

# A P P L I C A T I O N   G U I D E



# CSP

# Certified Safety Professional®

SIXTH EDITION | JANUARY 2012

**BCSP** | Board of Certified  
Safety Professionals

Advancing the Safety, Health and Environmental  
Profession Since 1969

2301 W. Bradley Avenue  
Champaign, IL 61821 USA

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**Certified Safety Professional Application Guide**  
**Sixth Edition**  
**January 2012**

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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> and American National Standards Institute (ANSI)<sup>3</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 result 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 Recertification 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.credentialingexcellence.org](http://www.credentialingexcellence.org).

<sup>3</sup>American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036, Phone: 212-642-4900, Web: [www.ansi.org](http://www.ansi.org).

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

## Qualifications

To qualify for the CSP certification you must:

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

## 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, or the environment**

**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).

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.

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..

## *Unaccredited Degrees*

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

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.

### *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, health and the environment to be part of the safety 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 related" associate degree.

BCSP reviews the courses within safety, health and the environment (or closely related fields) associate degree programs to determine which degrees are acceptable.

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

If you have an associate degree in safety, health and the environment, 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, health and the environment, you have the following options to resolve the deficiency:

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

<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).

- Acquire a bachelor's degree in any field.

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

### *International Degree Evaluation*

BCSP requires that all degrees from colleges and universities outside the United States be evaluated for U.S. equivalency by one of the five NACES® members. To complete the evaluation process contact one of the agencies below. BCSP recommends that you have your academic degree evaluated before applying for certification.

- Educational Perspectives, Nfp.  
[www.edperspective.org](http://www.edperspective.org)
- Educational Records Evaluation Service, Inc.  
[www.eres.com](http://www.eres.com)
- International Consultants of Delaware, Inc.  
[www.icdeval.com](http://www.icdeval.com)
- International Education Research Foundation, Inc.  
[www.ierf.org](http://www.ierf.org)
- Span Tran Educational Services, Inc.  
[en.spantran-edu.com](http://en.spantran-edu.com)

Be sure to indicate within your NACES application that an official copy of your evaluation be sent directly to BCSP. Once your degree has been evaluated, the appropriate NACES member will return your original documents along with your evaluation report and send a copy of the report directly to BCSP.

### *BCSP Eligibility Point System*

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 other certifications.

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

Table 1 lists 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.

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® (OHST)/Certified Loss Control Specialist (CLCS) or Construction Health and Safety Technician® (CHST) certifications. 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**

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

<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).

**Table I Academic Credit**

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	Environmental Science			
Industrial Hygiene/Occupational Health	Fire Protection Engineering Technology	Environmental Health			
Health Physics/Radiation Safety	Occupational Health/Hygiene	Ergonomics			
Safety Engineering	Fire Science	Environmental Management			
Safety Engineering Technology	Loss Control Management	Environmental Engineering			
<b>Engineering</b>			30	8	15
Chemical Engineering	Electrical/Electronic Engineering	Mechanical Engineering			
Civil Engineering	Engineering Mechanics	Structural Engineering			
Computer Engineering	Industrial Engineering	Other Engineering Specialty			
<b>Engineering Technology</b>			30	8	15
Any specialty (other than safety or environment)					
<b>Natural, Physical and Health Sciences</b>			30	8	15
Agriculture/Agronomy	Biology/Microbiology/Zoology/Physiology/Botany/Entomology/Animal Science	General Science			
Architecture	Computer Science	Geology/Earth Sciences			
Astronomy		Mathematics			
Aviation		Physics			
Chemistry/Biochemistry	Forestry	Waste Management			
<b>Medicine, Nursing, Health Sciences</b>			30	8	15
Medicine	Allied Health Sciences	Toxicology			
Nursing	Public Health				
<b>Business, Management, and Law</b>			30	8	15
Business Administration	Finance	Specialty Management, such as:			
Business Management	Marketing	Aviation, Security, etc.			
Accounting	Management	Law			
<b>Industrial Technology</b>			30	8	15
Any specialty (other than safety or environment)					
<b>Liberal Arts, Education, Social Science</b>			18	5	9
Anthropology	Art	Criminal Justice			
Applied/Industrial Arts	Communication	Industrial Education			
Education	Industrial Arts	Foreign Language			
Geography	History	General Studies			
Humanities	Journalism	Liberal Arts			
Political Science	Psychology	Educational Psychology			
Social Work	Sociology	Urban Planning			
Other Liberal Arts					
<p>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 <i>GSP Application Guide</i>).</p> <p>Note 2. The minimum academic requirement is an associate's degree in safety or closely-related field. If more than one undergraduate degree is held, BCSP awards credit for the one degree offering the highest points. The only circumstance that the non-safety associate's degree is awarded points is if the minimum academic requirement is met with an accredited master's or PhD degree and no credit is awarded for the bachelor's degree.</p> <p>Note 3. For more than one advanced (post-bachelor) degree, BCSP awards credit for the one degree offering the highest credit.</p> <p>Note 4. Doctoral degrees are not accredited due to their customized structure. Any safety or safety-related doctorate degree earns 24 points.</p>					

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.

### *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.bccsp.org/csp](http://www.bccsp.org/csp).

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. If you are self-employed, you may use clients as references.

### **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 eligibility time limits twice during their term for each examination. Each extension is valid for one year.

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.**

### *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). Those accepted into the GSP program receive a waiver of the CSP application fee and the Safety Fundamentals examination.

### **Reciprocal Agreements**

#### *BCRSP Agreement*

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

#### *IOSH Agreement*

A reciprocal agreement has been in place between BCSP and the Institution of Occupational Safety and Health (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/csp](http://www.bccsp.org/csp)) to apply.

# Examination Information

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The companion publications to the *CSP Application Guide*, the *CSP Safety Fundamental and Comprehensive Practice Examination Guides*, provide important information about BCSP examination content, preparing for examinations, study materials offered by other organizations, and examination procedures. It is **essential** to obtain these guides when preparing for examinations. They are free publications and located at [www.bcsp.org/csp](http://www.bcsp.org/csp).

To help you determine your strengths and weaknesses and review the format of the Safety Fundamentals and Comprehensive Practice examinations, BCSP offers self-assessment examinations. Comprised of test questions similar to the actual examinations (50% in length). A self-assessment examination order form is located at [www.bcsp.org/csp](http://www.bcsp.org/csp).

## 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*. 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 and Discipline Policy 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.
- Chartered Professional Member SIA (CPMSIA), Fellow of SIA (FSIA) or Chartered Fellow of SIA (CFSIA) from the Safety Institute of Australia.
- Safety Management specialty credential from the American Board of Occupational Health Nurses.
- Canadian Registered Safety Professional (CRSP) from the Board of Canadian Registered Safety Professionals.
- Professional Member holding a Workplace Safety & Health Officer designation from the Singapore Ministry of Manpower, Singapore Institute of Safety Officers (SISO).

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.

# Program Fees and Policies

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The most up-to-date and accurate application, examination and renewal fees can be found at [www.bcsp.org/ataglance](http://www.bcsp.org/ataglance).

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.

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.

## Appeals

You may appeal decisions related to earning and maintaining BCSP credentials.

Requests for appeal must be submitted to the Executive Director in writing and in accordance to the current appeals policy located online at [www.bcsp.org/About\\_BCSP](http://www.bcsp.org/About_BCSP).

# 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 signed. Application, Reference and Experience Forms may be emailed to Customer Service at [customerservice@bcsp.org](mailto:customerservice@bcsp.org).

All necessary forms can be viewed, edited and printed forms from [www.bcsp.org/csp](http://www.bcsp.org/csp). All forms must be typed or legibly printed. 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 submit 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 (MM/DD/YY).
- Select one North American Industry Classification System (NAICS) code from the table of NAICS codes (Table 2 on page 9) 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).

## 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, an official transcript in a university sealed envelope with a confirmed graduation date from the issuing university is required. The school should 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. See Table 1.

## Summary of Professional Safety Experience

List each full-time and qualifying part-time 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.

## Professional References

You must submit at least **two** Reference Forms.

## Certifications, Licenses, and Memberships

Of the ones listed, mark **all** certifications, licenses, and memberships that you **currently** hold and are in good standing. 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 will be awarded 12 eligibility points. If both certifications are held, the maximum number of eligibility points awarded is still 12.

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

### *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 criminal convictions, disciplinary actions, and denial or revoked certifications, licenses and professional registrations. 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 may contact the applicant to clarify information about the conviction. A copy of the BCSP criminal conviction policy appears at [www.bcsp.org/About\\_BCSP](http://www.bcsp.org/About_BCSP).

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

Applicants are required to provide disclosure of:

- All felony convictions
- All misdemeanor convictions within the past five (5) years (Minor traffic violations and petty offenses DO NOT have to be reported)
- Any record of unethical behavior
- Information related to having a professional license or certification denied, suspended or revoked for reasons other than not meeting qualifications, failure of examination, or failure to pay renewal fees

### *Application Payment Information*

- Indicate how you are paying your 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 and Submitting Reference Forms**

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. **Reference Forms must be completed by the reference, not the applicant.**

### **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 3 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.**

**Table 3. Professional Safety Job Functions**

**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.

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.**

### Submitting Your Application

**Make a copy of all application materials for your records.** Keep together multiple pages for each form and paper clip all materials together with the check or money order (if used) on top. Do not staple the materials, bind them together or place them in a folder.

Send materials to:

Applications  
Board of Certified Safety Professionals  
2301 W. Bradley Avenue  
Champaign, IL 61821





ANSI Accredited Program  
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#0646

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Advancing the Safety, Health and Environmental  
Professional Since 1969

2301 W. Bradley Avenue, Champaign, IL 61821 USA  
P: +1 217-359-9263 | F: +1 217-359-0055  
[www.bcsp.org](http://www.bcsp.org)