

allowed to leave the building (or part of the building) controlled by Pearson VUE for any reason while your examination clock is running.

BCSP examinations are closed book, except for your authorized calculator(s) and the materials provided by testing center staff. Once your examination clock starts, access to any materials beyond those given to you by testing center staff is prohibited. BCSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing center staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing center.

### Obtaining Your Result

Once you submit your examination for scoring, a survey about the certification process is offered. After completing the survey, your unofficial result appears on the screen.

Pearson VUE transmits examination results to BCSP at the end of each business day. BCSP mails your official result and detailed score report to you. If you pass, you will receive the appropriate credentialing packet. If you do not pass, you receive instructions on how to retake the examination.

### Questions

If you have questions related to your appointment or examination locations, please visit [www.pearsonvue.com/BCSP](http://www.pearsonvue.com/BCSP). For other questions or concerns, please contact BCSP by phone at +1 217-359-9263 or by email at [customerservice@bcsp.org](mailto:customerservice@bcsp.org).

## BCSP Certifications

BCSP offers a full range of certifications for the safety, health and environmental professions.



#### Certified Safety Professional®

- has been in operation for more than 40 years with 20,000 plus CSPs certified
- is the premier certification in the safety profession
- covers a wide range of safety, health and environmental practice disciplines
- is internationally accredited through ANSI/ISO/IEC 17024
- holds national accreditation from the National Commission for Certifying Agencies

#### Occupational Health and Safety Technologists®/Certified Loss Control Specialist®



- offers a certification for individuals who work in a construction craft or are construction safety specialists
- provides practitioners with partial responsibility in SH&E with a high quality certification
- holds national accreditation from the National Commission for Certifying Agencies

#### Construction Health and Safety Technician®



- offers a certification for individuals who are members of construction crafts or are construction safety specialists
- holds national accreditation from the National Commission for Certifying Agencies

#### Safety Trained Supervisor



- provides a quality certification for work group leaders who are responsible for the safety and health of their workers and who are not safety and health specialists
- is a leading indicator of safety performance
- has led to 80% reductions in injuries and workers' compensation insurance and has created productivity gains
- holds national accreditation from the National Commission for Certifying Agencies

## About BCSP

BCSP is recognized as the leader in high-quality credentialing for safety, health, and environmental practitioners. BCSP establishes standards for and verifies competency in professional safety practice and evaluates certificants for compliance with recertification requirements. BCSP also operates paraprofessional SH&E certifications that provide additional career paths for safety practitioners.

Since 1969, over 30,000 individuals have achieved the CSP, OHST/CLCS, CHST, or STS credential. Currently, over 12,000 hold the CSP and 7,500 retain a paraprofessional credential. BCSP is an accredited, non-profit corporation chartered in Illinois, with headquarters in Savoy.

### Career Information

For details on careers in safety, health and environmental, download from the BCSP website:

- Career Guide to the Safety Profession (booklet)
- Career Paths in Safety (brochure)

For a comprehensive list of U.S. academic programs, search the BCSP Academic Database. If you have questions, please email us: [bcsp@bcsp.org](mailto:bcsp@bcsp.org)

# Computer-Delivered Examinations



### BOARD OF CERTIFIED SAFETY PROFESSIONALS

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[www.bcsp.org](http://www.bcsp.org)

06/10

## BOARD OF CERTIFIED SAFETY PROFESSIONALS

Advancing the Safety, Health and Environmental Professional Since 1969

The Board of Certified Safety Professionals (BCSP) has contracted with Pearson VUE to deliver all of our professional and paraprofessional certification examinations by computer at their testing centers throughout the world.

## Examination Authorization Letter

Review the Examination Authorization Letter you receive from BCSP after registering and paying for an examination. You must make an appointment and sit for your examination before the Authorization Expiration date. The Examination Authorization Letter is a receipt of your Examination Authorization.

## Time Limit and Appointment Scheduling

From the day you register and pay for your Examination Authorization, you have 120 days to make an appointment and sit for your examination. If you find you cannot schedule an appointment before the Authorization Expiration date, you may purchase a one-time, 60-day extension of your existing 120-day period. To take advantage of this option, you must register and pay the nonrefundable 60-day extension fee at least two full business days before your Authorization Expiration date. You will receive an Examination Authorization Extension Letter with a new Extension Expiration date. **Additional examination extensions are not available.**

You are responsible for directly scheduling and keeping your examination appointment with Pearson VUE. BCSP strongly recommends you schedule your appointment eight or more weeks in advance. There are two options for scheduling your examination:

- **Internet:** Regardless of your location and the country in which you plan to sit for the examination, you may schedule and change your examination appointment over the Internet. Visit [www.pearsonvue.com/BCSP](http://www.pearsonvue.com/BCSP). **You need your Candidate ID from your Examination Authorization Letter to schedule and change your examination appointment online.**
- **Phone:** You may also contact the appropriate call center for the region in which you plan to test (not the region where you live, if it is different).

### United States/U.S. Territories, Canada

+1 866-717-3653; 8:00AM-8:00PM EST, M-F  
TDD: +1 866-717-3653; 9:00AM-6:00PM EST, M-F

### Mexico, Central America, South America, Caribbean

+1 952-681-3872; 8:00AM-8:00PM EST, M-F

### Asia, Australia, New Zealand, Pacific Islands

+60 3-83191085; 8:30AM-6:00PM, M-F  
Australian Eastern Time (closed on Malaysian holidays)

### Europe, Middle East, Africa

+44 161-855-7455; 8:00AM-6:00PM, M-F  
Central European Time (closed on UK holidays)

Do not call a local testing center to schedule your appointment. Local testing centers are not authorized to schedule, reschedule, cancel, or confirm BCSP examination appointments. Save all examination appointment confirmation emails until after you complete your examination.

If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization. You will have to register and pay for another Examination Authorization. If you pay for a one-time, 60-day extension to your original 120-day period and you fail to schedule an appointment and sit for your examination before the Extension Expiration date, you forfeit your Examination Authorization.

## Special Accommodations and Assistive Devices

If you require special examination facilities or arrangements because of one or more documented disability (consistent with the Americans with Disabilities Act), you must inform BCSP of these needs at the time you purchase an Examination Authorization. If, at that time you fail to inform BCSP of your need for special accommodations, you will not receive them when you arrive for your examination appointment.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, an optical prosthetic, or a hearing aid, you must inform BCSP of your need to use these devices in the secure testing room at the time you purchase an Examination Authorization. If you fail to inform BCSP of your need to use external assistive devices, you may not be permitted to use those devices in the secure testing room.

## Rules for Your Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Examination Authorization, and you will have to register and pay for a new Examination Authorization.

- You may change your appointment only if there are one or more full business days before your existing appointment date.
- You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date or your Extension Expiration date.

Plan to arrive early for your appointment. **If you are 15 or more minutes late for your appointment, you will forfeit your Examination Authorization.**

You must bring a valid, unexpired government-issued identification document bearing both your picture and signature. Your name on this identification document must exactly match the name used when you applied for certification with BCSP.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

If you fail to keep your scheduled examination appointment, if you arrive more than 15 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you will be refused admission, and you will forfeit your Examination Authorization fee. To sit for the examination after having been refused admission, you must pay a new Examination Authorization fee.

As you sign in, the testing center staff provides you with materials for working out calculations by hand and verifies your calculator(s) comply with BCSP's calculator policy.

You may bring two calculators into the secure testing room as long as they both are among the brands and models listed below:

- Casio models FX-115, -250, -260, or -300
- Hewlett Packard models hp 9, 10, 12, or 30
- Texas Instruments models TI-30, -34, -35, -36

Different versions of the above models are permitted. For example, the hp 30s and TI-30X calculators are permitted, as they are versions of these models.

Other than the materials provided by the testing center staff for working out calculations and your authorized calculators, you cannot take any notes, books, papers, purses, hats, coats, jackets, pagers, mobile telephones, or other materials or electronic devices into the secure testing room. You may access stored medicine, food, drinks, or tobacco products during self-scheduled breaks you take outside the secure testing room. You may not access other personal belongings until you complete your examination.

## Taking Your Examination

BCSP strongly recommends you complete the tutorial to help familiarize yourself with the computer-delivered examination process. When you are ready to begin the actual examination, you will sign on. You also must agree to comply with BCSP's examination security and nondisclosure rules. Once you complete these steps, your examination time will begin.

<b>Safety Fundamentals</b>	<b>5 hours</b>
<b>Comprehensive Practice</b>	<b>5 ½ hours</b>
<b>OHST/CLCS</b>	<b>4 hours</b>
<b>CHST</b>	<b>4 hours</b>
<b>STS</b>	<b>2 hours</b>

The time remaining for your examination appears on your computer monitor. One examination item at a time appears on the computer monitor. You may select an answer for the item, "flag" the item for later review, or skip the item. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection. For the Comprehensive Practice examination, the online Examination Reference is available to view on every item.

You will schedule your own breaks. You must take these breaks outside the secure testing room, but inside the building (or part of the building) controlled by Pearson VUE. When you leave your workstation for any reason, you must sign out and sign back in. Your examination clock continues to run during self-scheduled breaks. You are not