

## GENERAL RULES AND PROCEDURES

This guide covers Recertification for the Safety Trained Supervisor (STS) certification.

### Purpose of Recertification

The STS Recertification program helps ensure that STSs stay current with knowledge and practices in safety and health applicable to managers, supervisors, and lead personnel (e.g., workgroup leaders, crew leaders, etc.)

### Participation and General Requirements

If you hold an STS certification, you **must meet** recertification requirements every five years. **Failure to meet this requirement will result in loss of certification.**

### Schedule

The Recertification cycle for STS certificate holders is five years, beginning on January 1 and ending on December 31. However, for those just achieving the STS certification your first recertification cycle is usually a little longer than five years. It begins the day you became certified and ends on December 31 of the fifth full year following the start of your cycle.

You must report your activities by March 31, of the year following the end of your recertification cycle.

### Recertification Activities

There are three options for meeting the STS Recertification requirement:

- Take and pass any STS examination during the Recertification cycle.
- Achieve the Occupational Health and Safety Technologist® (OHST)/Certified Loss Control Specialist (CLCS) or the Construction Health and Safety Technician® (CHST) certification.
- Attend and/or teach 30 hours of safety and health courses, presentations or tool-box talks during the Recertification cycle (average of six hours/year).

In order to qualify for Recertification, an activity must take place in your current five-year cycle.

#### Passing any STS Examination

To meet the STS Recertification requirement, one option is sitting for and passing any of the available STS examinations

(construction, general industry, mining or petrochemical) anytime during your Recertification cycle.

#### Achieving the OHST/CLCS or CHST Certification

To meet the STS Recertification requirement, you can apply and qualify for the OHST/CLCS or CHST certification, pass the applicable examination, and achieve the certification. More information about the OHST/CLCS and CHST certifications is found at [www.bcsp.org](http://www.bcsp.org).

#### Completing Training and/or Teaching Activities

To meet the STS Recertification requirement, you may attend and/or teach safety and health courses, presentations, and tool-box talks. A total of 30 hours of training or teaching is required during your Recertification cycle. The 30 hours can be completed in small increments or through a single course, as long as the 30 hours is completed during the Recertification cycle.

Acceptable training courses include any formal, **documented** safety, health, and environmental course in any format (e.g., live, video, CD-ROM, Internet, audio, teleconference). A course may be part of a national, regional, local or company conference or seminar.

Acceptable teaching includes any safety, health, and environmental courses, conference or seminar presentations or tool-box talks in any format. Count repeated courses only once, unless the course changes significantly between offerings.

A half-hour class on ladder safety is equal to 0.50 hours. 45-minutes of personal protective equipment training is equal to 0.75 points. Scaffold training that last 90 minutes is equivalent to 1.50 hours. For eight hours of fall protection training, you may claim 8.0 hours. The OSHA 30-hour outreach class is equal to 30 hours (meeting the full STS Recertification requirement).

If you attend a conference or seminar that assigns Continuing Education Units (CEUs), you should claim the contact hours in the classroom on the Recertification Activity Log.

You may claim credit (1 semester hour = 15 contact hours; 1 quarter hour = 10 contact hours) if you teach or attend courses at accredited colleges or universities recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

Each work area or tool-box talk (regular, short safety presentations with workgroups) earns 0.25 hours of credit toward the STS Recertification requirement (four talks = one hour). You obtain credit for conducting and/or attending a talk.

There is a maximum of 10 hours of tool-box talk credit in a Recertification cycle.

## Tracking and Reporting

STSs must keep track of their own Recertification activities. If you have passed the STS examination or achieved the OHST/CLCS or CHST certification, you will need to contact BCSP at the end of your Recertification cycle. BCSP will have records to verify these activities.

You must report using an STS Recertification Activity Log at the end of your Recertification cycle; other forms are not accepted. The only exception is for those who hold either the OHST/CLCS or CHST certifications.

For attending and/or teaching courses, presentations, and tool-box talks, you will need to report at the end of your Recertification cycle that the 30 hours has been met. You may use the Recertification Activity Log in this guide to keep track of participation in teaching and/or attending courses, presentations and tool-box talks. Submit this same form to report your activities at the end of your Recertification cycle. When submitting your Recertification Activity Log, be sure to have your STS coordinator or supervisor sign it. You can download a copy of this Recertification Guide at [www.bccsp.org/sts](http://www.bccsp.org/sts).

## Hardship Leave of Absence

BCSP may grant a leave of absence for up to two years. A hardship leave of absence request may be granted based on a written request and documentation of the hardship. You must submit your request to the Executive Director prior to your cycle end date. During an approved leave of absence, the total Recertification hours will be reduced by six hours annually. For example, if you take a two-year leave of absence, you will only need to report 18 Recertification hours at the end of a normal five-year Recertification cycle (including the leave of absence).  $30 \text{ hours (five-year cycle)} - 12 \text{ hours (two-year leave of absence)} = 18 \text{ hours}$ . You are required to report on time and you must pay your annual renewal fee during your Leave of Absence period.

## Extension of Time

An extension allows you to add an additional year to your cycle for the purpose of obtaining hours. However, your next cycle will be shortened to four years (instead of five years). No justification is required, simply a written request. The request must be made prior to the end of the normal cycle reporting deadline. Consecutive extensions are not allowed. Therefore the four year cycle cannot be extended.

## Reinstating an Invalid Certification

If BCSP notifies you that your STS certification is invalid because you have not met the Recertification requirements, your only recourse is to reapply as a new candidate and meet all requirements to achieve the STS certification.

## ALIGNMENT OF DUAL CERTIFICATION

BCSP has created a policy to align recertification of BCSP certifications: OHST/CLCS, CHST, STS and CSP. The policy is as follows:

Once an STS has completed an STS Recertification cycle and has been asked to report, he/she may submit the most recent, official OHST/CLCS/CHST Recertification Worksheet or CSP Recertification letter of compliance in place of an STS Recertification Activity Log. BCSP will accept this as meeting STS Recertification requirements. BCSP will then adjust the dates of the STS Recertification cycle to match the most recent OHST/CLCS, CHST, STS or CSP Recertification. This may mean the certificant will have a shortened STS Recertification cycle when the initial alignment is made. However, subsequent STS Recertification cycles will be aligned to a normal five-year cycle. Future STS Recertification reporting may then be made with the OHST/CLCS/CHST Recertification Worksheet or CSP Recertification letter of compliance.

If an STS encounters a hardship and requests either a Leave of Absence or Extensions to their STS Recertification cycle, an STS Recertification Activity Log is required. Compliance with the OHST/CLCS, CHST, STS or CSP Recertification program cannot be used to demonstrate STS Recertification compliance.

Finally, all STSs are still subject to STS Recertification rules and procedures even if they hold dual certification. If a certificant fails to report or meet STS Recertification requirements, then his/her certification will become invalid. If you have any questions regarding alignment of certification cycles, please contact BCSP for further clarification.

## SAFETY TRAINED SUPERVISOR • RECERTIFICATION ACTIVITY LOG

Name of Certificant: \_\_\_\_\_ Date for this Report: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  Home  
 Business

Work Email: \_\_\_\_\_ Home Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Recertification Activity:

Re-took STS Exam | Exam: \_\_\_\_\_ Date Passed: \_\_\_\_\_

-or-

Earned OHST/CLCS/CHST/CSP | Certification Earned: \_\_\_\_\_ Date Passed: \_\_\_\_\_

-or-

Completed 30 Hours of Training | Training Completed: \_\_\_\_\_

Activity Date (mm/yyyy)	Course, Presentation or Tool-box Talk (Check One)	Role (Check One)	Credit Claimed (x.xx hrs)	Course, Presentation or Tool-box Talk Title or Topic	Location of Course, Presentation or Tool-box Talk (List Employer Name, Project Name or Course/Conference/Tool-box Talk Provider Name)
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Name of Certificant: \_\_\_\_\_

## SAFETY TRAINED SUPERVISOR • RECERTIFICATION ACTIVITY LOG (continued)

Activity Date (mm/yyyy)	Course, Presentation or Tool-box Talk (Check One)	Role (Check One)	Credit Claimed (x.xx hrs)	Course, Presentation or Tool-box Talk Title or Topic	Location of Course, Presentation or Tool-box Talk (List Employer Name, Project Name or Course/Conference/Tool-box Talk Provider Name)
	<input type="checkbox"/> Course <input type="checkbox"/> Presentation <input type="checkbox"/> Tool-box	<input type="checkbox"/> Teach <input type="checkbox"/> Attend			
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<b>Total Hours</b>				Please sign and date and have your supervisor or safety administrator sign and date your Recertification Log before submitting it. If you do not have a supervisor signature, please explain on a separate sheet of paper.	

Date Submitted: \_\_\_\_\_ Certificant Signature: \_\_\_\_\_

I attest to this certificant's Recertification activities. Supervisor/Safety Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_