

Common Mistakes on Recertification Worksheets

BCSP receives an average of 3500 Recertification Worksheets every year. There are some common mistakes on many of these worksheets. Below is a list by category of these errors and the correct information to provide.

Category 1 – Professional Safety Practice:

- Mistake: Listing partial credit.
Correct: 2 points per year as long as professional practice meets the listed criteria.

Category 2 – Membership in Safety Organizations:

- Mistake: Listing more than 1 point per year or more than 5 points per cycle.
Correct: Maximum 1 point per year and 5 points per cycle regardless of number of memberships.
- Mistake: Listing credit for your BCSP certification (or other certifications that are not memberships).
Correct: Credit is not awarded for holding a BCSP certification. BCSP is a certification body not a membership organization.
- Mistake: For “period of membership” writing “annually.”
Correct: For “period of membership” write specific year(s).
- Mistake: Listing points for local/chapter memberships of national organizations already listed for national membership points.
Correct: 1 point maximum per year already obtained with the national membership so local/chapter membership does not receive additional points.

Category 3 – Voluntary Professional Service:

- Mistake: Listing more than 2 points per year if you have multiple activities.
Correct: Maximum 2 point per year regardless of how many activities you have in a year.
- Mistake: Listing safety committees of a non-safety organization as Officer or Committee Member.
Correct: Credit for safety committees of a non-safety organization should be listed under the volunteer professional safety services to a non-safety organization section.
- Mistake: Listing session moderator.
Correct: Credit is not awarded for session moderator.

Category 4 – Publications, Conference Presentations and Patents:

- Mistake: Listing identical presentations for different dates.
Correct: Credit is only awarded for the same presentation once per cycle.

Category 5 – Writing Examination Items:

- Mistake: Mailing exam questions at the end of the year that arrive in January and listing them for points for the year they were mailed/postmarked.
Correct: Points are awarded for the year the exam questions are received, not when they are postmarked or approved.

Category 6 – Attending Professional Development Conferences:

- Mistake: Writing CEUs awarded in points claimed column.
Correct: Write CEUs awarded in the “No. of CEUs” column.
- Mistake: Listing ABIH CM points.
Correct: List by the number of days and write the appropriate points in “Points Claimed” column.

Category 7 – Safety-related Courses or Seminars, Certificates and Quizzes:

- Mistake: CSPs listing CPR/1st Aid/AED/other emergency response skill courses.
Correct: CSPs do not receive credit for CPR/1st Aid/AED/other emergency response skill courses because they are courses related to first response skills, and not prevention. These first response skill topics are not tested on the CSP exams.
- Mistake: Listing identical courses for different dates.
Correct: You can only receive credit for teaching/attending the same course once per cycle, unless it is a refresher course.
- Mistake: Listing partial hour credit (i.e. 1.5 hrs)
Correct: Only full hours are awarded credit.

Category 8 – Attending College or University Courses:

- Mistake: Listing non-safety courses.
Correct: Only courses that are “safety related” (subjects appearing on the certification exams) receive credit.
- Mistake: Listing identical courses for different dates.
Correct: You can only receive credit for teaching/attending the same course once per cycle.

Category 9 – Complete an Advanced Degree:

- Mistake: Listing degrees from schools that are not nationally accredited.
Correct: Degrees must be earned from an accredited institution. BCSP will accept degrees from U.S. colleges and universities holding institutional accreditation from an accrediting body recognized by either the Council for Higher Education Accreditation (CHEA) or the U.S. Dept of Education as having authority for institutional accreditation as long as the degree is awarded while the institution holds such accreditation.
- Mistake: Listing degrees awarded during previous Recertification cycles.
Correct: Credit is only awarded for degrees earned during the current Recertification cycle.

Category 10 – Achieving Additional Certification or License:

- Mistake: Listing certifications/licenses not listed in the Recertification Guide.
Correct: Only pre-approved certifications/licenses receive credit. It takes several months to review a new item; Do not wait until the year you report to ask to request a new item to be reviewed.