



»» 2007
ANNUAL REPORT

BOARD OF CERTIFIED SAFETY PROFESSIONALS
Advancing the Safety, Health and Environmental Professional Since 1969



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CHALLENGE AND TRIUMPH

CHALLENGE AND TRIUMPH

We all face challenges...challenges in life...challenges at work...economic challenges...personal challenges. There is no end to challenge. More important is how we respond to the challenges we face. We must face challenge straight on. We must work to overcome. By working smarter, through collaboration, and focusing on our defined objectives, we can triumph. Great works are performed not by strength, but by perseverance.

The certification business is no different. BCSP continually strives to be excellent and to provide greater value to the Certified Safety Professional (CSP) credential and to those who achieve and retain it. In 2007, BCSP tackled new challenges focused on continued improvement and increased quality.

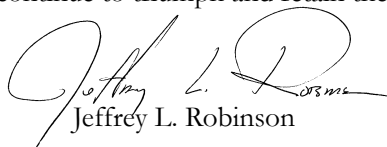
A growing issue is making the certification process easier to manage for those in process, those holding the CSP credential, for BCSP, and its staff. In 2007, after detailing every element of the CSP process, BCSP awarded a major contract to develop new software for managing the certification business using leading edge, business-process technology. The utilization of this software will allow BCSP new capabilities available in 2009. There will be many new features that will distinguish our improved process from other certification organizations. All transactions will be available online. Individuals will have secure, private mailboxes which will allow them to be able to view their records and submit updates to their contact information.

International transportability of credentials is another challenge. In this global economy, many CSPs practice across states and countries. BCSP signed an agreement of recognition for the CSP credential with the Singapore Institute of Safety Officers (SISO)—BCSP's fourth international agreement now in place. Also, BCSP converted lessons learned from meeting with Australian safety organizations into new policy on international education and practice. These learnings will set the foundation for future endeavors with the international safety community.

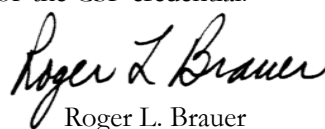
In 2007, BCSP completed a new study of what safety professionals do in practice. It answers the challenge whether the CSP examinations are current with today's practice. That information is leading to adjustments in the examinations that will be implemented early in 2009. The study also led to changes for handling ethics on a continuous basis throughout the period of certification—not just once with the examination process.

The challenge of strategic planning continues to move BCSP forward orderly and effectively to triumph over many issues important for the certification's success. BCSP has been diligent to integrate key business initiatives to ensure that it remains the leader in professional safety certification.

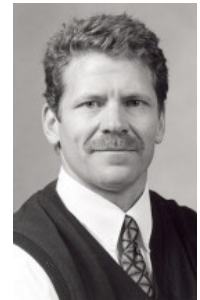
By continuing to address the challenges that face BCSP, the CSP credential, and the safety profession, BCSP will continue to triumph and retain the high value of the CSP credential.



Jeffrey L. Robinson



Roger L. Brauer



Jeffrey L. Robinson,
CSP
2007
BCSP PRESIDENT



Roger L. Brauer,
Ph.D., CSP,
P.E., CPE
EXECUTIVE
DIRECTOR

PURPOSE AND HISTORY OF BCSP

PURPOSE AND HISTORY OF BCSP

BCSP was founded in 1969 as a not-for-profit corporation in the state of Illinois. It functions solely as a peer-operated certifying organization. It is not a member organization and does not provide services usually offered by member organizations. Membership in any organization is not a requirement for certification.

BCSP sets standards related to competency in professional safety practice. Safety professionals identify hazards and evaluate them for the potential to cause injury or illness to people or harm to property and the environment. Safety professionals recommend administrative and engineering controls that eliminate or minimize the risk and danger posed by hazards. They work with professionals in other disciplines in many different job settings. Safety professionals work for companies, government agencies, and private organizations or offer individual professional services. They may engage in design, planning, program management, training, auditing, and other aspects of practice. They apply hazard recognition, evaluation and control knowledge and skills for equipment, systems, facilities and processes, or in operations, manufacturing, transportation, construction, insurance services, and other enterprises.



VISION

The Board of Certified Safety Professionals (BCSP) is recognized domestically and internationally by practitioners and stakeholders as the premier certification body for the highest quality of safety, health, and environment (SH&E)-related certification products and services, dedicated to the protection of people, property, and the environment.

MISSION

BCSP is the premier certification body providing domestic and international credentialing services to practitioners, technologists, technicians, supervisors, and workers through its recognized excellence, financial strength, continuous improvement and accredited products and services by offering career advancement paths to those persons in safety, health, and environmental practitioners.

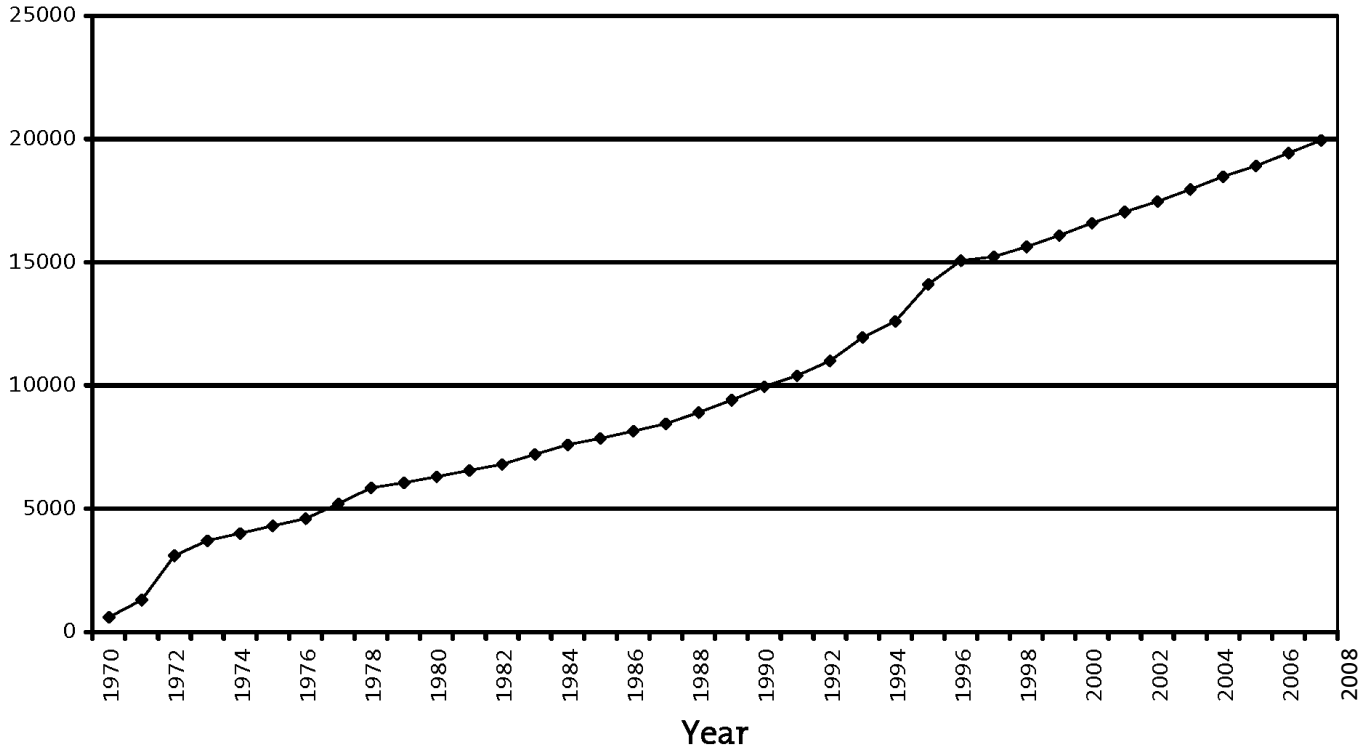
The *BCSP Bylaws* state the purpose of BCSP:

- Establish the minimum academic and experience requirements necessary to receive certification as a Certified Safety Professional® (CSP®), the designation of Associate Safety Professional (ASP), or other such designations established pursuant to resolution by the Board of Directors.
- Determine the qualifications of applicants and arrange, control, and conduct investigations and examinations to verify the qualifications of candidates for certificates to be issued by BCSP.
- Grant and issue to qualified applicants a certificate and maintain a directory of the holders of all valid certificates.
- Establish requirements for the continuance of certification.
- Represent its certificate holders in communication and, where appropriate, in negotiations with public and private agencies, groups, and individuals with respect to matters of common interest; and it will inform employers, specifiers, public officials, the public, and engineering and related practitioners of the benefits of certification.

CERTIFICATIONS

The chart below illustrates the growth in the number of certifications issued by BCSP over the years. During 2007, BCSP certified 520 individuals as new CSPs.

CSPs Issued - Cumulative



Below are statistics which summarize BCSP certification activity. Data are either for calendar year 2007 or reflect counts at the end of 2007.

Number of Certified Safety Professionals (CSPs) issued in 2007	520
Number of current CSPs	11,344
Number of Associate Safety Professionals (ASPs) issued in 2007	471
Number of current ASPs	950
Number of Graduate Safety Practitioners (GSPs) issued in 2007	403
Number of current GSPs	521
Number of CSPs electing CSP-Retired status in 2007	64
Number of persons currently holding CSP-Retired status	745
Number of CSPs dropped during 2007 for:	
Failure to pay annual fee	198
Failure to meet Continuance of Certification (COC)	32

Over two-thirds of current CSPs achieved their certification through the Comprehensive Practice examination. Less than 1% of CSPs achieved certifications through a waiver (prior to 1972). The remaining certificate holders achieved the CSP certification through the Management Aspects examination, a single examination or other specialty examinations.

APPLICATIONS

Applicants must meet academic and professional safety experience requirements in order to qualify for the Safety Fundamentals and Comprehensive Practice examinations leading to the CSP certification. The minimum academic qualification is an associate degree in safety and health or a bachelor's degree in any field. The minimum amount of professional safety experience is four years (depending on the degree major). Individuals apply only once.

During 2007, BCSP received 835 applications for the CSP certification.

EXAMINATIONS

Candidates for the CSP certification must pass two examinations: Safety Fundamentals and Comprehensive Practice. Individuals possessing certain other certifications and licenses by examination may apply for a waiver of the Safety Fundamentals examination; however, all CSP candidates must pass the Comprehensive Practice examination.

National and international accreditation standards for peer certifications require that examination content be validated periodically against the professional practice the examination intends to measure. The last content validity research project was completed in 2001. The next validation study will be completed in 2008.

The minimum passing scores rely on a modified Angoff criterion reference procedure to ensure that all candidates have the same opportunity to pass the examinations. This procedure also ensures that minimum passing scores are based on those candidates who meet minimum qualifications.

A summary of examination performance for 2007 appears below. Examination reliability is above that required for high-quality certification examinations.

Safety Fundamentals Examination		Comprehensive Practice Examination	
Number of Candidates (All Forms):	666	Number of Candidates (All Forms):	760
Mean Score (All Forms):	65.9%	Mean Score (All Forms):	60.2%
Candidate Passing Rate (All Forms):	68.8%	Candidate Passing Rate (All Forms):	69.0%
Standard Deviation:	15.6	Standard Deviation:	13.3
Standard Error of Measurement:	5.8	Standard Error of Measurement:	6.1
Internal Reliability [KR(20)]:	0.86	Internal Reliability [KR(20)]:	0.80
Decision Consistency [$K^2_{(x,t)}$]:	0.89	Decision Consistency [$K^2_{(x,t)}$]:	0.83

CONTINUANCE OF CERTIFICATION

Individuals holding the CSP certification must be recertified every five years by gaining 25 points through ten activity categories in the Continuance of Certification (COC) program. Some categories have upper limits for points that can be earned. CSPs report how they earned points at the end of each five-year cycle. BCSP randomly selects a portion of those submitting COC reports for an audit to verify points claimed. The table below summarizes COC activities processed during 2007.

Number of CSPs whose COC cycle ended 12/31/06	1,741
Number of CSPs failing to meet COC requirements	32

CSPs reporting in 2007 earned COC points in the following categories. Results are based on a sample of those reporting.

Category	Average Points Earned	Percent of Total Points	Percent of People
1. Professional Safety Practice	9.84	27.92	98
2. Safety Organization/Division Membership	4.63	13.27	91
3. Professional Service	2.25	6.35	39
4. Professional Publications, Papers, Technical Presentations, and Patents	0.39	1.08	15
5. Writing Examination Items	0.17	0.23	3
6. Professional Development Conference Attendance	3.98	9.87	69
7. Continuing Education Courses/Seminars	8.73	23.94	79
8. College/University Courses	3.68	9.87	15
9. Advanced Degrees	1.56	3.57	10
10. Certification/Registration Examinations	2.13	3.9	16
AVERAGE POINTS EARNED	36.97		

ACCREDITATION AND RECOGNITION

BCSP holds accreditation from an international organization and national organization that set standards for peer certification boards. The **National Commission for Certifying Agencies (NCCA)** grew out of a U.S. Department of Education grant in the 1970s. The CSP certification has held accreditation from NCCA since 1994. In 2003, the CSP credential became one of the first five certifications anywhere in any field to achieve accreditation under ISO/IEC 17024. The **American National Standards Institute (ANSI)** administers this international program in the United States. Standards cover governance, audited financial disclosure, fairness in testing, validity and reliability of examinations, use of acceptable methods to set minimum passing scores, independence from membership organizations, public participation, security, recertification, and many other factors. BCSP's current five-year accreditations extend as follows: NCCA through 2009 and ANSI through 2008.

The Department of Veterans Affairs (VA) recognizes the ASP designation and CSP certification and reimburses examination fees of qualified active duty and reserve component military and veterans.

BCSP MEMBERSHIP ORGANIZATIONS

The primary role for BCSP membership organizations is to nominate safety professionals for potential service on the BCSP Board of Directors. Membership organizations do not contribute to the operations of BCSP and the CSP certification. Membership organizations help ensure broad representation from the profession in the governance of BCSP affairs. They do not have direct involvement in the governance of BCSP and its policies. Membership organizations may endorse the value and significance of the CSP certification as a means to identify competency in professional safety practice.

Current BCSP membership organizations, and the year each became one, are as follows:

- | | |
|--|------|
| • American Industrial Hygiene Association (AIHA) | 1974 |
| • American Society of Safety Engineers (ASSE) | 1974 |
| • System Safety Society (SSS) | 1977 |
| • Society of Fire Protection Engineers (SFPE) | 1984 |
| • Institute of Industrial Engineers (IIE) | 1994 |
| • National Safety Council (NSC) | 1994 |
| • National Fire Protection Association (NFPA) | 2007 |

GOVERNANCE

BCSP has 13 directors who oversee BCSP affairs. BCSP is not a member organization. BCSP has candidates who have applied and are pursuing certification and certificants who must meet requirements to retain their certification. Directors on the BCSP Board are the only BCSP members.

BCSP directors volunteer their time and services to attend semi-annual Board meetings, participate in committee meetings and activities, review candidate application materials to determine eligibility, and oversee other BCSP matters. Directors do not receive compensation, but are reimbursed for direct expenses.

Directors may serve two three-year terms. The BCSP Board of Directors is comprised of 13 members who represent a cross-section of the safety profession and the public. One member is a public director, not involved with the safety profession, who represents public interests. Six of the remaining 12 members are chosen among nominations from BCSP's membership organizations. The Board of Directors also elects six additional members from across the safety and health profession. All but the public director must hold the CSP certification.

The standing committees of the Board of Directors include:

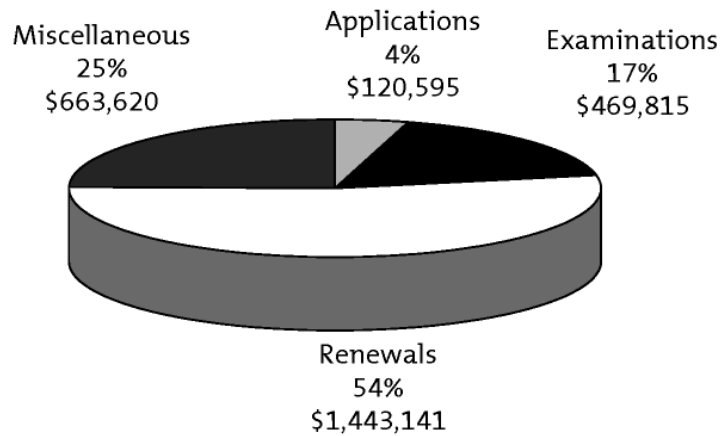
- Continuation of Certification Committee
- Examination Committee
- Executive Committee
- Finance Committee
- Nominating Committee
- Professional Development Committee
- Professional Standards Committee
- Strategic Planning Committee

GENERAL FINANCIAL CONDITION

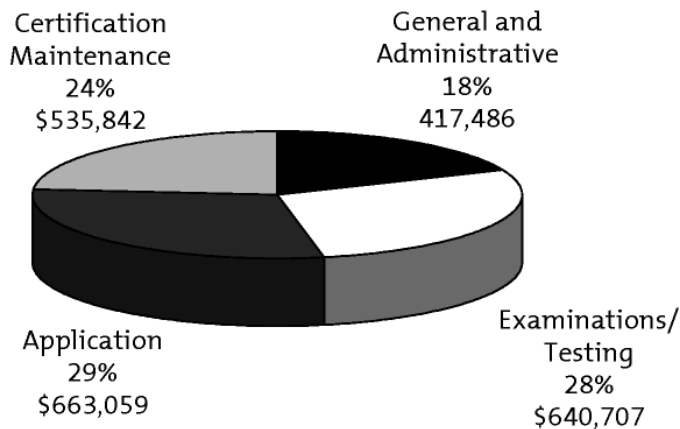
BCSP receives funds through four means: **application fees** that cover application and evaluation processing costs, **examination fees** that cover basic costs for registration, examination delivery, reporting of results, and analysis of examination performance, **annual renewal fees** that cover governance, examination development and maintenance, facilities, equipment, supplies, and other support services and expenses, and other **miscellaneous income** derived from the sale of time extensions, self-assessment examinations, etc.

The Board and staff continually strive to improve customer service and increase certification value, while minimizing expenses. During 2007, BCSP exceeded the net revenue forecast in the 2007 budget and contributed to reserves at a rate beyond the annual goal. The charts below show how income and expenses are distributed in general. The 2007 audited financial statement appears on pages 8 and 9.

BCSP Income



BCSP Expenses



AUDITED FINANCIAL STATEMENT

McGladrey & Pullen
Certified Public Accountants

Independent Auditor's Report

To the Board of Directors
Board of Certified Safety Professionals
Savoy, Illinois

We have audited the accompanying statements of financial position of Board of Certified Safety Professionals as of December 31, 2007 and 2006, and the related statements of revenue and expenses and changes in net assets, and cash flows for the years then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Board of Certified Safety Professionals as of December 31, 2007 and 2006, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information is presented for additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

McGladrey & Pullen, LLP

Champaign, Illinois
April 16, 2008

McGladrey & Pullen LLP is a member firm of EY Global Limited, a Swiss entity, which is the parent of the network of member firms.

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Board of Certified Safety Professionals

Statements of Revenue and Expenses and Changes in Net Assets Years Ended December 31, 2007 and 2006

	2007	2006
Revenues		
Renewal fees	\$ 1,443,141	\$ 1,396,387
Examination fees	469,815	484,425
Management fee	384,793	216,658
Interest and dividends	130,267	107,851
Application fees	120,595	117,875
Capital gains on mutual funds	57,568	41,920
Self assessment test sales	44,049	47,875
Time extension fees	25,100	30,150
Service revenue	17,302	39,217
Other	4,541	7,166
	<u>2,697,171</u>	<u>2,489,524</u>
Expenses		
Applications for certification	663,059	545,295
Examinations and testing	640,707	590,259
Certification maintenance	535,842	455,585
General and administrative	417,486	311,367
	<u>2,257,094</u>	<u>1,902,506</u>
Equity in net income of joint venture	39,766	68,573
Unrealized gain (loss) on investment in securities	(26,473)	47,254
Increase in unrestricted net assets	453,370	702,845
Net unrestricted assets at beginning of year	<u>3,401,363</u>	<u>2,698,518</u>
Net unrestricted assets at end of year	<u>\$ 3,854,733</u>	<u>\$ 3,401,363</u>

See Notes to Financial Statements.

3

Board of Certified Safety Professionals

Statements of Financial Position December 31, 2007 and 2006

	2007	2006
Assets		
Current Assets		
Cash and cash equivalents	\$ 565,305	\$ 793,023
Certificates of deposit	1,500,000	1,500,000
Mutual funds	1,280,694	887,459
Receivables:		
Management fee	384,793	216,658
Interest and other	18,471	16,328
Prepaid expenses	46,906	34,075
Total current assets	<u>3,796,169</u>	<u>3,447,543</u>
Property and Equipment		
Building	552,866	535,831
Furniture and fixtures	439,213	342,438
Land	377,281	377,281
Computer software	142,038	143,426
Software development costs	269,461	-
	<u>1,780,859</u>	<u>1,398,976</u>
Less accumulated depreciation	654,191	594,236
	<u>1,126,668</u>	<u>804,740</u>
Other Assets		
Exam development costs	72,814	-
Investments		
Certificates of deposit	-	200,000
Non-profit joint venture	246,448	206,682
	<u>319,262</u>	<u>406,682</u>
Total investments and other assets	<u>\$ 5,242,099</u>	<u>\$ 4,658,965</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 170,063	\$ 94,460
Accrued expenses	172,979	106,936
Unearned renewal fees	929,294	950,031
Unearned exam fees	115,030	106,175
Total current liabilities	<u>1,387,366</u>	<u>1,257,602</u>
Commitments and Contingency (Note 5)		
Net Assets		
Unrestricted	3,854,733	3,401,363
Total liabilities and net assets	<u>\$ 5,242,099</u>	<u>\$ 4,658,965</u>

See Notes to Financial Statements.

2

Board of Certified Safety Professionals

Statements of Cash Flows Years Ended December 31, 2007 and 2006

	2007	2006
Cash Flows from Operating Activities		
Increase in unrestricted net assets	\$ 453,370	\$ 702,845
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities:		
Depreciation and amortization	69,677	62,787
Uncollectible renewal fees	390	95
Equity in net (income) of joint venture	(39,766)	(68,573)
Unrealized (gain) loss on investments in mutual funds	26,473	(47,254)
Change in assets and liabilities:		
(Increase) decrease in:		
Receivables	(170,668)	(13,378)
Prepaid expenses	(12,831)	8,548
Exam development costs	(72,814)	-
Increase (decrease) in:		
Accounts payable and accrued expenses	79,392	17,364
Unearned renewal fees and exam fees	(11,882)	10,958
Net cash provided by operating activities	<u>321,341</u>	<u>673,392</u>
Cash Flows from Investing Activities		
Purchase of property and equipment	(329,351)	(400,049)
Proceeds from maturity of certificates of deposit	1,900,000	1,400,000
Purchase of certificates of deposit	(1,700,000)	(1,500,000)
Purchase of investments in mutual funds	(419,708)	(337,903)
Net cash (used in) investing activities	<u>(549,059)</u>	<u>(837,952)</u>
(Decrease) in cash and cash equivalents	(227,718)	(164,560)
Cash and cash equivalents:		
Beginning	793,023	957,583
Ending	<u>\$ 565,305</u>	<u>\$ 793,023</u>
Supplemental Disclosures of Cash Flow Information		
Non-cash investing and financing activities:		
Software development costs acquired through accounts payable	\$ 62,254	\$ -

See Notes to Financial Statements.

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AUDITED FINANCIAL STATEMENT

Board of Certified Safety Professionals

Notes to Financial Statements

Note 1. Significant Accounting Policies

Nature of Organization:

The Board is a nonprofit corporation organized to provide peer certification of safety professionals.

Significant Accounting Policies:

Revenue: Revenue from renewal fees is recognized in the calendar year to which they apply. Revenue from examination fees is recognized when the examinations are given, or when the time allowed to take the exam expires. Unearned renewal fees and unearned exam fees represent revenue applicable to future periods.

Revenue from application fees and time extension fees are recognized as received. Service fee revenue are fees earned for providing consulting and exam delivery services. These fees are recognized when the service is performed.

Cash and cash equivalents: For purposes of reporting, the Board considers money market accounts to be cash equivalents.

Certificates of deposit: Includes certificates of deposit with original maturities in excess of 90 days.

Investments: Mutual funds are carried at fair value. Fair value is based upon quoted market prices as listed on various national markets. Realized and unrealized gains and losses are reflected in the statement of revenue and expenses and changes in net assets.

Investment in non-profit joint venture: The Board accounts for its investment in a non-profit joint venture by the equity method. Accordingly, the Board records its share of net income (loss) of the joint venture, the amount of which is also added to (subtracted from) the investment account.

Property and equipment: Property and equipment are stated at cost less accumulated depreciation. Depreciation is computed by the straight-line method over the following estimated useful lives:

	Years
Buildings	5 - 40
Furniture and fixtures	5 - 7
Computer software	3 - 5

Exam development costs: Examination development costs are capitalized when incurred and amortized over the period of time the exams are expected to generate revenue before the exam items need to be updated. The exam development costs are amortized over three to five years.

Income taxes: The Board qualifies for tax-exempt status under Section 501(c)(6) of the Internal Revenue Code as a business league not organized for profit.

Use of estimates in preparation of financial statements: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Reclassification of certain balances: Certain balances as previously reported in the statements of financial position as of December 31, 2006 have been reclassified, with no effect on total assets, liabilities, and net unrestricted assets, to be consistent with the classifications adopted as of December 31, 2007.

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Board of Certified Safety Professionals

Notes to Financial Statements

Note 4. Investment in Non-Profit Joint Venture (Continued)

	2007	2006
Cash and cash equivalents	\$ 770,724	\$ 285,524
Certificates of deposit	299,221	500,000
Prepaid expenses	10,947	6,648
Other receivables	10,922	13,789
Exam development costs	21,517	33,805
	<u>\$ 1,113,331</u>	<u>\$ 839,766</u>
Accounts payable and management fee payable - BCSP	\$ 439,982	\$ 257,106
Unearned renewal and examination fees	181,453	189,297
Net assets - unrestricted	<u>492,896</u>	<u>413,363</u>
	<u>\$ 1,113,331</u>	<u>\$ 839,766</u>

Increase in unrestricted net assets was \$79,533 and \$137,145 for the years ended December 31, 2007 and 2006, respectively.

Note 5. Software Development Costs in Progress

The Board has a significant software development project for development of a certificate management system (Umbrella Management System) for which a contract has been signed in the amount of approximately \$500,000. Development on this project through December 31, 2007, totaled \$269,461.

Note 6. Line of Credit

The Board has a \$100,000 line of credit with a bank which is secured by substantially all of the Board's assets. The interest rate is at prime plus .5%, an effective rate of 7.75% at December 31, 2007. There was no outstanding balance as of December 31, 2007 and 2006.

Note 7. Pending Adoption of Accounting Pronouncements

In September 2006 the Financial Accounting Standards Board issued Statement of Financial Accounting Standards No. 157, *Fair Value Measurements* (SFAS No. 157). SFAS No. 157 defines fair value, establishes a framework for measuring fair value, and expands disclosures about fair value measurement. SFAS No. 157 also emphasizes that fair value is a market-based measurement, not an entity specific measurement, and sets out a fair value hierarchy with the highest priority being quoted prices in active markets. Under SFAS No. 157, fair value measurements are disclosed by level within that hierarchy. This Statement is effective for fiscal years beginning after November 15, 2007. The Board is currently assessing the potential effect of SFAS No. 157 on its financial position, changes in net assets and cash flows.

In February 2007, the Financial Accounting Standards Board issued Statement of Financial Accounting Standards No. 159, *The Fair Value Option for Financial Assets and Financial Liabilities* (SFAS No. 159). SFAS No. 159 permits companies to elect to follow fair value accounting for certain financial assets and liabilities in an effort to mitigate volatility in earnings without having to apply complex hedge accounting provisions. The standard also establishes presentation and disclosure requirements designed to facilitate comparison between entities that choose different measurement attributes for similar types of assets and liabilities. SFAS No. 159 is effective for fiscal years beginning after November 15, 2007. The Board is currently evaluating the impact of the adoption of SFAS No. 159, if any, on its financial position, changes in net assets and cash flows.

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Board of Certified Safety Professionals

Notes to Financial Statements

Note 2. Concentrations of Credit Risk

The Board maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts, and believes it is not exposed to any significant credit risk on cash.

Note 3. Retirement Plans

The Board has a 401(k) plan which requires the Board to provide a "matching" contribution equal to the participant's contribution; however, the required "matching" contribution shall not exceed 5% of the participant's compensation. Additional contributions are at the discretion of the Board of Directors. The Board's contributions, including payment of administrative expense, amounted to \$79,992 and \$68,939 for the years ended December 31, 2007 and 2006, respectively.

Note 4. Investment in Non-Profit Joint Venture

In June 1985, the Board (BCSP) became a 50% venturer in a non-profit joint venture known as Council on Certification of Health, Environmental and Safety Technologists (CCHEST). The other joint venturer is The American Board of Industrial Hygiene, Inc. (ABIH). CCHEST is a non-profit organization to provide certification of health, environmental and safety technologists.

BCSP performs the administrative duties related to the CCHEST's operations. For the years ended December 31, 2007 and 2006, BCSP charged CCHEST \$384,793 and \$216,658, respectively, to cover direct staff support and overhead. During 2007 and 2006 this management fee was based on total number of hours worked for CCHEST multiplied by an effective rate that included overhead expenses.

Investment in the CCHEST, as reported in the balance sheet at December 31, 2007 and 2006, is as follows:

	2007	2006
Beginning balance	\$ 206,682	\$ 138,109
Board's share of CCHEST's increase in unrestricted net assets	39,766	68,573
Ending balance	<u>\$ 246,448</u>	<u>\$ 206,682</u>

The balance sheets of CCHEST as of December 31, 2007 and 2006 were summarized from its audited financial statements and are as follows:

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Board of Certified Safety Professionals

Statement of Functional Expenses

Year Ended December 31, 2007, With Comparative Totals for 2006

	Examinations and Testing	Applications for Certification	Certification Maintenance	General and Administrative	Totals	
					2007	2006
Salaries	\$ 205,553	\$ 359,718	\$ 256,942	\$ 205,553	\$ 1,027,766	\$ 761,986
Employee benefits	47,683	83,446	59,604	47,683	238,416	192,497
Examination expense	219,871	-	-	-	219,871	178,216
Travel	21,947	32,920	21,947	32,919	109,733	104,518
Payroll taxes	15,549	27,211	19,436	15,549	77,745	61,982
Depreciation and amortization	17,419	17,419	17,419	17,420	69,677	62,787
Bank charges	11,403	5,702	34,209	5,701	57,015	62,286
Marketing	14,089	14,089	14,089	14,090	56,357	37,253
Consulting	21,692	10,846	10,846	10,846	54,230	84,961
Postage	4,472	11,180	24,595	4,471	44,718	48,002
Legal and accounting	4,937	11,520	13,165	3,291	32,913	29,417
Printing supplies	3,056	15,279	10,895	1,528	30,558	45,156
Office supplies	5,828	8,441	5,828	8,441	28,138	26,787
Building repairs	6,744	6,744	6,744	6,744	26,976	23,191
Telephone	4,038	10,769	6,731	5,585	26,923	20,764
Promotions	4,173	12,518	4,173	-	20,864	18,451
Real estate tax	4,422	4,422	4,422	4,421	17,687	16,614
Dues/subscriptions	6,849	3,425	3,425	3,424	17,123	11,920
Utilities	4,193	4,193	4,193	4,194	16,773	12,773
Exhibit expense	3,015	9,043	3,015	-	15,073	22,974
Insurance	4,446	4,446	4,446	1,481	14,819	16,042
Accreditation expense	3,500	3,500	3,500	3,500	14,000	21,663
Equipment repair	3,202	3,202	3,202	3,202	12,808	6,563
Miscellaneous	3,026	3,026	3,026	3,024	12,102	3,583
Tax expense	-	-	-	8,408	8,406	1,411
Temporary clerical	-	-	-	6,213	6,213	16,788
Uncollectible renewal fees	-	-	390	-	390	95
Site relocation	-	-	-	-	-	12,387
Recruiting expense	-	-	-	-	-	1,479
	<u>\$ 640,707</u>	<u>\$ 663,059</u>	<u>\$ 535,842</u>	<u>\$ 417,486</u>	<u>\$ 2,257,094</u>	<u>\$ 1,902,506</u>

8

CONTRACTED SERVICES

CONTRACTED SERVICES

BCSP obtains a variety of services through contracts. A summary of services appears below.

CASTLE Worldwide, Inc., Morrisville, NC

(www.castleworldwide.com)

Columbia Assessment Services (CAS) was merged into CASTLE as a subsidiary in 2000. CASTLE stands for CAS Testing & Learning Enterprises. It remains a global provider of services in support of peer certification organizations like BCSP. CASTLE services include examination development, item editing, examination and item analysis, minimum passing point studies, job analysis and validation studies, special examination administration, and expert psychometric consulting. CASTLE has several nationally-recognized psychometricians on its staff.

Pearson VUE, Bloomington, MN

(www.pearsonvue.com)

Pearson VUE delivers over 4 million high-stakes tests a year across the globe for clients in the licensure, certification, academic admissions, regulatory, and government testing service markets. It boasts the world's leading test center network, with over 5,200 test centers in 162 countries, 230 of which are fully-owned and -operated Pearson Professional Centers. Pearson VUE performs services related to candidate appointment scheduling and appointment management, examination encryption and production, computer-based examination delivery and examination security, and examination results management for BCSP.

Other Contracted Services

BCSP obtains services from a variety of local businesses. Included are legal services, audit services, temporary help, computer and network setup, maintenance and administration, computer and Internet programming, technical editing of draft examination items, printing and publication, mailing services, graphic design, photography, and other business services. Major providers include:

- General Legal Services
Erwin, Martinkus & Cole, Ltd.
- Intellectual Property Legal Services
Leydig, Voit & Mayer, Ltd.
- Audit Services
McGladrey & Pullen, LLP
- Systems and Programming Services
Formative Software
KSC Systems
Riverwatcher, Inc.
- Design and Graphic Arts Services
Image Graphics
- Mailing Services
Quicksilver Mailing Services
- Printing Services
Crouse Printing
Insty-Prints Business Printing Services

2007 DIRECTORS AND OFFICERS



PRESIDENT

Jeffrey L. Robinson, CSP, P.E.
 Manager, Loss Prevention Services
 Harrington Group
 (Society of Fire Protection Engineers)



M. E. Greer, CSP, OHST
 President/Owner
 Eddie Greer & Associates
 (At-Large Director)



VICE PRESIDENT

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 Senior Consultant
 Applied Safety & Ergonomics, Inc.
 (Institute of Industrial Engineering)



Samuel J. Gualardo, MA, CSP
 OSHA Safety Consultant and Instructor
 Indiana University of Pennsylvania
 (At-Large Director)



SECRETARY/TREASURER

*Glenn D. Daviet, CSP, CPCU, ARM**
 Vice President
 Sedgwick Claims Management
 Services, Inc.
 (National Safety Council)



Emory E. Knowles III, CSP, CIH
 Manager, Industrial Hygiene and Safety
 Northrop Grumman Corporation
 Electronic Systems Sector
 (American Society of Safety Engineers)



PAST PRESIDENT

Larry W. Jones, CSP
 Manager, Specialty Engineering
 Dynetics, Inc.
 (System Safety Society)



Paul G. Specht, Ph.D., CSP
 Professor of Occupational Safety &
 Environmental Health
 Millersville University of Pennsylvania
 (At-Large Director)



DIRECTORS

Margaret M. Carroll, CSP, P.E.
 President
 Margaret M. Carroll Co., LLC
 (American Society of Safety Engineers)



Linda M. Tapp, CSP, ALCM
 Principal Consultant/Owner
 Crown Safety LLC
 (At-Large Director)



David F. Coble, CSP
 President
 Coble, Taylor & Jones
 Safety Associates LLC
 (At-Large Director)



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Frank K. Reilly, Ph.D., CFA
 Bernard J. Hank Professor of Finance
 Mendoza College of Business
 University of Notre Dame



Bradley D. Giles, CSP, P.E.
 Vice President,
 Environment, Safety, Health & Security
 Washington Division of URS Corporation
 (At-Large Director)

*Glenn Daviet passed away on July 11, 2007. Mr. Daviet contributed significantly to the success of BCSP and the safety profession through his leadership. BCSP remembers and acknowledges the efforts of this exceptional individual.

BCSP STAFF



EXECUTIVE DIRECTOR

Roger L. Brauer, Ph.D., CSP, P.E., CPE



Administrative Assistant
Linda Charles



EXAMINATION DIRECTOR

Steven G. Schoolcraft, CSP, P.E.



Examination Assistant
Andrea Nolan



FINANCE AND HUMAN RESOURCES DIRECTOR

Dennis Archer, PHR



Financial Assistant
Jana Pflugmacher



BUSINESS SYSTEMS MANAGER

Bharat Philip-Patel



COMMUNICATION AND MARKETING MANAGER

Heather Murphy



CHEST PROGRAM DIRECTOR

Patrick J. Conroy, OHST, CHST



OPERATIONS MANAGER

Mary Hosier



Customer Service Coordinator
Barbara Patterson



Customer Service Associate
Kimmy Farris



Customer Service Associate
Michelle Sutherlin



Customer Service Associate
Christy Uden



Customer Service Associate
Alicia Neils-Millsap



Administrative Services Clerk
Kathie McMaster

ACHIEVEMENTS AND MILESTONES

ACHIEVEMENTS AND MILESTONES

During 2007, some of the achievements and milestones of BCSP included the following:

- BCSP conducts job analysis studies to ensure examinations cover current professional safety practice. Examination modifications are expected to be complete in 2008 (with full deployment of the new examination expected early in 2009).
- On June 28th, the National Fire Protection Association (NFPA) becomes a BCSP Membership Organization.
- The BCSP President and Executive Director visit Australia and work with safety organizations in Sydney, Melbourne, and Perth in an effort to bring the CSP credential to that country.
- BCSP signs a Memorandum of Understanding (MOU) with the Singapore Institute of Safety Officers (SISO). The updated agreement recognizes each organization's designation and related educational, experience, and examination standards.
- BCSP awards contract to Pearson VUE for computer-based delivery services.
- BCSP offers Graduate Safety Practitioner (GSP) Retroactivity period in 2007 which expands the GSP status to past graduates of Qualified Academic Programs (QAPs).
- BCSP signs a contract with Modus21, LLC to develop software to support its certification processes. This software will provide a major update to the system BCSP has been using for over a decade and move most transactions online.
- BCSP Scholarship Fund established within the American Society of Safety Engineers Foundation (ASSEF) to encourage entry into and advancement in the safety profession. The first scholarship is named after BCSP Secretary-Treasurer Glenn Daviet (see page 11).
- BCSP implements an official interpretation of the *CSP Code of Ethics and Professional Conduct* which declares it unethical to use a degree from an unaccredited institution.
- BCSP approves changes in qualifications for and credit toward the CSP credential. These changes go into effect beginning January 1, 2009.

JOINT VENTURE: CCHEST

JOINT VENTURE: CCHEST

Together with the American Board of Industrial Hygiene (ABIH), BCSP operates the Council on Certification of Health, Environmental and Safety Technologists (CCHEST). CCHEST provides safety and health certifications for technologists, technicians, and supervisors. BCSP provides staff support for CCHEST (www.cchest.org). Current certifications include the:

- OHST: Occupational Health and Safety Technologist® (since 1985)/CLCS: Certified Loss Control Specialist (since 2007)
- CHST: Construction Health and Safety Technician® (since 1994)
- STS: Safety Trained Supervisor (since 1995)

CCHEST programs are accredited by the **National Commission for Certifying Agencies (NCCA)**. OHST, CHST, and STS examination fees of qualified individuals are eligible for reimbursement by the Department of Veterans Affairs (VA).

In 2004, CCHEST expanded the STS program to include general industry and petrochemical examinations in addition to the construction examination (offered since 1995).

In 2007, CCHEST began offering the Certified Loss Control Specialist (CLCS) certification to loss control specialists in the insurance industry as a choice through the same process used to achieve the OHST certification. BCSP and CCHEST also maintained their Alliance agreement with OSHA in 2007.

NEW CSPs IN 2007

NEW CSPs IN 2007

James P Abston
 Maritza Adams
 Odunlami Abiodun Adeogun
 Vitaly A Aizenberg
 James R Akers
 Denise M Albrecht
 Beth A Aldrich
 David A Altom
 William J Andrews
 Erick A Arceneaux
 Andre Barton Ashley
 Harry C Atwood
 Richard C Avery
 Omar J Azpuru
 Julie M Anderson
 Robert M Bacci
 Michael Scott Bailey
 Corey Kathryn Bain
 Charles E Baker
 Russell A Baker
 John C Baldwin
 John R Barker
 John W Barker
 Jeffrey C Bartine
 David W Bartko
 Matthew J Batis
 Thomas L Bayer
 Tonya T Bean
 Ken W Beatty
 Eric V Becker
 Stephen W Becker
 Donald N Beheler
 Mark A Behrens
 David T Bennett
 Scott R Benson
 Chad L Berkhammer
 Marshall H Berry
 Lewis Lang Best
 Carrie A Bettinger
 Ramniklal G Bhensaniya
 James R Bickle
 Erin M Bickle
 Paul J Bierley
 Jeremy D Biggs
 Jeffrey R Bischoff
 Robert J Bizzaro
 Paul S Bloom
 Timothy P Bohr
 Jody A Bolyard
 Gary W Boyer
 Clinton N Bragg
 Gary D Braman
 Nathan E Brenneman
 Harold P Broussard
 Leland M Bryson
 David J Bunnell
 Thomas W Burke
 Brian M Butler
 Heather L Butler
 Paula B Byrd
 Michelle A Baber
 Nicholas R Bales
 Eric S Barnes
 Joshua M Bernazzoli
 Dwayne Keith Boling
 Eric L Bowers
 Patrick J Boyle
 Julia C Bradley
 David E Burcin
 Darryl L Burger
 Michael D Byrnes
 Randy L Cabral
 Donn O Cahill
 Richard L Cavil

Tracey L Cekada
 Constance B Chandler
 May Tu Chau
 Phillip Laurence Childers
 Robert L Childs
 Jeremy J Chingo Harris
 Luke J Chisenhall
 Dominick A Ciccone
 Tracey D Clark
 Todd S Clayton
 Timothy M Clemente
 John N Clements
 Brett A Coleman
 James R Coleman
 Jason T Collins
 Rodney L Collins
 Todd A Concienne
 Thomas E Cone
 Mariette N Cooray
 Bruce C Covert
 Lydia M Crabtree
 Shannon M Crawford
 Ricky L Creed
 Jennifer L Criqui
 David G Curry
 Mark A Czerwinski
 Seth T Calkins
 Julie A Carter-Simon
 Mark S Christensen
 Edward B Clement
 Mark D Cranston
 Joseph Scott Dahle
 William E Dallas
 Frank P Damato
 Robert N Daniels
 Zenon M Dankewych
 Mark H Davies
 Eric D Davis
 James E Davis
 James R Davis
 Steven R Davis
 Michael K Dean
 Scott W Defenbaugh
 Frank R Demer
 Douglas R Denison
 Robert W Dent
 John E Deseck
 Brian J Dewitt
 Paul S Dickens
 Joe B Dill
 Rocco C Dipietro
 Gary Evan Dismukes
 Jason N Dodd
 Eric J Dolan
 William A Dorrell
 Terence A Douglas
 Steven L Dufield
 Bradley G Dunker
 Dustin A Dunn
 Stephen T Dupre
 David J De May
 Guillermo D Deleon
 Tracy L Donahoo
 Jason T Eardley
 Randy M Easterling
 Shane Michael Edge
 William F Egbert
 Edwin R Eldredge
 Robert C Elfrink
 Donald D Elswick
 Brent T Escoubas
 Robert A Eubanks
 Craig D Evans
 James G Evans

Uchenna J Egbejimba
 Michael R Faith
 Carl B Farley
 Daniel L Fields
 Graig L Filer
 John S Fischer
 Constantine Dan Flinta
 Daniel A Flynn
 Nicke Flynn
 Jenny L Foncree
 Shui Hang Fong
 Carol A Ford
 Russell Frankel
 Carl D Freyholtz
 Joshua J Frydenlund
 Charles G Fuller
 Rafael E Fernandez
 Robert S Gaines
 Michael D Garcia
 Justin R Gattuso
 Patricia A Gaudet
 David Wei Gee
 Jana M Gessner
 Sarah S Ghezzi
 Monty O Gibson
 Charles R Girona li
 David A Glynn
 Shane R Goldsby
 Curtis J Gonter
 Christopher A Goulart
 Keith E Green
 Kyle B Green
 Robert E Greene
 Donald L Griffin
 Scot D Gudenrath
 Shawn A Guffey
 Troy J Guidry
 Charles A Guinther
 Stephanie M Gurnari
 Pei Gao
 Kathleen M Garcia
 Troy A. Gardner
 Keith E Gibson
 Peter J Glismann
 Kevin E Goodwin
 Farhad Hajian
 Steven E Halferty
 Donald M Hall
 Barbara J Hamm
 Lindsay L Harbour
 Kala Harinarayanan
 Kevin J Harrell-Latham
 Erik A Hasenbein
 Phillip Hatfield
 Valerie J Hatfield
 Bernard F Hauber
 Richard E Henderson
 Terrance M Hennessy*
 William M Henry
 Harold T Henson
 Timothy J Hentchel
 Danyle R Hepler
 Steven D Hiatt
 William J Higgins
 Raymond S Higgs
 Michael A Himes
 Jason R Hodgson
 Mary E Hoerster
 Gerald D Hollenback
 Jeremy D Holmes
 Richard J Horan
 Robbi T Hron
 Mark L Huddleston
 Matthew D Hudson

David Hulverson
 Joseph P Hurley
 Brian K Hyatt
 Vernon C Hansen
 Brady M Harnish
 William L Holden
 Anthony J Host
 Jason D Howe
 Robert A Ibarra
 Kenneth P Jackson
 Wayne B Jamison
 Thomas R Janule
 Audley L Jones
 Henry K Jordan
 Daran C Janecek
 Paul C Jeske
 Vijaya Geetha Kancheepuram
 Santhanakrishnan
 Jason Wayne Karns
 David M Kasab
 John T Kasanicky
 Mikel Abraxas Kemp
 Dan Kermoyan
 Ron G Klapperich
 Jesse M Knapp
 David T Kniffen
 Dimitri C Kondas
 James A Kotonias
 Alisa M Kreft
 Marshall E Krotenberg
 Peter Kuchinsky
 Barry Scott Kuhnly
 John J Kummings
 Dennis R Kuntz
 Jason R Kelly
 Ibrahim A Khawajji
 Robert D Kling
 Gary E Koperski
 John M Landry
 Phillip M Landry
 Samuel A Langley
 Martin J Laskey
 Don M Latimer
 Michael J Latronica
 Chad-Edward N Leach
 Frederic C Lejeune
 Kristine M Lesso
 Clinton D Lewis
 Sean C Lichty
 Marty D Link
 Christopher G Linton
 George W Loder
 Mike B Lorenz
 Michael L Lyman
 Patrick A Lyon
 Steven E Lacey
 Andrew M Levitsky
 Guishou Liu
 Monika E Maier
 Christiana R Mangrum-Park
 Randy A Mansell
 Christopher S Marlow
 William F Marshall
 John S May
 Michael L McCardle
 Steven C McCool
 Michele P McCutchen
 Rodney J McGehee
 Shaun R McGinnis
 Teresa S McGrath
 John H McGuire
 Theresa R McKay
 David L McKenzie
 David P McLaughlin

*deceased

NEW CSPs IN 2007

NEW CSPs IN 2007

Saul Medina
James C Meegan
Michael T Meehan
Gabriel F Miehl
Julie N Miller
Lucy A Miller
Matthew J Miller
Fredericka L Mitchell
Gregory M Mitchell
John T Moore
Patrick T Moore
Robert J Moore
Roger A Moore
Timothy A Moore
Todd P Moran
Louis E Moritz
Robert R Morton
Xiaobo Mu
Eric R Munz
Linwood Bernard Murray
Paul R Myers
Michael K May
Christine M McClain
Bradley A Mcpherson
Hollie M Medlin
Douglas G Mehan
Eric D Metheny
John A Meyer
Daniel C Mickelsen
Robert A Miller
Kristi K Mills-Jurach
John M Mulroy
Brian E Nelson
Donald R Nelson
Kevin R Newman
Robert S Newsad
Hoan K Nguyen
Minh Hong Nguyen
Jesse J Nickrand
David E O'Donnell
Jeffrey L O'Donnell
Sergio E Oliva
Natalia Olive
Matthew N Olphin
Erik G Olsen
Anna V Orlovsky
Shane D Owen
Sean M Oliinsky
Peter H Panourgias
Michael A Parker
Scott Anthony Parker
Marcus L Parrish
Joey J Pausha
Teddi J Penewell
Kevin M Penharlow
Jane Pennline
Gregory Perricone
Christine B Petitti
Thang H Pham
Andrew C Phillips
Charles C Phillips
Ryan N Pierce
Richard D Pitman
Samuel M Pogers
Lisa D Potts
David M Pratt
John B Prendergast
John T Price
Richard R Price
Maria Pryor
Kent M Purcell
Carrie A Parman
Douglas K Parrish
Michael G Phillips

Patricia A Philpott
Joseph V Pilleteri
Henry S. Polek
Kim D Pruner
Ronald G Pryor
Michael K Quattro
Megan S Raines
Robert F Ramirez
Jennifer L Read
Douglas M Rexroad
Joseph P Reynolds
Bradley C Richardson
Dustin G Richartz
Shannon R Roberts
Richard Roche
Kevin F Rockwell
Matthew D Rogish
Megan C Rooney
Katherine S Root
James I Ross
Jonathan Sean Rossen
Andrea L Roy
Michael J Roy
Michael E Russell
Michael A Roberto
Christopher M Robinson
Kenneth A Ross
Matthew Y Sakai
Luke W Sammon
John P Sanders
Michael J Santee
Donald L Schaller
Ward M Scheitrum
Thomas E Schnitzius
Robert Andy Schreckengost
Jason W Scott
Jeffery James Scott
Mark Miquell Seawright
Peter C Self
Jinmo Seong
Cathi L Seto
Hamid Shamsipour
Nicole S Sheets
Robert W Sheninger
Rudy John Shober
William L Simmons
Dustin L Singletary
Brian W Slauzis
Everett L Smith
Jimmy L Smith
Joshua J Smith
Paul C Smith
Robert E Smith
Rodney A Smith
M Gayle Snider
Scott L Spirek
Donald E Sproul
Ronald M Stanhope
Tobias D Steele
Jerry Dean Steelman
Lance L Steilman
Robyn M Steiner
Richard W Stone
Russell D Stone
Jeffrey D Strain
Steven R Strasma
S Ilene Strong
Stanton H Stubbs
Donald P Stuckey
Michael D Sullivan
Susan S Swan
Tammy R Swenson
H Bernadette Santoleri
David C Schiller

Kurt A Seidel
Theodore A Shreve
Kristen R Smith
Shawn M Smith
Jason W Stover
Ernest R Stracener
Barbara Sturm
Robert J Sutay
Craig D Taylor
Gregory G Taylor
Marc A Terrell
George M Thompson
Anthony B Thornton
Burt W Thorpe
William M Thurston
Travis H Trader
Mark R Trotochaud
James F Trusley
Kathy B Turner
Carrie M Tuttle
John R Tanke
Siew-Tai Teo
Matthew J Terrell
Clifford W Thomas
Andrew L Uffring
Carl Wayne Vanderhoof
Monica R Vannoy
Marcos E Vargas
Lydia M Varona
Chad D Vivian
Oris L Voigtmann
John J Vosicky
Jeffrey P Vardis
Bradley L Walker
Douglas E Walker
Kristina L Walker
Molly E Wallace
Theresa N Wallis
Gerry Walsh
Brian A Ward
Jack W Ward
Ricky D Ward
Scott J Wehrlin
Philip M Weinstein
Adam F Wendel
Clayton F West
Brett A Wheelock
Joseph C Whitlock
Tina L Wienecke
Kenneth P Willemsen
Brian B Williams
Leanna Rose U Williams
Jen S Wingard
Jeffrey G Wolf
Ryan N Wolschleger
Michael S Wood
Matthew S Woods
Glen M Wyman
Stephanie M Waisanen
Darrin J Walk
Januar K Wargakusumah
Clay B Warner
Michael Watson
David S Wesner
Jimmy L Whitehair
Charles E Wigger
Michael J Wilson
Michael J Wolter
Stephen R Wright
Dana D Yanchunas
David M Yanoschick
John Yasui
Lawrence Young
Sylvi S Young

Steven C Zalar
John A Ziti
Lance M Zielinski

RESPONSIBILITIES OF CSPs

RESPONSIBILITIES OF CSPs

Ethics and Professional Conduct

In applying for and achieving the CSP certification, candidates and certificants agree to abide by the *CSP Code of Ethics and Professional Conduct*. Practicing ethically can be difficult sometimes; however, CSPs are required to protect people, property, and the environment while keeping the interests of employers and clients in mind. The *CSP Code of Ethics and Professional Conduct* is a guide for making professional safety practice decisions.

When there are substantiated violations of the *CSP Code of Ethics and Professional Conduct*, BCSP acts through its disciplinary procedures to reprimand individuals or suspend or revoke certifications. BCSP publishes the disciplinary procedures, along with the rest of the *BCSP Bylaws*, on the BCSP web site (www.bcsp.org).

Keeping BCSP Informed

CSPs have an obligation to keep BCSP informed of their current mail and email addresses. BCSP must be notified when certificate holders move or change employment. BCSP can provide the best support for candidates and certificants when their data is current and accurate. Address changes can be made at www.bcsp.org. Name changes require documented proof of the change before BCSP can change an individual's record.

Authorized and Unauthorized Use of the CSP Certification

CSPs engaging in professional safety practice must either meet the requirements to retain the certification or they will lose it. CSPs must pay an annual renewal fee and must meet COC requirements by achieving 25 points every five years to retain their certification. Individuals failing to meet these two requirements lose the right to use the CSP certification.

A CSP who is no longer engaged in professional safety practice may choose CSP-Retired status. The status does not mean that an individual is retired from regular employment or a long-held position. CSP-Retired indicates that a person once held the CSP credential and no longer meets the requirements to retain it, but wishes to retain a connection to the CSP certification. Someone electing CSP-Retired status is not allowed to use the CSP or Certified Safety Professional credential. BCSP considers claiming to be a CSP unauthorized use of the certification when the requirements to achieve or retain the CSP credential have not been met.

BCSP takes action against individuals who claim to hold BCSP certifications or designations, but have never achieved them or have lost the right to use them. BCSP will act against such individuals when there is clear evidence that they have used BCSP certifications or designations on business cards, resumes, letters or other documents and BCSP has an address by which to contact the unauthorized user. Employers, those holding the CSP credential, and others provide assistance in identifying individuals who may be using the CSP certification without authority. A list of individuals who have used the CSP certification without authority is published at www.bcsp.org.

A list of those meeting current certification requirements appears at www.bcsp.org within the online directory (updated daily).

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.bcspp.org).



Board of Certified Safety Professionals
208 Burwash Avenue
Savoy, Illinois 61874

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