks through the general function of the patented device or method

Single inventor listed on the patent: 1 point

Multiple inventors listed on the patent: 0.50 points

Documentation:

Article/Paper:

A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).

Book:

A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).

Presentation Documentation indicating your participation.

Session Chair:

Assignment documentation from the general chair.

Patents:

Photocopy of full patent document.

Guides to Points by Category

Category 5: Service to BCSP

Maximum Points Allowed Per Year: No Limit

Description:

You can earn Recertification points for drafting examination items at workshops or by submitting them. The items must meet the style and content requirements established by BCSP in the Manual for Writing Examination Items and be approved by BCSP. You can obtain a copy of the manual from BCSP or download it from bcsp.org.

Only items which meet BCSP examination needs will be assessed for use, which means that only those who submit needed items will be able to receive Recertification points. Please visit bcsp.org/Certifications/Recertification-Program/Item-Writing for BCSP item needs.

Recertification Points Earned:

Service to BCSP

Participate in a role delineation workshop: 2 points
STS and STSC: List 4 hours/0.40 points in *Category 7*

Service as examination item reviewer: 2 points/year or project

Service to special BCSP subcommittees: 2 points/year

Being the contact for and staffing a BCSP exhibit at a safety conference or training session that is at least one day long: 0.50 points

Item Writing

Items may be written by individuals or teams of qualified participants. To qualify for item writing:

1. The item writer must be certified for the certification the items are being written for.
2. The writer must read the BCSP Item Writing Manual and sign the manual's verification that they read and understand the manual.
3. The writer must complete the BCSP item writing training.
4. Items must be written for specific exam Domains and Tasks assigned by BCSP.

Members of item writing teams are eligible to receive 1 Recertification point for participating in half-day item writing workshops or 2 points per full day workshop provided that the workshop yields at least 10 accepted items. Individual item writers may receive 1 Recertification point for every 5 accepted items that are written. The acceptance process is time-consuming so the items must be submitted to BCSP at least one (1) year prior to the end of an individual's Recertification cycle for credit in the present cycle. Individuals' participation in item writing or item writing team charters may be terminated at BCSP's discretion.

Item Writing Workshop:

- Full day: 2 points
- Half day: 1 point
- Five stand-alone examination items: 1 point

Item Reclassifying

Items may be reclassified (reassignment of Domain and Tasks after Blueprints are updated) by individuals or teams of qualified participants. To qualify for item reclassification:

1. The item reclassifier must be an experienced BCSP item writer and selected for reclassification by BCSP.
2. Items to be reclassified will be assigned by BCSP.

Members of item validation teams are eligible to receive 1 Recertification point for participating in half-day item reclassification workshop or 2 points per full day workshops provided that the workshop reclassifies at least 10 items. Individuals who reclassify items will receive 1 Recertification point for every 5 items reclassified. Individuals' participation in item validation teams or item writing team charters may be terminated at BCSP's discretion.

Item Reclassifying Workshop:

- Full day: 2 points
- Half day: 1 point
- Five reclassified examination items: 1 point

Category 5: Service to BCSP (Cont.)

Maximum Points Allowed Per Year: No Limit

Item Validation

Items may be validated by teams of five or more qualified participants who are all present for the item writing workshop. To qualify for an item validation workshop:

1. The item validator must be an experienced BCSP item writer and selected for a validation team by BCSP.
2. The validator must complete the BCSP item validation training.
3. Items to be validated will be assigned by BCSP.

Members of item validation teams are eligible to receive 1 Recertification point for participating in half-day item validation workshops or 2 points per full day workshop provided that the workshop validates (accept, reject, or modify) at least 10 items. Individuals' participation in item validation teams or item writing team charters may be terminated at BCSP's discretion.

Item Validation Workshop:

- Full day: 2 points
- Half day: 1 point

Documentation:

A copy of the BCSP certificate(s) or letter(s) indicating the number of Recertification points awarded.

Guides to Points by Category

Category 6: Attending Professional Development Conferences

Maximum Points Allowed Per Year: No Limit

Description:

Most safety-related conferences conducted by BCSP membership organizations are acceptable for Recertification points. This includes topics offered in lecture halls. Also, regional, state, local, and many employer-sponsored conferences qualify for Recertification points if at least 50% of the conference program is safety-related. See *Acceptable Safety-Related Subjects* near beginning of this guide.

Recertification Points Earned:

Provider offers CEU* credit: 1 point per CEU

Provider does not offer CEU credit: Credit is based on the length of the conference.

- Each day (6 hrs or more): 0.50 points per day

Seminars and continuing education courses purchased separately, held in conjunction with a conference, and which are not included in the general conference registration, receive separate credit under *Category 7*.

STS and STSC: List contact hours in the classroom in *Category 7*.

Documentation:

The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (e.g. certificate of attendance, registration receipts, canceled checks, hotel receipts, airline tickets, etc.)

*CEU, Continuing Education Units, must comply with standards set by the International Association for Continuing Education and Training (IACET).

Guides to Points by Category

Category 7: Safety-related Course on Seminar, Other Educational Program, Certificate Program Completion, Readership Quiz Program and BCSP Online Quiz

Maximum Points Allowed Per Year:

Student or Teacher: No Limit

Developer: 3 Points

CET: Minimum of 3 Points Required for Attending Courses on Instructional Techniques

Description:

This category covers participation in safety-related continuing education courses and seminars other than those offered for academic credit (see Category 8). This includes specific subjects taught in a classroom setting. See *Acceptable Safety-Related Subjects* near beginning of this guide.

If developing and/or teaching safety-related courses or seminars is part of a certificant's job description, the activity does not earn Recertification points under this category. In such cases, Recertification points are earned in Category 1.

Note: Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle, other than refresher courses.

CETs are allowed to list SH&E courses taught/developed as part of their job duties to meet the minimum points required for training activities.

Distance learning media includes CD-ROM, video, internet, teleconference or other self-study.

Recertification Points Earned:

Safety-related Courses or Seminars (Attending or Teaching)

- Provider offers CEU* credit: 1 point per CEU
- Provider offers courses, live or distance**, without CEU credit: 0.10 points per hour of instruction (See Table 7-A)

Developing (A maximum of 3 points per year is allowed)

- Provider offers CEU credit: 0.50 points per CEU
- Provider offers courses, live or distance**, without CEU credit: 0.05 points per hour of instruction

*CEU, Continuing Education Units, are awarded by the International Association for Continuing Education and Training (IACET).

**Self-paced study: points based on provider's suggested length of study.

Other Educational Programs

Chartered Property Casualty Underwriter (CPCU) courses:

- CPCU 553: 8 points
- CPCU 556: 0 points
- CPCU 557: 8 points
- All other CPCU courses: 6 points

For Associate in Risk Management courses/exams (not all ARM courses can earn credit):

- ARM 54: 6 points
- ARM 55: 6 points
- ARM 56: 0 points

Certificates

One Recertification point for a safety-related certificate earned after completing a series (two or more) of courses. The one point is in addition to any points earned from the courses themselves. The courses must have a total of at least 75 contact hours or 7.5 CEUs.

Readership Quiz Programs

Points vary based on the number of items, rigor of the articles, etc. It is up to the publishers to operate these programs, provide proof of participation, and award the appropriate credit for quizzes passed. Points are based on the total number of questions on a quiz that the certifiants has passed.

- Peer-reviewed journal quizzes receive 0.015 points per question. Examples of a safety-related peer-reviewed journal include:

ACGIH Journal – Applied Occupational and Environmental Journal "Action Level" program (a joint AIHA/ACGIH journal)

Technical Achievement Program (TAP) - Engineering & Safety Service, a Division of Insurance Services Office, Inc.

Guides to Points by Category

Category 7: Safety-related Course on Seminar, Other Educational Program, Certificate Program Completion, Readership Quiz Program and BCSP Online Quiz (Cont.)

Maximum Points Allowed Per Year:

Student or Teacher: No Limit

Developer: 3 Points

CET: Minimum of 3 Points Required for Attending Courses on Instructional Techniques

- Trade magazines and not peer-reviewed journal quizzes receive 0.01 points per question. Examples of a safety-related trade magazine and not peer-reviewed journal include: Workplace HR & Safety (formerly Compliance)

BCSP Online Quizzes

Points vary depending on quiz, available at <https://quiz.bcsp.org>

Documentation:

Student:

A copy of your certificate of completion indicating course title, date(s) of attendance, and a copy of the catalog description or information brochure indicating topics covered and CEUs earned or the number of contact hours for the course.

Teacher:

A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.

Developer:

A letter from the academic institution or course sponsor verifying that you developed the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.

Table 7-A:

Contact Hours	Points	Contact Hours	Points
1	0.1	21	2.1
2	0.2	22	2.2
3	0.3	23	2.3
4	0.4	24	2.4
5	0.5	25	2.5
6	0.6	26	2.6
7	0.7	27	2.7
8	0.8	28	2.8
9	0.9	29	2.9
10	1.0	30	3.0
11	1.1	31	3.1
12	1.2	32	3.2
13	1.3	33	3.3
14	1.4	34	3.4
15	1.5	35	3.5
16	1.6	36	3.6
17	1.7	37	3.7
18	1.8	38	3.8
19	1.9	39	3.9
20	2.0	40	4.0

Category 8: College or University Courses

Maximum Points Allowed Per Year:

Student or Teacher: No Limit

Developer: 3 Points

Description:

Recertification points may be earned by completing safety-related college or university courses. BCSP will accept courses from U.S. colleges and universities that meet the BCSP standard. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university as they appear on an official transcript. College and university courses offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details. See *Acceptable Safety-Related Subjects* near beginning of this guide.

Note: Credit is allowed only one time per cycle for attending or teaching the same course multiple times per cycle.

Recertification Points Earned:

Student or Teacher: 2 points per semester hour: (1.33 points per quarter hour)

Developer: 1 point per semester hour: (0.67 points per quarter hour)

STS and STSC: list class and points in *Category 7*

Certificates (including post-baccalaureate certificates)

One Recertification point for a safety-related certificate earned after completing a series (two or more) of courses. The one point is in addition to any points earned from the courses themselves. The courses must total at least 5 semester hours.

Documentation:

Student:

An official transcript in the sealed envelope from the issuing university (photocopies or opened envelopes will not be accepted).

Teacher:

A letter from the academic institution verifying that you were appointed to teach the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.

Developer:

A letter from the academic institution verifying that you developed the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.

Guides to Points by Category

Category 9: Complete an Advanced Degree

Maximum Points Allowed Per Year: No Limit

Description:

Earning an additional degree during your cycle may earn Recertification points. The institution awarding the degree must meet the BCSP standard. College and university degrees/diplomas offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details.

BCSP has established its first official "interpretation" of the *BCSP Code of Ethics*. Interpretation #1 relates to the use of unaccredited degrees and degrees from diploma mills. Such degrees do not meet the BCSP standard. Please refer to the complete Interpretation at bcsp.org.

Recertification Points Earned:

Any degree meeting the requirements of this category earns 25 points.

Documentation:

An official transcript in the sealed envelope from the issuing university (photocopies and opened envelopes will not be accepted).

Category 10: Achieve Additional Certification or License

Maximum Points Allowed Per Year: No Limit

Description:

You can earn Recertification points for passing certain certification examinations or completing requirements for other certifications or licenses by examination.

Credit is allowed for only those programs that have undergone review by the Recertification Committee. Contact BCSP Certification Services at bcsp@bcsp.org or at +1 217-359-9263 for more information on reviewing a program not listed.

Recertification Points Earned:

Examination, Certification, or License	Points		Points
Canadian Registered Safety Professional	25	Reconstructionist	5
Certified Health Physicist	25	International Diploma in Occupational Safety and Health by the British National Examination Board for Occupational Safety and Health	5
Certified Industrial Hygienist	25	Medical Nuclear Physics Certification	5
Certified Safety Professional®	25	National Diploma in Occupational Safety and Health by the British National Examination Board for Occupational Safety and Health	5
Certified Toxicologist	25	Pennsylvania Radon Tester	5
Chartered Engineer [U.K.]	25	Registered Environmental Health Specialist	5
Chartered Member of IOSH (CMIOSH)	25	Registered Sanitarian	5
Chartered Professional Member of the Safety Institute of Australia (CPMSIA)	25	Certified General Contractor, FL	3
Diplomate in Environmental Engineering	25	Certified Healthcare Safety Professional	3
Professional Engineer [U.S. State]	25	Professional in Human Resources	3
Singapore Institute of Safety Officers Examination	25	Safety Trained Supervisor®	3
Associate Safety Professional® (ASP®)	20*	Certified Business Continuity Professional	2
Certified Environmental Manager, NV	15	Certified Industrial Ergonomist	2
Certified Hazardous Materials Manager	15	Certified Laser Safety Officer	2
Certified Occupational Health Nurse-Specialist	15	Certified Professional Environmental Auditor	2
Certified Professional Ergonomist	15	Certified Protection Professional	2
Qualified Environmental Professional	15	Certified Water and Waste Water Operator, PA	2
Certificate in Diagnostic Radiologic Physics	10	Lead Risk Assessor License, MN	2
Certified Fire Protection Specialist	10	Licensed Pennsylvania Property and Casualty Agent	2
Certified Human Factors Professional	10	Project Management Professional	2
Certified Occupational Health Nurse	10	Registered Environmental Assessor	2
Construction Health and Safety Technician®	10*	Registered Environmental Manager	2
Occupational Health and Safety Technologist®	10*	Registered Nurse License	2
Registered Professional Geologist	10	Texas Water System Operator License	2
Senior Professional in Human Resources	10	Associate in Risk Management	1
Associate in Claims	5	Building Analyst Professional	1
Bar Examination [U.S. State]	5	Certified Building Inspector (ICBO)	1
Certified Asbestos Consultant, CA	5	Certified Director of Safety	1
Certified Biological Safety Professional (Specialist Microbiologist in Biological Safety)	5	Certified Electrical Inspector (ICBO, IAEL)	1
Certified Crane Operator	5	Certified Environmental, Safety and Health Trainer	1
Certified Physician Assistant	5	Certified Fire & Explosion Investigator	1
Chemical Hygiene Officer	5	Certified Food Safety Manager	1
Commission Accredited Traffic Accident		Certified Healthcare Environmental Manager	1
		Certified Insurance Counselor	1
		Certified Risk Manager	1
		Certified Safety and Health Manager	1
		Chartered Property Casualty Underwriter	1
		Lead Inspector License, MN	1
		LEED AP	1
		National Registry of Radiation Protection Technologist	1
		Registered Environmental Professional	1
		Tank Entry Supervisor Certification	1
		Therapeutic Massage and Bodywork National Certification	1

Guides to Points by Category

Category 10: Achieve Additional Certification or License (Cont.)

Maximum Points Allowed Per Year: No Limit

*OHSTs, CHSTs and CET's will receive 20 points for obtaining the ASP, OHST or CHST.

Your current BCSP certification examination may be taken only during the last year of the Recertification cycle.

Documentation:

A copy of the certificate, license or notification letter indicating the date you passed the examination(s) or the date you earned the certification or license by examination. BCSP examinations do not require documentation.



APPENDIX

DO NOT SUBMIT SUPPORT DOCUMENTATION WITH WORKSHEET

Please see *Recertification Guide* for specific point details. **You must sign and date the last page of this worksheet.**

Name _____ Certification Type _____ Certification # _____

Mailing Address _____

City _____ Phone: Home _____ Work _____

State/Province _____ Mobile _____ Fax _____

Zip/Postal Code _____ Country _____ Email(s) _____

SUMMARY OF POINTS

Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	TOTAL

Category 1. Professional Safety Practice

**Maximum Points Allowed: 2 per year
10 per cycle**

BCSP Verified?
Office Use Only

If you are engaged in acceptable safety practice, you receive 2 Recertification points for a full year.

Date (Year)	Position Title	Name of Employer	Brief Description of Safety Practice	Points Claimed	

Continued on attachment

Points Claimed for Category 1	No More Than 10 Points	
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Category 2. Membership in Safety Organizations

**Maximum Points Allowed: 1 per year
5 per cycle**

BCSP Verified?
Office Use Only

National Organizational Membership:

The maximum points you can claim for **each year** for all memberships is 1.

Organization	Dates of Membership	No. of Years	Multiply Years X 1 = Total Points	Points Claimed	
			x 1		
			x 1		

Regional, State, or Local Organizational Membership:

The maximum points you can claim for **each year** for all memberships is 1.

Organization	Dates of Membership	No. of Years	Multiply Years X 0.50 = Total Points	Points Claimed	
			x 0.50		
			x 0.50		

Continued on attachment

Points Claimed for Category 2	No More Than 5 Points	
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Category 3. Voluntary Professional Service: To BCSP or Other Organizations

**Maximum Points Allowed: 2 per year
10 per cycle**

Organization or Conference	Nat'l	Regional, State or Local	Service Performed	Dates of Service Start - End (MM/YY - MM/YY)	Points Claimed	
Service to BCSP	Service Performed		Dates of Service (Start & End MM/YY)	Points Claimed		

Continued on attachment

Points Claimed for Category 3	No More Than 10 Points	
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Category 4. Publications, Conference Presentations, and Patents

Maximum Points Allowed: No Limit

Title of Paper, Book, or Chapter	Name of Journal, Book, or Proceeding	Number of Authors or Editors	Publication Dates (MM/DD/YY)	Points Claimed	
Conference	Presentations/Session Chair		Attendance Dates (MM/DD/YY)	Points Claimed	
Patent Name	Patent Type	Number of Inventors	Date Issued (MM/DD/YY)	Points Claimed	

Continued on attachment

Points Claimed for Category 4	
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Category 5. Service to BCSP

Maximum Points Allowed: No Limit

Examination for which the Items were Submitted	Number of Stand-alone Items Accepted	Number of Scenarios Accepted with 3 or More Items	Date Submitted for Credit (MM/DD/YY)	Points Claimed	

Continued on attachment

Points Claimed for Category 5	
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Category 8. Attend College or University Courses

Maximum Points Allowed:

Student: No Limit
Teacher: No Limit
Developer: 3 per year

BCSP Verified?
Office Use Only

All college/university courses must be from an institution whose accreditation is accepted by BCSP.

Institution	Course Title	Date Completed (MM/DD/YY)	No. of Semester or Quarter Hours (Specify)	Role: Student Teacher Developer	Points Claimed	

Continued on attachment

Points Claimed for Category 8	
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Category 9. Complete an Advanced Degree

Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

The degree must be awarded by an institution whose accreditation is accepted by BCSP.

Institution	Degree	Major	Date Awarded (MM/DD/YY)	Points Claimed	

Continued on attachment

Points Claimed for Category 9	
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Category 10. Achieving Additional Certification or License

Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

Examination Passed or Certification or Registration Achieved	State or Board	Date Examination Passed (MM/DD/YY)	Points Claimed	

Continued on attachment

Points Claimed for Category 10	
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I attest that the information submitted is true and complies with the most recent Recertification requirements. I understand that my certification may be invalidated if I am unable to provide objective evidence of these activities if audited. I am aware that it is my responsibility to keep BCSP informed of my current mail and email address as well as to disclose any criminal convictions issued by a court in accordance with BCSP's Criminal Conviction and Unethical Behavior Policy. I further agree to adhere to the Board of Certified Safety Professional's *BCSP Code of Ethics* in its current and subsequent editions, available at www.bcsp.org/About.

NAME (please print) _____ Cert. Type _____ Cert.# _____

Signature _____ Date _____

BCSP | Board of Certified Safety Professionals

2301 W. Bradley Avenue, Champaign, IL 61821 USA
P: +1 217-359-9263 | F: +1 217-359-0055
bcsp.org

12/14

