



Board of Certified Safety Professionals
208 Burwash Avenue
Savoy, Illinois 61874-9571
Phone: (217) 359-9263
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Acceptable COC Support Documentation

1. **Professional Safety Practice**
A letter from your employer verifying dates of employment and safety responsibilities.
2. **Safety Organization/Division Membership**
A copy of your membership certificate(s) indicating dates of membership, dues receipts or cancelled checks.
3. **Technical/Professional Committee Service and Safety Organization Offices**
A letter or other documentation from the organization verifying the dates of your committee membership or service as an officer.
4. **Professional Publications and Papers**
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).
5. **Writing BCSP/OHST Examination Questions**
A copy of the BCSP certificate(s) or letter(s) indicating the number of COC points awarded.
6. **Professional Development Conferences**
The documentation provided should indicate the name of the conference, sponsoring organization, dates of attendance and proof of attendance (i.e., registration receipts, cancelled checks, hotel receipts, airline tickets, etc.).
7. **Continuing Education Courses**
CEU Course:
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 CEU credits earned.
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 CEU credits earned per student.
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.

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7. Continuing Education Courses (*continued*)

Non-CEU Course:

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 length of course (in hours).

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 length of course (in hours).

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 length of course (in hours).

8. College/University Courses

Student: An **official** transcript (photocopies will not be accepted) bearing the Registrar's stamp or raised seal (obtainable through the Registrar's office of your university), indicating date of completion and credits earned.

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.

9. Advanced Degrees

An **official** transcript (photocopies will not be accepted) bearing the Registrar's stamp or raised seal (obtainable through the Registrar's office of your university) showing the degree and date awarded.

10. Certification/Registration Examinations

A copy of the certificate or notification letter indicating that you passed the examinations or earned the certifications. BCSP examinations do not require documentation.