



®

# Certified Safety Professional®

FIFTH EDITION  
(Revised)

October 2009

## APPLICATION GUIDE

### **Board of Certified Safety Professionals**

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## FREQUENTLY ASKED QUESTIONS

**What is the difference between the Associate Safety Professional (ASP) and the Certified Safety Professional (CSP)? Do I have to fill out an application for both ASP and CSP?**

The ASP is a temporary designation to show that you have passed the first of two examinations leading to the CSP certification—the Safety Fundamentals examination. Those who receive a waiver of Safety Fundamentals do not receive the ASP designation. The CSP application is the **only** application you need to complete. See page 3 for additional details.

**Do I have to take the Safety Fundamentals examination?**

**Most likely, yes.** Only candidates who qualify for the Graduate Safety Practitioner (GSP) Program (see page 8) and those who currently hold certain acceptable credentials by examination (see pages 9 and 10) may be granted a waiver of the Safety Fundamentals examination. BCSP **only** accepts the following credentials: CIH, P.E., CEng, CHP, CMIOSH, CPMSIA/FSIA/CFSIA, Safety Management Specialty Credential from ABOHN (COHN/SM or COHN-S/SM), CRSP or certain SISO qualifications (SISO Ordinary Member with current status as a Workplace Safety and Health Officer with the Singapore Ministry of Manpower).

**Do I need to have a degree (even if I have many years of safety experience)?**

**Yes.** The minimum education accepted is an associate degree in safety and health or a bachelor's degree or higher in any field from an **accredited** institution. The degree must be earned during the period of accreditation. The U.S. Department of Education ([www.ope.ed.gov/accreditation/](http://www.ope.ed.gov/accreditation/)) and the Council for Higher Education Accreditation ([www.chea.org](http://www.chea.org)) both maintain websites that can help you find an accredited school, or to verify that your school is accredited. See page 4 for additional details. For details on acceptable associate degrees, see page 5.

**What happens if my degree is not from the United States?**

BCSP and CCHEST requires that all degrees from colleges and universities outside the United States be evaluated for U.S. equivalency by the Consultancy on International Education (CIE). Once your degree has been evaluated, CIE will return to you your original documents with your evaluation report and send a copy for the report directly to BCSP. To complete the foreign degree evaluation process, please visit <http://www.international-education.com/>.

**How much does it cost for the certification?**

Fees within the United States and Canada are as follows:

- |  |                     |
|--|---------------------|
| • Application  | \$160 ONE TIME      |
| • Computer-delivered examinations (Safety Fundamentals and Comprehensive Practice) | \$350 EACH INSTANCE |
| • ASP/GSP annual renewal   | \$120               |
| • CSP annual renewal   | \$130               |

All fees are nonrefundable, nontransferable, and subject to change at any time without notice. See page 11 for additional fees. See page 8 for more information on the Graduate Safety Practitioner (GSP) designation.

**My references and colleges mailed their forms instead of giving them back to me. Is that ok?**

**Yes.** We can match up reference forms and official transcripts with your application. Contact BCSP if your transcript is being sent under a different name (e.g. maiden name). See page 15 for additional details.

**How do I get points besides using my degree or my advanced degree?**

You earn one point per month for professional safety work experience acceptable to BCSP. You can also earn 12 points if you hold the OHST/CLCS or CHST certification. See page 7 for additional details.

**What if I do not have 96 points at application?**

If you have at least 48 eligibility points and meet the minimum education requirement, you are eligible to take the Safety Fundamentals examination. You can hold the ASP designation while you earn more work experience.

If you did not have enough eligibility points at the time you applied, later you will need to complete and submit a CSP Professional Safety Experience Update Form. See page 7 for additional details.

**Can I take a computer-delivered examination outside the United States and Canada?**

BCSP offers computer-delivered examinations outside the U.S. and Canada at many testing centers. There is a higher fee for these examinations. See page 11. Refer to the *CSP Examination Guide* for complete test-taking information.

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# General Information and Qualifications

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## Definitions

### Safety

Safety is recognizing, evaluating, and controlling hazards and managing the associated information and programs in order to prevent harm to people, property, and the environment.

### Safety Professional

A safety professional is one who applies the expertise gained from a study of safety science, principles, practices, and other subjects and from professional safety experience to create or develop procedures, processes, standards, specifications, plans, and systems to achieve optimal control or reduction of the hazards and exposures which may harm people, property, and/or the environment.

### The Certified Safety Professional

The Certified Safety Professional® or CSP®<sup>1</sup> is a certification awarded by the Board of Certified Safety Professionals (BCSP) to individuals who meet all of the requirements for certification established by BCSP. More information about the CSP certification and BCSP can be found at [www.bccsp.org](http://www.bccsp.org).

Certified Safety Professionals are:

- Respected by other safety professionals.
- Honored by the safety profession.
- Preferred or required by most employers of safety professionals.
- Required in many government and private contracts.
- Paid on average about \$30,000 more per year than safety professionals without certification.
- Paid on average \$600,000 or more than safety professionals without certification over the span of a career.

The CSP certification:

- Is cited in many federal, state and local laws, regulations and standards.
- Is recognized by U.S. and international safety and health organizations.
- Is held by 75% or more of the leaders in the safety profession.
- Adds \$300 million to pay for safety professionals annually.

Safety professionals may use the Certified Safety Professional title when they meet all requirements established by BCSP and are authorized by BCSP to use the CSP certification.

The Associate Safety Professional (ASP) is a temporary designation awarded by BCSP. It means that an individual has met the academic requirement for the CSP certification and has passed the Safety Fundamentals examination—the first of two examinations leading to the CSP credential. **You only submit one application for both the ASP designation and CSP certification.**

The CSP certification meets the highest national and international standards for certifications and is accredited by the National Commission for Certifying Agencies (NCCA)<sup>2</sup>.

The process of becoming a CSP includes the following:

- *Complete and submit application materials.* BCSP will review your application materials to determine if you meet the academic and experience requirements and are eligible for the Safety Fundamentals and/or the Comprehensive Practice examinations. If eligible, BCSP will inform you how long you are eligible and when your eligibility will expire.
- *Register for, pay for, and pass the examination(s) leading to the CSP certification.* You may register with BCSP for an examination at any time, as long as you are eligible. BCSP will notify our examination delivery service provider that you are an eligible candidate, and will inform you how long you have to make an appointment and complete your examination.
- *Make an appointment to take your examination at a testing center near you and sit for your examination at the scheduled time.* Most testing centers around the world are open every business day and many have evening and weekend hours. You will take your examination by computer and receive unofficial pass/fail results as soon as you log off the computer system. If you fail an examination and are still eligible, you may register again as soon as you receive post-examination information from BCSP.
- *Complete all requirements for the CSP certification.* After completing all requirements for the CSP certification, BCSP will award you use of the CSP credential on an annual basis as long as you pay an annual renewal fee each year and meet Continuance of Certification (COC) requirements every five years.

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<sup>2</sup>National Commission for Certifying Agencies, 2025 M Street, NW, Suite 800, Washington, DC 20036, Phone: 202-367-1165, Web: [www.ncca.org](http://www.ncca.org).

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<sup>1</sup>Certified Safety Professional®, CSP®, and the CSP logo are registered certification marks with the U.S. Patent and Trademark Office.

## NOTICE OF CHANGE

### The following changes begin on January 1, 2009:

- New editions of Safety Fundamentals and Comprehensive Practice examinations (refer to new Fifth Edition Examination Guides).
- Credit for some academic degrees change (see Table IA on page 6 for new credit).
- BCSP officially uses an eligibility point system to establish examination eligibility (see page 6).

### The following change previously announced has been postponed by one year and is expected to be in effect January 1, 2010:

- Credit for other certifications held at the time of application (see [www.bcsp.org](http://www.bcsp.org)).

## Qualifications

To qualify for the CSP certification you must:

- Apply to the Board of Certified Safety Professionals.
- Meet an academic requirement.
- Meet a professional safety experience requirement.
- Pass the Safety Fundamentals examination (or be granted a waiver of the Safety Fundamentals examination).
- Pass the Comprehensive Practice examination.

## Australian Applicants

Qualifications relating to applicants who present academic credentials from Australian educational institutions have changed. Please refer to [www.bcsp.org/bcsp/media/AustraliaChanges.pdf](http://www.bcsp.org/bcsp/media/AustraliaChanges.pdf).

## The Academic Requirement

### Minimum Education

A CSP candidate **must** meet one of the following minimum educational qualifications:

- A bachelor's degree or higher in any field; or
- An associate degree in safety, health and environmental

**There is no waiver of the academic requirement and you must provide proof that you were awarded the minimum qualifying degree.**

For U.S. degrees, BCSP requires that the educational institution holds institutional accreditation from an accreditation body with institutional accrediting authority recognized by the Council for Higher Education Accreditation<sup>4</sup> (CHEA) and/or the U.S. Department of Education<sup>5</sup> (ED).

<sup>4</sup>Council for Higher Education Accreditation, One Dupont Circle NW, Suite 510, Washington, DC 20036-1135, Phone: 202-955-6126, Web: [www.chea.org](http://www.chea.org).

<sup>5</sup>U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202, Phone: 800-USA-LEARN, Web: [www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation).

The degree must have been awarded during the period of accreditation. Check with your school, CHEA ([www.chea.org](http://www.chea.org)) or ED ([www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation)) to determine whether your school was accredited when you earned your degree.

## Unaccredited Degrees

Unaccredited degrees are a growing concern and at least five states now have laws making it illegal to use unaccredited degrees.

There are two forms of accreditation: institutional and specialized/professional. Institutional accreditation establishes whether a college or university meets minimum standards as a degree granting institution. Specialized/professional accreditation evaluates specific degrees to determine whether the degree program meets minimum standards for preparing individuals for a field of practice covered by the accreditation procedure.

BCSP relies on institutional accreditation to determine acceptability of degrees and uses specialized/professional accreditation to establish the credit allowed for a degree toward eligibility to sit for the CSP examinations. See the section entitled "BCSP Point System" on page 6 for more details.

BCSP policy on unaccredited degrees is as follows:

### Applicants and Certificants Cannot Use Unaccredited Degrees.

BCSP has determined that it is unethical to use unaccredited degrees and such use is a violation of the *BCSP Code of Ethics and Professional Conduct* (see Interpretation #1 on the inside back cover). When BCSP becomes aware that an individual is using an unaccredited degree (i.e. it appears on a CSP Application Form or elsewhere), BCSP will ask the individual to sign a statement indicating whether they wish to continue using the unaccredited degree or to pursue or retain the CSP certification. Individuals wishing to pursue the CSP certification or those holding it cannot use an unaccredited degree. Failure to file the statement means that BCSP will terminate the application or certification.

**Minimum Education Requirement.** For U.S. degrees, BCSP will only accept degrees from colleges and universities holding institutional accreditation from an accreditation body with institutional accreditation authority recognized by CHEA and/or ED. The degree must be awarded during the period of accreditation.

An unaccredited bachelor's degree in any field or an unaccredited associate degree in safety and health does not meet the minimum educational requirement for the CSP certification.

**Credit Toward Eligibility.** Unaccredited degrees receive no credit toward eligibility to sit for CSP examinations.

**Table I. Degree Credit (applicable through December 31, 2008)**

Degree/ Program Major	ABET Accred?	Associate	Bachelor's	Master's	Ph.D.
<b>Safety and Safety Related</b>	Yes	24	48	12	N/A
Environmental Engineering	No	18	36	9	18
Environmental Health					
Fire Protection					
Fire Protection Engineering					
Health Physics					
Industrial Hygiene					
Industrial Safety					
Loss Control					
Occupational Safety and Health					
Risk Control					
Safety Engineering					
Safety Sciences					
<b>Engineering</b>	Yes	N/A	42	11	N/A
Chemical Engineering	No	N/A	32	9	16
Civil Engineering					
Electrical Engineering					
Engineering Mechanics					
Engineering Science					
Industrial Engineering					
Mechanical Engineering					
<b>Engineering Technology</b>	Yes	N/A	30	8	N/A
	No	N/A	24	6	12
<b>Natural and Physical Sciences</b>	N/A	N/A	30	8	15
Agriculture					
Microbiology					
Architecture					
Nursing					
Astronomy					
Occupational Health					
Aviation					
Biochemistry					
Physics					
Biology					
Public Health					
Botany					
Toxicology					
Chemistry					
Zoology					
Computer Science					
Earth Science					
Electro-Optics					
Entomology					
Environmental Management					
Environmental Science					
Forestry					
General Science					
Geology					
Mathematics					
Waste Management					
<b>Industrial Technology</b>	N/A	N/A	24	6	12
<b>Industrial Education</b>	N/A	N/A	18	5	9
Industrial Arts					
Industrial Arts Education					
Industrial Education					
<b>Business</b>	N/A	N/A	18	5	9
Accounting					
Administration					
Aviation Management					
Business Management					
Engineering Management					
Industrial Management					
Loss Control Management					
Management					
Security Management					
Urban Planning					
<b>Psychology</b>	N/A	N/A	18	5	9
Educational Psychology					
Psychology					
<b>Other</b>	N/A	N/A	12	3	6
Applied Art					
Humanities					
Art					
Journalism					
Communication					
Liberal Arts					
Criminal Justice					
Political					
Education					
Science					
General Studies					
Social Work					
Geography					
Sociology					
History					

*Associate Degree Evaluation*

BCSP has a broad view on the practice of safety and uses that view to determine what associate degrees meet the minimum educational requirement. BCSP considers fields closely related to safety and health to be part of the safety and health domain. For example, associate degrees in safety, industrial hygiene, occupational safety and health, environment, health physics, fire protection, or fire prevention are likely to qualify as a “safety and health” associate degree. Associate degrees in other fields are not considered part of the safety and health domain.

BCSP reviews the courses within safety and health (or closely related fields) associate degree programs to determine which degrees are acceptable. The following standard applies:

**The associate degree program must include at least four courses (with at least 12 semester hours or 18 quarter hours) of study in safety and health for the degree to meet the minimum educational requirement for the CSP.**

Course titles will be evaluated to ensure that the four courses and 12 semester hours or 18 quarter hours of study include subject matter from the following list:

- General safety
- Safety management
- Safety compliance
- Safety technology
- Occupational safety
- Safety relating to a particular industry (e.g. construction, manufacturing, transportation, or health care)
- Safety and health communication and/or training

If you have an associate degree in safety and health, or a closely related field of study, that does not meet the standard of at least four courses (with at least 12 semester hours or 18 quarter hours) of study in safety and health, you have the following options to resolve the deficiency:

- Complete appropriate safety courses (beyond your safety and health or closely related associate degree) at any accredited institution that will satisfy the course deficiencies in your safety and health or closely related associate degree.
- Acquire another associate degree which meets the standard.
- Acquire a bachelor’s degree in any field.

To locate academic programs at accredited U.S. colleges and universities, visit [www.bcspp.org](http://www.bcspp.org) for the *BCSP Database of Safety and Related Academic Programs in the United States*.

**Table IA. Academic Credit (applicable after January 1, 2009)**

Degree/Program Major	Program Accred <sup>1</sup>	Associate <sup>2</sup>	Bachelor's <sup>2</sup>	Master's <sup>3</sup>	PhD. <sup>3</sup>
<b>Safety, Health, Environment, Ergonomics</b>	Yes No	24 18	48 36	12 9	24 <sup>4</sup> 24 <sup>4</sup>
Safety/Occupational Safety	Fire Protection Engineering				
Industrial Hygiene/Occupational Health	Fire Protection Engineering Technology				
Health Physics/Radiation Safety	Occupational Health/Hygiene				
Safety Engineering	Fire Science				
Safety Engineering Technology	Loss Control Management				
<b>Engineering</b>		15	30	8	15
Chemical Engineering	Electrical/Electronic Engineering				
Civil Engineering	Engineering Mechanics				
Computer Engineering	Industrial Engineering				
	Mechanical Engineering				
	Structural Engineering				
	Other Engineering Specialty				
<b>Engineering Technology</b>		15	30	8	15
Any specialty (other than safety or environment)					
<b>Natural and Physical Sciences</b>		15	30	8	15
Agriculture/Agronomy	Biology/Microbiology/Zoology/Physiology/Botany/Entomology/Animal Science				
Architecture	Computer Science				
Astronomy	Environmental Management				
Aviation	Environmental Science				
Chemistry/Biochemistry	Forestry				
	General Science				
	Geology/Earth Sciences				
	Mathematics				
	Physics				
	Waste Management				
<b>Medicine, Nursing, Health Sciences</b>		15	30	8	15
Medicine	Allied Health Sciences				
Nursing	Public Health				
	Toxicology				
<b>Business, Management, and Law</b>		15	30	8	15
Business Administration	Finance				
Business Management	Marketing				
Accounting	Management				
	Specialty Management, such as: Aviation, Security, etc.				
	Law				
<b>Industrial Technology</b>		15	30	8	15
Any specialty (other than safety or environment)					
<b>Liberal Arts, Education, Social Science</b>		9	18	5	9
Anthropology	Art				
Applied/Industrial Arts	Communication				
	Criminal Justice				

Note 1. BCSP relies on ABET and certain other acceptable program accreditations for safety and related degrees to set policy on eligibility points and participation in the Graduate Safety Practitioner (GSP) program as a Qualified Academic Program (refer to the *GSP Application Guide*).

Note 2. For more than one undergraduate degree, BCSP awards credit for the one degree offering the highest credit.

Note 3. For more than one advanced (post-bachelor) degree, BCSP awards credit for the one degree offering the highest credit.

Note 4. Doctoral degrees are not accredited due to their customized structure. Any safety or safety-related doctorate degree earns 24 points.

**International Degree Evaluation**

BCSP requires that all degrees from colleges and universities outside the United States be evaluated for U.S. equivalency by the Consultancy on International Education (CIE). Once your degree has been evaluated, CIE will return to you your original documents with your evaluation report and send a copy for the report directly to BCSP.

Consultancy on International Education  
P.O. Box 2792  
Champaign, IL 61825-2792  
Phone: 217-359-9602  
Email: [cie@international-education.com](mailto:cie@international-education.com)

**BCSP Eligibility Point System**

To complete the foreign degree evaluation process, please visit <http://www.international-education.com/> or contact CIE directly.

BCSP uses a point system to determine eligibility for examinations. You must have at least **48 points to sit for the**

**Safety Fundamentals examination and at least 96 points to sit for the Comprehensive Practice examination.** You can earn points through education, experience, and certain other certifications.

$$\text{Academic Points} + \text{Experience Points} + \text{Certification Points} = \text{Total Eligibility Points}$$

Table 1 (see page 5) and Table 1A list eligibility points awarded for various degrees. **You may use only one undergraduate and one graduate degree for credit. If you hold more than one undergraduate or graduate degree, only the degree yielding the highest point value will be accepted. Continuing education courses, seminars, and certificate programs are not a substitute for, and do not receive credit toward, the academic requirement.**

A bachelor's degree in safety from a program accredited by ABET<sup>6</sup> earns the maximum 48 points. Refer to the ABET website ([www.abet.org](http://www.abet.org)) for accreditation standards and a listing of accredited degree programs.

Because many people enter the safety profession from other educational backgrounds and their degrees alone do not achieve the 48 eligibility points needed to sit for the Safety Fundamentals examination, they may use advanced degrees and/or professional safety experience to earn additional points.

In addition to degrees and experience, candidates earn points for holding the Occupational Health and Safety Technologist<sup>®</sup> (OHST)/Certified Loss Control Specialist (CLCS) or Construction Health and Safety Technician<sup>®</sup> (CHST) certifications from the Council on Certification of Health, Environmental and Safety Technologists<sup>7</sup> (CCHST). You are awarded 12 points if you hold the OHST/CLCS or CHST at the time of application or after. If more than one certification is held, the maximum number of points awarded is still 12.

### The Experience Requirement

In addition to the academic requirement, CSP candidates must have professional safety experience. The exact number of years depends on their degree(s) and if they hold OHST/CLCS or CHST certification. BCSP has a broad definition of safety. Professional-level work experience in safety, health, environmental protection, fire protection, ergonomics, radiation protection, and industrial hygiene is considered professional safety experience.

**All professional safety experience must meet all of the five following criteria to be acceptable to BCSP:**

1. Professional safety 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. Professional safety functions 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 work during any year (75 hours per month or 18 hours per week) for which experience 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. Responsible charge 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 analyzing, synthesizing, designing, investigating, planning, administrating, and communicating.

**Each month of acceptable professional safety experience earns one point.** Each position is evaluated separately. Please note that there is no partial or additional credit for experience.

### Experience Updates

At the time of application, many candidates have enough points to sit for the Safety Fundamentals examination (48), but do not have the points required for the Comprehensive Practice examination (96). In this instance, BCSP estimates when you will achieve 96 points assuming you remain employed in a position that meets professional safety practice requirements. Near that estimated date, you must submit a Professional Safety Experience Update Form to BCSP. This form is located at [www.bcsp.org](http://www.bcsp.org).

If 96 points are not met after the candidate's work experience is updated, BCSP estimates a new eligibility date. **Candidates may be dropped from the CSP process if they fail to provide updated information when requested, or have not met eligibility requirements at the end of the third year from the original projected eligibility date.**

### The Reference Requirement

Professional references are people who can attest to your professional safety experience and moral character. You must submit at least **two** Reference Forms. **One Reference Form**

<sup>6</sup>ABET, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Phone: 410-347-7700, Web: [www.abet.org](http://www.abet.org).

<sup>7</sup>Council on Certification of Health, Environmental and Safety Technologists, 208 Burwash Ave., Savoy, IL 61874, Phone: 217-359-2686, Fax: 217-359-0055; Email: [cchest@cchest.org](mailto:cchest@cchest.org), Web: [www.cchest.org](http://www.cchest.org).

**must be from a current supervisor.** If you are self-employed, use a client as a reference. The other reference must be another professional who is familiar with your professional safety experience and character.

At least one reference **must** hold one of the following credentials:

- Certified Safety Professional (CSP)
- Certified Industrial Hygienist (CIH)
- Certified Health Physicist (CHP)
- Professional Engineer (P.E.) in the United States
- Chartered Engineer (CEng) in the U.K.
- Chartered Member of IOSH (CMIOSH)
- Canadian Registered Safety Professional (CRSP)
- Chartered Professional Member SIA (CPMSIA)/Fellow SIA (FSIA)/Chartered Fellow (CFSIA)
- Certified Occupational Health Nurse (COHN) with a Safety Management credential from the American Board for Occupational Health Nurses (ABOHN)
- Ordinary Member of the Singapore Institute of Safety Officers (SISO)

Verify that your reference currently holds the credential and is in good standing or BCSP may reject your reference. If you absolutely cannot locate a reference with one of these credentials, you may submit three references instead of two. However, one reference must still be a current supervisor or a client if self-employed. For further information on reference requirements see “The Reference Requirement” on pages 7 and 8.

### Candidate Eligibility Time Limits

Candidates for the CSP credential have specific time limits to take and/or successfully pass examinations. Candidates for the Safety Fundamentals examination must **sit for** the examination once every three years once they are eligible until they pass. Candidates for the Comprehensive Practice examination must **pass** the examination within three years of becoming eligible.

BCSP allows candidates to extend time limits twice during their eligibility period for each examination. The fee for the first eligibility extension is \$100 and the fee for the second eligibility extension is \$200. Each extension is valid for one year. All fees are subject to change without notice. Those who do not meet these time limits or purchase the eligibility extensions must reapply as a new candidate. A detailed outline of eligibility and other time limits and eligibility extension options is provided once an application has been approved. **Note: Eligibility time limits are independent of examination authorization time limits.** Examination time limits are defined in the *CSP Examination Guide*.

### Graduate Safety Practitioner (GSP) Program

The GSP program is an additional path to the CSP certification

available to graduates of bachelor’s or master’s safety degrees that meet BCSP Qualified Academic Program (QAP) standards. More information about the GSP program, and a list of degree programs that are eligible to participate, is located at [www.bccsp.org/gsp](http://www.bccsp.org/gsp). The GSP program requires participation by the QAP. Those accepted into the GSP program receive a waiver of the CSP application fee and the Safety Fundamentals examination.

### Reciprocal Agreement Application Forms

#### BCRSP Agreement

BCSP has a reciprocal agreement with the Board of Canadian Registered Safety Professionals<sup>8</sup> (BCRSP). If you hold the CRSP certification, please use the abbreviated BCRSP Reciprocal Agreement Application Form ([www.bccsp.org](http://www.bccsp.org)) to apply.

#### IOSH Agreement

A reciprocal agreement has been in place between BCSP and the Institution of Occupational Safety and Health<sup>9</sup> (IOSH) since 2005. If you hold the Chartered Member of IOSH (CMIOSH) designation, please use the abbreviated IOSH Reciprocal Agreement Application Form ([www.bccsp.org](http://www.bccsp.org)) when applying.

#### SIA Agreement

In 2006, BCSP established a reciprocal agreement with the Safety Institute of Australia<sup>10</sup> (SIA). If you hold the Chartered Professional Member SIA (CPMSIA), Fellow of SIA (FSIA), or Chartered Fellow of SIA (CFSIA) designation and want to apply for the CSP certification, please use the CSP Application Form.

#### SISO Agreement

In 2007, BCSP updated their agreement with the Singapore Institute of Safety Officers<sup>11</sup> (SISO). If you hold SISO’s Ordinary Member status and have been designated by the Singapore Ministry of Manpower as a Workplace Safety & Health Officer and want to apply for the CSP certification, complete the CSP Application Form and check “SISO” underneath *Certifications, Licenses, and Memberships*. You must attach a copy of your SISO Ordinary Member certificate/card and proof of your current status as a Workplace Safety and Health Officer.

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<sup>8</sup>Board of Canadian Registered Safety Professionals, 6519-B Mississauga Rd., Mississauga, ON L5N 1A6 CANADA, Phone: 905-567-7198, Web: [www.bccsp.org](http://www.bccsp.org).

<sup>9</sup>Institution of Occupational Safety and Health, The Grange, Highfield Dr., Wigston, Leicestershire, LE18 1NN, UNITED KINGDOM, Phone: +44 (0)116 257 3100, Web: [www.iosh.co.uk](http://www.iosh.co.uk).

<sup>10</sup>Safety Institute of Australia, P.O. Box 2078, Gladstone Park, Victoria, 3043, AUSTRALIA, Phone: +61 (0)38336 1993, Web: [www.sia.org.au](http://www.sia.org.au).

<sup>11</sup>Singapore Institution of Safety Officers, 1010 Dover Road #03-01, SINGAPORE 139658, Phone: +65 67775185, Web: [www.siso.org.sg](http://www.siso.org.sg).

# Examination Information

## NOTICE OF CHANGE

Beginning January 1, 2009, the current examination blueprints for the Safety Fundamentals and Comprehensive Practice examinations will begin to be phased out. If you register for and purchase a Safety Fundamentals or Comprehensive Practice examination authorization BEFORE January 1, 2009, you will receive an examination with content based on the current blueprint.

If you register for and purchase a Safety Fundamentals or Comprehensive Practice examination authorization ON OR AFTER January 1, 2009, your examination will be based on an updated blueprint. It is **ESSENTIAL** for you to obtain the appropriate edition of the *Examination Guide* (located at [www.bcsp.org](http://www.bcsp.org)). Contact BCSP if you have any questions.

BCSP released details about the new examinations early in 2008. Please watch the BCSP website for more details.

The companion publication to the *CSP Application Guide*, the *CSP Examination Guide*, provides important information about BCSP examination content, preparing for examinations, study materials offered by other organizations, and examination procedures. It is **essential** to obtain the *CSP Examination Guide* when preparing for examinations. This free publication is located at [www.bcsp.org/](http://www.bcsp.org/).

To help identify your weak areas and become familiar with the style of the Safety Fundamentals and Comprehensive Practice examinations, BCSP offers self-assessment examinations. Self-assessment examinations are \$95 each (price subject to change without notice), comprised of test questions similar to the actual examinations (60% in length). A self-assessment examination order form is located on page 19 and at [www.bcsp.org/](http://www.bcsp.org/).

## Examination Security and Integrity

One key to a successful and respected certification program is examination security. BCSP relies on the ethical behavior of candidates and certificants to maintain the security of BCSP examinations. When those who hold the CSP credential, or those who are pursuing the CSP credential, reveal information about the content of BCSP examinations (other than that which is published by BCSP), they violate the agreement all candidates accept when they apply for certification and take an examination. They also violate the *BCSP Bylaws* and the *BCSP Code of Ethics and Professional Conduct* (see inside back cover). BCSP has taken action and will continue to take action against individuals who violate this trust. Penalties may include permanently barring individuals from pursuing the CSP credential and revoking the certificates of those holding the ASP or GSP designation or CSP certification, in addition to other legal remedies.

BCSP will also pursue legal action against organizations or individuals not seeking certification who reveal information about the content of BCSP examinations (other than that which is published by BCSP).

BCSP examinations are closed book, except for your authorized calculator(s) and any materials provided by examination management staff. Once your examination clock starts, you may **not** access any materials beyond those given to you by the examination management staff until you formally submit your examination for scoring. During self-scheduled breaks, you are **not** permitted to access any written or electronic materials or have contact with anyone other than staff. **BCSP will invalidate your examination and pursue disciplinary charges in accordance with BCSP Bylaws if you access prohibited materials, have contact with anyone except examination management staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing center.**

## Waivers of the Safety Fundamentals Examination

**All** candidates must pass the Comprehensive Practice examination. The first examination, Safety Fundamentals, covers basic knowledge appropriate to professional safety practice. Candidates with 48 points can sit for this examination. Upon passing it, candidates receive the temporary ASP designation to denote their progress toward the CSP certification.

Those candidates qualifying for the GSP designation and some candidates who have been **examined** through other acceptable credentialing programs, and currently hold such credentials, may be granted a waiver of the Safety Fundamentals examination. **BCSP currently accepts only the following certifications, licenses or memberships for waiver of this examination:**

- Certified Industrial Hygienist (CIH) from the American Board of Industrial Hygiene.
- Professional Engineer (P.E.) from the engineering registration board of any U.S. state or territory.
- Chartered Engineer (CEng) from the Engineering Council (United Kingdom).
- Certified Health Physicist (CHP) from the American Board of Health Physics.
- Chartered Member of IOSH (CMIOSH) from the Institution of Occupational Safety and Health (see page 8).
- Chartered Professional Member SIA (CPMSIA), Fellow of SIA (FSIA) or Chartered Fellow of SIA (CFSIA) from the Safety Institute of Australia (see page 8).
- Safety Management specialty credential from the American Board of Occupational Health Nurses<sup>11</sup>.

- Canadian Registered Safety Professional (CRSP) from the Board of Canadian Registered Safety Professionals (see page 8).
- Ordinary Member holding a Workplace Safety & Health Officer designation from the Singapore Ministry of Manpower, Singapore Institute of Safety Officers (SISO) (see page 8).

Those who receive a waiver of the Safety Fundamentals examination **do not receive and cannot use** the ASP title. Candidates who pass the Safety Fundamentals examination (or are granted a waiver of it) and earn 96 points are eligible for the Comprehensive Practice examination.

### **Australian Applicants**

Examinations relating to applicants who present academic credentials from Australian educational institutions have changed. Please refer to [www.bcsp.org](http://www.bcsp.org).

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<sup>11</sup>Only those holding the Certified Occupational Health Nurse (COHN) or Certified Occupational Health Nurse-Specialist (COHN-S) certification may earn the Safety Management Credential from ABOHN.

# Program Fees and Policies

BCSP charges the following fees:

Application Fee	\$160
Examination Fees (for computer-delivered examinations to be taken <u>inside</u> the U.S. or Canada)	
Safety Fundamentals	\$350
Comprehensive Practice	\$350
Examination Fees (for computer-delivered examinations to be taken <u>outside</u> the U.S. or Canada)	
Safety Fundamentals	\$450
Comprehensive Practice	\$450
Examination Fees (for examinations to be taken by pencil-and-paper at special locations)*	
Safety Fundamentals (U.S. military DANTES sites)	up to \$2595
Comprehensive Practice (U.S. military DANTES sites)	up to \$2595
Safety Fundamentals (other special locations)	\$2595
Comprehensive Practice (other special locations)	\$2595
Optional 60-day Examination Authorization Extension Fee	\$50
Overall Eligibility Extension Fees	
First Additional Year (for pursuing either the ASP or CSP)	\$100
Second Additional Year (for pursuing either the ASP or CSP)	\$200
Annual Renewal Fees**	
CSP	\$130
ASP/GSP	\$120
CSP (Retired)	\$25
Late Annual Renewal Payment Fee***	\$25
Reinstatement Fee	varies with situation

\* Partial refunds are sometimes possible for examinations scheduled at special locations that are canceled 60 or more days prior to the examination date.

\*\* When you first achieve the ASP designation or CSP certification, your annual renewal fee for the first year is prorated for the remainder of that first year.

\*\*\* When a CSP, ASP or GSP annual renewal fee is not paid by the due date, a late fee is added to the annual renewal fee.

**Fees are nonrefundable and nontransferable. Checks and money orders must be payable to BCSP. All fees must be payable in U.S. dollars drawn on a U.S. bank. Fees are subject to change at any time without notice.**

Non-sufficient fund (NSF) checks will stop action on the application/examination process for any candidate covered by the check and the check originator will be billed for any related NSF fees.

Other fees may apply upon achieving the ASP designation or CSP certification. For example, individuals who pay their annual renewal fee late may incur a late charge or a reinstatement fee if BCSP has acted to terminate certification.

BCSP invoices those ASPs and CSPs with North Carolina business or residential addresses to reimburse BCSP for fees required by the North Carolina Safety Professional Act to maintain a registry of ASPs and CSPs in North Carolina.

Unemployed certificants may request a one-year annual renewal fee waiver in writing only **once** during their history with BCSP.

The U.S. Department of Veterans Affairs (VA) ([www.va.gov](http://www.va.gov)) reimburses certification test fees for active duty, reserve component, and military retirees personnel eligible under various entitlement programs. Contact your local VA Regional Office (888-442-4551) for more information on the reimbursement of BCSP examination fees.

## Non-Discrimination

BCSP evaluates all candidates seeking the CSP certification without regard to religion, ethnicity, gender, age, national origin, disability, or sexual orientation.

## Eligibility Appeals

If you disagree with the results of your eligibility evaluation, you have **one year** from the receipt of the evaluation results to file an appeal. You must identify the reasons for the appeal and provide any additional information not previously included that clarifies the information in dispute or assist evaluators in understanding your appeal. **All appeals must be in writing and submitted to the Executive Director.**

### *Initial Appeal and Request for Re-evaluation*

You may disagree with the results of the initial evaluation. The disagreement may involve academic credit or experience credit used to determine eligibility dates. You may request a re-evaluation of your application information, handled by a panel of BCSP Board members.

### *Second Appeal and Request for Adjudication*

If, after a re-evaluation, you still disagree with the results, a second and final appeal is possible. You may request a review by the Adjudication Committee which includes three senior members of the Board of Directors. Rulings by the Adjudication Committee on eligibility of candidates are final and binding.

## Appeals of Examination Scoring

If you believe an error may have been made in scoring, you may request in **writing** that your examination be rescored. The request must state the basis for believing that an error in scoring was made. If you seek rescoring, you may be required to pay a rescoring fee. **All appeals must be in writing and submitted to the BCSP Executive Director.**

You may also petition BCSP in **writing** to reconsider your score on an examination relative to the passing score. The request must explain why a passing score change is justified for you. These appeals are considered at semiannual Board of Directors meetings only. Appeals of examination scoring must be made **within one year** of the examination date.

## Other Appeals

Applicants and candidates who achieve qualifications after the initial application can submit them at any time to determine whether they affect the certification process. CSP applicants and candidates have the right to appeal decisions relating to BCSP policies other than eligibility and examination scores. **Appeals must be addressed in writing to the BCSP Executive Director.** An appeal should provide any information or documentation that assists in evaluating the appeal. BCSP's Board considers appeals relating to its policies at semiannual meetings.

## Retaining the ASP Designation

Because the ASP is a temporary designation showing progress toward the CSP certification, you may continue to hold it if you:

- Meet **all** time limit rules.
- Pay the annual renewal fee.
- Pay all applicable late payments or other fees.

## Retaining the CSP Certification

You may continue to use your CSP certification if you:

- Meet Continuance of Certification (COC) requirements.
- Pay the annual renewal fee.
- Pay all applicable late payments or other fees.

You may reinstate an invalidated ASP designation or CSP certification within BCSP-designated time limits by submitting a **written request** for reinstatement, paying applicable late fees, a reinstatement fee, and complying with COC and other applicable requirements.

Once you achieve the CSP certification, you must meet COC requirements every five years. The COC program helps ensure that CSPs stay current in the safety profession. Your CSP credential

becomes invalid if you fail to meet COC requirements. The *COC Guide* located at [www.bcsp.org](http://www.bcsp.org) explains these requirements in greater detail.

## Protecting the ASP Designation and CSP Certification

BCSP challenges those who use the ASP and CSP titles without authority. Violators may be barred from pursuing certification and their names may be published. A directory of those holding certification from BCSP is located at [www.bcsp.org/directory](http://www.bcsp.org/directory).

## Disciplinary Action

According to Article XIV in the *BCSP Bylaws* (see [www.bcsp.org](http://www.bcsp.org)) the Board shall have the power to reject or suspend the application of any applicant, to terminate or suspend the eligibility of any candidate, to reprimand a certificate holder, suspend, refuse to renew or revoke the certificate of any certificate holder, and to terminate or suspend the status with BCSP held by anyone who is found guilty of one or more of the following:

- A. Obtaining or seeking to obtain a certificate or a renewal of a certificate through the use of fraud or deceit. The making of any fraudulent, misleading or untruthful statements in any application or documentation submitted to the Board by any applicant, candidate or certification holder, or person holding any status with BCSP in an effort to obtain, retain or renew certification; or
- B. Violation of one or more of the provisions in the *BCSP Code of Ethics and Professional Conduct*; or
- C. A criminal conviction of a felony; or
- D. Any other criminal conviction for acts done in connection with activities for which the certificate was issued or considered by BCSP to encumber those who rely on the certifications issued by BCSP, whether the conviction arises by a finding of guilty by a judge or jury, a plea of guilty, or a plea of nolo contendere; or
- E. Unauthorized or illegal use of a certificate issued by the BCSP or the unauthorized or illegal use of a certificate or license issued by another certification or licensing organization; or
- F. Unauthorized or illegal use of any BCSP document; or
- G. Unauthorized possession, distribution or use of any BCSP testing or examination materials including but not limited to, copying and/or reproduction of any BCSP examination questions or test related items; or disclosing to others any examination question or test related item.
- H. Unauthorized or illegal use of any registered certification mark or logo owned by the BCSP.

The *BCSP Bylaws* provide detailed procedures for bringing charges and for hearings related to disciplinary charges.

*BCSP Code of Ethics and Professional Conduct*

When you submit the CSP Application Form, you agree to abide by BCSP's *Code of Ethics and Professional Conduct* (see inside back cover). See also Interpretation #1 relating to the use of unaccredited degrees (see inside back cover).

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# Application Instructions

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## General

Individuals who wish to pursue the CSP must submit a complete application. Candidates for the CSP apply only once, provided they follow all policies and stay within their time limits.

**BCSP can act only on the information you include in the application. Complete and well-written information will help evaluators to determine eligibility. All applications must be mailed.**

All necessary forms can be viewed, edited, and printed forms from [www.bcsp.org](http://www.bcsp.org). All forms must be typed or legibly printed. If we cannot read your forms, we cannot evaluate your application.

You should prepare a draft copy first and then prepare and mail a final copy. **Do not send resumes, professional papers, continuing education course certificates, or any other items that are not specifically requested in these instructions.**

## Applicant Personal Data

- Check *Mr.* or *Ms.* **Use your legal, given name as it appears on your government-issued identification.** Do not use nicknames. Provide any previous names that may appear on transcripts or other papers. You must notify BCSP about any subsequent name changes, and we require a copy of the legal document (marriage certificate, divorce decree, court order, etc.) creating the change.
- Provide your **home** address. You must notify BCSP about any address changes.
- Provide your U.S. social security number if you have one. **BCSP does not release it.**
- Provide your date of birth in the following format (MM/DD/YY).
- Select one North American Industry Classification System (NAICS) code from the table of NAICS codes (Table 2 on page 16) which best fits your current position. If your employer has multiple functions, you may add a second NAICS code on the application. NAICS has replaced the U.S. Standard Industrial Classification (SIC) system.
- Provide your home, work, cell, and fax phone numbers. For numbers outside the U.S. and Canada, please include the country and city codes.
- Provide your email address(es). To receive routine communications (e.g., newsletters, annual reports, annual renewal notices, etc.) via email, check the box found below the APPLICANT PERSONAL DATA section of the CSP Application Form.

## College Education

For each degree:

- List the college name(s), city, and state.
- List the graduation date.
- List your major or program of study title as it appears on your transcript.
- List the degree(s) earned. Specify associate, bachelor's, master's or doctoral degree.
- Check one appropriate box to indicate whether your transcript(s) are enclosed or the school(s) are sending them. **Do not send photocopies.**

**For each degree for which you are seeking credit, you must deliver an official transcript to BCSP in a sealed envelope from the issuing university.** The school may send it directly to BCSP. **You can only earn credit for one undergraduate degree and one graduate degree.** You should send the transcript for the degree(s) which earn the highest number of points. If you hold more than one bachelor's or master's degree, you must provide the transcript for the degree that provides the most eligibility points.

## Summary of Professional Safety Experience

List each full-time and qualifying part-time (see page 7) position for which you are seeking credit in reverse chronological order (i.e. most recent first). Each position must cover a **separate and distinct time period** and should not overlap.

- List each professional title of the position.
- List the employer for each position.
- List the month and year for each start and end date.
- List the number of months in each position.

You **must** enclose a Professional Safety Experience Form for **each** position for which you are seeking credit. You should not complete an experience form for any time as a student or for any position which does not meet all of the qualifications listed on page 7. See the section entitled "Completing Professional Safety Experience Forms" on page 17 for more details.

## Professional References

You must submit at least **two** Reference Forms. **One Reference Form must be from a current supervisor (or client if self-employed).** At least one reference **must** hold one of the credentials listed on pages 7 and 8.

For further information on reference requirements see "The Reference Requirement" on pages 7 and 8.

Table 2. NAICS Codes

North American Industrial Classification System Codes	
NAICS Code	Description [Old SIC Code]
	* indicates a code used by BCSP and CCHES
<b>11</b>	<b>Agriculture, Forestry, Fishing and Hunting</b> [07]
<b>21</b>	<b>Mining, Quarrying, and Oil and Gas Extraction</b> [10]
211	Oil and gas extraction
2121	Coal mining
2122	Metal ore mining
2123	Nonmetallic mineral mining and quarrying
213	Support activities for mining
<b>22</b>	<b>Utilities</b> [49]
2211	Electric power generation, transmission and distribution
2212	Natural gas distribution
2213	Water, sewage and other systems
<b>23</b>	<b>Construction (general)</b>
236	Construction of buildings [15]
237	Heavy and civil engineering construction [16]
238	Specialty trade contractors [17]
<b>31-33</b>	<b>Manufacturing</b>
311	Food manufacturing [20]
312	Beverage and tobacco product manufacturing [21]
313	Textile mills
314	Textile product mills [22]
315	Apparel manufacturing [23]
316	Leather and allied product manufacturing [31]
321	Wood product manufacturing [24]
322	Paper manufacturing [26]
323	Printing and related support activities [27]
324	Petroleum and coal products manufacturing (including refineries) [13, 29]
325	Chemical manufacturing [28]
326	Plastics and rubber products manufacturing [30]
327	Nonmetallic mineral product manufacturing
331	Primary metal manufacturing [33]
332	Fabricated metal product manufacturing (including ordnance) [34, 19]
333	Machinery manufacturing [35]
334	Computer and electronic product manufacturing [36]
335	Electrical equipment, appliance, and component manufacturing [36]
336	Transportation equipment manufacturing [37]
337	Furniture and related product manufacturing [25]
339	Miscellaneous manufacturing [39]
<b>42</b>	<b>Wholesale Trade</b> [50]
<b>44-45</b>	<b>Retail Trade (general)</b> [52]
447	Gasoline stations
452	General merchandise stores
459*	Other retail trade
<b>48-49</b>	<b>Transportation and Warehousing</b>
481	Air transportation [45]
482	Rail transportation [40]
483	Water transportation [44]
484	Truck transportation [42]
485	Transit and ground passenger transportation [41]
486	Pipeline transportation
491	Postal service
492	Couriers and messengers
499*	Other transportation and support services
<b>51</b>	<b>Information (general)</b>
511	Publishing industries (except Internet; including newspapers, books, periodicals, directories and software) [27]
512	Motion picture and sound recording industries [48]
515	Broadcasting (except Internet) [48]
517	Telecommunications [48]
518	Data processing, hosting, and related services
519	Other information services (including <u>libraries</u> ) [82]
<b>52</b>	<b>Finance and Insurance (general)</b>
524	Insurance carriers and related activities [63]
<b>53</b>	<b>Real Estate and Rental and Leasing</b>
531	Real estate [60]
532	Rental and leasing services
533	Lessors of nonfinancial intangible assets (except copyrighted works)
<b>54</b>	<b>Professional, Scientific, and Technical Services</b> [89]
5411	Legal services
5413	Architectural, engineering and related services
5416	Management, scientific, and technical consulting services (including safety, health & environmental)
5417	Scientific research and development services
5419	Other professional, scientific, and technical services
<b>55</b>	<b>Management of Companies and Enterprises</b>
<b>56</b>	<b>Administrative and Support and Waste Management and Remediation Services</b>
561	Administrative and support services
562	Waste management and remediation services
<b>61</b>	<b>Educational Services</b> [82]
6111	Elementary and secondary schools
6112	Junior colleges
6113	Colleges, universities, and professional schools
6116	Other schools and instruction
6117	Educational support services
<b>62</b>	<b>Health Care and Social Assistance</b> [80]
621	Ambulatory health care services
622	Hospitals
623	Nursing and residential care facilities
624	Social assistance
<b>71</b>	<b>Arts, Entertainment and Recreation</b>
<b>72</b>	<b>Accommodation and Food Services (general)</b> [70]
721	Accommodation
722	Food services and drinking places
<b>81</b>	<b>Other Services (except Public Administration)</b>
811	Repair and maintenance
812	Personal and laundry services
8139	Business, professional, labor, political, and similar organizations [86]
819*	Other Services
<b>92</b>	<b>Public Administration</b> ( <i>Create a four character code by selecting the applicable 9xx functional category plus a fourth digit to indicate the government level</i> )
921x	Executive, legislative, and other general government support
922x	Justice, public order, and <u>safety</u> activities (including police, fire & safety agencies)
923x	Administration of human resource programs
924x	Administration of environmental quality programs
925x	Administration of housing programs, urban planning, and community development
926x	Administration of economic programs
927x	Space research and technology
928x	National security and international affairs
xxx1*	Federal [91]
xxx2*	State [93]
xxx3*	Local [92]
xxx4*	International [94]
<b>Other BCSP Classifications</b>	
96*	Unemployed
98*	Retired from full-time employment
99*	Nonclassifiable Establishments

### *Certifications, Licenses, and Memberships*

Of the ones listed, mark **all** certifications, licenses, and memberships that you **currently** hold and are in good standing. **If you are seeking eligibility credit for the OHST/CLCS or CHST or a waiver of the Safety Fundamentals examination, you must enclose a copy of the license, certificate, etc.** BCSP will also verify the status with the issuing organization before granting a waiver of the Safety Fundamentals examination or awarding eligibility credit. Any misrepresentations will be reported.

If you hold the OHST/CLCS and/or CHST, specify this by checking the appropriate box. If you hold the OHST/CLCS or CHST at the time of application or after, you are awarded 12 eligibility points. If more than one certification is held, the maximum number of eligibility points awarded is still 12.

### *Professional Society Memberships*

Of the ones listed, check **all** professional health and safety societies of which you are a current member.

### *Primary Safety Specialty*

Check only **one** specialty that best describes your overall qualifications.

### *Validation*

BCSP requires applicants to disclose any criminal convictions. BCSP uses its policy relating to criminal convictions to determine whether the application can proceed or whether it will be terminated. In some cases, a BCSP attorney must contact the applicant to clarify information about the conviction. A copy of the BCSP criminal conviction policy appears at [www.bcsp.org](http://www.bcsp.org).

BCSP also requires applicants to disclose any disciplinary actions or denial of certifications or licenses taken against the applicant by a certification board or agency issuing professional licenses or registrations. BCSP determines whether the action should be considered in the CSP application process.

### *Application Payment Information*

- Indicate how you are paying your \$160 application fee. The application fee is **nonrefundable and nontransferable**.
- If you pay by **check or money order**, fees must be in U.S. dollars and made payable to the **Board of Certified Safety Professionals** or **BCSP**. All checks must be drawn on a U.S. bank. Attach the check or money order to the front of the CSP Application Form.
- If you pay by credit card, please record the type

of card, credit card number, expiration date, and the CVV/CVV2, sign your name, and enter the date. The CVV/CVV2 code is a 3- or 4-digit verification code on your credit card. This number is printed on the back of MasterCard, VISA, and Discover/Novus credit cards in the signature area after the credit card number. You can find the 4-digit number on the front of American Express cards above and to the right or left of the credit card number.

### **Professional Advancement Mentor Program**

Many CSPs encourage, assist, or require fellow safety professionals to pursue certification to advance their careers. BCSP recognizes these contributions through the BCSP Professional Advancement Mentor Program. Applicants and mentors can participate by completing a Professional Advancement Mentor Program Form and submitting it with the candidate's application. Forms and more information are located at [www.bcsp.org](http://www.bcsp.org).

### **Completing Professional Safety Experience Forms**

Beginning with your current position, complete a separate Professional Safety Experience Form for **each position** for which you are seeking credit. If you held more than one position with an employer, you must complete a separate Professional Safety Experience Form for each position.

All sections must be completed. Please refer to page 7 for an explanation of acceptable safety experience before completing your forms. In the SUMMARY OF ACTIVITIES section write in each space the percent of time that you devoted to each of twelve major areas of professional safety practice. **All functions (A-L) must total 100%**. Refer to Table 3 for a description of each category.

One of the most important items included with your application is the Professional Safety Experience Form. Provide a **complete** description of your three primary position functions that deal with areas A through K. Do **NOT** provide a description for area L (Functions that are **not** Safety, Health, or Environmental). **Evaluators can only consider the information provided. If information does not clearly define job functions in detail, or give specific examples of work activity, evaluators cannot award credit for the work experience.**

BCSP may request additional information to decide on credit for a position, and such requests may delay the evaluation process. **Do not submit formal job descriptions or resumes.**

### **Completing and Submitting Reference Forms**

**Table 3. Professional Safety Job Functions**

Professional references provide important information in determining your eligibility. The Reference Forms submitted must be from the references listed on the CSP Application Form. In certain cases, the Board may request additional references. The references must meet the criteria described on pages 7 and 8. **Reference Forms must be completed by the reference, not the applicant.** Please have your reference complete our Reference Form and not write a reference letter.

### Submitting Your Application

Please see page 21 for an application submission checklist. This must be returned with your application. **Make a copy of all application materials for your records.** Staple together multiple pages for each form and paper clip all materials together with the check or money order (if used) on top. Do not bind your materials or place them in a folder.

Send materials to:

Applications  
Board of Certified Safety Professionals  
208 Burwash Avenue  
Savoy, IL 61874-9510

**Hazard Identification:** All activity related to the identification/verification of conditions, methods, or processes having the potential to cause damage or injury to people or property. Examples of tasks: visual inspections, review of documentation, interviews or inquiries, literature searches, application of hazard analysis methods or system safety analyses.

**Hazard Evaluation:** The review of recognized hazards associated with conditions, methods and processes or the comparing of existing hazard levels to standards. Examples: safety testing of equipment or processes, industrial hygiene sampling and analysis, and making computations to establish the level of hazard or risk.

**Hazard Control Design:** Developing or proposing new methods, devices, equipment or processes that will reduce the level of hazard exposure by an acceptable amount. Examples: literature searches and consultations with experts, managers or others to identify potential hazard controls and their integration into existing designs or actually designing controls.

**Hazard Control Verification:** All activity carried out to ensure that existing hazard control measures are performing as designed. Examples: conducting physical audits and tests of methods, devices, equipment and processes and determining if hazard controls are in place and functioning properly.

**Safety/Health Program Design:** The planning, preparation and proposal of written policies and programmatic descriptions explaining systematic methods and procedures and assigning responsibilities for reducing the risk of personal injury, death or property damage. Examples: consultations and discussions with managers and officials about new or modified safety and health programs directly related to hazard control efforts.

**Safety/Health Program Evaluation:** The review of existing safety and health programs in order to determine if program objectives are achieved. Examples: auditing of program activities, statistical analysis of program performance, and recommending modifications to existing programs.

**Safety/Health Communication:** The development of audio, audiovisual, printed materials and other communication media based on identified problems, solutions and implementations which are directed at employees, supervision, management and external audiences to assist in abating accidents, injuries, or illnesses or to inform of safety and health problems and progress (not already included under the above categories).

**Investigation and Statistical Reporting:** The inquiry into complaints, claimed or real exposures, review of accidents, incidents, injuries and illnesses that have occurred along with the review of resource literature and related standards. The determination of possible causal factors and remedial measures. This activity may include the compilation of data and preparation of reports.

**Safety Training/Education:** The selection and packaging of hazard-related information to assist various audiences in accepting, understanding and applying knowledge to their respective activities, duties and responsibilities. The audiences may include employees, supervisors, managers, professional and technical people, and the public.

**Supervision of Other Safety Personnel:** The direction of subordinate safety and health personnel in order to support hazard control programs. This may include routine supervision, technical guidance and evaluation of professional performance.

**Environmental Protection:** All activity carried out in order to characterize and control potentially harmful agents, wastes and other effluents in order to minimize their damage to the environment and ecological systems.

**Neither Safety/Health Nor Environmental Functions:** All activities which do not fall within any of the above eleven categories.

# Board of Certified Safety Professionals



## CODE OF ETHICS AND PROFESSIONAL CONDUCT

This code sets forth the code of ethics and professional standards to be observed by holders of documents of certification conferred by the Board of Certified Safety Professionals. Certificants shall, in their professional safety activities, sustain and advance the integrity, honor, and prestige of the safety profession by adherence to these standards.

### Standards

1. Hold paramount the safety and health of people, the protection of the environment and protection of property in the performance of professional duties and exercise their obligation to advise employers, clients, employees, the public, and appropriate authorities of danger and unacceptable risks to people, the environment, or property.
2. Be honest, fair, and impartial; act with responsibility and integrity. Adhere to high standards of ethical conduct with balanced care for the interests of the public, employers, clients, employees, colleagues and the profession. Avoid all conduct or practice that is likely to discredit the profession or deceive the public.
3. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence in the subject matter.
4. Undertake assignments only when qualified by education or experience in the specific technical fields involved. Accept responsibility for their continued professional development by acquiring and maintaining competence through continuing education, experience and professional training.
5. Avoid deceptive acts that falsify or misrepresent their academic or professional qualifications. Not misrepresent or exaggerate their degree of responsibility in or for the subject matter of prior assignments. Presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, or past accomplishments with the intent and purpose of enhancing their qualifications and their work.
6. Conduct their professional relations by the highest standards of integrity and avoid compromise of their professional judgment by conflicts of interest.
7. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, sexual orientation, or disability.
8. Seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their community and their profession by sharing their knowledge and skills.

### Interpretation #1

In 2007, BCSP implemented a policy that states it is unethical and a violation of the *CSP Code of Ethics and Professional Conduct* to use an unaccredited degree. This policy, Interpretation #1, is located in its entirety on the BCSP website ([www.bcsp.org](http://www.bcsp.org)).