BCSP recommends you complete the tutorial at the beginning of the exam to help familiarize yourself with the computer-delivered examination process. You must agree to comply with BCSP’s Code of Ethics, examination security, and non-disclosure rules before you can begin the exam. Once you complete these steps, your examination clock starts.

<table>
<thead>
<tr>
<th>EXAMINATION</th>
<th>TIME ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSP</td>
<td>5.5 hours</td>
</tr>
<tr>
<td>SMS</td>
<td>4.5 hours</td>
</tr>
<tr>
<td>ASP</td>
<td>5 hours</td>
</tr>
<tr>
<td>OHST</td>
<td>4 hours</td>
</tr>
<tr>
<td>CHST</td>
<td>4 hours</td>
</tr>
<tr>
<td>STS</td>
<td>2 hours</td>
</tr>
<tr>
<td>STSC</td>
<td>2 hours</td>
</tr>
<tr>
<td>CIT</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

You will schedule your own breaks, which must be taken outside the secure testing room, but inside the building (or part of the building) controlled by Pearson VUE. You must sign out and comply with any/all security measures when you leave your workstation for any reason. Your examination clock continues to run during these self-scheduled breaks.

BCSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing center staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing center.

You will receive examination results immediately after you submit the exam at the testing center.

#choosesafety

ABOUT BCSP
Headquartered in Indianapolis, Indiana, BCSP is a not-for-profit corporation recognized as a leader in high-quality, accredited credentialing for safety, health, and environmental (SH&E) practitioners. BCSP establishes standards and certifies competency criteria in professional safety practice. Since 1969, over 100,000 of BCSP’s credentials have been achieved.

Visit the BCSP website for up-to-date information and to browse online applications, career information, certification/recertification requirements, a comprehensive list of U.S. academic programs, the BCSP academic database, and more!

If you have questions, please email us: bcsp@bcsp.org.

ACCREDITATION
When choosing a certification, it is important to verify that it is accredited through independent, third-party evaluations. Only a few organizations have met recognized national and international standards to demonstrate quality. All BCSP certifications are accredited by the American National Standards Institute (ANSI).

CERTIFICATIONS
Certified Safety Professional® (CSP®)
Safety Management Specialist® (SMS®)
Associate Safety Professional® (ASP®)
Occupational Hygiene & Safety Technician® (OHST®)
Construction Health & Safety Technician® (CHST®)
Safety Trained Supervisor® (STS®)
Safety Trained Supervisor Construction® (STSC®)
Certified Instructional Trainer (CIT)
The Board of Certified Safety Professionals (BCSP) partners with Pearson VUE to deliver its computer-based certification examinations at testing centers available throughout the world. This brochure will guide you through the process from scheduling to completing your examination.

**OBTAIN YOUR EXAMINATION AUTHORIZATION**

BCSP’s Certification Management System (CMS) allows candidates to complete certification applications online at bcsp.org. Once your application has been submitted and approved, you will be eligible to purchase your examination.

If you need special examination facilities or accommodation arrangements for documented disabilities (consistent with the Americans with Disabilities Act and the American Disabilities Amendment Act), you must request the accommodation with BCSP at the time you purchase your exam. Accommodation requests should be emailed to accommodations@bcsp.org. Failure to request at the time of exam purchase may impact your ability to have the accommodation provided at the testing center. Pearson VUE has a listing of items that are considered comfort aids and do not require preapproval. This list is available at [https://home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx](https://home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx).

After your payment is processed, you will receive the Examination Authorization Letter, which will remind you of the eligibility end date. This date is very important, because you must sit for your examination by that date. You may purchase another Examination Authorization if you are eligible and wish to take the exam again.

**SCHEDULE YOUR EXAM**

To ensure examination time and location availabilities, BCSP recommends you schedule the exam at least six to eight weeks in advance. Please visit [pearsonvue.com/bcsp](http://pearsonvue.com/bcsp) to schedule online or by phone. You will need your Candidate ID on your Examination Authorization Letter. You can only change your examination date if you contact Pearson VUE at least one full business day prior to your already-scheduled date.

If you purchase your examination online, you will automatically receive an email confirmation at the time of your purchase. If you call Pearson VUE to schedule your examination, you will receive an email confirmation with your appointment information. Please print this email and bring it with you to the testing center. You will need your Candidate ID and passport at the testing center. Note: Pearson VUE requires your Candidate ID to determine if you were already scheduled and to properly seat you for your examination.

**NOTE:** Your name on the provided ID must exactly match your name on file with BCSP.

BCSP allows calculators for all exams except the CIT. You may bring one or two calculators into the secure testing room as long as they are both among the brands and models listed above.

- Casio models FX-115, -260, or -300
- Hewlett Packard models HP 10 or HP 12
- Texas Instruments models TI-30, -34, or -36

Different versions of the above models will be permitted. For example, the HP 12C and TI-30X calculators will be permitted, as they are versions of models listed above.

If the candidate does not have one of the approved calculators, he or she can use the on-screen calculator that is available during the exam. The on-screen calculator is the TI-30XS scientific calculator. Test centers do not provide physical calculators or allow candidates to bring in non-approved models. If you bring your calculator into the examination, you will be required to show that the calculator’s memory is completely cleared, both before going into the examination and after concluding the examination.

You must comply with all security processes (i.e., biometric scanning, etc.) at testing centers. Please contact the location prior to the exam to learn about their specific procedures.

As you sign in, the testing center staff will provide materials for working out calculations by hand. You are not allowed to take any notes, books, papers, purses, hats, coats, jackets, pagers, mobile phones, electronic devices, or other materials into the secure testing room. You may not access other personal belongings until you complete your examination. The only exceptions are comfort aids and approved accommodations consistent with ADA/ADAA.