



Board of Certified
Safety Professionals

Application for
CERTIFICATE PROGRAM CREDIT
toward the
OCCUPATIONAL HEALTH AND SAFETY
TECHNOLOGIST[®]
Certification

Board of Certified Safety Professionals

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General Information

Candidates for the OHST may waive up to two years of the five year experience requirement by completing a certificate program in safety and health recognized by BCSP. Certificate programs can be operated by either an academic institution or by a private or governmental organization.

BCSP defines a certificate program as a sequence of training or academic courses for which the training provider awards a certificate of completion after a student successfully completes the entire sequence of training. The sequence of training courses required to achieve the certificate must be defined in advance and published as a certificate program.

Procedures to Qualify a Certificate Program

Before BCSP will waive a portion of the experience requirement for the OHST, the training institution or organization must apply for recognition. BCSP will evaluate the application and determine whether the certificate program meets the standards of BCSP. If accepted, BCSP will determine the amount of credit allowed. BCSP will maintain a list of qualified certificate programs and the credit available.

A program can qualify for a period of five years. After five years, the program must reapply for recognition. An annual inquiry from BCSP will determine if significant changes in the program have been made such that a new application must be completed.

Decisions by BCSP regarding qualification and the amount of credit are final. Programs may appeal the initial decision of BCSP and seek a re-evaluation.

Standards for Certificate Programs

Contents.

1. At least half of the course hours in the program must be clearly defined safety, occupational health/industrial hygiene, environmental, fire protection or ergonomics courses. The course program must have some representation from at least three of the five areas. Subjects may be combined within courses and the total amount devoted to each area may vary and be distributed across the entire program.

- At least 10% of the course hours in the entire certificate program must be devoted to any combination of the following: technology, mathematics, physics, chemistry, biology, human anatomy and physiology, or psychology.
- No more than 35% of the courses or contact hours in the certificate program can be devoted to topics not included in 1 and 2 above.

Documentation.

- For academic certificate programs, completion of the certificate program must appear on a transcript or on a certificate of completion awarded to the individual student. BCSP must be able to verify completion from institutional records. Only academic institutions accredited by a regional accreditation body recognized by the Council on Higher Education Accreditation are accepted by BCSP.
- For private or governmental organizations, completion of the certificate program must be shown on a certificate or validated document issued by the training organization. BCSP must be able to contact the training organization to verify completion of a certificate program by any individual.

Amount of Credit.

- Any candidate for the OHST may present evidence of completion of one or more certificate programs. The maximum credit allowed for all certificate programs is a waiver of two years of experience.
- The minimum length of certificate program for which credit will be awarded is 90 contact hours.
- The amount of credit below is shown in semester hours, quarter hours, contact hours and Continuing Education Units (compliance with standards for CEUs established by the International Association for Continuing Education and Training, Washington, DC is required).

Experience Waived Toward the OHST	Total Units Leading to a Certificate ¹			
	Contact Hours	CEUs	Semester Hours	Quarter Hours
1/4 year	90	9	6	9
1/2 year	180	18	12	18
3/4 year	270	27	18	27
1 year	360	36	24	36
1 1/4 years	450	45	30	45
1 1/2 years	540	54	36	54
1 3/4 years	630	63	42	63
2 years	720	72	48	72

¹ Program units falling between increments receive credit for the highest increment fully met.

Contact Person and Address

When applying for recognition, each program must provide a person, address, phone number and any other suitable information which BCSP can use to verify whether a candidate has completed a certificate program.

Institution, Organization and Contact Information

1. Name of Certificate Program	
2. Institution or Organization Awarding the Certificate	
3. Address and Other Contact Information	Address _____ City _____ State ____ Zip Code _____ Telephone (____) _____ Fax (____) _____ Email _____ Contact Person for Record Verification _____ (If records are held elsewhere, provide complete details and contact information.)

Content and Duration Information

4. Total Length of the Program (report in appropriate units)

Quantity _____ Units: Contact Hours CEUs Semester Hours Quarter Hours

5. Summary of Contents List quantity for each topic in the table below:

(Units shown below: Contact Hours CEUs Semester Hours Quarter Hours)

Safety and Health Related Components		Science, Mathematics and Technology Related Components		Other Program Components (List by topic)	
Safety		Technology			
Occupational Health/Industrial Hygiene		Mathematics			
Environment		Physics			
Fire Protection		Chemistry			
Ergonomics		Biology or Human Anatomy or Physiology			
		Psychology			
Total		Total		Total	

Literature, Sample Certificate, and Other Information

6. Please enclose published literature about the certificate program which shows courses, requirements, procedures, and other information.
7. Please enclose a sample certificate or document which is awarded to students or used by students to show completion of the certificate program. (Mark *SAMPLE* or *VOID* on the document.) BCSP wants to know what one looks like to verify authenticity of those which may be submitted.
8. Provide any other information BCSP may need to determine whether the program meets the requirements for credit toward the OHST certification.

Complete Course Listing Including Student Options

9. If the literature in 6 above does not show all of the courses leading to the certificate or does not show the options a student may elect to receive the certificate, please include a listing of all courses available in the certificate program.

Validation

10. I certify that the information provided with this application is current and correct.

Signature: _____ Title: _____ Date: _____

BCSP Evaluation

Reviewed by _____ Date _____ Expiration _____

Program Decision: Accepted for OHST Credit Not Accepted for OHST Credit

Amount of Credit: 1/4 year 1 1/4 years
 1/2 year 1 1/2 years
 3/4 year 1 3/4 years
 1 year 2 years