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CERTIFICATION MAINTENANCE GUIDE

GENERAL RULES AND PROCEDURES

This guide covers Certification Maintenance (CM) for the Safety Trained Supervisor (STS) certification.

Purpose of CM

The STS CM program helps ensure that STSs stay current with knowledge and practices in safety and health applicable to managers, supervisors, and lead personnel (e.g., workgroup leaders, crew leaders, etc.).

Participation and General Requirements

If you hold an STS certification, you **must meet** recertification requirements every five years. **Failure to meet this requirement will result in loss of certification.**

Schedule

The CM cycles for STS certificate holders extend five years, beginning on January 1 and ending on December 31. However, for those just achieving the STS certification, your first CM cycle is usually a little longer than five years. It begins the day you became certified and ends on December 31 of the fifth full year following the start of your CM cycle. The CM cycle end date is listed on your annual renewal invoice.

You must report your CM points by March 1 of the year following the end of your CM cycle. CM Activity Logs must be postmarked or received by fax no later than March 1.

CM Activities

There are three options for meeting the STS CM requirement:

- Take and pass any STS examination during the CM cycle.
- Achieve the Occupational Health and Safety Technologist® (OHST)/Certified Loss Control Specialist (CLCS) or the Construction Health and Safety Technician® (CHST) certification.
- Attend and/or teach 30 hours of safety and health courses, presentations or tool-box talks during the CM cycle (average of six hours/year).

In order to qualify for CM, an activity must take place in your current 5-year cycle.

Passing any STS Examination

To meet the STS CM requirement, one option is sitting for and

passing any of the available STS examinations (construction, general industry, or petrochemical) anytime during your CM cycle.

Achieving the OHST/CLCS or CHST Certification

To meet the STS CM requirement, you can apply and qualify for the OHST/CLCS or CHST certification, pass the applicable examination, and achieve the certification. More information about the OHST/CLCS and CHST certifications is found at www.cchest.org.

Completing Training and/or Teaching Activities

To meet the STS CM requirement, you may attend and/or teach safety and health courses, presentations, and tool-box talks. A total of 30 hours of training or teaching is required during your CM cycle. The 30 hours can be completed in small increments or through a single course, as long as the 30 hours is completed during the CM cycle.

Acceptable training courses include any formal, **documented** safety, health, and environmental course in any format (e.g., live, video, CD-ROM, Internet, audio, teleconference). A course may be part of a national, regional, local or company conference or seminar.

Acceptable teaching includes any safety, health, and environmental courses, conference or seminar presentations or tool-box talks in any format. Count repeated courses only once, unless the course changes significantly between offerings.

A half-hour class on ladder safety is equal to 0.50 hours. 45-minutes of personal protective equipment training is equal to 0.75 points. Scaffold training that last 90 minutes is equivalent to 1.50 hours. For eight hours of fall protection training, you may claim 8.0 hours. The OSHA 30-hour outreach class is equal to 30 hours (meeting the full STS certification maintenance requirement).

If you attend a conference or seminar that assigns Continuing Education Units (CEUs), you should claim the contact hours in the classroom on the CM Activity Log.

You may claim credit (1 semester hour = 15 contact hours; 1 quarter hour = 10 contact hours) if you teach or attend courses at accredited colleges or universities recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA).

Each work area or tool-box talk (regular, short safety presentations with workgroups) earns 0.25 hours of credit toward the STS CM requirement (four talks = one hour). You obtain credit for conducting and/or attending a talk. There is a maximum of 10

hours of tool-box talk credit in a CM cycle.

Tracking and Reporting

STSs must keep track of their own CM activities. If you have passed the STS examination or achieved the OHST/CLCS or CHST certification, you will need to contact CCHEST at the end of your CM cycle, (217) 359-2686 ext 3905. CCHEST will have records to verify these activities.

You must report using an STS CM Activity Log at the end of your CM cycle; other forms are not accepted. The only exception is for those who hold either the OHST/CLCS or CHST certifications (see below).

For attending and/or teaching courses, presentations, and tool-box talks, you will need to report at the end of your CM cycle that the 30 hours has been met. You may use the CM Activity Log in this guide to keep track of participation in teaching and/or attending courses, presentations, and tool-box talks. Submit this same form to report your activities at the end of your CM cycle. When submitting your CM Activity Log, be sure to have your STS coordinator or supervisor sign it. You can download a copy of the CM Activity Log at www.cchest.org/downloads.

CCHEST will notify certificants when their cycles are about to end. Remember, the end of your cycle also appears on your annual renewal invoice. CM changes appear in the *CCHEST Newsletter* and revisions of the *STS CM Guide* (both are available at www.cchest.org).

Hardship Leave of Absence

CCHEST may grant a hardship leave of absence up to two years. A hardship leave of absence may be granted based on a written

request and documentation of the hardship. You must submit your request for a leave of absence to the Executive Board. During an approved leave of absence, the total CM hours will be reduced by six hours annually. For example, if you take a two-year leave of absence, you will only need to report 18 CM hours at the end of a normal five-year CM cycle (including the leave of absence). 30 hours (five-year cycle) - 12 hours (two-year leave of absence) = 18 hours. You must pay your annual renewal fees during a leave of absence.

Extension of Time

An extension allows you to add an additional year to your cycle for the purpose of obtaining hours. However, your next cycle will be shortened to four years (instead of five years). No justification is required, simply a written request. The request must be made prior to the end of the normal cycle reporting deadline.

Reinstating an Invalid Certification

If CCHEST notifies you that your STS certification is invalid because you have not met the CM requirements, your only recourse is to reapply as a new candidate and meet all requirements to achieve the STS certification.

ALIGNMENT OF DUAL CERTIFICATIONS

CCHEST has created a policy to align recertification of CCHEST certifications: OHST/CLCS, CHST, STS and CSP. The policy is as follows:

Once an STS has completed an STS CM cycle and has been asked to report, he/she may submit the most recent, official *OHST/CLCS/CHST Certification Maintenance (CM) Worksheet* or *CSP Continuance of Certification (COC)* and letter of compliance in place of an STS CM Activity Log. CCHEST will accept this as meeting STS CM requirements. CCHEST will then adjust the dates of the STS CM cycle to match the most recent OHST/CLCS/CHST CM and CSP COC cycle. This may mean that the certificant will have a shortened STS CM cycle when the initial alignment is made. However, subsequent STS CM cycles will be aligned to a normal five-year cycle. Future STS CM reporting may then be made with the OHST/CLCS/CHST CM Worksheet and CSP (COC) letter of compliance.

If an STS encounters a hardship situation and requests either a Leave of Absence or Extension to their STS CM cycle, an STS CM Activity Log is required. Compliance with the OHST/CLCS/CHST CM and CSP (COC) program cannot be used to demonstrate STS CM compliance.

Finally, all STSs are still subject to STS CM rules and procedures even if they hold dual certification. If a certificant fails to report or meet STS CM requirements, then his/her certification will become invalid as stated in the STS CM Guide. If there are any questions regarding STS CM requirements or the alignment of OHST/CLCS/CHST CM cycles, please contact CCHEST for further clarification.

SAFETY TRAINED SUPERVISOR • CERTIFICATION MAINTENANCE ACTIVITY LOG

Name of Certificant: _____ Date for this Report: _____
 Home Work Mobile

Address: _____ Phone Number: _____

Work Email: _____ Non-Work Email: _____ Employer: _____

STS Certification Maintenance Cycle Date Started: _____ Date Ended: _____

NOTE: If you retake and pass an STS examination or you achieve the Occupational Health and Safety Technologist (OHST)/Certified Loss Control Specialist (CLCS) or Construction Health and Safety Technician (CHST) certification, you do not have to report. If you attend or teach courses, presentations or tool-box talks to meet STS CM requirements, use the table below to track your activities and credit.

Activity Date (mm/yyyy)	Course, Presentation or Tool-box Talk (check one)	Role (check one)	Credit Claimed (x.xx hrs)	Course, Presentation or Tool-box Talk Title or Topic	Location of Course, Presentation or Tool-box Talk (list employer name, project name or course/conference/tool-box talk provider name)
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Name of Certificant: _____

SAFETY TRAINED SUPERVISOR • CERTIFICATION MAINTENANCE ACTIVITY LOG (continued)

Activity Date (mm/yyyy)	Course, Presentation or Tool-box Talk (check one)	Role (check one)	Credit Claimed (x.xx hrs)	Course, Presentation or Tool-box Talk Title or Topic	Location of Course, Presentation or Tool-box Talk (list employer name, project name or course/conference/tool-box talk provider name)
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		Total hours →			

Please sign and date and have your supervisor or safety administrator sign and date your CM Activity Log before submitting it. If you don't have a second signature, please explain on a separate sheet of paper.

Date Submitted: _____ **Certificant Signature:** _____
 I attest to this certificant's certification maintenance activities.
Supervisor/Safety Administrator Signature: _____ **Date:** _____
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