

TAKE YOUR EXAM

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

EXAMINATION	TIME ALLOWED
CSP	5.5 hours
ASP	5 hours
SMS	4.5 hours
OHST	4 hours
CHST	4 hours
STS	2 hours
STSC	2 hours
CIT	2 hours

You will schedule your own breaks for all but the SMS examination. These breaks must be taken outside the secure testing room, but inside the building (or part of the building) controlled by Pearson VUE. You must sign out and comply with any/all security measures when you leave your workstation for any reason. Your examination clock continues to run during these self-scheduled breaks. The SMS examination has one 15-minute break which will occur after you complete 100 items or reach the two hour and 15 minute mark, whichever comes first. There are no self-scheduled breaks for the SMS examination.

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

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

ABOUT BCSP

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

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

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

BCSP.ORG

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Pearson VUE

TAKING BCSP EXAMINATIONS



ACCREDITATION

When choosing a certification, it is important to verify that it is accredited through independent, third-party evaluations. All BCSP certifications are accredited by the ANSI National Accreditation Board (ANAB) under their personnel certification program to the ISO/IEC 17024 standard.



CERTIFICATIONS

Certified Safety Professional® (CSP®)
Safety Management Specialist® (SMS®)
Associate Safety Professional® (ASP®)
Occupational Hygiene & Safety Technician™ (OHST®)
Construction Health & Safety Technician® (CHST®)
Safety Trained Supervisor® (STS®)
Safety Trained Supervisor Construction® (STSC®)
Certified Instructional Trainer (CIT)

BCSP | Board of Certified Safety Professionals

The **Board of Certified Safety Professionals** (BCSP) partners with Pearson VUE to deliver its computer-based certification examinations at testing centers available throughout the world. This brochure will guide you through the process from scheduling to completing your examination.



OBTAIN YOUR EXAMINATION AUTHORIZATION

BCSP's Certification Management System (CMS) allows candidates to complete certification applications online at [BCSP.ORG](https://www.bcsp.org). Once your application has been submitted and approved, you will be eligible to purchase your examination.

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

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

SCHEDULE YOUR EXAM

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

United States/U.S. Territories,
Canada Phone Numbers:

+1 866-717-3653; 8:00AM-8:00PM ET, M-F
TDD: +1 866-717-3653; 9:00AM-6:00PM ET, M-F

NOTE: *International Pearson VUE testing locations will be found at [pearsonvue.com/bcsp](https://www.pearsonvue.com/bcsp). You must call and schedule your test appointment in the region in which you will test.*

Do NOT call a local testing center to schedule your appointment. Local testing centers are not authorized to schedule, reschedule, cancel, or confirm BCSP examination appointments. Save all examination appointment confirmation emails until after you complete your examination.

If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization. Candidates who do not pass a BCSP examination are required to wait six (6) weeks before retaking the exam.

ARRIVE FOR YOUR EXAM

You are expected to arrive early at the testing center. If you are 15 or more minutes late, you will not be allowed to enter and will forfeit your non-refundable Examination Authorization.

You must bring a valid, unexpired government-issued ID bearing both your picture and signature. Acceptable identifications include a permanent North American state or provincial driver's license/identification card, military identification card, national identification card, European Identity card, or permanent resident card. If you are testing in a country NOT of your citizenship, your passport will be required.

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

Candidates are provided an on-screen calculator during the exam. The on-screen calculator emulates the TI-30XS scientific calculator. Test centers do not provide physical calculators or allow candidates to bring in their own.

You must comply with all security processes at testing centers. Please contact the location prior to the exam to learn about their specific procedures.

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