



# Recertification Guide

January 2012

**BCSP** | Board of Certified  
Safety Professionals

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



## RULES AND PROCEDURES

This Recertification Guide covers Recertification for Certified Safety Professionals® (CSP®s), Occupational Safety and Health Technologists® (OHST®s), Certified Loss Control Specialist® (CLCS®s), and Construction Health and Safety Technicians® (CHST®s). The purpose of the Recertification program is to ensure that certificants remain current in their profession.

### Participation and General Requirements

If you hold the CSP, OHST, CLCS or CHST certification, you must participate in the Recertification program and report your activities every five years. CSPs must achieve 25 Recertification points and OHSTs, CLCSs and CHSTs must achieve 20 Recertification points in each Recertification cycle. Failure to meet this requirement will render your certification invalid.

### Activity Categories

There are 10 activity categories in which you can earn Recertification points. BCSP measures all acceptable activities in terms of Recertification points. Information about each category appears on the following pages.

### Schedule

A Recertification cycle normally extends five years, beginning on January 1 and ending on December 31. For those just achieving certification, your first Recertification 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 Recertification 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 Recertification cycle ends on December 31, you have until March 31 of the following year to submit your Recertification Worksheet.

***Recertification Worksheets must be received by BCSP  
no later than March 31.***

### Notification

Notice is sent to certificants near the end of their Recertification cycle reminding them their requirements are due.

Your Recertification cycle end date appears on your annual wallet card.

Program changes are published in the BCSP eNewsletter and the BCSP *Current Changes Index*. Both resources include information about any changes in Recertification requirements and policies, including rulings on activities and points as they occur. The eNewsletters and *Current Changes Index* appear on the BCSP website at [www.bcspp.org](http://www.bcspp.org).

## Tracking Recertification Points

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

Create a file for all Recertification materials. It is very important to establish a personal procedure for tracking Recertification points. You should keep the current Recertification Guide, supporting documents for activities, and a running list of Recertification points earned in your file.

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 Recertification activities. If you are audited, you are required to submit supporting documentation for verification of activities and points claimed. Acceptable documentation is listed under each activity category.

## Counting Recertification Points

Record all Recertification 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 Recertification cycle. For example, a course may earn 1.3 Recertification points. Total points for a cycle are not rounded upward. If you have 24.9 Recertification points for your CSP or 19.9 Recertification points for your OHST, CLCS or CHST at the end of your cycle, this will not meet the minimum Recertification requirement.

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 (Safety-Related Course or Seminar). Similarly, if you teach the same course several times in a cycle, you can claim it for Recertification points only one time in that cycle.

Points earned during a cycle may be claimed for that cycle only. Points cannot be carried over to another cycle.

You can meet Recertification requirements by examination. One way to earn all required points is to retake and pass the examination for your certification. You may contact BCSP to register and pay for the examination. The examination can be taken for Recertification credit only during the last year of the Recertification cycle.

## Extensions

You may extend your Recertification cycle for one year by submitting a written request to BCSP before the March 31 reporting deadline. However, a one-year extension makes the current 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 the required points in both cycles. You must follow the year and cycle maximums for points in each category.

## **Leave of Absence**

If you are, or have been, absent from the practice of safety during your Recertification cycle, you may request a Leave of Absence (LOA) in writing before the March 31 reporting deadline. A LOA can be up to three years of your cycle 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 Recertification points required will be reduced by five points for CSPs and four points for OHSTs, CLCSs and CHSTs 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 the Recertification Worksheet once your cycle ends; other forms are not accepted. The only exception is for those who hold both a BCSP certification and the CIH or CHMM, or multiple BCSP certifications (see Alignment of Dual Certifications information).

Your Recertification Worksheet must be received by BCSP by March 31 in the year following the end of your cycle. BCSP notifies you when your Recertification requirements are met. Please submit your Recertification Worksheet by only one method (i.e. email, fax or mail) to avoid BCSP receiving duplicate copies.

Do not report until notified. BCSP cannot process Recertification Worksheets until you have been asked to report. The reminder is sent near the end of your Recertification cycle with detailed instructions on how to report.

Do not send supporting documents with your Recertification Worksheet. Supporting documents are needed only if BCSP selects you for an audit and requests verification of activities and points claimed.

## **Auditing**

The auditing process ensures that a certificant verifies the Recertification points claimed. BCSP randomly selects Recertification Worksheets for audit. If selected, BCSP notifies you 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 Recertification activity category.

## **Notification of Results**

BCSP evaluates Recertification Worksheets submitted to determine if Recertification requirements are met.

*Recertification Met.* BCSP sends you notice if you earned the

required points. You may then retain the certification through the next Recertification cycle, provided annual renewal fees are paid.

*Recertification Not Met.* If you submit a Recertification Worksheet by the March 31 reporting deadline and BCSP finds that you did not acquire the required points, BCSP notifies you by certified mail that your certification is invalid.

*Failure to Report.* If you fail to report by the March 31 reporting deadline, BCSP notifies you by certified mail that your certification is invalid.

## **Reinstating an Invalidated Certification**

If BCSP notifies you that your certification is invalid because you did not meet Recertification requirements, you have one opportunity for reinstatement.

Within five years following the end of the Recertification cycle, you must register, pay for, and pass the respective examination for your certification. You must also pay a reinstatement fee and any delinquent annual renewal fees. Upon reinstatement, you will become accountable for demonstrating compliance with the Recertification cycle that would have been in place during the period for which your certification was not valid.

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

## **Appeals Procedure**

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.bbsp.org/About\\_BCSP](http://www.bbsp.org/About_BCSP).

## **Retired Status**

For those certificants who are no longer engaged in safety practice at all (either full-time, part-time, or as a consultant), BCSP offers a Retired status. It indicates that a person once held the certification, is not engaged in safety practice at all, but may have some rights to reinstate to active status. Someone electing Retired status cannot claim to currently hold the certification.

To elect Retired status, one must complete and sign a Retired Election Form. This can be found on the BCSP website at [www.bbsp.org](http://www.bbsp.org).

## **Dual Certifications of OHST/CLCS and CHST**

If you have both OHST and CHST or CLCS and CHST, you report when the cycle ends for the first of the two certifications held. After reporting for the first of the two cycles, both of your certifications will have the same reporting date in the future. With the first report covering both certifications, the

Recertification cycles for each are aligned and a new five year cycle begins. A single report covers both of your certifications and points required for one covers both. If you hold both certifications, you do not have to double the number of points required. You will lose both certifications if you do not comply with Recertification requirements.

## **Reinstating Dual Certifications of OHST/CLCS and CHST**

To reinstate both the OHST/CLCS and CHST certifications, you must pass the examination for the certification that was first earned. You must also pay a reinstatement fee and any delinquent annual renewal fees.

## **ALIGNMENT OF DUAL CERTIFICATIONS**

### **The Benefits of Dual Certification**

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

Once a certificant has been asked to report at the end of his/her Recertification cycle, he/she may submit the most recent, official letter of compliance from ABIH, IHMM, or BCSP CSP letter in place of a Recertification Worksheet (BCSP recommends including your current contact information and certificate number with this letter). BCSP will accept this as meeting Recertification requirements. BCSP will then adjust the dates of the Recertification cycle to match the most recent ABIH CM, IHMM Recertification cycle or BCSP CSP Recertification cycle. This may mean the certificant will have a shortened Recertification cycle when the initial alignment is made. However, subsequent BCSP Recertification and ABIH CM, IHMM Recertification cycle, or BCSP CSP Recertification cycle will be aligned to the same five-year cycle. Future Recertification reporting may continue to be made with the official letter of compliance from ABIH, IHMM, or BCSP CSP letter.

Even if a certificant submits an official letter of compliance from ABIH, IHMM, or BCSP CSP letter in place of a Recertification Worksheet, the certificant is still subject to the possibility of audit. If audited, the certificant is required to submit all supporting documentation along with an ABIH CM Worksheet, IHMM Recertification Assessment Form or a BCSP Recertification Worksheet in order to meet the audit requirements. If the certificant was also audited on their most recent ABIH CM Worksheet, IHMM Recertification Assessment Form, or BCSP CSP Recertification cycle, then BCSP will accept proof of meeting an ABIH, IHMM, or CSP audit as proof of meeting a BCSP audit. Once the Recertification audit

requirements are met, BCSP will align the Recertification cycle to the most recent ABIH CM, IHMM Recertification cycle, or CSP Recertification cycle as stated above.

If a certificant encounters a hardship situation and requests either a Leave of Absence or Extension to their Recertification cycle, a Recertification Worksheet is required.

Finally, all certificants are still subject to Recertification rules and procedures even if they hold dual certification. If a certificant fails to report or meet Recertification requirements, then the certificant's certification will become invalid as stated in the Recertification Guide. If there are any questions regarding the alignment of dual certification cycles, please contact BCSP for further clarification.

## **EDUCATIONAL AND CERTIFICATION STANDARDS**

Continuing Education Units (CEUs). 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 Training. Only courses and conferences complying with IACET standards can award Continuing Education Units (CEUs). One CEU equals one Recertification 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. Only CEUs complying with this definition can be listed as CEU points.

### **Acceptable Courses and Degrees from U.S. Colleges and Universities.**

When claiming Recertification points under Category 8 (Attending College or University Courses) or Category 9 (Completing an Advanced Degree), 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 Recertification 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](http://www.chea.org). The U.S. Department of Education's Database of

Accredited Programs and Institutions can be found at [www.nces.ed.gov/globallocator/](http://www.nces.ed.gov/globallocator/).

### **Acceptable Courses and Degrees from Institutions outside the U.S.**

College and university courses and degrees offered outside the U.S. must be evaluated for U.S. equivalence. Visit the BCSP website at [www.bcsp.org](http://www.bcsp.org) for details.

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 educational standards.
3. Unaccredited degrees earn no credit toward certification examination eligibility.
4. Unaccredited degrees earn no credit in Recertification.

For more information about these policies, visit [www.bcsp.org](http://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 respective certification examination. BCSP uses "safety related" to decide whether the content of an activity is acceptable for Recertification credit. The complete examination blueprints outline the functions (domains) and tasks (responsibilities) of professional safety practice and the associated knowledge and skills for each task. The blueprints are found on the BCSP website at [www.bcsp.org](http://www.bcsp.org).

## **FREQUENTLY ASKED QUESTIONS**

*When is my Recertification Worksheet due?*

All Recertification Worksheets must be received by BCSP no later than the March 31 reporting deadline.

*What happens if I do not have enough points?*

If you find that you are short points you should call BCSP at +1 217-359-9263 and discuss your options. You may be eligible for an extension or a leave of absence. Please do not wait until the March 31 reporting deadline to contact BCSP; otherwise you will not have time to resolve your issue.

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

If you do not submit a Recertification Worksheet by March 31, then you will be notified by certified mail that your certification has become invalid. You may have options for reinstatement.

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

No. Only your Recertification Worksheet should be submitted. You will be notified if you are chosen at random for an audit and only then will you be required to send support documentation.

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

Please contact Customer Service by phone at +1 217-359-9263 or email at [customerservice@bcsp.org](mailto:customerservice@bcsp.org).

## CATEGORY 1

### *Professional Safety Practice*

**Maximum Points Allowed Per Year: 2 points**

**Maximum Points Allowed Per Cycle: 10 points**

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

#### CSP

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 Recertification 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.

#### ***Recertification 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 Recertification 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.

#### OHST/CLCS

1. Be in occupational health and safety.
2. Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

#### CHST

1. Be in construction health and safety.
2. Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

#### ***Recertification Points Earned:***

You receive credit for a full year or any portion of a year in which acceptable professional practice occurs.

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

## CATEGORY 2

### *Memberships in Safety Organizations*

**Maximum Points Allowed Per Year: 1 point**

**Maximum Points Allowed Per Cycle: 5 points**

*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.

#### ***Recertification 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, certificants receive only 1 Recertification point for being a member at the national level. They do not receive an additional 0.5 Recertification 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 certificant is a member of the safety division or section. Membership in the safety division of a national, non-safety organization earns 1 Recertification 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 Recertification points for any portion of a year.

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

## CATEGORY 3

### ***Voluntary Professional Service: BCSP or Other Organizations***

**Maximum Points Allowed Per Year: 2 points**

**Maximum Points Allowed Per Cycle: 10 points**

*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 part of his or her job duties already receives credit under Category 1 for that role. Serving as an officer of a local chapter of a national organization is considered local points because it is the local area you are serving.

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.

### ***Recertification Points Earned:***

#### **Officer or Committee Member**

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

#### **Other Approved Safety Volunteer Activities**

- ◆ Volunteer 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 treatment services: 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 earns 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 about your certification 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 BCSP certifications.: 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, as well as the type of service. Service to VPP and SHARP programs must be a letter or official document from an applicable office of the OSHA agency or from the company which services are provided attesting to the individual and the service, dates, location and hours.

## CATEGORY 4

### *Publications, Conference, 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 definition of safety related near beginning of this guide.

#### **Recertification 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).

*Presentation Documentation* indicating your participation.

*Session Chair:* Assignment documentation from the general chair.

*Patents:* Photocopy of full patent document.

## CATEGORY 5

### *Writing Examination Items*

**Maximum Points Allowed Per Year: No Limit**

*Description:* You can earn Recertification points for drafting 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 at [www.bcsp.org](http://www.bcsp.org).

#### ***Recertification Points Earned:***

- ◆ 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

#### **Participating in a BCSP item-writing workshop**

- ◆ Half day: 1 point
- ◆ Full day: 2 points

Items must be received by December 31 to receive Recertification points for that cycle year.

*Documentation:* A copy of the BCSP certificate(s) or letter(s) indicating the number of Recertification 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.

## CATEGORY 6

### *Attending Professional Development Conferences*

**Maximum Points Allowed Per Year: No Limit**

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

#### ***Recertification 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.  
Each day (6 hrs or more): 0.50 points per day

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.

*Documentation:* The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (e.g. certificate of attendance, 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).

## CATEGORY 7

### ***Safety-related Course or Seminar, Other Educational Program, Certificate Program Completion, Readership Quiz Program, and BCSP Online Quiz***

**Maximum Points Allowed Per Year**

**Student or Teacher: No Limit**

**Developer: 3 points**

*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 definition of safety related near beginning of this guide.

If developing and/or teaching safety-related courses or seminars is part of a certificant's job description, the activity does not earn Recertification points under this category. In such cases, Recertification 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, other than refresher courses

Distance learning media includes CD-ROM, video, Internet, teleconference or other self-study.

#### ***Recertification Points Earned:***

##### **◆Safety-related Courses or Seminars (Attending or Teaching)**

- Provider offers CEU\* credit: 1 point per CEU
- Provider offers courses, live or distance\*\*, without CEU credit: 0.10 points per hour of instruction (See Table 7-A)

##### **◆Developing (A maximum of 3 points per year is allowed)**

- Provider offers CEU credit: 0.50 points per CEU
- Provider offers courses, live or distance\*\*, without CEU credit: 0.05 points per hour of instruction

\*CEU, Continuing Education Units, are awarded by the International Association for Continuing Education and Training (IACET).

\*\*Self-paced study: points based on provider's suggested length of study.

#### **Other Educational Programs**

##### **◆Chartered Property Casualty Underwriter (CPCU) courses:**

- CPCU 553: 8 points
- CPCU 556: 0 points
- CPCU 557: 8 points
- All other CPCU 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 Recertification 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. Points are based on the total number of questions on a quiz that the certificant has passed.

◆Peer reviewed journal quizzes receive 0.015 points per question. Examples of a safety-related peer reviewed journal include:

ACGIH Journal – Applied Occupational and Environmental Journal “Action Level” program (a joint AIHA/ACGIH journal)

Technical Achievement Program (TAP) - Engineering & Safety Service, a Division of Insurance Services Office, Inc.

◆Trade magazines and not peer reviewed journal quizzes receive 0.01 points per question. Examples of a safety-related trade magazine and not peer reviewed journal include: *Workplace HR & Safety* (formerly *Compliance*)

#### **BCSP Online Quizzes**

Points vary depending on quiz. Available at [www.bccsp.org/rqms](http://www.bccsp.org/rqms).

*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  
Recertification Points**

Contact Hours	Points	Contact Hours	Points
1	0.1	21	2.1
2	0.2	22	2.2
3	0.3	23	2.3
4	0.4	24	2.4
5	0.5	25	2.5
6	0.6	26	2.6
7	0.7	27	2.7
8	0.8	28	2.8
9	0.9	29	2.9
10	1.0	30	3.0
11	1.1	31	3.1
12	1.2	32	3.2
13	1.3	33	3.3
14	1.4	34	3.4
15	1.5	35	3.5
16	1.6	36	3.6
17	1.7	37	3.7
18	1.8	38	3.8
19	1.9	39	3.9
20	2.0	40	4.0

## CATEGORY 8

### *College or University Courses*

**Maximum Points Allowed Per Year:**

**Student or Teacher: No Limit**

**Developer: 3 points**

*Description:* Recertification 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. 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 at [www.bcspp.org](http://www.bcspp.org) for details. See definition of safety related near beginning of this guide.

Note: Credit is allowed only one time per cycle for attending or teaching the same course multiple times per cycle.

#### ***Recertification 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 Recertification 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 the sealed envelope from the issuing university (photocopies or opened envelopes 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

### *Complete an Advanced Degree*

**Maximum Points Allowed Per Year: No Limit**

*Description:* Earning an additional degree during your cycle may earn Recertification points. The institution awarding the degree must meet the BCSP standard. College and university degrees offered outside the U.S. must be evaluated for U.S. equivalence. See the BCSP website at [www.bcspp.org](http://www.bcspp.org) 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.bcspp.org](http://www.bcspp.org).

#### ***Recertification Points Earned:***

◆ Any degree meeting the requirements of this category earns 25 points.

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

## CATEGORY 10

### *Achieving Additional Certification or License*

**Maximum Points Allowed Per Year: No Limit**

*Description:* You can earn Recertification 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 Recertification Committee. Contact BCSP Customer Service for more information on reviewing a program not listed.

#### ***Recertification Points Earned:***

◆Examination, Certification, or License	Points
ABOHN Safety Management Specialty	25
BCSP Comprehensive Practice Examination	25
Canadian Registered Safety Professional	25
Certified Health Physicist	25
Certified Industrial Hygienist	25
Certified Toxicologist	25
Chartered Engineer [U.K.]	25
Chartered Member of IOSH (CMIOSH)	25
Chartered Professional Member of the Safety Institute of Australia (CPMSIA)	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
Associate Safety Professional® (ASP®)	20*
Certified Associate Industrial Hygienist	15†
Certified Environmental Manager, NV	15
Certified Hazardous Materials Manager	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 Asbestos Consultant, CA	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	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

\* OHSTs/CLCSs, and CHSTs will receive 20 points for obtaining the ASP, OHST/CLCS or CHST.

Your current BCSP certification examination may be taken only during the last year of the Recertification cycle.

*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.

†The CAIH examination was discontinued in 2006. The program leading to the ALCM was disbanded.



# RECERTIFICATION WORKSHEET

THIS REPORT COVERS: From 1/1/\_\_\_\_ To 12/31/\_\_\_\_

**DO NOT SUBMIT SUPPORT DOCUMENTATION WITH WORKSHEET**

Please see *Recertification Guide* for specific point details. **You must sign and date the last page of this worksheet.**

Name \_\_\_\_\_ Certification Type: \_\_\_\_\_ Certification # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ PHONE: Home \_\_\_\_\_ Work \_\_\_\_\_

State/Province \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Email(s) \_\_\_\_\_

**SUMMARY OF POINTS**

Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	TOTAL

**Category 1. Professional Safety Practice**

**Maximum Points Allowed: 2 per year  
10 per cycle**

BCSP Verified?  
Office Use Only

If you are engaged in acceptable safety practice, you receive 2 Recertification points for a **full year**.

Date (Year)	Position Title	Name of Employer	Brief Description of Safety Practice	Points Claimed	

Continued on attachment

<b>Points Claimed for Category 1</b>	<b>No More Than 10 Points</b>	
--------------------------------------	-----------------------------------	--

**Category 2. Membership in Safety Organizations**

**Maximum Points Allowed: 1 per year  
5 per cycle**

BCSP Verified?  
Office Use Only

**National Organizational Membership:**

The maximum points you can claim for **each year** for all memberships is 1.

Organization	Dates of Membership	No. of Years	Multiply Years X 1 = Total Points	Points Claimed	
			x 1		
			x 1		

**Regional, State, or Local Organizational Membership:**

The maximum points you can claim for **each year** for all memberships is 1.

Organization	Dates of Membership	No. of Years	Multiply Years X 0.50 = Total Points	Points Claimed	
			x 0.50		
			x 0.50		

Continued on attachment

<b>Points Claimed for Category 2</b>	<b>No More Than 5 Points</b>	
--------------------------------------	----------------------------------	--

**Category 3. Voluntary Professional Service: To BCSP or Other Organizations**

**Maximum Points Allowed: 2 per year  
10 per cycle**

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

<b>Points Claimed for Category 3</b>	<b>No More Than 10 Points</b>	
--------------------------------------	-------------------------------	--

**Category 4. Publications, Conference Presentations, and Patents**

**Maximum Points Allowed: No Limit**

Title of Paper, Book, or Chapter	Name of Journal, Book, or Proceeding	Number of Authors or 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

<b>Points Claimed for Category 4</b>	
--------------------------------------	--

**Category 5. Writing Examination Items**

**Maximum Points Allowed: No Limit**

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

<b>Points Claimed for Category 5</b>	
--------------------------------------	--

**Category 6. Attending Professional Development Conferences**  
**Maximum Points Allowed: No Limit**

Sponsoring Organization	Title of Conference and Location	Attendance Dates (MM/DD/YY - MM/DD/YY)	No. of CEUs	OR	Points Claimed	

Continued on attachment

<b>Points Claimed for Category 6</b>	
--------------------------------------	--

**Category 7. Continuing Education Courses or Seminars, Other Educational Program, Certificate Program Completion, Readership Quiz Program and BCSP Online Quiz**  
**Maximum Points Allowed: Student: No Limit**  
**Teacher: No Limit**  
**Developer: 3 per year**

**IMPORTANT:** Developing and/or teaching continuing education courses or seminars do **not** earn Recertification points under this category if it is part of a certificant's job description. Recertification points are earned for this under Category 1 (Professional Safety Practice).

Institution/ Sponsor	Title of Course	Attendance (MM/DD/YY - MM/DD/YY)	No. of CEUs	OR	No. of Class Hours	Role: Student Teacher Developer	Points Claimed	

Continued on attachment

<b>Points Claimed for Category 7</b>	
--------------------------------------	--

**Category 8. Attend College or 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.

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

Continued on attachment

<b>Points Claimed for Category 8</b>	
--------------------------------------	--

**Category 9. Complete an Advanced Degree**

**Maximum Points Allowed: No Limit**

BCSP Verified?  
Office Use Only

The degree must be awarded by an institution whose accreditation is accepted by BCSP.

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

Continued on attachment

<b>Points Claimed for Category 9</b>	
--------------------------------------	--

**Category 10. Achieving Additional Certification or License**

**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

<b>Points Claimed for Category 10</b>	
---------------------------------------	--

I attest that the information submitted is true and complies with the most recent Recertification requirements. I understand that my certification may be invalidated if I am unable to provide objective evidence of these activities if audited.

NAME (please print) \_\_\_\_\_ Cert. Type \_\_\_\_\_ Cert.# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_







**BCSP** | **Board of Certified  
Safety Professionals**

**National Accreditation**  
National Commission for Certifying Agencies