



Recertification Guide

Recertification Guide

SIXTH EDITION | JUNE 2019

BCSP | Board of Certified
Safety Professionals

— Since 1969 —

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Recertification Guide
Sixth Edition | June 2019

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Introduction

The purpose of the recertification program is to support continuous competence and professional development of BCSP certificants. The recertification cycle is every five (5) years, which is based on the rate at which practice changes. BCSP has determined that five (5) years is a reasonable period to measure the activities in which a certificant engages to remain up-to-date with current trends in practice. This Recertification Guide covers recertification for the Certified Safety Professional® (CSP®), Associate Safety Professional® (ASP®), Safety Management Specialist (SMS), Occupational Hygiene and Safety Technician® (OHST®), Construction Health and Safety Technician® (CHST®), Safety Trained Supervisor® (STS®), Safety Trained Supervisor Construction® (STSC®) and Certified Instructional Trainer (CIT).

Online Submission

Recertification activities can be maintained on your online Recertification Worksheet. To begin recording your activities, go to bcsp.org, select **My Profile** to login to your account, and select "Recertification."

To begin reporting activities, you must select "Start New Recertification Worksheet." Activities recorded are automatically saved to the worksheet once they are entered.

Once a worksheet has started, you can review it at "My Recertification Activity." Activities can be edited or removed at your discretion. Six (6) months prior to the end of your recertification cycle, the worksheet may be submitted for review.



Rules and Procedures

PARTICIPATION AND GENERAL REQUIREMENTS

If you hold a BCSP certification, you must participate in the recertification program and report your activities every five (5) years. The requirements are as follows:

25 RECERTIFICATION POINTS		
CSP	SMS	ASP
20 RECERTIFICATION POINTS		
OHST	CHST	CIT*
3 RECERTIFICATION POINTS		
STS**	STSC**	

*Including a minimum of 2.8 points in teaching, developing, and/or attending courses on instructional techniques

**STS and STSC can pick one of the following:

- Attend and/or teach 3 points (30 hours) of SH&E courses, presentations, or tool-box talks (*Categories 5 & 7*)
- Obtain the CIT, STS, STSC, OHST, CHST, ASP, SMS or CSP (*Category 10*)

Failure to meet recertification requirements will render your certification invalid.

ACTIVITY CATEGORIES

There are 10 activity categories in which you can earn recertification points. BCSP measures all acceptable activities in terms of recertification points. Information about each category appears on the following pages.

SCHEDULE

A recertification cycle normally extends five (5) years, beginning on January 1 and ending on December 31. For those just achieving certification, your first recertification cycle is longer than five (5) years. It begins the day you become certified and ends on December 31 of the fifth full year following the start of your cycle. Those who fill out a Recertification Worksheet for their first cycle (over 5 years) can claim points from all activities during that cycle but must abide by the maximum points allowed in each category.

After your recertification cycle ends on December 31, you have until March 1 of the following year to submit your online Recertification Worksheet.

NOTIFICATION

Notice is sent to certificants near the end of their recertification cycle reminding them their requirements are due.

Your recertification cycle end date appears on your online Certification History record.

Program changes are published in the BCSP eNewsletter and the *BCSP Current Changes Index*. Both resources include information about changes in recertification requirements and policies, including rulings on activities and points as they occur. The eNewsletters and *Current Changes Index* appear at bcsp.org.

TRACKING RECERTIFICATION POINTS

You are responsible for keeping track of your own activities, recertification points, and supporting documentation. You can log your points as you complete activities on your online Recertification Worksheet in *My Profile*.

Create a file for all recertification materials. It is very important to establish a personal procedure for tracking recertification points. You should keep the current Recertification Guide, supporting documents for activities, and a running list of recertification points earned in your file.

Retain original documentation supporting your recertification activities. If you are audited, you are required to submit supporting documentation for verification of activities and points claimed. Acceptable documentation is listed under each activity category.

COUNTING RECERTIFICATION POINTS

Record all recertification points (including partial points) accurately as they are earned. Certain activities may earn fractional points, and they may be critical at the end of your recertification cycle. For example, a course may earn 1.3 recertification points. Total points for a cycle are not rounded upward. If you have 24.9 recertification points for your CSP or 19.9 recertification points for your OHST or CHST at the end of your cycle, this will not meet the minimum recertification requirement.

Rules and Procedures continued >>>>

You can claim activities only once and in only one category (no “double dipping”). For example, as part of a professional position, you may develop and conduct a company training course or seminar. If you claim credit in *Category 1 (Professional Safety Practice)*, you cannot claim credit in *Category 7 (Safety-Related Course or Seminar)*. Similarly, if you teach the same course several times in a cycle, you can claim it for recertification points only one time in that cycle.

Points earned during a cycle may be claimed for that cycle only. Points cannot be carried over to another cycle.

EXTENSIONS

You may extend your recertification cycle for one (1) year by purchasing the recertification extension at “My Profile” at bcsp.org by the March 1 reporting deadline. However, a one-year extension makes the current cycle six (6) years in length but shortens your next cycle to four (4) years. Consecutive extensions are not allowed; therefore the four-year cycle may not be extended. You still must earn the required points in both cycles. You must follow the cycle maximums for points in each category.

LEAVE OF ABSENCE

If you are, or have been, absent from the practice of safety during your recertification cycle, you may request a Leave of Absence (LOA) in writing before the March 1 reporting deadline. An LOA can be up to three (3) years of your cycle and no more than one leave of absence period shall be permitted through the life of your certification. Additional LOA requests must be approved via formal petition to the Board of Directors. The recertification points required will be reduced by five points for CSPs, SMSs and ASPs; four points for OHSTs, CHSTs, and CITs; and 0.6 points for STSs and STSCs for each year of an LOA, and your cycle length does not change. You must continue to pay the annual renewal fee during the LOA.

VOLUNTARY RELINQUISHING OF CERTIFICATION

You may request to relinquish your certification if you no longer wish to meet the requirements to hold certification and are in good standing with BCSP. Upon relinquishing your certification, you will not be allowed to actively use the credential.

In order to relinquish your certification, BCSP requires that you submit your request in writing.

CRIMINAL CONVICTIONS AND UNETHICAL BEHAVIOR

If you have been convicted of a felony or misdemeanor within your 5-year cycle or have a record of any unethical behavior, you must indicate this by completing the “Validation/Attestation” on your Recertification Worksheet. You will be required to send a completed Criminal Conviction and Professional Registration, Certification, or License Information Form after submission of your Recertification Worksheet.

Failure to report felonies, misdemeanors, or unethical behavior is a material omission of significant information and is cause for denial, suspension, or revocation of certification or holding status with BCSP.

To access the above mentioned form and to read the Criminal Conviction and Unethical Behavior Policy, go to bcsp.org/About/Policies-Forms and see “Policies and Forms.”

ONLINE REPORTING

You must report using the online Recertification Worksheet once your cycle ends; other forms are not accepted. Those who hold multiple BCSP certifications and the CIH or CHMM may use the “Alignment of Multiple Certification” section of the online worksheet. If you are a multiple BCSP certification holder, you will only need to complete a Recertification Worksheet for the higher certification. Certification Services will apply it to your additional certifications.

Your Recertification Worksheet must be submitted online by March 1 in the year following the end of your cycle. BCSP notifies you when your recertification requirements are met.

You may submit your Recertification Worksheet online seven (7) months in advance of the cycle end date, prior to March 1 in the year following the end of your cycle.

Supporting documents are not needed with your online Recertification Worksheet. Supporting documents are needed only if your worksheet is selected for audit. Then you must submit a separate worksheet for each BCSP certification.

AUDITING

The auditing process ensures that a certificant verifies the recertification points claimed. BCSP randomly selects 5 percent of Recertification Worksheets for audit. If selected, BCSP notifies you with instructions on how to submit

verification and when materials are due. By policy, all BCSP Directors are audited. Acceptable documentation is listed under each recertification activity category.

NOTIFICATION OF RESULTS

BCSP evaluates Recertification Worksheets submitted to determine if recertification requirements are met.

RECERTIFICATION MET

BCSP sends you notice if you earned the required points. You may then retain the certification through the next recertification cycle, provided annual renewal fees are paid.

RECERTIFICATION NOT MET

If you submit a Recertification Worksheet by the March 1 reporting deadline and BCSP finds that you did not acquire the required points, BCSP notifies you by certified mail that your certification is invalid.

FAILURE TO REPORT

If you fail to report by the March 1 reporting deadline, BCSP notifies you by certified mail that your certification is invalid.

REINSTATING AN INVALIDATED CERTIFICATION

If BCSP notifies you that your certification is invalid because you did not meet recertification requirements, you can choose to reinstate.

By December 31 of the year your certification became invalid, you can submit your BCSP Recertification Worksheet, supporting documentation to meet an audit, and the reinstatement fee. Upon passing the audit, any delinquent annual renewal fees must be paid.

If you fail to reinstate by December 31 you will be unable to reapply for one (1) year, after which you will need to apply as a new candidate and meet all application and examination requirements.

APPEALS PROCEDURE

You may appeal decisions related to earning and maintaining BCSP credentials.

Requests for appeal must be submitted to the Chief Executive Officer (CEO) in writing and in accordance with the current Appeals Policy located at bcsp.org.



Alignment of Multiple Certifications

THE BENEFITS OF MULTIPLE CERTIFICATIONS

Many certificants hold multiple BCSP certifications or a BCSP certification and the Certified Industrial Hygienist (CIH) from the American Board of Industrial Hygiene (ABIH) or the Certified Hazardous Materials Manager (CHMM) from the Institute of Hazardous Materials Management (IHMM). BCSP has created a policy to align these multiple certifications' recertification.

This policy allows CSP, SMS, ASP, OHST, CHST, STS, STSC, and CIT recertification cycles to be met by submitting the most recent, official letter of compliance from ABIH or IHMM with your Recertification Worksheet. CITs must also show 2.8 BCSP recertification points in teaching, developing, and/or attending courses on instructional techniques every five (5) years (see Category 7). This official letter of compliance from ABIH or IHMM must be on letterhead, state that the CIH or CHMM recertification cycle requirements have been met and list the dates of the next recertification cycle. This letter must be uploaded to the "Alignment of Multiple Certifications" section of the Recertification Worksheet. Once this letter is accepted as meeting BCSP recertification requirements, the BCSP certification(s) recertification dates will be adjusted to match the CIH or CHMM cycle years. BCSP recertification cycles will begin on January 1 and end on December 31.

Recertification requirements for multiple BCSP certifications can be met by submitting the "Recertification Met" letter for the higher certification in the "Alignment of Multiple Certifications" section of the Recertification Worksheet, with the exception of CITs who must show a minimum of 2.8 BCSP recertification points in teaching, developing, and/or attending courses on instructional techniques every five (5) years in Category 7.

If the appropriate letter of compliance cannot be obtained and submitted before the BCSP recertification deadline, the full BCSP Recertification Worksheet must be submitted to meet the BCSP recertification requirements.

Even if a certificant submits an official letter of compliance from BCSP, ABIH, or IHMM in place of a full BCSP Recertification Worksheet, the certificant is still subject to the possibility of an audit. If audited, the certificant is required to submit all supporting documentation along with either a BCSP Recertification Worksheet, the ABIH *CM Worksheet*, or the IHMM *Recertification Assessment Form* in order to meet the audit requirements. If the certificant was also audited on their most recent BCSP recertification, ABIH *CM Worksheet*, or IHMM *Recertification Assessment Form* then BCSP will accept proof of meeting a BCSP, ABIH, or IHMM audit as proof of meeting a BCSP audit. Once the recertification audit requirements are met, BCSP will align the recertification cycle to the most recent BCSP certification, ABIH CM, or IHMM recertification cycle as stated above.

All BCSP certificants are subject to BCSP recertification rules and procedures even if they hold multiple certifications. If a certificant fails to report or meet recertification requirements, then the certification(s) will become invalid as stated in the *Recertification Guide*.



Educational and Certification Standards

CONTINUING EDUCATION UNITS (CEUs)

Continuing education courses and conferences provide one of the main methods for staying current with professional practice. Both the length of a course or conference and the rigor of content contributes to the value.

For many continuing education activities, the providers ensure they comply with national standards for continuing education courses established by the International Association for Continuing Education and Training (IACET). Only courses and conferences complying with IACET standards of one CEU equal to ten (10) hours of instruction can award continuing education units (CEUs). One CEU equals one (1) recertification point for students and instructors.

ACCEPTABLE COURSES AND DEGREES FROM U.S. COLLEGES AND UNIVERSITIES

When claiming recertification points under *Category 8 (Attending College or University Courses)* or *Category 9 (Completing an Advanced Degree)*, credit will be allowed for courses or degrees from U.S. colleges and universities that meet BCSP standards:

- Courses and degrees from U.S. colleges and universities seeking recertification credit must be from schools holding institutional accreditation from an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) as having institutional accreditation authority as long as the course is completed or the degree awarded during the period of accreditation
- Schools with CHEA-recognized accreditation can be found at chea.org. The U.S. Department of Education's Database of Accredited Programs and Institutions can be found at nces.ed.gov/globallocator

ACCEPTABLE COURSES AND DEGREES FROM INSTITUTIONS OUTSIDE THE U.S.

College and university courses and degrees offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details.

BCSP'S POLICIES RELATED TO UNACCREDITED DEGREES

BCSP has the following policies related to unaccredited degrees. They include:

- 1 It is unethical to use an unaccredited degree. It is a violation of Standard 5 in the *BCSP Code of Ethics* to use an unaccredited degree (Interpretation #1).
- 2 Unaccredited degrees are not accepted in meeting educational standards.
- 3 Unaccredited degrees earn no credit toward certification examination eligibility.
- 4 Unaccredited degrees earn no credit in recertification.

For more information about these policies, visit bcsp.org. The *BCSP Code of Ethics* and Interpretation #1 are also located there.

DISTANCE LEARNING COURSES

There are few standards for measuring the length of distance learning courses. Colleges and universities have standards for awarding semester or quarter hours, regardless of the media used (i.e., video, internet, teleconference, or other self-study). Another standard is found within the IACET standard for awarding CEUs. The IACET standard for CEUs includes a procedure for deriving a course length from a study of a pilot group of students. Training providers offering distance learning courses are responsible for compliance with these standards. BCSP does not evaluate distance learning courses for compliance with standards.

ACCEPTABLE SAFETY-RELATED SUBJECTS

BCSP defines "safety-related" as any subject appearing on the respective certification examination. BCSP uses "safety-related" to decide whether the content of an activity is acceptable for recertification credit. The complete examination blueprints outline the functions (domains) and tasks (responsibilities) of professional safety practice and the associated knowledge and skills for each domain. The blueprints are found on each certification page at bcsp.org.

Frequently Asked Questions

- 1 When is my Recertification Worksheet due?**

Recertification Worksheets must be submitted online or received by BCSP no later than the March 1 reporting deadline, following the end of your recertification cycle.
- 2 What happens if I do not have enough points?**

If you are short of points, call BCSP at +1 317-593-4800 and discuss your options. You may be eligible for an extension or a leave of absence. Please do not wait until the March 1 reporting deadline to contact BCSP; otherwise you will not have time to resolve your issue.
- 3 What happens if I do not submit the Recertification Worksheet?**

If you do not submit the Recertification Worksheet by March 1, you will be notified that your certification has become invalid. You may have options for reinstatement.
- 4 Do I need to submit anything with my Recertification Worksheet?**

No. Only your Recertification Worksheet should be submitted. You will be notified if you are chosen at random for an audit and only then will you be required to send supporting documentation.
- 5 Can I submit my Recertification Worksheet before it is due?**

BCSP recommends submitting your Recertification Worksheet online. The online process will only allow you to submit your worksheet seven (7) months prior to the end of the cycle through March 1.
- 6 What if I have other questions that are not answered in this guide?**

Please contact Certification Services by phone at +1 317-593-4800 or email at bcsp@bcsp.org.



Guide to Points by Category

CATEGORY 1

Professional Safety Practice

CATEGORY 2

Memberships in Safety Organizations

CATEGORY 3

Organizational Service

CATEGORY 4

Publications, Conference Presentations, and Patents

CATEGORY 5

Service to BCSP

CATEGORY 6

Professional Development Conferences

Category 7

Safety-Related Course or Seminar,
Other Educational Program, Certificates,
Readership Quiz Program,
BCSP Online Quiz, and BCSP KSA Quest

CATEGORY 8

College or University Courses

CATEGORY 9

Advanced Degree

CATEGORY 10

Additional Certification
or License



CATEGORY 1

Professional Safety Practice

Maximum Points Allowed Per Cycle: 10 Points

DESCRIPTION

Professional safety practice must meet all of the following criteria to be considered acceptable by BCSP:

CSP and ASP

- 1 The professional safety function must be the primary function of the position. Collateral duties in safety are not considered the primary function.
- 2 The position's primary responsibility must be the prevention of harm to people, property, or the environment, rather than responsibility for responding to harmful events.
- 3 The professional safety function must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed instead of full-time safety experience if the applicant has the equivalent of at least 900 hours of professional safety practice during any year (75 hours per month or 18 hours per week) for which recertification credit is sought.
- 4 The position must be at the professional level. This is determined by evaluating the degree of responsible charge and reliance of employers or clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.
- 5 The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skills are analysis, synthesis, design, investigation, planning, administration, and communication.

SMS

- 1 The position must be in management of safety related programs, processes, procedures, and/or personnel.
- 2 The position must have at least 35% of primary job duties in health and safety in a 30-hour per week or equivalent position.

OHST

- 1 The position must be in occupational hygiene and safety.
- 2 The position must have at least 35% of primary job duties in health and safety in a 30-hour per week or equivalent position.

CHST

- 1 The position must be in construction health and safety.
- 2 The position must have at least 35% of primary job duties in health and safety in a 30-hour per week or equivalent position.

CIT

- 1 The position must be in occupational health and safety or SH&E training.
- 2 The position must have at least 35% of primary job duties in health and safety or SH&E training in a 30-hour per week or equivalent position.

RECERTIFICATION POINTS EARNED

CSP, ASP, SMS, OHST, CHST, CIT

For acceptable safety practice:

The equivalent of 2 points per year awarded at a monthly rate for non-overlapping months.

SUPPORTING DOCUMENTATION

A letter from your employer verifying dates of employment and safety responsibilities, W2s, or pay stubs. Client documentation for consultants.

CATEGORY 2

Memberships in Safety Organizations

Maximum Points Allowed Per Cycle: 5 Points

DESCRIPTION

This category applies to individual (not company) memberships only. To receive credit, the organization must meet all of the following criteria:

- 1 It must have a technical or scientific premise.
- 2 It must sponsor a conference at least biannually and/or publish a technical journal at least quarterly.
- 3 The primary functions must be in the areas of accident prevention, environmental protection, fire protection, health physics, industrial hygiene, loss control or prevention, occupational health, risk management, risk analysis, system safety; OR it must have a division or section in at least one of these areas.
- 4 It must be generally recognized by the safety profession.

For non-safety organizations, credit is allowed if the certificant is a member of the safety division or section. Membership in the safety division of a national, non-safety organization earns 1 recertification point for any portion of a year. Membership in the safety division of a regional, state, or local non-safety organization or in a regional, state, or local chapter or section of a national organization earns 0.5 recertification points for any portion of a year.

SUPPORTING DOCUMENTATION

A copy of your membership certificate(s) or card(s) indicating dates of membership, dues receipts, or canceled checks.

RECERTIFICATION POINTS EARNED

1 POINT PER YEAR
National safety organization
0.50 POINTS PER YEAR
Regional, state, or local organization

National refers to organizations that cover the entire United States or extend internationally. Regional organizations extend across several states. State and local organizations fall within a single state.

Many national organizations automatically include local chapter membership as part of national membership. For these, certificants receive only 1 recertification point for being a member at the national level. They do not receive 0.5 recertification points for being a member of a local chapter in which they are already claiming national membership.



CATEGORY 3

Organizational Service

Maximum Points Allowed Per Cycle: 10 Points

DESCRIPTION

This category allows credit for service to professional societies, safety organizations, and safety units of certain other organizations, and for volunteer professional services that are approved by BCSP. Examples include serving as an officer at a national, regional, state, or local level in a safety society or association. Service on committees, commissions, or councils also receive credit. BCSP may approve credit for other volunteer activities when there is acceptable safety content.

Service that is part of regular job duties in *Category 1* cannot receive credit in both categories. For example, a government employee who administers a commission, council, or committee as part of his or her job duties already receives credit under *Category 1* for that role. Serving as an officer of a local chapter of a national organization is considered local points because it is the local area you are serving.

National refers to organizations that cover the entire United States or extend internationally. Regional organizations extend across several states. State and local organizations fall within a single state.

RECERTIFICATION POINTS EARNED

Officer or Committee Member

2 POINTS PER YEAR
Officer of a national safety organization or service on a national safety organization, committee, or commission
1 POINT PER YEAR
Officer of a regional, state, or local safety organization or service on a regional, state, or local safety organization committee

Other Approved Safety Volunteer Activities

Volunteer safety services to a non-safety organization:

0.25 POINTS PER YEAR
Regional, state, or local level
0.50 POINTS PER YEAR
National or international level
Volunteer fire department service
Volunteer emergency medical treatment service

Service on an editorial board:

0.50 POINTS PER YEAR
Peer-reviewed journal
0.25 POINTS PER YEAR
Trade magazine
1 POINT FOR EACH 40 HOURS OF SERVICE
Volunteer service, i.e. Special Government Employee, SHARP Consultant, VPP site advisor or evaluator, under a state or federal OSHA program for a site other than one belonging to your employer

Service to Conferences

Conference chair or member of conference organizing committee:

1 POINT PER YEAR
National conference
0.50 POINTS PER YEAR
Regional, state, or local conference

Session organizer or judge of blind reviews:

0.50 POINTS PER YEAR
National conference
0.25 POINTS PER YEAR
Regional, state, or local conference

Service to Profession

0.50 POINT PER YEAR
Making a presentation about your certification at a local safety and health society chapter meeting or at a safety conference or training session that is at least one day long
Making a presentation of at least 30 minutes to students (elementary, high school, college) promoting the safety profession and the value of BCSP certifications

2 POINTS PER YEAR
BCSP Board of Directors
2 POINTS PER YEAR
BCSP Certification Ambassadors

SUPPORTING DOCUMENTATION

A letter or other documentation from the organization verifying the dates of your committee membership, service as an officer, or other position, as well as the type of service. Service to VPP and SHARP programs must be supported by a letter or official document from an applicable office of the OSHA agency or from the company to which services are provided attesting to the individual and the service, dates, location, and hours.

CATEGORY 4

Publications, Conference Presentations, and Patents

Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION

This category covers contributions to the safety body of knowledge through publications, presentations, and patents. See *Acceptable Safety-Related Subjects* near beginning of this guide on page 5.

RECERTIFICATION POINTS EARNED

Publications

Published, safety-related paper or article of at least 1,500 words in a peer-reviewed journal (peer-reviewed means the journal has blind review procedures and at least two people review each proposal):

2 POINTS PER YEAR
Single author
1 POINT PER YEAR
Multiple authors

Published, safety-related paper or article of at least 1,500 words, including paper published in a proceeding:

1 POINT PER YEAR
Single author
0.50 POINTS PER YEAR
Multiple authors

Published, safety-related book:

5 POINTS PER YEAR
Single or multiple author or editor
1 POINT PER YEAR
Author of a chapter, single author
0.50 POINTS PER YEAR
Author of a chapter, multiple authors
0.30 POINTS PER YEAR
Published review of a safety-related book in a safety and health journal or magazine

Category 4 continued >>>>

Conferences

Presentation at a professional, safety-related conference:

1 POINT PER YEAR
Presentation at a round table (90-120 minutes)
0.50 POINTS PER YEAR
Presentation at poster session (90-120 minutes)
Chairing a professional, safety-related conference session (requires organizing session speakers and technical review of presentations)
0.25 POINTS PER YEAR
Session length of 15-60 minutes

Patents

Patents must meet all of the following requirements:

- 1 An original patent (not a duplicate in a different country or jurisdiction)
- 2 Awarded (not pending)
- 3 Must have one patentable feature that:
 - Is safety, health, environmental, or ergonomics related, or
 - Reduces risks through the general function of the patented device or method

1 POINT PER YEAR
Single inventor listed on the patent
0.50 POINTS PER YEAR
Multiple inventors listed on the patent

SUPPORTING DOCUMENTATION

Article/Paper

A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).

Book

A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).

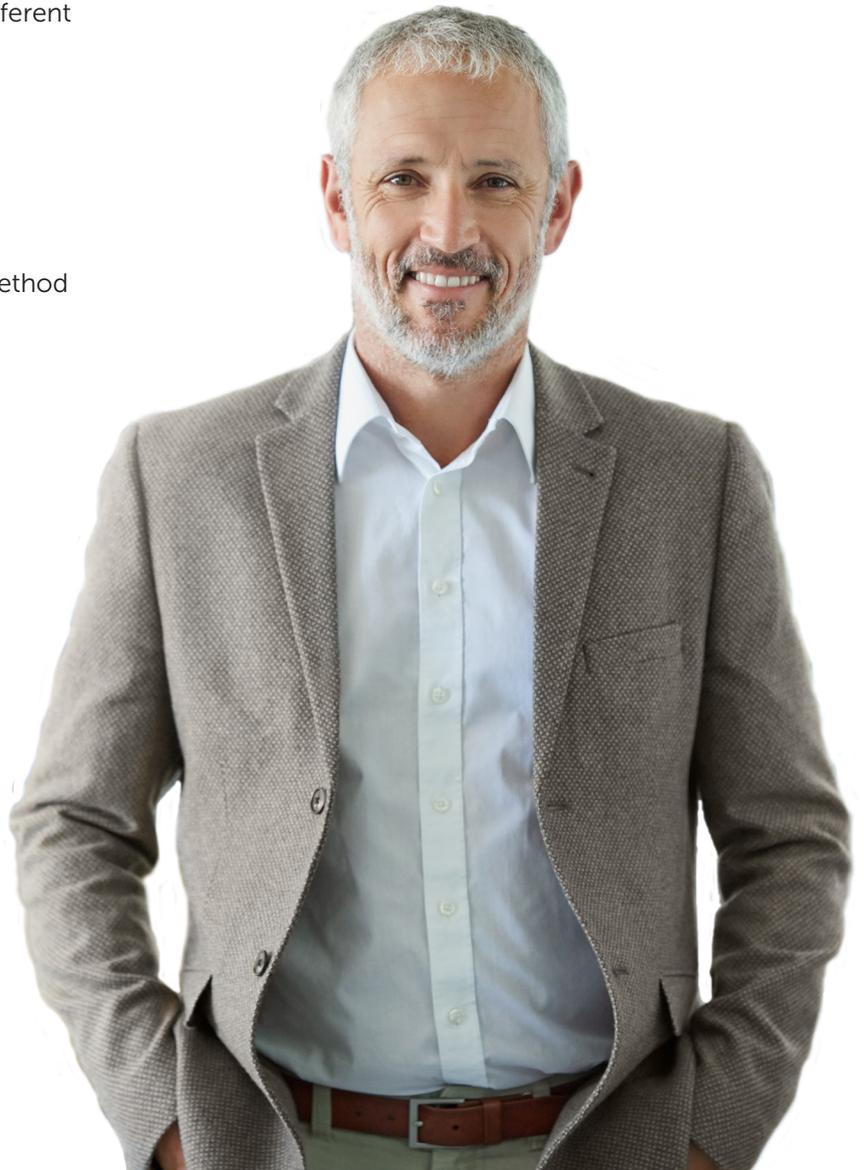
Documentation Presentation indicating your participation.

Session Chair

Assignment documentation from the general chair.

Patents

Photocopy of full patent document.



CATEGORY 5

Service to BCSP

Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION

You can earn recertification points for volunteer services to BCSP. BCSP will indicate the number of points awarded automatically on the online Recertification Worksheet, and an email will be sent confirming the number of points entered.

RECERTIFICATION POINTS EARNED

Service to BCSP

2 POINTS
Participate in a role delineation workshop: CHST, OHST, ASP, CSP, CIT, SMS
0.40 POINTS
Participate in a role delineation workshop: STS and STSC
2 POINTS PER YEAR
Special BCSP subcommittees

1 POINT PER DAY
Participating in revalidation activity panels such as job task analysis, item writing, and passing score meetings
Exam cut score workshop
1 POINT PER SURVEY
Completing job task analysis surveys within required psychometric guidelines and standards
0.50 POINTS
Being the contact for and staffing a BCSP exhibit at a safety conference or training session that is at least one day long
0.10 POINTS PER HOUR
Participating in volunteer item review webinars

CATEGORY 6

Professional Development Conferences

Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION

Most safety-related conferences conducted by BCSP membership organizations are acceptable for recertification points. This includes topics offered in lecture halls. Also, regional, state, local, and many employer-sponsored conferences qualify for recertification points if at least 50% of the conference program is safety-related. See *Acceptable Safety-Related Subjects* under the *Educational and Certification Standards* section of this guide.

1 POINT PER CEU
Provider offers CEU* credit
Provider does not offer CEU credit: Credit is based on the length of the conference.
0.50 POINTS PER DAY
Each day (6 hours or more)

Seminars and continuing education courses purchased separately, held in conjunction with a conference, and which are not included in the general conference registration receive separate credit under *Category 7*.

STS and STSC: List contact hours in the classroom in *Category 7*.

SUPPORTING DOCUMENTATION

The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (e.g., certificate of attendance, registration receipts, canceled checks, hotel receipts, airline tickets).

*CEUs (continuing education units), must comply with standards set by the International Association for Continuing Education and Training (IACET).

CATEGORY 7

Safety-Related Course or Seminar, Other Educational Programs, Certificates, Readership Quiz Program, and BCSP Online Quiz

Maximum Points Allowed Per Cycle: No Limit
 Maximum Points Allowed Per Year for Developer: 3 Points
 CIT: Minimum of 2.8 Points Required for Teaching, Developing, and/or Attending Course on Instructional Techniques

DESCRIPTION

This category covers participation in safety-related continuing education courses and seminars other than those offered for academic credit (see *Category 8*). This includes specific subjects taught in a classroom setting. See *Acceptable Safety-Related Subjects* near the beginning of this guide.

If developing and/or teaching safety-related courses or seminars is part of a certificant's job description, the activity does not earn recertification points under this category. In such cases, recertification points are earned in *Category 1*.

Note: Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle, other than refresher courses.

Distance learning media includes: video, internet, teleconference, or other self-study.

RECERTIFICATION POINTS EARNED

Safety-Related Courses or Seminars (Attending or Teaching)

1 POINT PER CEU
Provider offers CEU* credit
0.10 POINTS PER HOUR OF INSTRUCTION (SEE TABLE 7-A)
Provider offers courses, live or distance**, without CEU credit

Developing (A Maximum of 3 Points Per Year is Allowed)

0.50 POINTS PER CEU
Provider offers CEU* credit
0.05 POINTS PER HOUR OF INSTRUCTION
Provider offers courses, live or distance**, without CEU credit

* Continuing Education Units (CEUs), are awarded by the International Association for Continuing Education and Training (IACET).

**Self-paced study: Points based on provider's suggested length of study.

Other Educational Programs

Chartered Property Casualty Underwriter (CPCU) courses:

8 POINTS
CPCU 553 CPCU 557
6 POINTS
All other CPCU courses
0 POINTS
CPCU 556

For Associate in Risk Management (ARM) courses/exams (not all ARM courses can earn credit):

6 POINTS
ARM 54 ARM 55
0 POINTS
ARM 56

Certificates

One recertification point for a safety-related certificate earned after completing a series (two or more) of courses. The one point is in addition to any points earned from the courses themselves. The courses must have a total of at least 75 contact hours or 7.5 CEUs.

Readership Quiz Programs

Points vary based on the number of items, rigor of the articles, etc. It is up to the publishers to operate these programs, provide proof of participation, and award the appropriate credit for quizzes passed. Points are based on the total number of questions on a quiz that the certificant has passed.

Peer-reviewed journal quizzes receive 0.015 points per question. Examples of a safety-related, peer-reviewed journal include:

- ACGIH Journal – Applied Occupational and Environmental Journal “Action Level” program (a joint AIHA/ACGIH journal)
- Technical Achievement Program (TAP) - Engineering & Safety Service, a Division of Insurance Services Office, Inc.

Trade magazines and non peer-reviewed journal quizzes receive 0.01 points per question. Examples of a safety-related trade magazine and non peer-reviewed journal include: Workplace HR & Safety (formerly Compliance).

BCSP Online Quizzes

0.10 point earned for each quiz passed, available at <https://quiz.bccsp.org>.

BCSP KSA Quest

0.25 point earned for each quest passed, available at <https://earnpoints.bccsp.org>.

SUPPORTING DOCUMENTATION

Student

A copy of your certificate of completion indicating course title, date(s) of attendance, and a copy of the catalog description or information brochure indicating topics covered and CEUs earned or the number of contact hours for the course.

Teacher

A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.

Developer

A letter from the academic institution or course sponsor verifying that you developed the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.

Table 7-A

Contact Hours	Points	Contact Hours	Points
1	0.1	21	2.1
2	0.2	22	2.2
3	0.3	23	2.3
4	0.4	24	2.4
5	0.5	25	2.5
6	0.6	26	2.6
7	0.7	27	2.7
8	0.8	28	2.8
9	0.9	29	2.9
10	1.0	30	3.0
11	1.1	31	3.1
12	1.2	32	3.2
13	1.3	33	3.3
14	1.4	34	3.4
15	1.5	35	3.5
16	1.6	36	3.6
17	1.7	37	3.7
18	1.8	38	3.8
19	1.9	39	3.9
20	2.0	40	4.0

CATEGORY 8

College or University Courses

Maximum Points Allowed Per Cycle for Student or Teacher: No Limit
Maximum Points Allowed Per Cycle for Developer: 3 Points

DESCRIPTION

Recertification points may be earned by completing or instructing safety-related college or university courses. BCSP will accept courses from U.S. colleges and universities that meet the BCSP standard. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university as they appear on an official transcript. College and university courses offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details. See *Acceptable Safety-Related Subjects* near beginning of this guide.

Note: Credit is allowed only one time per cycle for attending or teaching the same course multiple times per cycle.

RECERTIFICATION POINTS EARNED

**2 POINTS PER SEMESTER HOUR
(1.33 POINTS PER QUARTER HOUR)**

Student or Teacher

**1 POINT PER SEMESTER HOUR
(0.67 POINTS PER QUARTER HOUR)**

Developer

STS and STSC: List class and points in *Category 7*.

Certificates (including post-baccalaureate certificates): 1 Point

One recertification point for a safety-related certificate earned after completing a series (two or more) of courses. The one point is in addition to any points earned from the courses themselves. The courses must total at least 5 semester hours.

SUPPORTING DOCUMENTATION

Student

A copy of your transcript listing the course(s) completed.

Teacher

A letter from the academic institution verifying that you were appointed to teach the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.

Developer

A letter from the academic institution verifying that you developed the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.

CATEGORY 9

Advanced Degree

Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION

Earning an additional degree during your cycle may earn recertification points. The institution awarding the degree must meet the BCSP education standard. College and university degrees/diplomas offered outside the U.S. must be evaluated for U.S. equivalence. Visit bcsp.org for details.

BCSP has established its first official "interpretation" of the *BCSP Code of Ethics*.

Interpretation #1 relates to the use of unaccredited degrees and degrees from diploma mills. Such degrees do not meet the BCSP standard. Please refer to the complete interpretation at bcsp.org.

RECERTIFICATION POINTS EARNED

Any degree meeting the requirements of this category earns 25 points.

SUPPORTING DOCUMENTATION

Transcript showing degree earned and date conferred.

CATEGORY 10

Additional Certification or License

Maximum Points Allowed Per Cycle: No Limit

DESCRIPTION

You can earn recertification points by achieving certain certifications or licenses approved by BCSP.

Credit is allowed for only those programs that have undergone review by BCSP. For more information on reviewing a program not listed, contact BCSP at bcsp@bcsp.org or at +1 317-593-4800.

RECERTIFICATION POINTS EARNED

Examination, Certification, or License	Points
Associate in Claims	5
Associate in Risk Management	1
Associate Safety Professional®	25
Bar Examination [U.S. State]	5
Board Certified Environmental Engineer – awarded prior to 01/01/2018 (formerly <i>Diplomate in Environmental Engineering</i>)	25
Board Certified Environmental Engineer – awarded on or after 01/01/2018 (formerly <i>Diplomate in Environmental Engineering</i>)	10
Building Analyst Professional	5
Canadian Registered Safety Professional	25
Certificate in Diagnostic Radiologic Physics	10
Certification For Gas Testers	3
Certified Asbestos Consultant, CA	5
Certified Biological Safety Professional – awarded prior to 01/01/2018	5
Certified Biological Safety Professional – awarded on or after 01/01/2018	2
Certified Building Inspector	1
Certified Business Continuity Professional	2
Certified Dangerous Goods Professional	15
Certified Director of Safety	2
Certified Electrical Inspector	1
Certified Electrical Safety Compliance Professional	5
Certified Environmental Manager, NV	15
Certified Fire & Explosion Investigator	2
Certified Fire Inspector I & II	2
Certified Fire Protection Specialist	10
Certified Food Safety Manager	1
Certified General Contractor, FL	10
Certified Hazardous Materials Manager (CHMM)	20

Category 10 continued >>>>

Examination, Certification, or License	Points
Certified Healthcare Environmental Manager	1
Certified Healthcare Safety Professional	3
Certified Health Physicist – awarded prior to 01/01/2018	25
Certified Health Physicist – awarded on or after 01/01/2018	12
Certified Human Factors Professional	10
Certified Industrial Ergonomist	2
Certified Industrial Hygienist	25
Certified in Public Health (CPH)	5
Certified Inspector of Sediment and Erosion Control	1
Certified Instructional Trainer	3*
Certified Insurance Counselor	1
Certified Laser Safety Officer	2
Certified Mobile/Tower Crane Operator/Inspector (formerly named Certified Crane Operator)	5
Certified Mobile/Tower Crane Lift Director	10
Certified Occupational Health Nurse/Specialist <i>Merge Health Nurse & Health Nurse Specialist</i>	15
Certified Physician Assistant	10
Certified Professional Environmental Auditor	10
Certified Professional Ergonomist	15
Certified Protection Professional (CPP)	10
Certified Quality Auditor	3
Certified Risk Manager	1
Certified Safety and Health Manager	6
Certified Safety Engineer (CSE) issued by State Administration of Work Safety (SAWS) Government of the People’s Republic of China	25
Certified Safety Management Practitioner	6
Certified Safety Professional®	25
Certified Toxicologist – awarded prior to 01/01/2018	25
Certified Toxicologist – awarded on or after 01/01/2018	20
Certified Utility Safety Professional - Operations Management, Supervisory & Foreman	3
Certified Utility Safety Professional -Safety Management	5
Certified Water and Waste Water Operator, PA	10
Chartered Engineer (U.K.) - awarded prior to 01/01/2018**	25**
Chartered Member of IOSH (CMIOSH)	25
Chartered Professional in Human Resources (CPHR)	2
Chartered Professional Member of the Safety Institute of Australia (CPMSIA) - awarded prior to 01/01/2018**	25**
Chartered Property Casualty Underwriter – awarded prior to 01/01/2018**	1**
Chemical Hygiene Officer – awarded prior to 01/01/2018	5
Chemical Hygiene Officer – awarded on or after 01/01/2018	2

Examination, Certification, or License	Points
Commission Accredited Traffic Accident Reconstructionist	5
Commissioned Inspector – awarded prior to 01/01/2018	3
Commissioned Inspector – awarded on or after 01/01/2018	2
Construction Health and Safety Technician®	10*
CP-12 Professional Certificate in Safety and Occupational Health, U.S. Army Combat Readiness Center (ACRC)	25
Diploma/Certificate in Industrial Safety, as issued by the State Government Departments/Boards of Technical Education, Government of India	25
Lead Inspector License, MN	2
Lead Risk Assessor License, MN	5
LEED AP	10
Licensed Pennsylvania Property and Casualty Agent	2
Master in Occupational Safety and Health from University of Turin, Italy and the International Training Centre of the International Labour Organization (ITC-ILO)	25
MISPN (Institute of Safety Professionals of Nigeria)	25
National Registry of Radiation Protection Technologist	2
Nuclear Medical Physics (formerly named Medical Nuclear Physics)	15
NEBOSH International Diploma in Occupational Health and Safety	25
NEBOSH National Diploma in Occupational Health and Safety	25
Occupational Hygiene and Safety Technician®	10*
Pennsylvania Radon Tester – awarded prior to 01/01/2018	5
Pennsylvania Radon Tester – awarded on or after 01/01/2018	2
Physical Security Professional	10
Professional Engineer (U.S.) – awarded prior to 01/01/2018	25
Professional Engineer (U.S.) – awarded on or after 01/01/2018	15
Professional in Human Resources	10
Project Management Professional	5
Property & Casualty Broker-Agent License	5
Qualified Environmental Professional	15
Registered Environmental Assessor	2
Registered Environmental Health Specialist – awarded prior to 01/01/2018	5
Registered Environmental Health Specialist – awarded on or after 01/01/2018	3
Registered Environmental Manager	2
Registered Environmental Professional	1
Registered Nurse License	10
Registered Professional Geologist	10
Registered Sanitarian – awarded prior to 01/01/2018	5
Registered Sanitarian – awarded on or after 01/01/2018	3
Safety Certification for Transportation Project Professionals (SCTPP)	5
Safety Management Specialist	25

Category 10 continued >>>>

Examination, Certification, or License	Points
Safety Trained Supervisor Construction®	5*
Safety Trained Supervisor®	5*
Senior Professional in Human Resources (SPHR)	10
SHRM Certified Professional (SHRM-CP)	3
SHRM Senior Certified Professional (SHRM-SCP)	3
Singapore Institute of Safety Officers Examination	25
Tank Entry Supervisor Certification	1
Texas Water System Operator License	2
Therapeutic Massage and Bodywork National Certification	2
UL Certified Risk Professional	3

*STSs, STSCs, OHSTs, CHSTs, and CITs will receive 20 points for obtaining the OHST or CHST.

** Will only be awarded recertification points if obtained before 01/01/2018.

SUPPORTING DOCUMENTATION

A copy of the certificate, license, or notification letter indicating the date you passed the examination(s) or the date you earned the certification or license by examination. BCSP examinations do not require documentation.

BCSP | Board of Certified Safety Professionals

— Since 1969 —

Code of Ethics

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:

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 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. 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.

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— Since 1969 —

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.



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