



Board of Certified Safety Professionals
208 Burwash Avenue Savoy, Illinois 61874
Phone: 217-359-9263 Fax: 217-359-0055
Email: bcsp@bcsp.org Web: www.bcsp.org

Continuance of Certification Guide

RULES AND PROCEDURES

This *COC Guide* covers recertification for Certified Safety Professionals® (CSP®s). The purpose of the Continuance of Certification (COC) program is to ensure that CSPs remain current in professional safety practice.

Participation and General Requirements

If you hold the CSP certification, you **must participate** in the COC program and report your activities every five years. *You must achieve 25 COC points in each five-year period or COC cycle. Failure to meet this requirement will render your CSP certification invalid.*

Activity Categories. There are 10 activity categories in which you can earn COC points. BCSP measures all acceptable activities in terms of COC points. Information about each category appears on pages 5 through 12.

Schedule

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

After your COC cycle ends on December 31, you have until June 1 of the following year to submit your *COC Worksheet*.

Worksheets must be postmarked, emailed or received by fax no later than June 1.

Notification

- **Your annual renewal notice states when your COC cycle ends.** Your COC cycle end date also appears on your wallet card.
- **Notice is sent to certificants near the end of their COC cycle reminding them their worksheet is due.**

- **Program changes are published in the BCSP Newsletter.** The *BCSP Newsletter* includes information about any changes in COC requirements and policies, including rulings on activities and points as they occur. Newsletters appear on the BCSP website (www.bcsp.org).

Tracking COC Points

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

- **Create a file for all COC materials.** It is very important to establish a personal procedure for tracking COC points. You may prefer a file folder, pocket folder, or three-ring binder. You should keep this *COC Guide*, supporting documents for activities, and a running list of COC points earned in your file. You may want to record your points on a *COC Worksheet* as you earn them.
- **At least once a year you should review and update your records.** A good time to check your records is when you receive the annual renewal notice for your certification.
- **Retain original documentation supporting your claims for points.** You will have to submit supporting documentation **only if you are audited** and BCSP requests verification of activities and points claimed. Acceptable documentation is listed under each activity category.

Counting COC Points

- **Record all COC points (including partial points) accurately as they are earned.** Certain activities may earn fractional points and they may be critical at the end of your COC cycle. For example, a continuing education course may earn 1.3 COC points. **Total points for a cycle are not rounded upward.** If you have 24.9 COC points at the end of your cycle this will **not** meet the minimum COC requirement of 25 points.
- **You can claim activities only once and in only one category.** (No “double dipping.”) For example, as part of a professional position, you may develop and conduct a company training course or seminar. If you claim credit in Category 1 (Professional Safety Practice), you cannot claim credit in Category 7 (Continuing Education Courses/Seminars). Similarly, if you teach the same course several times in a cycle, you can claim it for COC points only **one** time in that cycle.

FREQUENTLY ASKED QUESTIONS

When is my *COC Worksheet* due?

All *COC Worksheets* must be postmarked, emailed or received by fax no later than the June 1 reporting deadline (page 1).

What happens if I do not have enough points?

If you find that you are short points you should call BCSP at 217-359-9263 and discuss your options. You may be eligible for either an extension or a leave of absence (page 2). Please do not wait until the June 1 reporting deadline to contact us so you have time to resolve your issues.

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

If your completed *COC Worksheet* is not postmarked, emailed or received by fax by June 1, then you will be notified by certified mail that your CSP certification has become invalid. You may have options for reinstatement (page 3).

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

NO. We request that you send **ONLY** your completed *COC Worksheet*. You will be notified if you are chosen at random for an audit and only then will you be required to send support documentation (page 2).

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

Please contact us at 217-359-9263 to speak with your Customer Service Associate.

- **Points earned during a cycle may be claimed for that cycle only.** Points **cannot** be carried over to another cycle.
- **You can meet COC requirements by examination.** One way to earn all 25 points is to retake and pass the Comprehensive Practice examination. You may contact BCSP to register and pay for the examination. The examination can be taken for COC credit only during the **last** year of the COC cycle.

Extensions

You may extend your COC cycle for **one year** by submitting a **written** request to BCSP before the June 1 reporting deadline. However, a one-year extension makes the just-completed cycle six years in length, but shortens your next cycle to four years. Consecutive extensions are not allowed; therefore the four year cycle may not be extended. You still must earn 25 points in each cycle.

Leave of Absence

If you are, or have been, absent from the practice of safety during your COC cycle, you may request a *Leave of Absence (LOA)* in **writing** before the June 1 reporting deadline. A LOA can be up to three years and no more than one leave of absence period shall be permitted through the life of your certification. Additional LOA requests must be approved via formal petition to the Board of Directors. The COC points required will be reduced by five points for each year of an LOA and your cycle length does not change. You must continue to pay the annual renewal fee during the LOA.

Reporting

- **You must report using a BCSP COC Worksheet once your cycle ends; other forms are not accepted.** The only exception

is for those who hold both the CSP and CIH or CSP and CHMM certifications (see box on page 3). The most current *COC Worksheet* is located on the BCSP website (www.bcsp.org/coc).

- **Your signed and completed COC Worksheet must be postmarked, emailed or received by fax by June 1 in the year following the end of your cycle.** BCSP evaluates your *COC Worksheet* and notifies you regarding your COC requirements. Please submit your *COC Worksheet* by only one method (i.e. email, fax, or mail) to avoid BCSP receiving duplicate copies.
- **Do not report until notified.** BCSP cannot accept your *COC Worksheet* until you have been asked to report. The notice BCSP sends at the end of your cycle includes the most recent forms, requirements, and procedures.
- **Do not send supporting documents with your COC Worksheet.** Supporting documents are needed **only** if BCSP selects you for an audit and requests verification of activities and points claimed.

Auditing

BCSP randomly selects 5% of *COC Worksheets* for audit. If selected, BCSP notifies you by mail with instructions on how to submit verification and when materials are due. By policy, all BCSP Directors are audited. *Acceptable documentation is listed under each COC activity category.*

Notification of Results

BCSP evaluates each *COC Worksheet* to determine if COC requirements are met.

COC Met. BCSP sends you notice if you earned the 25 points required. You may then retain the CSP certification through the next COC cycle provided annual renewal fees are paid.

COC Not Met. If you submit a *COC Worksheet* by the June 1 reporting deadline and BCSP finds that you did not acquire the required 25 points, BCSP notifies you by certified mail that your CSP certification is invalid.

Failure to Report. If you fail to report by the June 1 reporting deadline, BCSP notifies you by certified mail that your CSP certification is invalid.

Reinstating the CSP

If BCSP notifies you that your CSP certification is invalid because you did not meet COC requirements, you have two options for reinstatement.

Option One. For five years following the end of the COC cycle, you must register, pay for, and pass the Comprehensive Practice examination. You must also pay a reinstatement fee and any delinquent annual renewal fees. Upon reinstatement, you will become accountable for demonstrating compliance with the

COC cycle that would have been in place during the period for which your certification was not valid.

Option Two. After five years following the end of the COC cycle, you must apply as a new CSP candidate and meet all current requirements to achieve the CSP.

Appeals

Should BCSP notify you that you did not meet your COC requirements and your CSP certification is invalid, you have **six months** from the date of notification to file an appeal. BCSP will review and act on the appeal. An appeal must be submitted to the BCSP Executive Director **in writing**. You must provide information and supporting documentation to justify why BCSP should waive or modify any COC rules and procedures, or provide evidence that compliance was not possible due to extenuating circumstances.

CSP-Retired Status

For those CSPs who are no longer engaged in professional safety practice **at all** (either full-time, part-time, or as a consultant), BCSP offers the CSP-Retired status. It indicates that a person once held the CSP, is not engaged in professional safety practice

ALIGNMENT OF DUAL CERTIFICATIONS: CSP and CIH or CSP and CHMM

Because many CSPs also hold Certified Industrial Hygienist (CIH) or Certified Hazardous Materials Manager (CHMM) certification, BCSP has created a policy to align BCSP COC and American Board of Industrial Hygiene (ABIH) Certification Maintenance (CM) or BCSP COC and Institute of Hazardous Materials Management (IHMM) Recertification. The policy is:

- Once a CSP has been asked to report at the end of his/her COC cycle, he/she may submit the most recent, official letter of compliance from ABIH or IHMM in place of a *COC Worksheet* (BCSP recommends including your current contact information and CSP number with this letter). BCSP will accept this as meeting COC requirements. BCSP will then adjust the dates of the COC cycle to match the most recent ABIH CM or IHMM Recertification cycle. This may mean the CSP will have a shortened COC cycle when the initial alignment is made. However, subsequent COC and ABIH CM or IHMM Recertification cycles will be aligned to the same five-year cycle. Future COC reporting may continue to be made with the official letter of compliance from ABIH or IHMM.
- Even if a CSP submits an official letter of compliance from ABIH or IHMM in place of a *COC Worksheet*, the CSP is still subject to the possibility of audit. If audited, the CSP is required to submit all supporting documentation along with an ABIH CM Worksheet, IHMM Recertification Assessment Form or a *COC Worksheet* in order to meet the audit requirements. If the CSP was also audited on their most recent ABIH CM Worksheet or IHMM Recertification Assessment Form, then BCSP will accept proof of meeting an ABIH or IHMM audit as proof of meeting a BCSP audit. Once the COC audit requirements are met, BCSP will align the COC cycle to the most recent ABIH CM or IHMM Recertification cycle as stated above.
- If a CSP encounters a hardship situation and requests either a Leave of Absence or Extension to their COC cycle, a *COC Worksheet* is required.
- Finally, all CSPs are still subject to COC rules and procedures even if they hold dual certification. If a CSP fails to report or meet COC requirements, then the CSP's certification will become invalid as stated in the *COC Guide*. If there are any questions regarding the alignment of COC and ABIH CM or IHMM Recertification cycles, please contact BCSP for further clarification.

at all, but may have some rights to reinstate as a CSP in good standing. **Someone electing CSP-Retired status cannot claim to currently hold the CSP.**

To elect CSP-Retired status, one must complete and sign a CSP-Retired Election Form. This can be found on the BCSP website (www.bcsp.org).

EDUCATIONAL AND CERTIFICATION STANDARDS

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

For many continuing education activities, the providers ensure they comply with national standards for continuing education courses established by the International Association for Continuing Education and Training¹. Only courses and conferences complying with IACET standards can award Continuing Education Units (CEUs). *One CEU equals one COC point for students and instructors.*

BCSP does not evaluate courses for CEU credit or award CEUs. BCSP relies on compliance with IACET standards (available on the IACET website) to help ensure quality in the educational offering and recognizes the CEU as a measure of course credit. *One CEU is equal to ten hours of instruction.*

Acceptable Courses and Degrees from U.S. Colleges and Universities. When claiming COC points under Category 8 (College/University Courses) or Category 9 (Advanced Degrees), credit will be allowed for courses or degrees from U.S. colleges and universities that meet BCSP standards:

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

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

College and university courses and degrees offered outside the U.S. must be evaluated for U.S. equivalence. See the BCSP website for details.

¹The International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102; 703-506-3275; www.iacet.org.

BCSP's Policies Related to Unaccredited Degrees. BCSP has the following policies related to unaccredited degrees. They include:

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

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

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

Acceptable Safety-related Subjects. BCSP defines "safety related" as any subject appearing on the Comprehensive Practice examination. BCSP uses "safety related" to decide whether the content of an activity is acceptable for COC credit. The complete Comprehensive Practice examination blueprint outlines the functions (domains) and tasks (responsibilities) of professional safety practice and the associated knowledge and skills for each task. The blueprint is found in the *Comprehensive Practice Examination Guide* which is located on the BCSP website (www.bcsp.org).

CATEGORY 1
Professional Safety Practice

Maximum Points Allowed Per Year: 2
Maximum Points Allowed Per Cycle: 10

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

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

COC Points Earned: If CSPs are engaged in acceptable, professional safety practice for at least 900 hours in a year (full-time or part-time), they receive 2 COC points for a **full** year. **Less than 900 hours in a year receives no points.**

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

CATEGORY 2
Safety Organization/Division Membership

Maximum Points Allowed Per Year: 1
Maximum Points Allowed Per Cycle: 5

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

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

COC Points Earned:

National safety organization	1 point/year
Regional, state, or local safety organization	0.50 points/year

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

Many national organizations automatically include local chapter membership as part of national membership. For these, CSPs receive only 1 COC point for being a member at the national level. They do not receive an additional 0.5 COC points for being a member of a local chapter. If membership in a local chapter is separate from the national membership, credit can be earned for both if the annual point limit is not exceeded.

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

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

CATEGORY 3
Professional Service:
Technical/Professional Committees,
Safety Organization Offices, and Other
Approved Professional Services

Maximum Points Allowed Per Year: 2
Maximum Points Allowed Per Cycle: 10

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

Service that is part of regular job duties in Category 1 cannot receive credit in both categories. For example, a government employee who administers a commission, council, or committee as a part of his or her job duties already receives credit under Category 1 for that role.

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

COC Points Earned:

Officer or Committee Member

- Officer of a national safety organization 2 points/year or service on a national safety organization, committee or commission, etc.
- Officer of a regional, state, or local safety organization or service on a regional, state, or local safety organization, committee, etc. 1 point/year

Other Approved Safety Volunteer Activities

- Volunteer professional safety services to a non-safety organization:
 - National or international level 0.50 points/year
 - Regional, state, or local level 0.25 points/year
- Volunteer fire department service 0.50 points/year
- Volunteer Emergency Medical Technician (EMT) 0.50 points/year
- Volunteer professional safety services to the Olympic Games Safety Committee 0.50 points/year
- Service on an editorial board:
 - Peer-reviewed journal 0.50 points/year
 - Trade magazine 0.25 points/year

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

Service to conferences:

- Conference chair or member of conference organizing committee:
 - National conference 1 point
 - Regional, state, or local conference 0.50 points
- Session organizer or judge of blind reviews:
 - National conference 0.50 points
 - Regional, state, or local conference 0.25 points

Service to BCSP:

- Participate in a role delineation workshop 2 points
- Completing a job analysis survey 1 point
- Service as examination item reviewer 2 points/year or project
- Service to special BCSP subcommittees 2 points/year
- Participating in an examination item-writing workshop (if participation extends beyond the 2 points allowed per year, this activity can gain credit in Category 5):
 - One day in length 2 points
 - Half day in length 1 point
- Being the contact for and staffing a BCSP table top exhibit at a safety conference or training session that is at least one day long 0.50 points
- Making a presentation on the CSP at a local safety and health society chapter meeting or at a safety conference or training session that is at least one day long 0.50 points
- Making a presentation of at least 30 minutes to students (elementary, high school, college) promoting the safety profession and the value of the CSP 0.50 points

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

CATEGORY 4
Professional Publications, Papers, Technical Presentations, and Patents

Maximum Points Allowed Per Year: No Limit

Description: This category covers contributions to the safety body of knowledge through publications, presentations, and patents. See page 4 for the definition of safety related.

COC Points Earned:

Publications

- Published, safety-related paper or article of at least 1,500 words in a peer-reviewed journal (peer reviewed means the journal has blind review procedures and at least two people review each proposal):
 - Single author 2 points
 - Multiple authors 1 point
- Published, safety-related paper or article of at least 1,500 words, including paper published in a proceeding:
 - Single author 1 point
 - Multiple authors 0.50 points
- Published, safety-related book:
 - Single or multiple author or editor 5 points
 - Author of a chapter, single author 1 point
 - Author of a chapter, multiple authors 0.50 points
- Published review of a safety-related book in a safety and health journal or magazine 0.30 points

Conferences

- Presentation at a professional, safety-related conference:
 - Session length of 15-60 minutes 0.25 points
 - Presentation at poster session (90-120 minutes) 0.50 points
 - Presentation at a round table (90-120 minutes) 1 point
- Chairing a professional, safety-related conference session (requires organizing session speakers and technical review of presentations) 0.50 points

Patents

- Patents must meet all of the following requirements:
 1. An original patent (not a duplicate in a different country or jurisdiction)
 2. Awarded (not pending)
 3. Must have one patentable feature that:
 - a. Is safety, health, environmental or ergonomics related, or
 - b. Reduces risks through the general function of the patented device or method
 - Single inventor listed on the patent 1 point
 - Multiple inventors listed on the patent 0.50 points

Documentation:

- *Article/Paper: A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).*
- *Book: A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).*
- *Presentations: Documentation indicating your participation.*
- *Session Chair: Assignment documentation from the general chair.*
- *Patents: Photocopy of full patent document.*

CATEGORY 5
Writing Examination Items

CATEGORY 6
Professional Development Conference Attendance

Maximum Points Allowed Per Year: No Limit

Description: You can earn COC points for drafting CSP examination items at workshops or by submitting them. The items must meet the style and content requirements established by BCSP in the *Manual for Writing Examination Items* and be acceptable to BCSP. You can obtain a copy of the manual from BCSP or download it from the BCSP website (www.bcsp.org).

COC Points Earned:

- Five stand-alone examination items 1 point
- A series item with a scenario and three associated items 1 point
- Participating in a BCSP item-writing workshop:
 - Half day 1 point
 - Full day 2 points

You also can earn COC credit for drafting items for the Council on Certification of Health, Environmental and Safety Technologists (CCHST) examinations and for any nationally-accredited environmental, health, and safety credentialing body.

- Five stand-alone examination items 1 point
- A series item with a scenario and three associated items 1 point
 - Each additional question under the same scenario 0.20 points

Items must be **received** by December 31st to receive COC points for that cycle year.

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

A letter or other documentation from the nationally-accredited environmental, health, and safety credentialing body showing credit awarded for having submitted draft items and the date accepted.

Maximum Points Allowed Per Year: No Limit

Description: Most safety-related conferences conducted by BCSP membership organizations are acceptable for COC points. This includes topics offered in lecture halls. Also, regional, state, local, and many employer-sponsored conferences qualify for COC points if at least **50%** of the conference program is safety related. See page 4 for the definition of safety related.

COC Points Earned:

- Provider offers CEU* credit 1 point per CEU
- Provider does not offer CEU credit
Credit is based on the length of the conference:
 - Two days or longer 1 point
 - At least one day, but less than two days 0.50 points
 - Less than one day 0 points

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

ABIH CM Credit. For continuing education programs approved by the American Board of Industrial Hygiene (ABIH) for CM credit, one may convert ABIH CM credit to BCSP COC credit at a rate of 0.625 (1 CM point = 0.625 COC points).

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

*CEU, Continuing Education Units, must comply with standards set by the International Association for Continuing Education and Training (IACET). See page 4 for more information.

CATEGORY 7
Continuing Education Courses/Seminars

Maximum Points Allowed Per Year:

- **Student or Teacher:** **No Limit**
- **Developer:** **3**

Description: This category covers participation in safety-related continuing education courses and seminars other than those offered for academic credit (see Category 8). This includes specific subjects taught in a classroom setting. See page 4 for the definition of safety related.

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

Note:

- **Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle.**
- **Distance learning media includes CD-ROM, video, Internet, teleconference or other self-study.**

COC Points Earned:

Safety-related Courses or Seminars

Attending or Teaching:

- Provider offers CEU* credit 1 point per CEU
- Provider offers live courses 0.25 points per
without CEU credit 3 hours of instruction
(See Table 7-A on page 10)
- Provider offers distance learning 0.05 points per 1
courses without CEU credit hour of instruction

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

- Provider offers CEU credit 0.50 points per CEU
- Provider offers live courses 0.125 points per
without CEU credit 3 hours of instruction
- Provider offers distance learning 0.025 points per 1
courses without CEU credit hour of instruction

*CEU, Continuing Education Units, are awarded by the International Association for Continuing Education and Training (IACET). See page 4 for more information.

Other Educational Programs

- Chartered Property Casualty Underwriter (CPCU) courses:
 - 553 8 points
 - 556 0 points

- 557 8 points
- All other new courses 6 points

- For Associate in Risk Management courses/exams (not all ARM courses can earn credit):
 - ARM 54 6 points
 - ARM 55 6 points

Certificates

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

Readership Quiz Programs

Points vary based on the number of items, rigor of the articles, etc. It is up to the publishers to operate these programs, provide proof of participation, and award the appropriate credit for quizzes passed.

- ACGIH Journal - Applied Occupational and Environmental Journal “Action Level” program (a joint AIHA/ACGIH journal) 0.015 points per item
- Workplace HR & Safety (formerly Compliance) 0.1 points per quiz
- The Synergist 0.625 points per item

BCSP Online Quizzes

Points vary depending on quiz. See <http://www.bcsp.org/rqms>.

ABIH CM Credit. For continuing education programs approved by the American Board of Industrial Hygiene (ABIH) for CM credit, one may convert ABIH CM credit to BCSP COC credit at a rate of 0.625 (1 CM point = 0.625 COC points).

Documentation:

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

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

Table 7-A. Converting Contact Hours for Courses into COC Points

Contact Hours	COC Points		Contact Hours	COC Points
1	0.08		21	1.75
2	0.16		22	1.83
3	0.25		23	1.92
4	0.33		24	2.00
5	0.42		25	2.08
6	0.50		26	2.17
7	0.58		27	2.25
8	0.66		28	2.33
9	0.75		29	2.42
10	0.83		30	2.50
11	0.92		31	2.58
12	1.00		32	2.67
13	1.08		33	2.75
14	1.17		34	2.83
15	1.25		35	2.92
16	1.33		36	3.00
17	1.42		37	3.08
18	1.50		38	3.17
19	1.58		39	3.25
20	1.67		40	3.33

CATEGORY 8
College/University Courses

Maximum Points Allowed Per Year:

- **Student or Teacher:** No Limit
- **Developer:** 3

Description: COC points may be earned by completing **safety-related** college or university courses. BCSP will accept courses from U.S. colleges and universities that meet the BCSP standard on page 4. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university as they appear on an official transcript. College and university courses offered outside the U.S. must be evaluated for U.S. equivalence. See the BCSP website for details. See page 4 for the definition of safety related. **Note: Credit is allowed only one time per cycle for teaching the same course multiple times per cycle.**

COC Points Earned:

- Student or teacher 2 points per semester hour
(1.33 points per quarter hour)
- Developer 1 point per semester hour
(0.67 points per quarter hour)

Certificates (including post-baccalaureate certificates)

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

Documentation:

- **Student:** *An official transcript in a sealed envelope from the issuing university (photocopies will not be accepted).*
- **Teacher:** *A letter from the academic institution verifying that you were appointed to teach the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.*
- **Developer:** *A letter from the academic institution verifying that you developed the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.*

CATEGORY 9
Advanced Degrees

Maximum Points Allowed Per Year: No Limit

Description: Earning a degree during your cycle **beyond** those held when initially certified may earn COC points. The institution awarding the degree must meet the BCSP standard on page 4. College and university degrees offered outside the U.S. must be evaluated for U.S. equivalence. See the BCSP website for details.

BCSP has established its first official “interpretation” of the BCSP Code of Ethics and Professional Conduct. Interpretation #1 relates to the use of unaccredited degrees and degrees from diploma mills. Such degrees do not meet the BCSP standard. Please refer to the complete Interpretation on the BCSP website at www.bcsp.org.

COC Points Earned: Any degree meeting the requirements of this category earns 25 points.

Documentation: *An official transcript in a sealed envelope from the issuing university (photocopies will not be accepted).*

CATEGORY 10
Certification/Registration Examinations

Maximum Points Allowed Per Year: No Limit

Description: You can earn COC points for passing certain certification examinations or completing requirements for other certifications or licenses by **examination**. Credit is generally based on the degree of equivalence to the CSP certification, including the processes required for accreditation and the content of BCSP examinations.

Credit is allowed for only those programs that have undergone a complete review by the COC Committee. Contact BCSP Customer Service for more information on reviewing a program not listed here.

COC Points Earned:

Examination, Certification, or License	Points
• ABOHN Safety Management Specialty	25
• BCSP Comprehensive Practice Examination ²	25
• Canadian Registered Safety Professional	25
• Certified Health Physicist	25
• Certified Industrial Hygienist	25
• Certified Toxicologist	25
• Chartered Engineer [U.K.]	25
• Diplomate in Environmental Engineering	25
• National Diploma in Occupational Safety and Health by the British National Examination Board for Occupational Safety and Health	25
• Professional Engineer [U.S. state]	25
• Singapore Institute of Safety Officers Examination	25
• BCSP Specialty Examination (Construction, Ergonomics, or System Safety) ³	15
• Certified Associate Industrial Hygienist ⁴	15
• Certified Environmental Manager, NV	15
• Certified Hazardous Materials Manager Examination	15
• Certified Occupational Health Nurse-Specialist	15
• Certified Professional Ergonomist	15
• Qualified Environmental Professional	15
• Certificate in Diagnostic Radiologic Physics	10
• Certified Fire Protection Specialist	10
• Certified Human Factors Professional	10
• Certified Occupational Health Nurse	10
• Construction Health and Safety Technician®	10
• Occupational Health and Safety Technologist®/ Certified Loss Control Specialist®	10
• Senior Professional in Human Resources	10
• Associate in Claims	5
• Bar Examination [U.S. state]	5

• Certified Biological Safety Professional (Specialist Microbiologist in Biological Safety)	5
• Certified Crane Operator	5
• Certified Physician Assistant	5
• Chemical Hygiene Officer	5
• Commission Accredited Traffic Accident Reconstructionist	5
• Medical Nuclear Physics Certification	5
• Pennsylvania Radon Tester	5
• Registered Environmental Health Specialist	5
• Registered Sanitarian	5
• Certified Healthcare Safety Professional	3
• Professional in Human Resources	3
• Safety Trained Supervisor	3
• Associate in Loss Control Management ⁵	2
• Certified Business Continuity Professional	2
• Certified Industrial Ergonomist	2
• Certified Laser Safety Officer	2
• Certified Professional Environmental Auditor	2
• Certified Protection Professional	2
• Certified Water and Waste Water Operator, PA	2
• Lead Risk Assessor License, MN	2
• Licensed Pennsylvania Property and Casualty Agent	2
• Project Management Professional	2
• Registered Environmental Assessor	2
• Registered Environmental Manager	2
• Registered Nurse License	2
• Texas Water System Operator License	2
• Associate in Risk Management	1
• Building Analyst Professional	1
• Certified Building Inspector (ICBO)	1
• Certified Director of Safety	1
• Certified Electrical Inspector (ICBO, IAIE)	1
• Certified Environmental Trainer	1
• Certified Fire & Explosion Investigator	1
• Certified Food Safety Manager	1
• Certified Healthcare Environmental Manager	1
• Certified Insurance Counselor	1
• Certified Risk Manager	1
• Certified Safety and Health Manager	1
• Chartered Property Casualty Underwriter	1
• Lead Inspector License, MN	1
• LEED AP	1
• National Registry of Radiation Protection Technologist	1
• Registered Environmental Professional	1
• Tank Entry Supervisor Certification	1

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

²The BCSP Comprehensive Practice examination may be taken only during the last year of the COC cycle.

³BCSP Specialty examinations were discontinued in April 2004.

⁴The CAIH examination was discontinued in 2006.

⁵The program leading to the ALCM was disbanded.

Category 3. Professional Service: Technical/Professional Committees, Safety Organization Offices, and Other Approved Professional Services
Maximum Points Allowed: 2 per year
10 per cycle

BCSP Verified?
Office Use Only

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

Continued on attachment

Points Claimed for Category 3	No More Than 10 Points	
--------------------------------------	-------------------------------	--

Category 4. Professional Publications, Papers, Technical Presentations, and Patents
Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

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

Continued on attachment

Points Claimed for Category 4	
--------------------------------------	--

Category 5. Writing Examination Items
Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

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

Continued on attachment

Points Claimed for Category 5	
--------------------------------------	--

Category 8. College/University Courses
Maximum Points Allowed:

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

BCSP Verified?
Office Use Only

All college/university courses must be from an institution whose accreditation is accepted by BCSP (COC Guide, page 4).

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

Continued on attachment

Points Claimed for Category 8	
--------------------------------------	--

Category 9. Academic Degrees
Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

The degree must be awarded by an institution whose accreditation is accepted by BCSP (COC Guide, page 4).

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

Continued on attachment

Points Claimed for Category 9	
--------------------------------------	--

Category 10. Certification/Registration Examinations
Maximum Points Allowed: No Limit

BCSP Verified?
Office Use Only

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

Continued on attachment

Points Claimed for Category 10	
---------------------------------------	--

I certify that the information submitted is true, accurate, and complete.

NAME (please print)

CSP#

Signature

Date