



CSP, OHST/CLCS, and CHST Award of Excellence Submission Guidelines

FORMS

The BCSP Award of Excellence submission forms are available on the BCSP website, bcsp.org, in editable pdf format. All nominations **MUST** be submitted on BCSP forms and **MUST** be typed. Handwritten forms will **NOT** be accepted.

Required forms:

- Nomination Form
- Endorsement Forms
- Petition Form

ELIGIBILITY

1. Nominees must:
 - **CSP** - Be an active certification holder for the last 10 years to be eligible for the award
 - **OHST/CLCS and CHST** - Be an active certification holder for the last 5 years to be eligible for the respective award
2. Nominees cannot have received this award in the past for the certification category in which they are being nominated and may not receive two awards in the same year.
3. Certificants currently serving on the BCSP Board of Directors are ineligible.
4. BCSP Board Members **are not eligible** for an award until five years after they have left the BCSP Board of Directors.
5. Employees of BCSP are ineligible while employed at BCSP and for five years after having left the employment of the BCSP organization.

JUDGING

CSP - Only the nominee's activities over the past 10 years will be considered.

OHST/CLCS and CHST - Only the nominee's activities over the past 5 years will be considered.

All Award of Excellence nominees will be evaluated on the following categories.

Categories that include an asterisk (*) must be completed to be eligible for the award.

- *1. Demonstrated technical expertise and successful results in the safety, health and environmental (SHE) profession.
- *2. Voluntary professional contributions to advance the SHE profession, such as serving as an officer in a safety society or association, public/community services, instructing at educational institutions, influencing codes and legislation, writing articles, etc.
3. Involvement in the BCSP Mentor program.
4. Awards, including citations, honors, and plaques for innovations in new SHE-related procedures or systems developed.
5. Other personal achievements related to the SHE profession.
- *6. Summary explaining why candidate should be chosen for the Award of Excellence.
- *7. Endorsements from superiors, associates, and/or clients.

GUIDELINES

The following pages will assist you by providing guidelines for the nomination and petition for the Award of Excellence.

This document also includes criteria by which petitions will be evaluated. Candidates are judged by the scope, depth, quality and impact of their efforts in the SHE profession and community.

The BCSP Awards Committee will judge each candidate on the basis of the petition and endorsements.

The petition will be evaluated based on each of the following criteria. Please be sure to use precise descriptions of SHE-related achievements.

Categories 1, 2, 6 and 7 must be completed in order to qualify for the Award of Excellence.

CRITERIA

***1. Demonstrated technical expertise and successful results in the safety, health and environmental (SHE) profession.**

This area should detail how the candidate has demonstrated SHE expertise in the employment setting. It should be specific and reflect actual activity by the candidate. The submitted job descriptions should indicate a candidate's duties and his or her ability to perform them, as well as to what degree he or she has solved a problem and/or achieved success. Only with sufficiently detailed information can the judges award the appropriate amount of points.

When demonstrating the nominee's expertise, be sure to indicate a comprehensive definition of his or her job functions, including the number of locations and employees for whom the candidate has had safety responsibility.

Candidates who are consultants should use representative assignments and projects in place of jobs and job descriptions.

CSP Candidates

Detail the candidate's ability to create a safe working environment and develop effective SHE programs and their effects on the operational aspect of the industry.

- Describe leadership abilities by including a history of promotions to higher levels of responsibility due to the candidate's individual, team, and management-level leadership skills.
- Provide examples of the candidate's skills in this area and any positive impacts or results.
- Describe the candidate's ability to influence others in his or her company's SHE programs.

OHST/CLCS and CHST Candidates

Detail the candidate's ability to provide and manage effective SHE programs to create a safe working environment and improve SHE-related technical programs at the work site and/or profession.

- Describe managing abilities by including a history of promotions to higher levels of responsibility due to the candidate's individual, team, and management-level skills.
- Provide examples of the candidate's skills in this area and any positive impacts or results.
- Describe the candidate's ability to successfully implement his or her company's SHE programs.

***2. Voluntary professional contributions to advance the SHE profession, such as serving as an officer in a safety society or association, public/community services, instructing at an educational institution, influencing codes and legislation, writing articles, etc.**

This area should list the candidate's service to professional societies, safety organizations, and/or any volunteer professional service activities provided to advance the SHE profession.

Include types of contributions and the results of the contribution.

Examples include:

- Serving as an officer at a national, regional, state, or local level in a safety society or association.
- Developing and/or teaching SHE-related courses or seminars that are outside of the candidate's job description.
- Participation in BCSP role delineation, item writing workshops, and/or reviewing examination items.
- Volunteering SHE services to a non-safety organization.
- Presentations about certification at a SHE conference or training workshop.
- Presentations to students (elementary, high school, college) promoting the SHE profession.
- Service to an Editorial Board.
- Published SHE-related book.
- Describe any significant impact made by the candidate on standards, legislation, or codes that affect the SHE profession.

3. Involvement in the BCSP Mentor program.

Describe the candidate's involvement in the BCSP Mentor program and their role in assisting the career development of others.

4. Awards, including citations, honors, and plaques for innovations in new SHE-related procedures or systems developed.

Describe awards and honors bestowed upon the candidate, explain the nature and purpose of the award or honor and how the candidate earned it.

Include any local awards or letters of appreciation and regional or national awards in safety, health, or the environment. List any SHE-related awarded patents and how it reduces risk through the general function of the patented device or method to successfully implement his or her company's SHE programs.

5. Other personal achievements related to the SHE profession.

This area includes participation in any SHE-related activities not indicated in any other criteria listed above. These activities may include the candidate's achievements in continuing education by pursuing or completing a SHE-related degree and/or achieving additional certifications or licenses.

*6. Summary explaining why candidate should be chosen for the Award of Excellence.

Provide explanation describing why nominee should be chosen for the Award of Excellence. Explanations should be specific to their contributions to the SHE-related field.

*7. Endorsements from superiors, associates, and/or clients.

Provide endorsements from the candidate's superior, peers or associates.

For consultants, this endorsement can be from a major or long-term recipient of the candidate's services.

The quality and scope of any endorsements should be exceptional. Answers to questions should be specific, SHE-related, and describe the relationship between the two individuals. Three (3) endorsement forms must be submitted with the nomination in order to qualify for the Award of Excellence.

SUBMISSION INSTRUCTIONS

• **Nomination Form**

Nomination form must be completed by the nominee, supervisor, associate, peer, or member of the BCSP Board of Directors.

• **Endorsement Form(s)**

Endorsement forms should be completed by the candidate's supervisor(s), associates and/or clients who have knowledge of their professional safety experience. Three endorsements must be submitted to qualify for the award.

• **Petition Form**

The petition form must be completed by the candidate and illustrate SHE-related activities.

Three (3) copies of the entire nomination package MUST be submitted. No 3-ring binders, please.

To be considered for the upcoming year's award, petitions and supporting forms must be submitted and postmarked no later than **April 15** to:

**Attn: Awards Committee Coordinator
Board of Certified Safety Professionals
2301 W Bradley Avenue
Champaign, IL 61821**

Before submitting the nomination package, please review this checklist to make sure all of the materials are ready to submit. Be sure to submit 3 complete copies of the nomination package.

- One (1) Nomination Form, signed and dated.
- Three (3) Endorsement Forms, signed and dated.
- One (1) Petition Form with mandatory categories, 1, 2, 6 and 7 completed, signed and dated.

NOTE: The Award of Excellence winners must submit a black and white head shot (used for public relations purposes only) within two weeks of notification of winning the award.

If you have any questions, please contact BCSP Customer Service at +1 217-359-9263 or customerservice@bcsp.org.