

CITING YOUR PROGRAM QUALIFICATIONS

If you determine that your course, seminar or conference is safety-related and therefore qualifies for COC credit for CSPs (BCSP does not pre-approve courses, seminars or conferences), you may include the following sample text in your promotional literature:

This [course/seminar/conference] qualifies for Continuance of Certification (COC) credit for CSPs who attend.

If you determine the amount of credit that your qualifying course, seminar or conference offers for CSPs, you might use a statement similar to the following:

CSPs may earn [amount] COC points for attending this [course/seminar/conference].

If OHSTs or CHSTs will be in attendance, the following text would be appropriate for your promotional literature:

This [course/seminar/conference] qualifies for Certification Maintenance (CM) credit for OHSTs and CHSTs.

OHSTs and CHSTs may earn [amount] CM points for attending this [course/seminar/conference].

You may combine this text with statements covering the COC program for CSPs.

EXAMINATION BLUEPRINTS

BCSP examination blueprints use outlines that detail what safety professionals do and the knowledge and skills needed to perform effectively. The complete examination blueprint appears in the *CSP Examination Guide* found at www.bcsp.org. A summary is below.

Safety, Health and Environmental Management

1. Design comprehensive management systems.
2. Implement policies, procedures, and programs.
3. Determine the effectiveness of management systems.
4. Implement risk management strategies.
5. Apply sound business practices and economic principles.
6. Encourage participation of all stakeholders.

Safety, Health and Environmental Engineering

1. Identify hazards through evaluation techniques.
2. Recommend controls for hazards.
3. Evaluate effectiveness of controls.
4. Achieve compliance with laws, standards, and regulations.

Safety, Health and Environmental Information Management and Communications

1. Develop effective training programs.
2. Deliver effective training.
3. Evaluate training programs.
4. Communicate effectively with stakeholders.
5. Develop relationships with the community on safety matters.
6. Capture and maintain data/records using computer technology.
7. Develop and maintain proficiency through continuing education.

Professional Conduct and Ethics

1. Hold paramount the protection of people, property and the environment.
2. Adhere to standards of professional conduct.
3. Provide technical counsel and advice.
4. Conduct professional activities through recognized protocols.
5. Improve technical competency.
6. Foster accurate accountability for safety information.

QUESTIONS?

Should there be questions about courses, seminars or conferences after applying the information found in this brochure or within the *COC Guide*, please contact the BCSP staff for assistance.

AWARDING CREDIT THROUGH TRAINING COURSES AND CONFERENCES

for the
Continuance of Certification
Program for
Certified Safety Professionals®



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GENERAL INFORMATION

Continuance of Certification for CSPs

Individuals holding the Certified Safety Professional® (CSP®) designation must recertify every five years by earning 25 points through the Continuance of Certification (COC) program. The program has ten categories of activities. BCSP publishes complete details of the COC program in the *COC Guide*. This is updated annually and can be found on the Downloads page of the BCSP web site at www.bcsp.org.

Recertification Credit for OHSTs and CHSTs

The Council on Certification of Health, Environmental and Safety Technologists (CHEST) offers certification to technologists and technicians through the Occupational Health and Safety Technologist® (OHST) and Construction Health and Safety Technician® (CHST) programs. OHSTs and CHSTs must recertify every five years through the Certification Maintenance (CM) program. Because the recertification programs are nearly identical to the COC program for CSPs, individuals holding the OHST or CHST certification can earn the same credit from courses, seminars, and conferences. Organizations offering continuing education courses, seminars, and conferences may want to market and offer recertification credit to individuals holding these certifications. For details, refer to the *CM Guide* located at www.cchest.org.

Continuing Education Courses and Conferences

This brochure gives organizations offering continuing education courses, seminars, and conferences information about providing COC credit to CSP holders.

BCSP does not pre-approve credit in advance of educational activities. BCSP established simple rules so that an organization can judge whether an activity can qualify, how many COC points result, and what documentation or proof of participation is needed.

Documentation or Proof of Participation

Individuals holding the CSP who report to BCSP their COC activities may be randomly selected for an audit. These CSPs must submit proof of the points claimed.

Documentation and proof of participation are detailed in this brochure and the *COC Guide*.

Dual Credit Not Allowed

A COC program rule is that an activity can gain points in only one of the ten categories, even when an activity falls in more than one category.

COURSES AND SEMINARS

Will a course or seminar qualify to award COC credit?

BCSP does not pre-approve credit in advance of educational activities. In order to qualify for COC credit, the course or seminar must be safety-related and at least half of the course or seminar must be devoted to safety-related topics.

Safety-related topics are those included on CSP examinations. An examination blueprint summary appears in this brochure. Compare the course contents to the examination blueprint as published in the *CSP Examination Guide* at www.bcsp.org.

How many points can a course receive?

Acceptable courses can earn credit through three possible methods.

- Courses that earn *academic credit* (semester or quarter hours) and appear on a college transcript fall under **Category 8** of the COC program and earn 2 COC points for each semester hour.
- If a provider has rated the course against the national standards and offers *Continuing Education Units (CEUs)*, each CEU point earns one COC point. These courses fall under **Category 7** of the COC program. The international CEU standard is defined by the International Association for Continuing Education and Training and appears at www.iaacet.org.
- A course offered for *neither* academic credit nor CEU credit can earn credit based on contact hours and falls under **Category 7**. Every three hours of instruction earns 0.25 COC points.

Are there limits on the number of points that a CSP can earn through continuing education?

There is no limit to the COC points that a CSP can earn under **Categories 7 and 8** of the COC program.

Can distance learning courses award COC points?

CSPs can earn continuing education credit through a variety of delivery systems other than live courses. The following methods for credit affect the COC credit allowed:

- If a course provider offers academic credit (semester or quarter hours on a transcript), the medium used for delivery is not considered in converting to COC points. See Category 8 in the *COC Guide* from BCSP.
- If CEU credit for delivery through CD-ROM, video tapes, Internet, conference phone, etc. has been established through IACET procedures for distance education, and the course provider awards CEUs, the course can earn one COC point for each CEU point awarded.
- If a course does not offer academic credit or CEU credit, participants earn 0.05 COC points per 1 hour of instruction. **CSPs are limited to 1 COC point per year through distance learning courses that have not been rated through academic or CEU credit.**

What documentation is required?

For academic credit, a transcript is required. For other training courses, a certificate of completion should include the attendee's name, course title, course provider, dates of attendance, location, and CEU points earned or length of course in contact hours.

CONFERENCES

Will a conference or symposium qualify for COC credit?

Professional development conferences can receive COC points if they are safety-related (at least half of the program contents involve subjects). Refer to "Examination Blueprints."

What conferences are eligible?

International, national, regional, local, and internal company conferences can earn COC points. The structure and format must focus on professional development and presenters must offer information aimed at keeping up with professional safety practice. A program aimed at internal company policy and procedures does not qualify.

How many points can a conference receive?

For qualifying conferences, CSPs may earn credit in **Category 6** two ways.

- A CSP may claim credit with proof of paid attendance for the entire conference based on conference length:
 - Two or more days, 1 COC point per conference
 - At least one full day, 0.5 COC points per conference
 - Less than one full day, no COC points awarded
- The conference organizer tracks attendance at individual sessions, issues proof of attendance, and issues CEU credit in accordance with the national standards for CEUs (1 CEU = 1 COC).

Is there a limit to COC points for conferences?

There is no point limit in a COC cycle for conference attendance.

What documentation is required?

If audited, CSPs can prove attendance through registration receipts, cancelled checks, hotel and airline ticket receipts, or certificates of attendance. One or a combination of documents must show the name of the conference, name of attendee, conference organizer, dates of the conference or attendance dates, and evidence of attendance or CEU credit awarded.

Are pre- and post-conference seminars and courses included in conference credit?

If a CSP participates in pre- or post-conference courses and seminars **separate** from the conference, the courses and seminars earn separate COC credit under **Category 7**. If they are included in the conference registration, the credit is based on the conference only (**Category 6**).