

Graduate Safety Practitioner PROGRAM

GSP RETROACTIVITY APPLICATION GUIDE

January 2012

BCSP | Board of Certified
Safety Professionals

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GRADUATE SAFETY PRACTITIONER (GSP) FREQUENTLY ASKED QUESTIONS

What is the Graduate Safety Practitioner?

The Graduate Safety Practitioner (GSP) program is a path to the Certified Safety Professional® (CSP®) certification available to graduates of safety degrees that meet BCSP Qualified Academic Program (QAP) standards. The GSP program recognizes that an independently accredited academic program in safety meets BCSP's QAP standards and that its graduates are prepared for entry into (or advancement in) professional safety practice.

What is a QAP?

Currently, BCSP defines a QAP as a bachelor's or master's degree program holding safety (or similarly named) program accreditation by the ABET Applied Science Accreditation Commission (ABET-ASAC) or the Aviation Accreditation Board International (AABI). Check with BCSP for the most up-to-date list of QAPs.

Why should I apply for the GSP designation?

The GSP designation provides recognition for your level of professional safety practice and shows progress toward the CSP certification. If you are accepted into the GSP program, the CSP application fee and the Safety Fundamentals examination are waived.

What costs are associated with the GSP designation?

There is a GSP annual renewal fee which you can find details on at www.bbsp.org. All fees are nonrefundable and subject to change without notice.

What is the difference between the GSP and the Associate Safety Professional (ASP)?

The GSP designation is one path to the CSP certification and **does not** replace other paths. Those in the GSP path are not eligible for the ASP designation since GSPs receive a waiver of (and do not need to sit for) the Safety Fundamentals examination. The ASP denotes that someone has passed the Safety Fundamentals examination through a different path to the CSP certification. The GSP designation denotes graduation from a QAP and indicates progress toward the CSP certification. It is **not** a certification.

Once I have the GSP designation can I take the Comprehensive Practice examination right away?

You may sit for the Comprehensive Practice examination as soon as BCSP declares that you are eligible. BCSP uses a point system to award credit for academic qualifications and professional safety experience. An ABET accredited bachelor's degree earns 48 points and an ABET accredited master's degree earns 12 points. For each month of valid professional safety experience, you earn one point. You must have at least 96 points to sit for the Comprehensive Practice examination.

How long can I retain the GSP designation?

You can retain the GSP designation as long as you do not exceed time limits to complete the CSP certification and as long as you pay the GSP Annual Renewal Fee. **If you lose the GSP status**, you can apply through the general path to the CSP certification. You must meet all requirements applicable in that path.

Can I fax in or email my application?

Yes.

GSP RETROACTIVITY FREQUENTLY ASKED QUESTIONS

What is GSP Retroactivity?

The BCSP Board of Directors approved making the GSP designation available to individuals who graduated from a QAP **prior to June 2006 and during any year for which the QAP held accreditation from ABET-ASAC**. This action is called "GSP Retroactivity." Individuals apply directly with BCSP.

How do I apply for the GSP designation under GSP Retroactivity?

You must complete the GSP Retroactivity Application Form and associated forms found in this publication and submit them directly to BCSP. You do not apply through your QAP.

If I have already applied for the CSP, can I waive the Safety Fundamentals examination under GSP retroactivity?

If you meet qualifications for GSP Retroactivity and have not yet passed the Safety Fundamentals examination, you can switch to the GSP path. However, no application or examination fees will be refunded. See page 1.

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- Application Form
- Professional Safety Experience Form
- Reference Form

GSP RETROACTIVITY

Overview

BCSP established the GSP path to the CSP in 2006. When first implementing the GSP, BCSP limited participation to June 2006 graduates of QAPs and those graduating after that. Because the GSP launch went smoothly, the BCSP Board approved allowing certain previous graduates of QAPs to seek the GSP status with BCSP through a one-time, retroactivity period. This section details how the retroactivity works.

Who Qualifies For GSP Retroactivity?

To pursue the GSP status under GSP Retroactivity, you must apply directly to BCSP for the GSP status and meet all of the following:

1. You must hold a degree included in the QAP list (see Table 2 on page 3).
2. Your graduation date must have been within the degree's accreditation period.
3. You must have graduated in a calendar year during which the degree held program accreditation from the ABET Applied Science Accreditation Commission (ASAC) or AABI. Refer to the program accreditation and dates shown in Table 2 on page 3.
4. You **must not** currently hold the ASP designation or CSP certification.
5. You **must not** have previously held the GSP. Anyone can pursue the general path to the CSP at any time and meet all requirements for the CSP in that path.

Time Limits for GSP Retroactivity

Pay careful attention to these time limits. They define how much time you have to complete the CSP if awarded the GSP.

Three-Year Rule. You must sit for and pass the Comprehensive Practice examination within three years of the date on which you achieve 96 points for your educational and experience credit. You may pursue up to two, one year eligibility extensions for this requirement.

Other GSP Retroactivity Rules

1. Those who meet the qualifications for GSP Retroactivity and apply within the eligibility time limit do not pay an application fee for the GSP status. The waiver of application fee does not apply to anyone applying for the CSP through the general path.
2. Those achieving the GSP receive a waiver of the Safety Fundamentals examination. That waiver terminates if the GSP status is lost or terminated.
3. All who achieve the GSP under GSP Retroactivity must pay

a GSP annual renewal fee in January following the year their GSP designation was awarded to retain the status for as long as they are eligible. The current GSP annual renewal fee is listed on page 7.

4. Those who meet the qualifications for GSP Retroactivity and have previously applied for the CSP and/or sat for (but not passed) the Safety Fundamentals examination are eligible to switch to the GSP path as long as the ASP has not yet been achieved. **No application or examination fees will be refunded.**

How to Apply Under GSP Retroactivity

If you seek the GSP status through GSP Retroactivity, you must apply directly with BCSP.

A complete application includes the following:

- Completed and signed application form.
- An official transcript for each degree for which you are seeking credit. **Your transcript is proof of your eligibility for GSP Retroactivity.**
- Completed experience form(s).
- Completed reference forms.
- Any supplemental information that may be required.

Follow the detailed instruction that appears beginning on page 8.

GSP GENERAL INFORMATION AND QUALIFICATIONS

Understanding the Graduate Safety Practitioner Program

The Graduate Safety Practitioner (GSP) program is an additional path to the Certified Safety Professional® (CSP®) certification available to graduates of safety bachelor's or master's degrees that meet BCSP Qualified Academic Program (QAP) standards. The GSP program is a new path to the CSP certification and does not replace other paths. Refer to Table 1 (Paths to the Certified Safety Professional) on page 3 for a comparison of paths to the CSP certification.

Candidates in the GSP path do not sit for the Safety Fundamentals examination and, as a result, the Associate Safety Professional (ASP) designation is not part of the GSP path.

Those accepted into the GSP program receive a waiver of the CSP application fee and the Safety Fundamentals examination. However, GSPs must pay an annual renewal fee to retain the designation and must comply with time limits and other requirements to complete the CSP certification.

The GSP designation is not a certification. It denotes graduation from a QAP and indicates progress toward the CSP certification.

Purpose of the GSP Program

The purpose of the GSP program is to recognize that an independently accredited academic program in safety meets BCSP QAP standards and that its graduates are prepared for entry into (or advancement in) professional safety practice.

GSP Benefits

- Recognition for being in a path toward the CSP certification.
- Recognition for the level of preparation for professional safety practice.
- A waiver of the CSP application fee.
- A waiver of the Safety Fundamentals examination.
- A certificate awarding the GSP designation.

Definitions

Graduate Safety Practitioner. The Graduate Safety Practitioner (GSP) designation is **not a certification**. It is awarded to qualified individuals to mark their completion of an independently accredited academic program meeting BCSP QAP standards. The GSP designation recognizes students graduating from QAPs who develop suitable knowledge and skills for entry into (or advancement in) professional safety practice. The GSP designation also denotes participation in a path leading to the CSP certification.

Qualified Academic Program. A Qualified Academic Program (QAP) is an academic degree program in safety meeting BCSP standards for participation in the GSP program. Currently, BCSP defines a QAP as a bachelor's or master's degree program in safety holding program accreditation by the Applied Science Accreditation Commission (ASAC) or the Aviation Accreditation Board International (AABI).

The Certified Safety Professional

The Certified Safety Professional® or CSP®¹ is a certification awarded by the Board of Certified Safety Professionals (BCSP). More information about the CSP and BCSP can be found at www.bcsp.org.

Degrees Meeting BCSP QAP Standards

Refer to Table 2 (Qualified Academic Programs Eligible to Participate in the GSP Program) on page 3 for a list of degrees meeting BCSP QAP standards.

¹ Certified Safety Professional®, CSP®, and the CSP logo are registered certification marks with the U.S. Patent and Trademark Office.

Table 1. PATHS TO THE CERTIFIED SAFETY PROFESSIONAL CERTIFICATION

Summary Outline (Refer to detailed literature on the CSP certification at www.bccsp.org for complete details for each path.)

Path	Education	Experience	Safety Fundamentals Examination ¹	Comprehensive Practice Examination ²	Certified Safety Professional
1. General Path	<ul style="list-style-type: none"> •Bachelor's degree in any field OR •Associate degree in safety and health 	4 to 7 years of acceptable professional safety experience. (The exact amount depends on the degree level and field of major.)	Passing the Safety Fundamentals examination leads to the <i>Associate Safety Professional (ASP)</i> designation, denoting progress toward the CSP certification.	Passing the Comprehensive Practice examination is the last step in achieving the CSP certification.	
2. Certification/ Licensure Waiver Path	Same as General Path	Same as General Path	The Safety Fundamentals examination is waived because of examinations leading to other acceptable certifications of licenses. A person in this path cannot hold the ASP designation.	Same as General Path	
3. Graduate Safety Practitioner Path	Bachelor's or master's degree in safety from a degree program acceptable to BCSP. (The GSP designation denotes that a degree of this type was earned and the person is in process toward the CSP certification.)	Same as General Path	The Safety Fundamentals examination is waived because of the level of training in the degree program for entry into or advancement in professional safety practice. A person in this path cannot hold the ASP designation.	Same as General Path	

Time Limits and Other Key Rules

¹ Once eligible for the Safety Fundamentals examination through credit for a degree and/or experience, the candidate **must sit** for the Safety Fundamentals examination at least once every 3 years to remain a candidate.

² Once eligible for the Comprehensive Practice examination through credit for a degree and/or experience (and having passed the Safety Fundamentals examination if that is required in the path), the candidate **must pass** the Comprehensive Practice examination within 3 years.

Table 2. QAPs ELIGIBLE TO PARTICIPATE IN THE GSP PROGRAM

School	Degree	Accreditation/Year (Accredited since Oct. 1 of the year displayed unless otherwise noted)
University of Central Missouri*	BS Occupational Safety & Health	ABET-ASAC/1991 to 09-30-1995; 1999
Embry-Riddle Aeronautical University - Daytona Beach	BS Safety Science	AABI/2011
Fairmont State University	BS Occupational Safety	ABET-ASAC/2006
University of Findlay	BS Environmental Safety and Occupational Health Mgmt	ABET-ASAC/2006
University of Houston – Clear Lake	BS Environmental Science – Safety	ABET-ASAC/2007
Indiana University of Pennsylvania	BS Safety Science	ABET-ASAC/1983
Marshall University	BS Safety Technology**	ABET-ASAC/1993
Millersville University	BS Occupational Safety & Environmental Health***	ABET-ASAC/08-01-1993
Murray State University	BS Occupational Safety & Health MS Occupational Safety & Health	ABET-ASAC/1988 ABET-ASAC/1988
Oakland University	BS Occupational Safety & Health	ABET-ASAC/2003
Oklahoma State University	BS Fire Protection & Safety Technology	ABET-TAC/1977
Pennsylvania State University	BS Industrial Health & Safety	ABET-ASAC/2004 to 09-30-2009
Rochester Institute of Technology	BS Safety Technology	ABET-ASAC/2003
Southeastern Louisiana University	BS Occupational Safety Health & Environment	ABET-ASAC/2009
West Virginia University	MS Safety Management	ABET-ASAC/1993

*Formerly Central Missouri State University

**Formerly BS Safety Technology Occupational Safety Option

***Formerly BS Occupational Safety/Hygiene

MOVING BEYOND THE GSP DESIGNATION

The following applies to the CSP certification.

BCSP Point System

BCSP uses a point system to determine eligibility for examinations. **You must have 96 points to sit for the Comprehensive Practice examination.**

You can earn points through education, experience, and certain other certifications. The **Degree Credit** table on page 6 lists points awarded for various degrees. You may use only one undergraduate and one graduate degree for credit. If you hold more than one undergraduate or graduate degree, only the degree yielding the highest point value will be accepted. **Continuing education courses, seminars, and certificate programs are not a substitute for, and do not receive credit toward, the academic requirement.**

In addition to degrees and experience, candidates earn points for holding the Occupational Health and Safety Technologist® (OHST)/ Certified Loss Control Specialist (CLCS) or Construction Health and Safety Technician® (CHST) certifications from the Council on Certification of Health, Environmental and Safety Technologists² (CCHST). If you hold the OHST/CLCS or CHST at the time of application for the CSP certification, you are awarded 12 experience points. If both certifications are held, the maximum number of experience points awarded is still 12.

Total points are the sum of academic points and experience points and points for the OHST/CLCS or CHST.

The Experience Requirement

In addition to the academic requirement, CSP candidates must have professional safety experience. The exact number of years depends on their degree(s) and if they hold OHST/CLCS or CHST certification. BCSP has a broad definition of safety. Professional-level work experience in safety, environmental protection, fire protection, radiation protection, and industrial hygiene is considered professional safety experience.

Each month of acceptable professional safety experience earns one point. Please note that there is no partial or additional credit for experience.

All professional safety experience must meet all of the five following criteria to be acceptable to BCSP:

1. Professional safety 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, and the environment, rather than responsibility for responding to harmful events.
3. Professional safety functions 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 work during any year (75 hours per month or 18 hours per week) for which experience 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 analyzing, synthesizing, designing, investigating, planning, administering, and communicating.

Sitting for the Comprehensive Practice Examination

At the time you apply for the GSP, BCSP calculates the points you hold. If you hold less than 96 points, BCSP estimates when you will achieve 96 points assuming you hold employment in a position that meets professional safety practice requirements. Near that estimated date, BCSP will request that you complete the Professional Safety Experience Update Form, covering your experience from the date of application to the present. Return this completed form to BCSP. There is no fee involved. BCSP will evaluate your experience and will notify you of eligibility. If 96 points are not met after the candidate's work experience is updated, BCSP estimates a new eligibility date.

Preparing for the Comprehensive Practice Examination

When preparing for the Comprehensive Practice examination, it is essential to obtain the *Comprehensive Practice Examination Guide* which provides important information about the examination content, preparing for the examination, study materials offered by other organizations, and examination procedures. View and print this publication at no cost at www.bcsp.org/csp.

Recertification

Once you achieve the CSP, you must meet recertification requirements every five years. The recertification program helps ensure that CSPs stay current in the safety profession. Your CSP designation becomes invalid if you fail to meet recertification requirements. The *Recertification Guide* explains these requirements in detail. Visit www.bcsp.org/recertification to obtain a copy.

²Council on Certification of Health, Environmental and Safety Technologists, 208 Burwash Ave., Savoy, IL 61874; Phone: 217-359-2686; Fax: 217-359-0055; Email: cchest@cchest.org; Web: www.cchest.org.

CSP Self-assessment Examinations

BCSP publishes self-assessment examinations for the Safety Fundamentals and Comprehensive Practice examinations. Many candidates find them helpful in examination preparation. They can help diagnose how well you know the body of knowledge and help refresh test-taking skills.

To order self-assessment examinations, please complete the order form on page 13. You can also order self-assessment examinations on the BCSP web site at www.bcsp.org/csp.

The self-assessment examinations are 50% of the length of a full examination. These examinations contain items that are similar in style, difficulty, and subject matter to the actual examinations. The examination booklets include scoring sheets and a chart of correct answers. They include solutions to computational items and explanations for correct answers for other items, along with detailed references.

Table 3. DEGREE CREDIT (applicable through 12/31/08)

Degree/Program Major	Program Accred ¹	Associate ²	Bachelor's ²	Master's ³	PhD. ³
Safety, Health, Environment, Ergonomics	Yes No	24 18	48 36	12 9	24 ⁴ 24 ⁴
Safety/Occupational Safety	Fire Protection Engineering	Environmental Science			
Industrial Hygiene/Occupational Health	Fire Protection Engineering Technology	Environmental Health			
Health Physics/Radiation Safety	Occupational Health/Hygiene	Ergonomics			
Safety Engineering	Fire Science	Environmental Management			
Safety Engineering Technology	Loss Control Management	Environmental Engineering			
Engineering			30	8	15
Chemical Engineering	Electrical/Electronic Engineering	Mechanical Engineering			
Civil Engineering	Engineering Mechanics	Structural Engineering			
Computer Engineering	Industrial Engineering	Other Engineering Specialty			
Engineering Technology			30	8	15
Any specialty (other than safety or environment)					
Natural, Physical and Health Sciences			30	8	15
Agriculture/Agronomy	Biology/Microbiology/Zoology/Physiology/Botany/Entomology/Animal Science	General Science			
Architecture	Computer Science	Geology/Earth Sciences			
Astronomy		Mathematics			
Aviation		Physics			
Chemistry/Biochemistry	Forestry	Waste Management			
Medicine, Nursing, Health Sciences			30	8	15
Medicine	Allied Health Sciences	Toxicology			
Nursing	Public Health				
Business, Management, and Law			30	8	15
Business Administration	Finance	Specialty Management, such as:			
Business Management	Marketing	Aviation, Security, etc.			
Accounting	Management	Law			
Industrial Technology			30	8	15
Any specialty (other than safety or environment)					
Liberal Arts, Education, Social Science			18	5	9
Anthropology	Art	Criminal Justice			
Applied/Industrial Arts	Communication	Industrial Education			
Education	Industrial Arts	Foreign Language			
Geography	History	General Studies			
Humanities	Journalism	Liberal Arts			
Political Science	Psychology	Educational Psychology			
Social Work	Sociology	Urban Planning			
Other Liberal Arts					

Note 1. BCSP relies on ABET and certain other acceptable program accreditations for safety and related degrees to set policy on eligibility points and participation in the Graduate Safety Practitioner (GSP) program as a Qualified Academic Program (refer to the *GSP Application Guide*).

Note 2. The minimum academic requirement is an associate's degree in safety or closely-related field. If more than one undergraduate degree is held, BCSP awards credit for the one degree offering the highest points. The only circumstance that the non-safety associate's degree is awarded points is if the minimum academic requirement is met with an accredited master's or PhD degree and no credit is awarded for the bachelor's degree.

Note 3. For more than one advanced (post-bachelor) degree, BCSP awards credit for the one degree offering the highest credit.

Note 4. Doctoral degrees are not accredited due to their customized structure. Any safety or safety-related doctorate degree earns 24 points.

PROGRAM FEES AND POLICIES

BCSP charges the following fees:

Application Fee	Waived for GSP Candidates (\$160 for others)
Examination Fees*	
Safety Fundamentals	Waived for GSP Candidates (\$350 for others)
Comprehensive Practice	\$350
Annual Renewal Fees**	
GSP	\$140
ASP	\$140
CSP	\$150
Late Annual Renewal Payment Fee***	\$25

*For computer-delivered examinations to be taken inside the U.S. or Canada.

**Those who qualify for GSP Retroactivity will begin paying an annual renewal fee in January following the year their GSP designation was awarded. Annual renewal fees are due on January 1 each year and apply to persons holding the GSP designation. Your designation becomes invalid if you fail to pay your annual renewal fee.

***When a GSP, ASP or CSP annual renewal fee is not paid by the due date, a late fee is added to the annual renewal fee.

Fees are nonrefundable and nontransferable. Checks and money orders must be payable to BCSP. All fees are payable in U.S. dollars drawn on a U.S. bank. Fees are subject to change at any time without notice.

Non-sufficient fund (NSF) checks will stop action on the certification process for any candidate covered by the check, and the check originator will be billed for any related NSF fees.

Other fees may apply upon achieving the CSP designation. For example, individuals who pay their annual renewal fee late may incur a late charge or a reinstatement fee if BCSP has acted to terminate certification. For those with North Carolina business or residential addresses, BCSP invoices CSPs to reimburse BCSP for fees required by the North Carolina Safety Professional Act to maintain a registry of CSPs in North Carolina.

Unemployed certificants may request a one-year waiver of the annual renewal fee in writing only **once** during their history with BCSP.

Non-Discrimination

BCSP evaluates all candidates seeking the CSP designation without regard to religion, ethnicity, gender, age, national origin, disability, or sexual orientation.

Retaining the GSP

The following conditions will result in the loss of the GSP designation:

- Failure to pay an annual renewal fee.
- Failing to complete the CSP within other eligibility time limits.

Maintaining Your Mail and Email Address

As a GSP, you are solely responsible to keep BCSP informed of your current mail and email address. If either address changes, you must notify BCSP. You could lose the GSP designation if annual renewal notices and other important information do not reach you.

Protecting the GSP and CSP Designation

BCSP acts to challenge those who use the GSP and CSP designations without authority from BCSP. Penalties may include being barred from pursuing BCSP certifications and publishing the names of violators. A directory of those holding certification from BCSP, and those who have used BCSP designations without authority, appear at www.bcsp.org.

Disciplinary Action

BCSP has a disciplinary action policy. Disciplinary actions may include any of the following:

- Reject or suspend an application;
- Terminate or suspend a candidate's eligibility;
- Issue a reprimand;
- Suspend, refuse to renew or revoke the ASP or CSP; *or*
- Terminate or suspend any status with BCSP.

The *Discipline Policy* is located at www.bcsp.org/About_BCSP and provide detailed procedures for bringing charges and for hearings related to disciplinary charges.

GSP RETROACTIVITY APPLICATION INSTRUCTIONS

General

Individuals who wish to pursue the CSP certification through GSP Retroactivity must submit a complete application. Candidates apply only once, provided they follow all policies, stay within their time limits, and do not lose their designation.

BCSP can act only on the information you include in the application. Complete and well-written information will help evaluators to determine eligibility.

All necessary forms are at the end of this guide. You can also view, edit, and print forms from the GSP page at www.bcsp.org/gsp. All forms must be typed or legibly printed. If we cannot read your forms, we cannot evaluate your application.

You should prepare a draft copy first and then prepare and mail a final copy. **Do not send resumes, professional papers, continuing education course certificates, or any other item that is not specifically requested in these instructions.**

Applicant Personal Data

- Check *Mr.* or *Ms.* Use your legal, given name as it appears on your government-issued identification. Do not use nicknames. You must notify BCSP about any subsequent name changes, and we require a copy of the legal document (marriage certificate, divorce decree, etc.) creating the change.
- Provide your social security number if you have one. It will become an identifying number with BCSP. **BCSP does not release it.**
- Provide your **home** address. You must notify BCSP about any address changes.
- Provide your date of birth.
- Select one North American Industry Classification System (NAICS) code from the table of NAICS codes (Table 4 on page 9) which best fits your current position. If your employer has multiple functions, you may add a second NAICS code on the application. NAICS has replaced the U.S. Standard Industrial Classification (SIC) system.
- Provide your home, work, mobile, and fax phone numbers. For numbers outside the U.S. and Canada, please include the country and city codes.
- Provide your email address(es).

College Education

For each degree:

- List the college name(s), city, and state.
- List the graduation date.
- List your major or program of study title as it appears on your transcript.
- List the degree(s) earned.
- Check one appropriate box to indicate whether your transcripts are enclosed or the schools are sending them. The transcript for your QAP degree (see Table 2 on page 3) is your proof of eligibility for GSP Retroactivity.

For each degree for which you are seeking credit, an official transcript in a sealed envelope from the issuing university is required. The school should send it directly to BCSP. You can only earn credit for one undergraduate degree and one graduate degree. You should send the transcript for the degree(s) which earn the highest number of points. If you hold more than one bachelor's or master's degree, you must provide the transcript for the degree that provides the most eligibility points. See Table 3.

BCSP Policy on Diploma Mill Degrees

BCSP has established an official interpretation, Interpretation #1, for Standard 5 of the *Code of Ethics and Professional Conduct*, relating to diploma mill degrees and similar unaccredited degrees. Interpretation #1 considers it unethical for someone holding status or certification with BCSP to use a diploma mill or similar unaccredited degree. A copy of Interpretation #1 appears on the BCSP web site at www.bcsp.org.

Summary of Professional Safety Experience

List each full-time position (for which you are seeking credit) in reverse chronological order (i.e. most recent first). Also account for any discontinuity in employment (i.e. being a full-time student or unemployment). Each position must cover a separate and distinct time period and should not overlap.

- List each professional title of the position.
- List the employer for each position.
- List the month and year for each start and end date.
- List the number of months in each position.

You **must** enclose a Professional Safety Experience Form for each position for which you are seeking credit. You should not complete an experience form for any time as a student or for any position which does not meet all of the qualifications listed on page 4. See the section entitled "Completing Professional Safety Experience Forms" for more details.

Table 4. NAICS CODES

North American Industrial Classification System Codes	
NAICS Code	Description [Old SIC Code]
	* indicates a code used by BCSP and CCHES
11	Agriculture, Forestry, Fishing and Hunting [07]
21	Mining, Quarrying, and Oil and Gas Extraction [10]
211	Oil and gas extraction
2121	Coal mining
2122	Metal ore mining
2123	Nonmetallic mineral mining and quarrying
213	Support activities for mining
22	Utilities [49]
2211	Electric power generation, transmission and distribution
2212	Natural gas distribution
2213	Water, sewage and other systems
23	Construction (general)
236	Construction of buildings [15]
237	Heavy and civil engineering construction [16]
238	Specialty trade contractors [17]
31-33	Manufacturing
311	Food manufacturing [20]
312	Beverage and tobacco product manufacturing [21]
313	Textile mills
314	Textile product mills [22]
315	Apparel manufacturing [23]
316	Leather and allied product manufacturing [31]
321	Wood product manufacturing [24]
322	Paper manufacturing [26]
323	Printing and related support activities [27]
324	Petroleum and coal products manufacturing (including refineries) [13, 29]
325	Chemical manufacturing [28]
326	Plastics and rubber products manufacturing [30]
327	Nonmetallic mineral product manufacturing
331	Primary metal manufacturing [33]
332	Fabricated metal product manufacturing (including ordnance) [34, 19]
333	Machinery manufacturing [35]
334	Computer and electronic product manufacturing [36]
335	Electrical equipment, appliance, and component manufacturing [36]
336	Transportation equipment manufacturing [37]
337	Furniture and related product manufacturing [25]
339	Miscellaneous manufacturing [39]
42	Wholesale Trade [50]
44-45	Retail Trade (general) [52]
447	Gasoline stations
452	General merchandise stores
459*	Other retail trade
48-49	Transportation and Warehousing
481	Air transportation [45]
482	Rail transportation [40]
483	Water transportation [44]
484	Truck transportation [42]
485	Transit and ground passenger transportation [41]
486	Pipeline transportation
491	Postal service
492	Couriers and messengers
499*	Other transportation and support services
51	Information (general)
511	Publishing industries (except Internet; including newspapers, books, periodicals, directories and software) [27]
512	Motion picture and sound recording industries [48]
515	Broadcasting (except Internet) [48]
517	Telecommunications [48]
518	Data processing, hosting, and related services
519	Other information services (including libraries) [82]
52	Finance and Insurance (general)
524	Insurance carriers and related activities [63]
53	Real Estate and Rental and Leasing
531	Real estate [60]
532	Rental and leasing services
533	Lessors of nonfinancial intangible assets (except copyrighted works)
54	Professional, Scientific, and Technical Services [89]
5411	Legal services
5413	Architectural, engineering and related services
5416	Management, scientific, and technical consulting services (including safety, health & environmental)
5417	Scientific research and development services
5419	Other professional, scientific, and technical services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
561	Administrative and support services
562	Waste management and remediation services
61	Educational Services [82]
6111	Elementary and secondary schools
6112	Junior colleges
6113	Colleges, universities, and professional schools
6116	Other schools and instruction
6117	Educational support services
62	Health Care and Social Assistance [80]
621	Ambulatory health care services
622	Hospitals
623	Nursing and residential care facilities
624	Social assistance
71	Arts, Entertainment and Recreation
72	Accommodation and Food Services (general) [70]
721	Accommodation
722	Food services and drinking places
81	Other Services (except Public Administration)
811	Repair and maintenance
812	Personal and laundry services
8139	Business, professional, labor, political, and similar organizations [86]
819*	Other Services
92	Public Administration (Create a four character code by selecting the applicable 9xx functional category plus a fourth digit to indicate the government level)
921x	Executive, legislative, and other general government support
922x	Justice, public order, and safety activities (including police, fire & safety agencies)
923x	Administration of human resource programs
924x	Administration of environmental quality programs
925x	Administration of housing programs, urban planning, and community development
926x	Administration of economic programs
927x	Space research and technology
928x	National security and international affairs
xxx1*	Federal [91]
xxx2*	State [93]
xxx3*	Local [92]
xxx4*	International [94]
Other BCSP Classifications	
96*	Unemployed
98*	Retired from full-time employment
99*	Nonclassifiable Establishments

Professional References

Professional references are people who can attest to your professional safety experience. You must submit two Reference Forms. If you are self-employed, use a client as a reference.

For further information on reference requirements see “Completing and Submitting Reference Forms” on this page.

Licenses, Registrations, and Certifications

Of the ones listed, mark all licenses, registrations, and certifications that you **currently** hold and are in good standing.

If you hold the OHST/CLCS or CHST, specify this by checking the appropriate box. If you hold the OHST/CLCS or CHST at the time of application, you are awarded 12 experience points. If both certifications are held, the maximum number of experience points awarded is still 12.

Professional Society Memberships

Of the ones listed, check **all** professional health and safety societies of which you are a current member.

Primary Safety Specialty

Check only **one** specialty that best describes your overall qualifications.

Validation

Your signature means that you agree with the statements printed above the signature block. **BCSP will return applications that are not signed and dated.**

BCSP requires applicants to disclose criminal convictions, disciplinary actions, and denial or revoked certifications, licenses and professional registrations. BCSP uses its policy relating to criminal convictions to determine whether the application can proceed or whether it will be terminated. In some cases, a BCSP attorney must contact the applicant to clarify information about the conviction. A copy of the BCSP criminal conviction policy appears at www.bccsp.org/About_BCSP.

BCSP also requires applicants to disclose any disciplinary actions or denial of certifications, licenses or professional registrations taken against the applicant by the issuing certification board or agency. BCSP determines whether the action should be considered in the certification application process.

Applicants are required to provide disclosure of:

- All felony convictions
- All misdemeanor convictions within the past five (5) years (Minor traffic violations and petty offenses **DO NOT** have to be reported)
- Any record of unethical behavior
- Information related to having a professional license of certification denied, suspended or revoked for reasons other than not meeting qualifications, failure of examination, or failure to pay renewal fees

Professional Advancement Mentor Program

Over the years, many CSPs encouraged, assisted, or required fellow safety professionals to pursue certification to advance their careers. In the past, BCSP did not have a way to recognize these contributions. A small step in that direction is a program that traces the role CSPs play in assisting aspiring CSP's career development and then recognizing their contributions. Applicants and mentors can participate in this program by completing a Professional Advancement Mentor Program Form and submitting it with the candidate's application. Forms and more information are located at www.bccsp.org/mentoring.

Completing Professional Safety Experience Forms

Beginning with your current position, complete a separate Professional Safety Experience Form for each position in which you are seeking credit. If you held more than one position with an employer, you must complete a separate Professional Safety Experience Form for each position.

All sections must be completed. Please refer to page 4 for an explanation of acceptable safety experience before completing your forms. In the SUMMARY OF ACTIVITIES section write in each space the percent of time that you devoted to each of twelve major areas of professional safety practice. **All functions must total 100%.** Refer to Table 5 on page 12 for a description of each category.

One of the most important items included with your application is the Professional Safety Experience Form. Provide a **complete** description of your three primary position functions that deal with areas A through K. Do **NOT** provide a description for area L (Functions that are **not** Safety, Health, or Environmental). **Evaluators can only consider the information provided. If information does not clearly define job functions in detail, or give specific examples of work activity, evaluators cannot award credit for the work experience.**

BCSP may request additional information to decide on credit for a position, and such requests may delay the evaluation process. Do not submit formal job descriptions or resumes.

Completing and Submitting Reference Forms

Professional references provide important information in determining your eligibility. The Reference Forms submitted must be from the references listed on your Application Form. In certain cases, the Board may request additional references. **Reference Forms must be completed by the reference, not the applicant. Please have reference complete our Reference Form and not a reference letter.**

Submitting Your Application

Please see page 13 for the GSP Application Checklist. Complete and return it with your application. A complete application must include:

- A current GSP Retroactivity Application Form (signed).
- An official transcript for each degree for which credit is sought. BCSP only accepts and evaluates official transcripts. **BCSP cannot evaluate copies.**
- A Professional Safety Experience Form covering each period of professional safety experience for which credit is sought.
- Reference Forms from at least two people.

Make a copy of all application materials for your records. Paper clip all materials together. Do not bind your materials or place them in a folder.

Send materials to:

GSP Retroactivity Applications
Board of Certified Safety Professionals
2301 W. Bradley Avenue
Champaign, IL 61821

Table 5. PROFESSIONAL SAFETY JOB FUNCTIONS

Hazard Identification: All activity related to the identification/verification of conditions, methods, or processes having the potential to cause damage or injury to people or property. Examples of tasks: visual inspections, review of documentation, interviews or inquiries, literature searches, application of hazard analysis methods or system safety analyses.

Hazard Evaluation: The review of recognized hazards associated with conditions, methods and processes or the comparing of existing hazard levels to standards. Examples: safety testing of equipment or processes, industrial hygiene sampling and analysis, and making computations to establish the level of hazard or risk.

Hazard Control Design: Developing or proposing new methods, devices, equipment or processes that will reduce the level of hazard exposure by an acceptable amount. Examples: literature searches and consultations with experts, managers or others to identify potential hazard controls and their integration into existing designs or actually designing controls.

Hazard Control Verification: All activity carried out to ensure that existing hazard control measures are performing as designed. Examples: conducting physical audits and tests of methods, devices, equipment and processes and determining if hazard controls are in place and functioning properly.

Safety/Health Program Design: The planning, preparation and proposal of written policies and programmatic descriptions explaining systematic methods and procedures and assigning responsibilities for reducing the risk of personal injury, death or property damage. Examples: consultations and discussions with managers and officials about new or modified safety and health programs directly related to hazard control efforts.

Safety/Health Program Evaluation: The review of existing safety and health programs in order to determine if program objectives are achieved. Examples: auditing of program activities, statistical analysis of program performance, and recommending modifications to existing programs.

Safety/Health Communication: The development of audio, audiovisual, printed materials and other communication media based on identified problems, solutions and implementations which are directed at employees, supervision, management and external audiences to assist in abating accidents, injuries, or illnesses or to inform of safety and health problems and progress (not already included under the above categories).

Investigation and Statistical Reporting: The inquiry into complaints, claimed or real exposures, review of accidents, incidents, injuries and illnesses that have occurred along with the review of resource literature and related standards. The determination of possible causal factors and remedial measures. This activity may include the compilation of data and preparation of reports.

Safety Training/Education: The selection and packaging of hazard-related information to assist various audiences in accepting, understanding and applying knowledge to their respective activities, duties and responsibilities. The audiences may include employees, supervisors, managers, professional and technical people, and the public.

Supervision of Other Safety Personnel: The direction of subordinate safety and health personnel in order to support hazard control programs. This may include routine supervision, technical guidance and evaluation of professional performance.

Environmental Protection: All activity carried out in order to characterize and control potentially harmful agents, wastes and other effluents in order to minimize their damage to the environment and ecological systems.

Neither Safety/Health Nor Environmental Functions: All activities which do not fall within any of the above eleven categories.

Board of Certified Safety Professionals

2301 W. Bradley Avenue
 Champaign, Illinois 61821
 Phone: +1 217-359-9263 Fax: +1 217-359-0055
 Email: bcsp@bcsp.org Web: www.bcsp.org

**Certified Safety Professional®
 PROFESSIONAL SAFETY
 EXPERIENCE FORM
 For Graduate Safety Practitioners**



Type or print legibly. You must complete a Professional Safety Experience Form for each position for which you are seeking professional safety experience credit. Positions must meet all five criteria listed in the *GSP Application Guide* to receive credit. Use a **separate form** for **each position** or time period, including different positions for the same employer. Additional copies may be viewed and printed from www.bcsp.org/gsp.

APPLICANT

Applicant Name	_____		
	First	MI	Last
Social Security Number			

POSITION

Position Title	Dates Employed in Position (MM/YY) From ____ / ____ To ____ / ____	Total Months In Position _____
Was Safety (as defined in the <i>GSP Application Guide</i>) the Primary Function of this Position? <input type="checkbox"/> Yes <input type="checkbox"/> No		Did Safety-Related Duties Comprise at Least 900 hrs/yr (75 hrs/mo or 18 hrs/wk)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was this Position? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Number of Hours per Week on Average _____ hrs/wk	
Portion of Job Duties Which Were Safety-Related _____%		

EMPLOYER

Employer and Address	Employer's Major Product or Service
	Name of Supervisor

PROFESSIONAL SAFETY EXPERIENCE IN THIS POSITION - SUMMARY OF ACTIVITIES

Indicate the percentage of your time in this position devoted to each area listed below. **The total for A - L must equal 100%.**

A. ____ % Hazard Identification	D. ____ % Hazard Control Verification	G. ____ % Safety/Health Communication	J. ____ % Environmental Protection
B. ____ % Hazard Evaluation	E. ____ % Safety/Health Program Design	H. ____ % Investigation and Statistical Reporting	K. ____ % Supervision of other Safety, Health, and Environmental Personnel
C. ____ % Hazard Control Design	F. ____ % Safety/Health Program Evaluation	I. ____ % Safety Training and Education	L. ____ % Functions that are not Safety, Health, or Environmental

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Certified Safety Professional®
REFERENCE FORM
For Graduate Safety Practitioners



Please type or print legibly. Return the form to the applicant in a sealed envelope. Additional copies may be viewed and printed from www.bcsp.org/gsp.

APPLICANT

Applicant Name	_____		
	First	MI	Last/Family

The applicant is seeking the CERTIFIED SAFETY PROFESSIONAL (CSP) certification. Applicants must meet academic and experience requirements and pass examinations. Your evaluation of the applicant's qualifications provides very important information for BCSP in determining if the applicant is eligible for examinations and ultimately the CSP credential. While the Board intends to hold your comments confidential, that cannot be guaranteed.

REFERENCE PERSON

Reference Name _____	Phone (Area Code) (Number) _____	Current Designations Held (Check all that apply.) <input type="checkbox"/> CSP <input type="checkbox"/> CIH <input type="checkbox"/> PE (specify state) _____ <input type="checkbox"/> CEng <input type="checkbox"/> CHP <input type="checkbox"/> CMIOSH <input type="checkbox"/> CPMSIA/FSIA/CFSIA <input type="checkbox"/> COHN/SM <input type="checkbox"/> COHN-S/SM <input type="checkbox"/> CRSP <input type="checkbox"/> SISO (Professional Member) Identification Number _____
Your Title or Position _____		
Company _____		
Address _____		Email _____
City _____	State/Province _____	Zip Code/Postal Code _____ Country _____
Signature _____		Date _____

BASIS FOR YOUR COMMENTS

Period during which you have personal knowledge of applicant's professional safety capabilities	FROM (MM/YY)	TO (MM/YY)	Are you a relative of this applicant? <input type="checkbox"/> No <input type="checkbox"/> Yes - Explain: _____
Nature of Your Relationship with Applicant: <input type="checkbox"/> Supervisor <input type="checkbox"/> Past Supervisor <input type="checkbox"/> Co-worker <input type="checkbox"/> Employee <input type="checkbox"/> Professor <input type="checkbox"/> Friend <input type="checkbox"/> Other _____		Briefly describe: _____	

DEFINITIONS

CERTIFIED SAFETY PROFESSIONAL	PROFESSIONAL SAFETY EXPERIENCE
An individual who utilizes the expertise derived from a knowledge of the various sciences and professional experience, to create or develop procedures, processes, standards specifications, and systems to achieve optimal control or reduction of the hazards and exposures which are detrimental to people and/or property and the environment by the utilization of analysis, synthesis, investigation, evaluation, research, planning, design, and consultation and who has met all of the requirements for certification established by the Board of Certified Safety Professionals.	<ul style="list-style-type: none"> For a position to be accepted as qualifying with BCSP as professional safety experience, professional safety work must be the <u>primary</u> function and account for at least 50% of the position's responsibilities. Positions in which safety is an inherent responsibility but <u>not the primary function</u> are not considered by BCSP as professional safety experience. Professional safety experience differs from non-professional safety experience in the degree of responsible charge and ability to defend analytical approaches and engineering or administrative control recommendations. The safety professional must be able to demonstrate to the satisfaction of his peers, employer, and clients the ability to use analysis, synthesis, design, investigation, planning, and communication to optimally control or reduce the risk of exposures that would be detrimental to people, property, and the environment.

Applicant's Last/Family Name	Reference's Last Name
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VALIDATION OF APPLICANT'S EXPERIENCE

(Refer to definitions on the reverse side of this form. This section does not apply to student applicants.)

Applicant's Position Title	What were the average hours per week the applicant worked in this position? _____	What is/was the applicant's primary function in this position?
----------------------------	--	--

<p>Do you consider this applicant to be a professional in safety, industrial hygiene, fire protection, or environmental control?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I do not have the knowledge to evaluate.</p>	<p>What percent of time in this position does/did the applicant spend on professional safety, industrial hygiene, fire protection, or environmental control work? _____</p>
---	---

Briefly describe this position and the applicant's responsibilities in the position.

Does/did the applicant have other work activities (beside professional safety, industrial hygiene, fire protection, and/or environmental control) assigned to his/her job? No Yes (If yes, please describe.)

To your knowledge, does the applicant have any significant technical deficiencies? No Yes (If yes, please describe.)

To your knowledge, does the applicant have any deficiencies in professional ethics? No Yes (If yes, please describe.)

If you have additional comments about the applicant, please note them below.

Board of Certified Safety Professionals

CODE OF ETHICS AND PROFESSIONAL CONDUCT



This code sets forth the code of ethics and professional standards to be observed by holders of documents of certification conferred by the Board of Certified Safety Professionals. Certificants shall, in their professional safety activities, sustain and advance the integrity, honor, and prestige of the safety profession by adherence to these standards.

Standards

1. Hold paramount the safety and health of people, the protection of the environment and protection of property in the performance of professional duties and exercise their obligation to advise employers, clients, employees, the public, and appropriate authorities of danger and unacceptable risks to people, the environment, or property.
2. Be honest, fair, and impartial; act with responsibility and integrity. Adhere to high standards of ethical conduct with balanced care for the interests of the public, employers, clients, employees, colleagues and the profession. Avoid all conduct or practice that is likely to discredit the profession or deceive the public.
3. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence in the subject matter.
4. Undertake assignments only when qualified by education or experience in the specific technical fields involved. Accept responsibility for their continued professional development by acquiring and maintaining competence through continuing education, experience and professional training.
5. Avoid deceptive acts that falsify or misrepresent their academic or professional qualifications. Not misrepresent or exaggerate their degree of responsibility in or for the subject matter of prior assignments. Presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, or past accomplishments with the intent and purpose of enhancing their qualifications and their work.
6. Conduct their professional relations by the highest standards of integrity and avoid compromise of their professional judgment by conflicts of interest.
7. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, sexual orientation, or disability.
8. Seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their community and their profession by sharing their knowledge and skills.

Approved by the BCSP Board of Directors, October 2002.

Interpretation #1

In 2007, BCSP implemented a policy that states it is unethical and a violation of the *CSP Code of Ethics and Professional Conduct* to use an unaccredited degree. This policy, Interpretation #1, is located in its entirety on the BCSP web site (www.bcsp.org).

BCSP | **Board of Certified
Safety Professionals**

Advancing the Safety, Health and Environmental
Professional Since 1969

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