



BCSP | Board of Certified Safety Professionals®

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CSP, SMP, ASP, OHST, CHST, STS, STSC, and CIT AWARDS OF EXCELLENCE SUBMISSION GUIDELINES

Submission forms must be completed at bcspawardsofexcellence.submittable.com/submit. Submissions must be completed by the award candidate. Physical submissions will not be accepted.

Required Forms:

- Submission Form
- Three (3) Endorsement Forms

Forms

All forms are available on and **must** be submitted via Submittable at bcspawardsofexcellence.submittable.com/submit. Handwritten forms will **not** be accepted.

Instructions

- **Submission Form**
The submission form **must be completed by the candidate**. There is a place within the form to note who recommended you for the award, if applicable.
- **Endorsement Forms (3 total)**
Endorsement forms should be completed by three (3) people (supervisors, associates, and/or clients) who have knowledge of your professional safety experience. Three (3) complete forms must be submitted to qualify for the award. Endorsement forms will be sent to the appointed endorsers via an email from Submittable after completion of the Submission Form.

To be considered for the upcoming year's awards, completed submissions **must** be received by BCSP no later than **Feb. 1, 2026**. Incomplete submissions will **not** be considered.

NOTE: Award recipients must submit a high-quality digital headshot to be used for public relations purposes.

ELIGIBILITY

1. Award candidates must be an active certification holder in the category of their submission (CSP, SMP, ASP, OHST, CHST, STS, STSC, or CIT) and have held that certification for at least the past five (5) years by the submission deadline.
2. Candidates cannot be a former award recipient for the certification category of their submission and may not receive two (2) awards in the same year.

3. Members of the BCSP Board of Directors are ineligible for the Awards of Excellence during their term on the Board and for five (5) years after their term concludes.
4. BCSP employees are ineligible for the Awards of Excellence while employed by BCSP and for five (5) years after their employment ends.

JUDGING

Only the candidate's activities over the past five (5) years will be considered.

Awards of Excellence candidates will be evaluated in the following categories. Providing responses in all areas will demonstrate the most complete involvement in safety practice. However, categories marked by an asterisk must be completed in order to be eligible for the award.

1. * Demonstrated technical expertise and successful results in the safety, health, and environmental (SH&E) profession.
2. Voluntary professional contributions to advance the SH&E profession, such as serving as an officer in a safety society or association, public/community services, instructing at educational institutions, influencing codes and legislation, writing articles, etc.
3. Involvement as an SH&E mentor.
4. Awards including citations, honors, and plaques for innovations in new SH&E-related procedures or systems developed.
5. Other personal achievements related to the SH&E profession.
6. * Summary explaining why you should be selected for the award.
7. * Three (3) endorsements from people (supervisors, associates, and/or clients) who have knowledge of your professional safety experience.

GUIDELINES

The following pages will assist you by providing guidelines for the submission process for the Awards of Excellence.

This document also includes criteria by which submissions will be evaluated. Candidates are judged by the scope, depth, quality, and impact of their efforts in the SH&E profession and community.

The BCSP Awards Committee will review each candidate on the basis of their submission and endorsements.

Candidate names are concealed when submissions are presented to the Awards Committee so the reviewers are unaware of whose submission they are viewing. This helps to avoid bias.

Each reviewer assigns point values to each part of a submission and the reviewers' total scores are then averaged together. The candidate with the highest score (or more than one if a tie occurs) will be selected as the award recipient for their certification category, per approval by the Board of Directors.

Your submission will be evaluated based on each of the following areas, and each should be addressed in the order presented below. Please be sure to use precise descriptions of your achievements.

CRITERIA

1. Demonstrated technical expertise and successful results in the safety, health, and environmental (SH&E) profession.

This area should detail how you have demonstrated SH&E expertise in the employment setting. It should be specific and reflect actual activities you have performed. The submitted job descriptions should indicate your duties and ability to perform them, as well as to what degree you have solved a problem and/or achieved success. Only with sufficiently detailed information can the judges award the appropriate amount of points.

When demonstrating your expertise, be sure to indicate a comprehensive definition of your job functions, including the number of locations and employees for whom you have had responsibility for safety or training.

Candidates who are consultants should use representative assignments and projects in place of jobs and job descriptions.

CSP and SMP Candidates

Detail your ability to create a safe working environment and develop effective SH&E programs, and describe their effects on the operational aspect of the industry.

- Describe leadership abilities by including a history of promotions to higher levels of responsibility based on individual, team, and management-level leadership skills.

- Provide examples of your skills in this area and any positive impacts or results.
- Describe your ability to influence others in your company's SH&E programs.

ASP, OHST, CHST, STS, and STSC Candidates

Detail your ability to provide and manage effective SH&E programs to create a safe working environment and improve SH&E-related technical programs at the worksite and/or in the profession.

- Describe your managing abilities by including a history of promotions to higher levels of responsibility based on individual, team, and management-level skills.
- Provide examples of your skills in this area and any positive impacts or results.
- Describe your ability to successfully implement your company's SH&E programs.

CIT Candidates

Detail your ability to develop and implement effective SH&E training content with supporting documentation.

2. Voluntary professional contributions to advance the SH&E profession, such as serving as an officer in a safety society or association, public/community services, instructing at an educational institution, influencing codes and legislation, writing articles, etc.

This area should list your service to professional societies, safety organizations, and/or any volunteer professional service activities to advance the SH&E profession.

Include types of contributions and their results.

Examples include:

- Serving as an officer at a national, regional, state, or local level in a safety society or association.
- Developing and/or teaching SH&E-related courses or seminars that are outside of your job description.
- Participation in BCSP role delineation, item writing workshops, and/or reviewing examination items.
- Volunteering SH&E services to a non-safety organization.
- Presentations about certification at an SH&E conference or training workshop.
- Presentations to students (elementary, high school, college), promoting the SH&E profession.
- Service to an editorial board.

- Publishing an SH&E-related book.
- Any significant impact you have made on standards, legislation, or codes that affect the SH&E profession. (Please describe.)

3. Involvement as an SH&E mentor.

Describe your involvement as an SH&E mentor and your role in assisting the career development of others.

4. Awards including citations, honors, and plaques, for innovations in new SH&E-related procedures or systems developed.

Describe awards and honors you have received; explain the nature and purpose of the award or honor, and how you earned it. Include any local awards or letters of appreciation and regional or national awards in safety, health, or the environment. Please do not send copies of the awards; written notation is all that is required.

List any SH&E-related patents awarded (and how the patented device reduces risk) or methods created to enhance your company's SH&E programs.

5. Other personal achievements related to the SH&E profession.

This area includes participation in any SH&E-related activities not indicated in any other criteria listed above. These activities may include achievements in continuing education by pursuing or completing an SH&E-related degree and/or achieving additional certifications or licenses.

6. Summary explaining why you should be selected for the Award of Excellence.

Outline the reasons you should be selected for the Award of Excellence. Explanations should be specific to your contributions to the SH&E field.

7. Endorsements from superiors, associates, and/or clients.

Obtain three (3) endorsements from people (supervisors, associates, and/or clients) with knowledge of your professional safety experience.

For consultants, these endorsements can be from major or long-term clients.

The quality and scope of any endorsements should be exceptional. Answers to questions should be specific, SH&E-related, and describe the relationship between the two individuals. Three (3) endorsement forms **must** be included in the submission in order to qualify for the Awards of Excellence. Additional endorsements will not be evaluated.

In order for the Awards Committee to avoid bias, endorsers should **not** include the candidate's name and gender in their endorsement. Instead, endorsers should refer to the candidate as "candidate" or "nominee" and use neutral they/them pronouns.

SUBMITTAL

To access and submit the required forms for the Awards of Excellence, you must go to <https://bcspawardsofexcellence.submittable.com/submit> and create an account.

You will then be able to fill out the initial submission form.

Within this form, you will provide the email addresses of your three (3) chosen endorsers.

The endorsers will then be sent an endorsement form via email from Submittable to complete on your behalf. It is your responsibility as the candidate to confirm that your chosen endorsers have completed these forms.

The form will come from notifications@email.submittable.com. If an endorser cannot find the email in their inbox, please have them check their spam folder. If it is not there, you may need to resend it from your Submittable account. Before you resend the request, please have your endorser add the above email address to their whitelist so it will not go to the spam folder.

You can change your chosen endorsers by request.

Complete submissions must be received by BCSP via Submittable no later than Feb. 1, 2026. Incomplete submissions will not be considered.

For questions about the submission process, please contact:

Shannon Sherrer, DES
E: shannon.sherrer@bcsp.org
P: +1 317-960-3849

For technical assistance regarding Submittable.com, please contact:

Submittable Technical Support
Monday-Friday, 9am-5pm MST
E: support@submittable.com
P: +1 855-467-8264 x4

For FAQs on how to use Submittable.com, please visit submittable.help/en.