Complete Guide to the SMS
APPLICATION AND EXAMINATION INFORMATION
FIRST EDITION | FEBRUARY 2018
BCSP is committed to impartiality and objectivity in every aspect of our operation. We have intentionally structured ourselves to segregate responsibilities in our organization to facilitate this impartiality and objectivity. BCSP also evaluates each application individually without regard to age, gender, race, religion, national origin, marital status, disability, or sexual orientation.

This publication is not intended to guarantee that the user will pass an exam, become certified or in general may not cover every aspect of the certification process. Additionally, this publication is not considered training or preparatory in any manner. BCSP makes no promises or warranties of any kind, expressed or implied, of the actions of third-party organizations.

This Publication is subject to change without notice at anytime.

Complete Guide to the SMS
First Edition | February 2018
The Safety Management Specialist (SMS) Certification
BCSP awards the Safety Management Specialist (SMS) to individuals who demonstrate competency and work part-time or full-time in occupational health and safety activities devoted to the prevention of harm to individuals in the workplace environment. Whether your career goals include seeking a new position, moving up in your current organization or moving to private practice, you can accelerate your opportunities by achieving the SMS certification. You can improve your chances for success, being selected for leadership and senior positions, and increased salary through the SMS credential. BCSP offers you the opportunity to rise above the competition by adding the SMS certification to your portfolio.

Purpose of This Guide
The purpose of this guide is to walk you through the process of applying for and taking the examination leading to the SMS certification. This guide is the first step to help you achieve the credential.

How to Use This Guide
This guide provides you with in-depth information regarding the application process, examination process and the rules and procedures essential in retaining the SMS certification after you achieve it. Reading and following the suggestions and rules in this guide will help you navigate your path to the SMS certification.

Visit bcsp.org and click on "My Profile" to create an account and apply for your desired certification(s). If you need further assistance you may contact the Certification Services Department at +1 317-593-4800 or by email at bcsp@bcsp.org.

Important Information
For the most current version of this publication, please visit bcsp.org/SMS.

As a candidate or certificant 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 your credential or eligibility status if you miss important notifications related to your credential.
CHAPTER 2 | CERTIFICATION SUMMARY

3. Purchase Your Exam

Anytime during the one-year eligibility period, candidates may pay for their examination through ‘My Profile’ at bcsp.org or by calling Certification Services at +1 317-593-4800. The examination authorization period begins the day a candidate purchases an exam (within their one year eligibility period) and ends once he/she has passed the examination or on the day their eligibility ends, whichever comes first.

Active or retired military may qualify for a reimbursement of the examination fee through the VA. The VA Brochure is located on the BCSP website for more information.

4. Schedule Your Exam

Once BCSP has processed your examination fee, you will then be able to schedule your examination through Pearson VUE. Pearson VUE is the official computer-based testing provider for all BCSP examinations. More information about scheduling your examination can be found in Chapter 5, “Examination Overview”.

5. Sit For Your Exam

Candidates eligible for the SMS examination must pass the examination within their one year of eligibility.

BCSP allows candidates to extend their eligibility time limit once during their term and the extension is valid for one year. Extensions are available for purchase within the last 60 days of a candidate’s eligibility period. Extensions can be purchased through ‘My Profile’ at bcsp.org, as long as the candidate is eligible.

BCSP’s examination provider, Pearson VUE (pearsonvue.com/BCSP), has test centers located around the world and operates every business day. All Pearson VUE testing sites are subject to change based on criteria provided by Pearson VUE. Please be sure to check regularly.
for available locations when scheduling an exam. Examinations are delivered via computer at the test center. Candidates will be given their examination results at the center immediately after submitting their exam. Candidates that fail may purchase a new examination authorization as long as they remain eligible.

Note: 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.

For a list of current fees, visit bcsp.org/Certifications/Safety-Certifications-at-a-Glance.

6. Maintain Certification

Annual Renewal Fees:

After completing all of the requirements, BCSP awards candidates who pass the SMS exam the SMS credential. Certificants will need to pay annual renewal fees in order to maintain certification. A prorated renewal fee will be applied for the remainder of the year in which the candidate passes the exam.

Recertification:

SMSs must remain up-to-date with changes in professional practice by earning 25 recertification points every five years. Additional information regarding Recertification can be found in the Recertification Guide, located at bcsp.org/Certifications/Recertification.

Chapter Abstract

This chapter provides detailed instructions and information about how to apply to become an SMS. You may download this chapter as well as other chapters of the Complete Guide to the SMS from the Board of Certified Safety Professionals (BCSP) website at bcsp.org.

Visit bcsp.org for the most current version of this guide.

Application Instructions

Individuals who wish to pursue the SMS must create a profile through “My Profile” at bcsp.org. Once you have created your profile, you may select the certification application you are interested in and follow the online instructions. Candidates for certification apply only once, provided they follow all policies and stay within their eligibility time limit.

A complete application requires candidates to provide:

1. Contact Information
2. Experience Information
3. Application Agreement and Validation (acknowledging truthful information has been provided, informing BCSP of any criminal convictions or unethical behavior, and agreeing to adhere to BCSP Code of Ethics, and not disclose any information.)
4. Payment of Application

The application fee is nonrefundable and nontransferable. For a list of current fees, visit bcsp.org/Certifications/Safety-Certifications-at-a-Glance. You will be prompted to include payment along with your application. Your application will not be complete until payment for the application fee and any additional requested materials have been received. If all application requirements have not been met within one year of the application submission date, the application will expire.

Validation

BCSP requires applicants to disclose criminal convictions, disciplinary actions, and denial or revoked certifications, licenses and professional registrations taken against the applicant by the issuing certification board or agency. 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 may contact the applicant to clarify information about the conviction. A copy of the BCSP criminal conviction policy appears at bcsp.org/SMS under the Resources tab “Policies and Forms.”

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 or certification denied, suspended or revoked for reasons other than not meeting qualifications, failure of examination, or failure to pay renewal fees.

After you submit your application, BCSP Certification Services will contact you with any questions or once your application review has been completed.
Preparing for the Examination

You may use various approaches to prepare for the examination:

- Complete Self-Assessment
- Perform individual study
- Participate in informal study groups
- Attend formal review courses

Some keys to success include:

- Knowing your strengths and weaknesses
- Having an examination preparation plan
- Developing a test-taking strategy
- Understanding how to use your calculator

Having an Examination Study Plan

The examination blueprint shows how the items on an examination are distributed across domains and tasks/topics. The percentage of items per domain is noted on the examination blueprint.

Converting your subject strengths and weaknesses into a study plan is likely to increase your overall examination score. Scoring well in one subject area can compensate for a weaker score in another subject area. However, there may not be enough items in your strong areas to achieve a passing score.

Note that knowledge and understanding are essential in passing the examination. Relying only on simulated examination items is not the best way to increase knowledge and understanding. Use simulated items to provide insight into the areas in which you should engage in additional study.

Developing a Test-Taking Strategy

Knowing how to take the examination will help improve your score. The examination uses multiple-choice items with only one correct answer and three incorrect answers. Remember, the goal is to get as many items correct as possible. There is no penalty for selecting an incorrect answer. However, only correct answers count toward reaching the passing score.

- Read the items carefully
- Consider the context
- Use examination time wisely
- Go back to troublesome items
- Complete all items

Using Your Authorized Calculator(s)

The candidate is allowed to bring one or two calculators into the secure testing room as long as they both are among the brands and models listed:

- Casio models FX-115, -250, -260 or -300
- Hewlett Packard models HP 9, 10, 12 or 30
- Texas Instruments models TI-30, -34, -35 or -36

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

If the candidate does not have one of the approved calculators, he or she should use the online calculator that is part of the exam. Test centers do not provide calculators or allow candidates to bring in non-approved models.
Note: The Self-Assessment is designed to assist the candidate in evaluating their strengths and weaknesses, strategize test taking pace, and plan future studying accordingly. The Self-Assessment is not considered training or preparation in any manner.

To order a Self-Assessment, please log on to “My Profile” at bcsp.org to make the purchase.

Other Review and Study Sources
A number of professional membership organizations, trade organizations, colleges, and universities, and private companies offer study courses, software, and materials to assist candidates when preparing for BCSP examinations. Because candidates for BCSP examinations often ask where to locate review courses and materials, BCSP maintains an online list strictly as a courtesy at bcsp.org/Resources/Review-and-Study-Sources.

Beyond the written materials BCSP publishes, BCSP has no involvement in the development, content, or distribution of any courses or materials associated with preparing for BCSP examinations or evaluating readiness. BCSP neither endorses the providers shown on the online list nor evaluates the providers or the providers’ materials for consistency with BCSP examination blueprints or with any aspect of any BCSP examination.

Candidates must contact the sources directly about materials, course schedules, fees, or matters related to satisfaction with their products or services.

Examination Integrity
A key to a successful and respected credentialing program is examination security. Without it, a peer-operated credentialing program has little value. BCSP relies on the ethical behavior of candidates and certificants to maintain the security of BCSP examinations.

When those who hold credentials or those who are pursuing credentials reveal information about the content of BCSP examinations through any means also violate the BCSP Disciplinary Action Policy and the BCSP Code of Ethics located at bcsp.org/About.

BCSP pursues legal actions against organizations, individuals not seeking certification, and individuals who fraudulently claim or misrepresent their intent to seek certification, who reveal information about the content of BCSP examinations. Penalties include permanently barring individuals from pursuing the credential and revoking the certifications and interim designations of those who have status with BCSP, in addition to other legal remedies.
Chapter Abstract
This chapter provides detailed information about the SMS examination leading to the SMS credential. You may download this chapter as well as other chapters of the Complete Guide to the SMS from the Board of Certified Safety Professionals (BCSP) website at bcsp.org.

An overview of the SMS examination is presented along with its respective examination blueprint. Sample item types typical of the examination can be found in Chapter 6 with answers.

Visit bcsp.org for the most current version of this guide.

Computer-Based Testing
The SMS examination uses computer-based testing, with one item appearing on the screen at a time. You will simply use a mouse to point to the desired answer and click on it to select it. Answers can be changed the same way.

You can mark items to return to later or simply skip them and move to the next item. At the end of the examination, a table of items and answers selected will be shown. The table also shows skipped and marked items. You can return to any item by simply clicking on the item number.

Prior to beginning the actual examination, there is a tutorial. Your examination will begin when you officially commence with the examination itself. After completing the examination, you will have four-and-a-half (4 1/2) hours to complete the SMS examination. Examinations are closed book, and accessing external reference materials during your examination is not permitted.

Refer to the Pearson VUE Computer-Based Testing Brochure located at bcsp.org for more details and requirements.

Scheduling Your Exam
Once you have purchased your examination, BCSP will send you information on scheduling your examination with a Pearson VUE testing center. It is important that when you schedule, you do so on Pearson VUE’s website or by calling their national number. Local testing centers do not schedule examinations. All Pearson VUE testing sites are subject to change based on criteria provided by Pearson VUE. Please be sure to check regularly for available locations when scheduling an exam.

For a complete list of testing center rules and procedures, visit PearsonVUE.com/BCSP.

General Description of the SMS Examination
All candidates for the SMS must pass the SMS examination to earn the credential.

The SMS examination contains 200 multiple-choice items with four possible answers and only one correct answer. Data necessary to answer items are included in the item. Each item is independent and does not rely on the correct answer to any other item. Formulas will be embedded into each item that requires one.

SMS Examination Blueprint
BCSP examination blueprints are based on surveys of what safety professionals do in practice. The SMS examination is required for candidates to demonstrate knowledge of professional safety practice at the SMS level.

The top levels, called domains, represent the major functions performed by safety professionals at the SMS level. Within each domain are lists of knowledge areas and skills necessary for demonstrating competence in that domain. Each domain heading is accompanied by a percentage label which represents the proportion of the actual SMS examination devoted to that domain. The following pages describe the subject matter covered by the SMS examination.

Examination Content Development and Revision
BCSP updates examinations regularly. Items come from safety professionals in practice. Before items are accepted into item banks, they go through rigorous technical, psychometric, and grammatical editing. Also, 10–15% of the items on BCSP examinations are experimental, and do not contribute to a candidate’s pass/fail decision. BCSP analyzes the performance of these experimental items before including them as scored items.

How BCSP Establishes the Minimum Passing Score
BCSP uses a criterion-referenced procedure (the Modified Angoff Method) to establish minimum passing scores for examinations. This procedure ensures that the passing score is independent of scores for other candidates sitting for the examination and involves having a panel of experts rate each examination item with respect to the minimally qualified candidate. As examinations are modified on a regular basis, the minimum passing score is adjusted for the difficulty of items on the examination. Item performance is also evaluated regularly to ensure that BCSP examinations maintain the highest testing standards.

Examinations are closed book, and accessing external reference materials during your examination is not permitted. For use during the examination, the testing center will provide you with materials for working out calculations by hand.

Refer to the Pearson VUE Computer-Based Testing Brochure located at bcsp.org for more details and requirements.
### Domain 1
Management Systems • 20.0%

**Knowledge of:**
1. Principles and common elements of safety management systems (e.g., continuous improvement, safety processes, controls, measurement, standards, implementation)
2. Principles and techniques for encouraging employee involvement and commitment (e.g., value-based safety)
3. Principles and techniques for encouraging management commitment to safety (e.g., voluntary protection program [VPP], mission statement, management involvement in jobsite assessment)
4. Techniques and principles for goal setting (e.g., SMART)
5. Principles and techniques of internal audits
6. Competency/skills assessment management systems (e.g., new hire orientation, assurance of experience, job skills, on the job training) as it pertains to worker safety
7. General concepts of effective training (e.g., learning retention, adult learning principles, training delivery)
8. Recordkeeping related to training and education (e.g., annual, one-time, recertification or retraining)
9. Management of corrective actions (e.g., follow up, follow through, closure of actions, time periods, tracking corrective actions)
10. Unsafe conditions and acts and how they relate to incidents (e.g., Swiss cheese model, bowtie model)
11. Management of change (MOC) procedure and organizational change process
12. Common elements of contractor or multi-employer worksite safety programs (e.g., prequalification, selecting, monitoring, managing risk between contractor and host)
13. Process for assessing hazards associated with new products or chemicals

**Skill to:**
1. Recognize leading and lagging indicators
2. Set and prioritize safety-related goals
3. Assess training needs (regulatory and risk-based)

### Domain 2
Risk Management • 17.1%

**Knowledge of:**
1. Resources for hazard prevention and control management (e.g., external resources, internal resources, industry standards, subject matter experts)
2. Work planning and controls (e.g., job safety analysis, preliminary hazard analysis, job/task hazard analysis, safe work permit)
3. Prevention through Design (PTD) concepts (e.g., managing safety through the lifecycle of the program)
4. Common liability exposures (e.g., tort, joint liability, attracive nuisance)
5. Common types of insurance coverage (e.g., differences between property and liability coverage)
6. Hierarchy of controls (e.g., elimination, engineering, substitutions)

**Skill to:**
1. Interpret and apply information related to hazard prevention and control management (e.g., internal resources, external resources, industry standards, safety data sheet)
2. Identify safety, health, and environmental risk (e.g., checklists, brainstorming, observation, lessons learned, experience, HAZID, process safety)
3. Analyze safety, health, and environmental risk (e.g., severity and likelihood/frequency matrix, historical information, industry data, “what if” analysis, process safety)
4. Evaluate and prioritize safety, health, and environmental risk (e.g., high/low risk)
5. Review and refine implemented safety, health, environmental controls to ensure they are effective
6. Use a risk matrix
7. Apply the hierarchy of controls to various types of hazards while considering the likelihood and severity
Domain 3
Safety, Health, and Environmental Concepts • 33.1%

Knowledge of:
2. Common controls for slips, trips, and falls (from all levels)
3. Common controls for working with electricity
4. Common controls for working in confined spaces
5. Common controls for working around machinery and equipment
6. Common controls for bloodborne pathogens
7. Common controls for lead
8. Common controls for asbestos
9. Common controls for radiation (ionizing and non-ionizing)
10. Common controls for noise
11. Common controls for vibration (e.g., whole body, hand/arm)
12. Common controls for any form of chemical hazards (e.g., liquids, vapors, fumes, dusts, gases, flammable liquids, and pesticides)
13. Common controls for workplace stressors (e.g., workload demand, fatigue, harassment, lack of schedule flexibility, lack of control)
14. Occupational health programs (e.g., medical surveillance, fit for duty, return to work, substance abuse testing)

Skill to:
1. Recognize unsafe conditions or acts that can cause slips, trips, and falls (from all levels)
2. Recognize unsafe conditions or acts when working with electricity
3. Recognize unsafe conditions or acts when working in confined spaces
4. Recognize unsafe conditions or acts when working around machinery and equipment (e.g., caught in, struck by, pinch points)
5. Recognize conditions that could lead to unsafe exposures to molds and allergens
6. Recognize unsafe conditions or acts related to potential exposures to bloodborne pathogens
7. Recognize unsafe conditions or acts related to potential exposures lead
8. Recognize unsafe conditions or acts related to potential exposures to asbestos
9. Recognize unsafe conditions or acts related to potential exposures to radiation (ionizing and non-ionizing)
10. Recognize unsafe conditions or acts related to potential exposures to temperature extremes (e.g., cold or heat stress, contact with extreme temperatures, thermal stress)
11. Recognize unsafe conditions or acts related to potential exposures to vibration (e.g., whole body, hand/arm)
12. Recognize unsafe conditions or acts related to potential exposures to noise
13. Recognize unsafe conditions or acts related to ergonomic hazards associated with the type of work, body positions, or strain on the body from working conditions (e.g., improperly adjusted workstations/chairs, frequent lifting, awkward movements, poor posture, repetitive movements, use of too much force, compression)
14. Common controls for any form of chemical hazards (e.g., liquids, vapors, fumes, dusts, gases, flammable liquids, and pesticides)
15. Common controls for workplace stressors (e.g., workload demand, fatigue, harassment, lack of schedule flexibility, lack of control)

Domain 4
Incident Investigation and Emergency Preparedness • 11.5%

Knowledge of:
1. Fundamentals of causal analysis (e.g., 5 whys, root cause analysis)
2. Components or elements of an effective incident/accident management program
3. Emergency action requirements/procedures (e.g., response plans, evacuations, preparedness, operation upsets)
4. Components or elements of an emergency response plan (e.g., roles and responsibilities, emergency contact information, stakeholder notification, media response)
5. Incident command structure in emergency responses
6. Techniques for identifying gaps in an emergency response plan (e.g., table top drills, lessons learned)
7. Basic elements of workers’ compensation and case management programs

Skill to:
1. Calculate incident and injury rates

Domain 5
Business Case of Safety • 18.3%

Knowledge of:
1. Cost/benefit analysis principles and common techniques (e.g., return on investment [ROI], as low as reasonably practicable [ALARP], as low as reasonably achievable [ALARA])
2. Direct and indirect costs in relation to safety
3. Experience modification rate (EMR), or premium rate, and how it is used
4. Principles of positive safety/organizational culture and common techniques for creating a positive safety culture (e.g., Hearts & Minds, behavioral safety management [BSM], behavior-based safety [BBS], stop work, open communication, culture or perception surveys)
5. Indicators of a positive safety/organizational culture (e.g., leading indicators, management system, management commitment)
6. Techniques and processes for communicating hazards and controls to stakeholders (e.g., management, workforce)
7. Presentation techniques or best practices for communicating technical and other safety information to stakeholders (e.g., management, workforce)
8. Conflict management techniques (e.g., situational leadership, good conflict versus bad conflict, diffusion techniques, relationship management)
9. Common leadership strategies or principles (e.g., setting good example, building trust)
10. BCSP Code of Ethics

Skill to:
1. Interpret cost/benefit analysis
2. Interpret leading and lagging indicators (e.g., training metrics, safety initiatives, incident and injury rates)
3. Develop a safety business case for additional budget, resources, other support, etc. (e.g., use financial tools to make a case for investing in safety program or initiative)
4. Communicate safety on multi-employer/contractor site
5. Facilitate or lead safety meetings (e.g., agenda, review safety plans, safety stand-down, shift handover)
6. Communicate (internal) safety activities and performance (e.g., reports, initiatives, lessons learned, requirements) to management and personnel
7. Communicate (external) safety risks and performance information (e.g., reports, presentations, risk/incident plans) to key stakeholders (e.g., public safety organizations, regulatory agencies, community)
8. Write communications that promote safety objectives and activities (e.g., safety proposal development, risk management plans, noncompliance response)
Chapter Abstract
This chapter provides sample item types typical of examination and their answers for the SMS examination. You may download this chapter as well as other chapters of the Complete Guide to the SMS from the Board of Certified Safety Professionals (BCSP) website at bcsp.org.

Visit bcsp.org for the most current version of this guide.

Examination Item Samples
The following questions illustrate only the style and format typical of items on the SMS examination. Not all SMS examination task areas are represented by these sample items. Please note it is essential for you to read and understand the SMS examination blueprint found in Chapter 5 so you have a complete awareness of the depth and breadth of all of the subject matter appearing on the actual SMS examination.

Note: None of the following items are on the examination nor do they reflect specific content.

1. To effectively perform a job safety analysis, a safety manager should strive to:
   A. Identify every possible occurrence involved with the task.
   B. Empower the work team to compile the analysis and discuss it at the work location.
   C. Make certain it is signed by every team member.
   D. Use a consistent form and numbered work tasks for ease of use on every analysis.

2. Several minor hand and arm lacerations have occurred recently in one of your manufacturing plants. As the company safety manager, which action would you take FIRST to prevent this type of injury in the future?
   A. Purchase additional personal protective equipment and require workers to use it.
   B. Retrain all workers in hand and arm safety.
   C. Conduct a training needs assessment.
   D. Perform a root cause analysis.

3. The basic elements that should be used in an effective safety management program are:
   A. Produce, distribute, confirm, activate.
   B. Philosophy, demand, cooperation, achievement.
   C. Plan, do, check, act.
   D. Preplanning, distribution, communication, action.

4. Which are the key elements of a “what if” hazard analysis?
   A. Cost effective, uses a multi-skilled team, and is qualitative in its approach.
   B. Designed to support a root cause analysis.
   C. Requires minimal time, has few resources, and needs little preparation.
   D. Fulfills regulatory requirement for pre-task planning.

5. When your workers must enter a permit-required confined space, which control methods must be implemented to ensure their safety?
   A. Self-contained breathing apparatus, fall protection, and battery powered lighting
   B. Ladder, air exchange equipment, personal protective equipment, and waterproof clothing
   C. Two worker team, fully charged cell phone, hardhat, and waterproof gloves
   D. Atmospheric testing, means of rescue, method of communication, entry permit, and an entry attendant

6. In a work environment where temperatures may change drastically and even become extreme throughout the work shift, which method can help workers maintain a safe core body temperature?
   A. Layered clothing
   B. Adequate hydration
   C. Frequent breaks
   D. Portable heating/cooling units

7. A technician in your facility is performing testing and calibration work on an air-handling unit. The work is limited to the control system, which is rated at 50 volts AC or less. Which BEST describes the potential hazard?
   A. Only voltage exceeding 110 volt AC is hazardous.
   B. Test equipment is fully insulated so there is no risk to the worker.
   C. Voltage is secondary. Current above 75 milliamp may cause atrial fibrillation.
   D. Atmospheric testing, means of rescue, method of communication, entry permit, and an entry attendant

8. Symptoms of cold related illness/injuries may include:
   A. Skin sensitivity to touch and appearance of dark patches on exposed skin.
   B. Shivering, excessive thirst, and perspiring profusely.
   C. Coughing, sneezing, and sore throat.
   D. Pale skin, numbness, and swelling of the tissues.

9. In an emergency response scenario, the structure of command responsibilities must include:
   A. Directing all emergency activities, ensuring outside emergency services are notified, and directing shutdown or evacuation of the affected facility.
   B. Authority to issue orders to employees, first aid trained, multi-lingual, and be a certified first responder.
   D. Trained hazardous materials responder, personal protective equipment, and self-contained breathing apparatus certified.

10. Lagging indicators give your organization:
    A. Accurate forecasting of future injuries or incidents.
    B. Useful information for benchmarking performance.
    C. The ability to respond quickly to emerging safety risks.
    D. Qualitative data regarding the state of your safety culture.

Answer Key
1. B  6. A
2. D  7. C
3. C  8. D
4. A  9. A
5. D  10. B
CHAPTER 7 | AFTER ACHIEVING CERTIFICATION

Chapter Abstract
This chapter provides detailed information needed after earning your credential. You may download this chapter as well as other chapters of the Complete Guide to the SMS from the Board of Certified Safety Professionals (BCSP) website at bcsp.org.

An overview of the rules and procedures essential in retaining the SMS credential is presented as well as proper use of the title. It also defines discipline procedures, contains guidelines for helping promote the value of the SMS credential, and provides information on ordering seals, stamps, jewelry, certificate frames, and other logo products.

Visit bcsp.org for the most current version of this guide.

Features and Benefits of Obtaining BCSP Credentials

Wallet Card. Each year when you pay the required annual renewal fee, a wallet card is made available which shows you are certified as well as your Recertification date for your certification. The card identifies you as a title holder for the calendar year (unless declared invalid). You will have access to print your wallet card instantly from your profile.

Wall Certificate. When you achieve the SMS credential, BCSP issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, BCSP will replace it for a nominal fee. Visit “My Profile” on the BCSP website to order.

Access to BCSP’s Career Center. Many employers post open job positions seeking qualified safety professionals. With a BCSP credential, you may post your resume online and employers have access to view your resume and contact you if you wish.

BCSP eNewsletter Subscription. As a BCSP certificant, you will receive the quarterly BCSP eNewsletter. The BCSP eNewsletter contains information about important changes which may affect BCSP certifications and designations, information about certificate holders, and professional safety practice information. Current issues and back issues are located on the BCSP website.

BCSP Annual Report. The BCSP Annual Report is another important publication you will receive electronically. It contains summarized data about SMSs and the annual audited financial report and can be found on the BCSP website at bcsp.org/About.

BCSP Directories. BCSP publishes directories of individuals who currently hold BCSP certifications and designations. An abbreviated format, containing names, cities, and states, appears on the BCSP website and allows viewers to confirm if a person currently holds a BCSP certification or designation.

eSafetySource Registration. BCSP offers the opportunity for BCSP certification and designation holders to register on the electronic safety source registry, indicating their areas of specialization.

Mail Lists. Organizations and companies providing valuable services to safety professionals may purchase a list of BCSP certificant names and addresses. Use of the list is restricted and all list sales are approved by BCSP. Restrictions limit the sale to uses which are of value in professional safety practice (i.e. notices of upcoming conferences or professional publications).

Sales are not approved for promotion of general merchandise or services or for resale or distribution to third-party organizations. SMSs may specify at any time that their names not be included on mail lists by managing “Communication Preferences” in “My Profile” at bcsp.org.

Membership Level. Individuals may use the SMS credential to qualify for the highest level of membership in professional safety societies. After achieving the SMS credential, check with the safety and health organizations in which you hold memberships to see if you qualify for a status change.

Title Protection and Laws Involving the BCSP Credentials. Some states have enacted title protection laws which restrict anyone from claiming to hold a BCSP certification without having duly obtained them from BCSP. Additionally, several states have enacted laws or regulations which specify that SMSs may provide loss control services for insurance companies. Check your state government website for more details.

Use of the SMS Title. It is important to know how to use your SMS title correctly. The “Safety Management Specialist” title and the letters “SMS” are registered certification marks issued to BCSP by the U.S. Patent and Trademark Office. They can only be used when authorized for a period specifically designated by BCSP. There are guidelines for displaying your SMS credential properly.

Examples of correct use:
• Robert A. Smith, SMS
• Robert A. Smith, Safety Management Specialist

The SMS credential is awarded to individuals, not companies, and should only be used with individuals’ names. The SMS credential may be used only for the period for which use is authorized. Use expires if you have not paid the annual renewal fee or have not met recertification requirements for the SMS. Use of these titles beyond the authorized period (without complying with renewal or recertification requirements) constitutes unauthorized use of the credential.

You may use the credential on your business cards, resume, and correspondence or with your signature. You may use your SMS credential virtually anywhere you use your name.

Example of proper company use:
ABC Safety Company provides the latest safety services. Employees holding the Safety Management Specialist (SMS) certification include Robert A. Smith, SMS and Mary A. Jones, SMS.

Example of improper company use:
ABC Safety Company, providing safety services by Safety Management Specialists.

Maintaining Your Certification
In order to retain your certification, you must:
• Inform BCSP when your mail or email address changes
• Pay your annual fee
• Complete recertification requirements

Changing Your Name. If you change your name through marriage or other court proceedings, you may request a name change by contacting bcsp@bcsp.org. Additionally, you must provide a copy of the court record or marriage certificate in order for BCSP to register the change.

Paying Your Annual Renewal Fee. The authority to use the SMS title is valid for one year. It must be renewed annually. You will receive a prorated fee for the remainder of the year in which you pass the examination. Each following year, BCSP will send you a notice when your annual renewal fee is due. BCSP gives you several options for paying the fee online via a credit card or by phone. After receiving your payment, BCSP will send you a wallet card and a receipt. For a list of current fees, visit bcsp.org/Certifications/Safety-Certifications-at-a-Glance.

Meeting Recertification Requirements. The recertification program helps SMSs keep up with changes affecting professional safety practice. The program complies with requirements of BCSP’s national accrediting organizations.

Every five years (one cycle) you must achieve 25 points. There are ten categories of activities, each providing points toward meeting that goal. Keep in mind, there is no limit to the number of points in some categories, while other categories have annual and/or total point limits.

Example of proper company use:
ABC Safety Company provides the latest safety services. Employees holding the Safety Management Specialist (SMS) certification include Robert A. Smith, SMS and Mary A. Jones, SMS.

Example of improper company use:
ABC Safety Company, providing safety services by Safety Management Specialists.
Annual Renewal Fee Waiver While Unemployed.
If you become unemployed and are unable to pay your annual renewal fee, you may request in writing a one-time waiver of the annual renewal fee.

Retired SMSs
Certificants who are retiring can hold their certifications in retired status should they meet the following requirements:
- They have held certification a minimum of ten (10) years.
- They have completed two (2) recertification cycles.

To maintain a certification in retired status:
- Safety practice is not required.
- No more than 200 hours of safety practice annually is allowed.
- A Retired Annual Renewal Fee is required each year (beginning with 2019 renewal(s)).

A certificant holding a certification in retired status must indicate their status as in the following examples:
- Robert A. Smith, SMS Retired
- Robert A. Smith, SMS (Retired)
- Robert A. Smith, SMS Ret.
- Robert A. Smith, Safety Management Specialist (Retired)

Protecting the SMS Credential and Logo
Because BCSP has registered its logos and titles, it has a solid position for challenging BCSP title and/or logo infringement. There are several legal theories and considerations involved. Registration itself does not provide absolute protection from others using similar acronyms or titles. BCSP does not have exclusive use of the acronym. BCSP continually challenges those uses which can be confusing to the public or for which there are legal grounds to make such challenges.

Individuals Using the SMS Credential Without Authority
BCSP has established procedures for challenging individuals known to use the Safety Management Specialist credential without having obtained it or after they lost it for failure to pay annual renewal fees or meet recertification requirements.

In order to establish someone is using the credential without authority, BCSP must have the original document (or a copy) showing where the individual is using the title. Most often the unauthorized use occurs online, on a business card, resume, business letterhead, brochure or similar publication, or with a signature. To initiate action against the individual using the credential without authority, BCSP also needs the individual’s current mailing address.

BCSP relies on those finding potential unauthorized uses to report them and provide the documentation showing the use of these titles. BCSP will not disclose the name of the person or organization reporting potential unauthorized uses.

After receiving documentation of a potential unauthorized use case, BCSP takes steps to challenge that individual and seeks to correct any record-keeping error on the part of BCSP. Legal counsel for BCSP may participate in the procedures.

Those who have used BCSP titles without authority may be barred from pursuing the SMS certification for five years. Their names are also published on the BCSP website. Other penalties may be applied. BCSP reserves the right to use the courts in protecting use of the SMS credential.

Criminal Convictions
BCSP’s criminal conviction policy appears on the BCSP website. It applies to BCSP certification holders. The policy also covers convictions by other certifications and licensing bodies for unauthorized use of designations. It requires SMSs to report new convictions which can result in BCSP disciplinary proceedings.

Discipline Procedures
BCSP authorizes individuals to use the SMS credential when they meet requirements for achieving and retaining the credential. BCSP also has a responsibility to withdraw that authorization if individuals fail to pay annual renewal fees, fail to meet Recertification requirements, or violate BCSP Disciplinary Action Policy or the BCSP Code of Ethics. The BCSP Disciplinary Action Policy contains rules on disciplinary procedures and grounds for action. The complete BCSP Disciplinary Action Policy is located at bcsp.org/About.

Appeals
You may appeal decisions related to earning and maintaining BCSP credentials. Requests for appeal must be submitted to the Chief Executive Officer in writing and in accordance to the current appeals policy located online at bcsp.org/About.

Promoting the SMS
BCSP uses several methods to promote the SMS credential and to encourage safety professionals to pursue it. You may volunteer to assist in these activities. Please contact BCSP or visit the BCSP website to determine available materials.

Request a Returnable Banner Display.
Use of BCSP banner displays helps promote BCSP and the SMS credential. They are ideal for meetings, local and regional conferences or educational programs of local professional groups and companies. BCSP pays for shipping to and from events. Some instances may earn Recertification credit for promoting the SMS. To request a display, fill out the Display and Literature Request Form located at bcsp.org/Resources/Articles-Presentations, or contact BCSP.

Promotional Materials.
There is a variety of complimentary literature about all of the BCSP credentials, qualifications and procedures, and examinations. Most BCSP publications are available on the BCSP website as downloadable PDFs. To request literature, please fill out the Display and Literature Request Form located at...
bcsp.org/Resources/Articles-Presentations, or contact BCSP.

To encourage individuals to pursue a career in safety, BCSP offers a PDF of the Career Paths in Safety brochure. This PDF is available on the BCSP website.

Presentation Materials. PowerPoint presentations about the safety profession and the BCSP credentials are located on the BCSP website at bcsp.org/Resources/Articles-Presentations.

Mentor Program. Created specifically to recognize certificants' roles in assisting the career development of others, the mentor program helps bring current credential holders and those looking to pursue certification together. The mentor program rewards those who become mentors and ensures safety professionals who perform quality work are certified. By having your mentee fill out the Professional Advancement Mentor Form and submit it by fax or email at the time that they apply online, BCSP recognizes mentors and their work with their peers, colleagues, and other safety professionals. More information can be found at bcsp.org/Resources/Mentoring.

Maintaining Your Mail and Email Address
As a SMS, 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 SMS certification if annual renewal notices and other important information do not reach you.

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 activities, sustain and advance the integrity, honor, and prestige of the 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, professional training and keeping current on relevant legal issues.

5. Avoid deceptive acts that falsify or misrepresent their academic or professional qualifications. Not misrepresent or exaggerate their degree of responsibility or in 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. When becoming aware of professional misconduct by a BCSP certificant, take steps to bring that misconduct to the attention of the Board of Certified Safety Professionals.

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 November 2, 2012
Effective January 1, 2013
MISSION
BCSP sets and certifies technical competency criteria for safety, health, and environmental practitioners worldwide; enhancing careers, advancing the profession, protecting the public.

VISION
Creating a safer world through safety, health, and environmental certification.