



**BCSP** | Board of Certified  
Safety Professionals

A COMPLETE GUIDE  
TO **SAFETY** CERTIFICATION

FIRST EDITION | MAY 2019

BCSP

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**A Complete Guide to Safety Certification**  
First Edition | May 2019

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#### DISCLAIMER

An individual's status with BCSP is an indicator that an individual has completed a combination of defined education, experience, and examination requirements. However, certification is not a guarantee or assurance of the competence or ability of any particular individual. Further, given the rapid changes in the field, BCSP cannot warrant that any examination and other certification materials will at all times reflect the most current state of the art.

BCSP disclaims liability for any personal injury, property damage or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the certification program or the acts or omissions of any person who has been certified by BCSP.

In conducting the certification program, including issuing certifications, BCSP is not undertaking to render professional or other services for or on behalf of any person or entity, nor is BCSP undertaking to perform any duty owed by any person or entity to someone else. Anyone using the services of a person who has been certified should rely on his or her own independent judgment as appropriate in determining the exercise of reasonable care in any given circumstances.

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BCSP



Setting the Standard,  
*Growing the Safety Culture.*

## MISSION

BCSP sets and certifies technical competency criteria for safety, health, and environmental practitioners worldwide; enhancing careers, advancing the profession, protecting the public.

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## VISION

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

# 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.



## ACCREDITATION AND RECOGNITION

BCSP's certifications are accredited by the American National Standard Institute (ANSI), an independent third-party organization that evaluates certification program and organization requirements on a regular basis. Visit [ansi.org](http://ansi.org) to learn more about accreditation.

BCSP has been granted special consultative status with the United Nations Economic and Social Council (ECOSOC) since 2014.



## CERTIFICATIONS

### CERTIFIED SAFETY

#### PROFESSIONAL® (CSP®)

The premier certification in the safety profession, covering a wide range of safety, health, and environmental (SH&E) practice disciplines.

### SAFETY MANAGEMENT

#### SPECIALIST (SMS)

Demonstrates management skills required for an organization's safe operation, including defining and utilizing safety management systems.

### ASSOCIATE SAFETY

#### PROFESSIONAL® (ASP®)

Demonstrates a broad scope of knowledge in SH&E practice and serves as one of several qualifying credentials required for the CSP.

### OCCUPATIONAL HYGIENE

#### AND SAFETY TECHNICIAN® (OHST®)

Provides practitioners with partial responsibility or oversight in SH&E with a high quality certification.

### CONSTRUCTION HEALTH

#### AND SAFETY TECHNICIAN® (CHST®)

Offers a certification for individuals who work in a construction craft or are construction safety specialists.

### SAFETY TRAINED SUPERVISOR® (STS®)

Provides a quality certification for work group leaders in various industries who are responsible for the safety and health of their workers.

### SAFETY TRAINED SUPERVISOR

#### CONSTRUCTION® (STSC®)

Holds the same requirements and benefits as the Safety Trained Supervisor certification but provides a quality certification for work group leaders working specifically in construction.

### CERTIFIED INSTRUCTIONAL

#### TRAINER (CIT)

Certifies those who have experience and expertise in developing, designing, and delivering SH&E training.

# CHAPTER 1 | INTRODUCTION

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## BCSP CERTIFICATIONS

BCSP awards professional safety certifications to individuals who demonstrate knowledge and work in a professional position where safety is a vital role, such as safety program development and risk assessment devoted to the prevention of harm to individuals in the workplace environment. Whether your career goals include seeking a new position, moving up in your current organization, or moving to private practice, you can accelerate your opportunities by achieving BCSP certifications. You can improve your chances for success, being selected for leadership and senior positions, and increase salary through BCSP safety credentials. BCSP offers you the opportunity to rise above the competition by adding a certification to your portfolio.

## PURPOSE OF THIS GUIDE

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

## HOW TO USE THIS GUIDE

This guide provides you with in-depth information regarding the application process, examination process, and the rules and procedures essential in retaining a BCSP certification after you achieve it. Reading and following the suggestions

and rules in this guide will help you navigate your path to your certification.

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

## IMPORTANT INFORMATION

For the most current version of this publication, please visit [bcsp.org](https://bcsp.org).

As a candidate or certificant you are solely responsible to keep BCSP informed of your current mail and email address. If either address changes, you must make changes through **My Profile** or notify BCSP's Certification Services department. You could lose your credential or eligibility status if you miss important notifications related to your credential.

# THE CERTIFICATION PROCESS

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All BCSP certifications are different but the process is the same for all certifications. Below is the process at-a-glance which will be explained in more detail in the next chapter.



## Pick a Certification

Pick a certification that is right for YOU



## Determine Eligibility

Education and work experience



## Submit Application

Apply online



## Purchase Your Exam

Anytime during the one-year eligibility period



## Schedule Your Exam

At your nearest Pearson VUE testing center



## Sit For Your Exam

Pass the exam during the one-year eligibility period



## Maintain Certification

Annual renewal fee and five (5) year recertification cycle

# CHAPTER 2 | CERTIFICATION SUMMARY

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## Pick a Certification

Whether you are in safety management, manufacturing, public safety, construction, industrial hygiene, or training, BCSP offers a certification that's right for you. Based on your knowledge, job duties, education, and work experience you can earn a certification that meets your needs for your career.



## Determine Eligibility

### Academic and/or Training Requirement

BCSP certifications require different education and/or training for each certification. For example, the Certified Safety Professional (CSP) certification requires a bachelor's degree in any field from an accredited university. The Certified Instructional Trainer (CIT) has no education requirement but requires at least 135 hours of developing or delivering teaching or training in any SH&E specialty.

### Experience Requirement

All BCSP certifications require some safety-related experience and/or training. Just like the education requirement, each certification requirement is different.

Chapter 7 will explain the academic and/or training and experience requirements for each certification in more detail.



## Submit Your Application

BCSP reviews all application materials to determine eligibility for each certification examination. Candidates must meet

all requirements in order to be made eligible to sit for the desired examination. Eligibility is for a one-year period. More information about the application process can be found in Chapter 3, "Application Instructions."



## Purchase Your Exam

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

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



## Schedule Your Exam

Once BCSP has processed a candidate's examination fee and issued an examination authorization, they will then be able to schedule their examination with Pearson VUE. Pearson VUE is the official computer-based testing provider for all BCSP examinations. More information about scheduling your examination can be found in Chapter 5, "Exam Overview".





## Sit For Your Exam

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

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

Those who do not meet this time limit nor purchase the eligibility extension must reapply as new candidates and meet the current application requirements. A detailed outline of eligibility is provided once an application has been approved.

BCSP's examination provider, Pearson VUE ([pearsonvue.com/BCSP](http://pearsonvue.com/BCSP)), has test centers located around the world and operates every business day. All Pearson VUE testing sites are subject to change based on criteria provided by Pearson VUE. Please be sure to check regularly for available locations when scheduling an exam. Examinations are delivered via computer at the test center.



Candidates will be given their examination results at the center immediately after submitting their exam(s). Candidates that

are not successful may purchase a new examination authorization which can be used to sit for the exam six (6) weeks after the most recent attempt, as long as they remain eligible.

*Note: If you need special examination facilities or accommodation arrangements for documented disabilities (consistent with the Americans with Disabilities Act and the American Disabilities Amendment Act), you must request the accommodation with BCSP at the time you purchase your exam. Accommodation requests should be emailed to [accommodations@bcsp.org](mailto:accommodations@bcsp.org) prior to scheduling with Pearson VUE. Failure to request at the time of exam purchase may impact your ability to have the accommodation provided at the testing center.*

For a list of current fees, visit [www.bcsp.org/safety-certifications/at-a-glance](http://www.bcsp.org/safety-certifications/at-a-glance).



## Maintain Certification

### Annual Renewal Fees:

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

### Recertification:

Certificant holders must remain up-to-date with changes in professional practice by earning recertification points every five years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

# CHAPTER 3 | APPLICATION INSTRUCTIONS

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## APPLICATION INSTRUCTIONS

Individuals who wish to pursue a BCSP certification must create a profile through *My Profile* at [bcsp.org](http://bcsp.org). Once you have created your profile, you may select the certification or designation application you are interested in and follow the online instructions. Candidates apply only once for credentials, provided they follow all policies and stay within their eligibility time limit.

A complete application requires candidates to provide:

- 1 Contact Information**
- 2 BCSP Qualified Credential**  
*Only for the CSP.*
- 3 Experience Information**
- 4 Education and/or Training Information**  
*If applicable.*
- 5 Application Agreement and Validation**  
*(Acknowledging truthful information has been provided, informing BCSP of any criminal convictions or unethical behavior, agreeing to adhere to BCSP Code of Ethics, and not to disclose any confidential information).*
- 6 Online Payment of Application**  
*Note: If you are unable to submit online and require a paper application, there will be a processing fee. Please call the BCSP office for more details.*

Do not send resumes, professional papers, continuing education course

certificates, or any other items that are not specifically requested.

After you submit your application, BCSP Certification Services will contact you with any questions and/or once your application review has been completed.

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

### Submitting Transcripts

Information on submitting transcripts will be provided as you fill out your application online.

International transcripts must be evaluated by BCSP's approved third party degree evaluators so that U.S. equivalency may be determined. The evaluation must be completed by a member of the National Association of Degree Evaluation Services (NACES). A list of NACES members can be found at [naces.org](http://naces.org).

### Validation

BCSP requires applicants to disclose criminal convictions, disciplinary actions, and denial or revocation of certifications, licenses and professional registrations taken against the applicant by the issuing certification board or agency. BCSP uses its policy relating to criminal convictions

to determine whether the application can proceed or whether it will be terminated. In some cases, a BCSP attorney may contact the applicant to clarify information about the conviction. A copy of the BCSP criminal conviction policy can be found at [www.bcsp.org/About/Policies-Forms](http://www.bcsp.org/About/Policies-Forms).

Applicants are required to provide disclosure of:

- All felony convictions
- All misdemeanor convictions within the past five (5) years (minor traffic violations and petty offenses DO NOT have to be reported)
- Any record of unethical behavior
- Information related to having a professional license or certification denied, suspended, or revoked for reasons other than not meeting qualifications, failure of examination, or failure to pay renewal fees

## Auditing

BCSP randomly selects 5% of applications for audit. If your application is selected, you will be required to provide experience documents and if applicable an official university transcript in a sealed envelope. Acceptable forms of validation documentation for experience are:

1. A letter on company letterhead from your employer validating employment dates, job title, and percentage of job duties which are/were safety/health/environmental.
2. BCSP Experience Validation Form completed by employer.
3. If your application required college education, you must also have the issuing university send your official conferred transcript to BCSP.
4. If your application required training, you must upload supporting documentation proving your completion of this training.



## CERTIFICATION SERVICES IS HERE FOR YOU!

BCSP offers friendly, helpful customer support via phone or online messaging.

Let a certification services  
advisor assist you today.

email: [bcsp@bcsp.org](mailto:bcsp@bcsp.org)  
call: +1 317-593-4800



# CHAPTER 4 | PREPARING FOR THE EXAM

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## PREPARING FOR THE EXAMINATION

You may use various approaches to prepare for the examination:

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

Some keys to success include:

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

## HAVING AN EXAMINATION STUDY PLAN

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

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

Note that knowledge and understanding are essential in passing the examination. Relying only on simulated examination items is not the best way to increase

knowledge and understanding. Use simulated items to provide insight into the areas in which you should engage in additional study.

## DEVELOPING A TEST-TAKING STRATEGY

Knowing how to take the examination will help improve your score. The examination uses multiple-choice items with only one (1) correct answer and three (3) incorrect answers. Remember, the goal is to get as many items correct as possible. There is no penalty for selecting an incorrect answer. However, only correct answers count toward reaching the passing score.

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



## USING YOUR AUTHORIZED CALCULATOR(S)

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

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

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

If the candidate does not have one of the approved calculators, he or she should use the online calculator that is part of the exam. Test centers do not provide calculators or allow candidates to bring in non-approved models.

Make sure you know how to use your calculator(s) so you do not waste valuable time trying to understand how to use it once the examination clock starts. It is a good idea to practice working solutions and to be able to recall the correct calculator procedures.

Remember, solutions to computational items usually are rounded. You should select the answer closest to the computed value.

*Note: Calculators are not permitted for the CIT exam.*

## OBTAINING INFORMATION ON THE BODY OF KNOWLEDGE

Draw on your experience and on professional and study references in your own library, a company library, or a public library. BCSP maintains a list of examination references for each certification at [bcsp.org](http://bcsp.org). Examination items are not necessarily taken directly from these sources. However, BCSP believes these references represent the breadth and depth of coverage of safety, health, and environmental practice.

## ONLINE SELF-ASSESSMENT

It is essential for you to compare your knowledge against what is contained in the examination blueprint. One way to do this is by using a self-evaluation method. A self-evaluation helps determine how well you know various subjects.

BCSP offers online self-assessments for all certifications for a nominal fee. The self-assessment can help diagnose how well you know the body of knowledge, as well as help refresh your test-taking skills.

The online self-assessment is based on the blueprint located on the BCSP website for the certification you desire and is half the length of a full examination.

The online self-assessment allows six (6) months access, during which time users have unlimited assessment attempts. Results from each attempt are provided, and a results history is maintained so candidates may evaluate their progress.

*Note: The self-assessment is designed to assist the candidate in evaluating their strengths and weaknesses, strategizing test taking pace, and planning future studying accordingly. The self-assessment is not considered training or preparation in any manner.*

To order a self-assessment, please login to **My Profile** at [bcsp.org](http://bcsp.org) to make the purchase.

## EXAMINATION INTEGRITY

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

When those who hold credentials or those who are pursuing credentials reveal information about the content of BCSP

examinations, they violate the agreement all candidates accept when they apply for certification and when they take examinations. Applicants, examination candidates, or certificants who reveal confidential information about the content of BCSP examinations through any means also violate the *BCSP Disciplinary Action Policy* and the *BCSP Code of Ethics* located at [www.bcsp.org/About/Policies-Forms](http://www.bcsp.org/About/Policies-Forms).

BCSP pursues legal actions against organizations and individuals who reveal information about the content of BCSP examinations. BCSP also takes legal action against those who falsely claim to hold a certification. Penalties include permanently barring individuals from pursuing the credential and revoking the certifications and interim designations of those who have status with BCSP, online posting of their names, in addition to other legal remedies.

## ONLINE SELF-ASSESSMENTS

Compare your knowledge against what is contained in the examination blueprint.

Diagnose how well you know the body of knowledge, as well as help refresh your test-taking skills. BCSP allows six (6) months access, during which time users have unlimited assessment attempts.

[VISIT BCSP.ORG](http://bcsp.org)

[MY PROFILE](#)

**PURCHASE THE ONLINE SELF-ASSESSMENT TODAY!**

## CHAPTER 5 | EXAM OVERVIEW

### COMPUTER-BASED TESTING

The BCSP examinations use computer-based testing, with one (1) item appearing on the screen at a time. You will simply use a mouse to point to the desired answer and click on it to select it. Answers can be changed the same way.

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

Prior to beginning the actual examination, there is a tutorial. Your examination clock begins when you officially commence with the examination itself. After completing the examination, you will select to end the exam to formally submit your examination for scoring. You will receive results before you leave the testing center facility.

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

Refer to the *Pearson VUE Computer-Based Testing Brochure* located on any certification page at [bdsp.org](https://www.bdsp.org) for more details and requirements.

### SCHEDULING YOUR EXAM

Once you have purchased your examination, BCSP will send you an examination authorization and information on scheduling your examination with a Pearson VUE testing center. It is important

that when you schedule, you do so on Pearson VUE's website or by calling their national number. Local testing centers do not schedule examinations. All BCSP approved Pearson VUE testing sites are subject to change based on criteria provided by Pearson VUE. Please be sure to check regularly for available locations when scheduling an exam.

For a complete list of testing center rules and procedures, visit [PearsonVUE.com/BCSP](https://www.pearsonvue.com/bdsp).



### GENERAL DESCRIPTION OF EXAMINATION

All candidates must pass the examination to earn the desired credential.

The examinations are multiple-choice items with four (4) possible answers and only one (1) correct answer. Data necessary to answer items are included in the item. Each item is independent and does not rely on the correct answer to any other item. Formulas will be embedded into each item that requires one.

## EXAM SAMPLE QUESTIONS

To get an idea of the type of questions you may encounter, here are a couple sample questions that could be on an examination:

**Why is it necessary for the fire department to maintain control of a fire scene after the fire is extinguished?**

- A. The fire department is responsible for the prevention of looting of the scene.
- B. The fire department may be held liable for injuries to the curious.
- C. The fire department is responsible to allow the insurance people to do their claim investigation.
- D. Fire investigation personnel must have adequate time to properly investigate the fire.

**Identify a design action for preventing and controlling "sick building syndrome."**

- A. Keep hot water supply temperatures higher than 120°F.
- B. Limit relative humidity to less than 70%.
- C. Use only steam humidifiers, not recirculating ones.
- D. Keep coils, pans, drainage systems and duct work clean.

## EXAMINATION BLUEPRINT

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

The top levels, called domains, represent the major functions performed by safety professionals. Within each domain are lists of knowledge areas and skills necessary for carrying out the task in that domain. Each domain heading is accompanied by a percentage label which represents

the proportion of the actual examination devoted to that domain.

The full blueprint for each certification can be viewed and downloaded at [bcsp.org](http://bcsp.org) from each certification webpage.

## EXAMINATION CONTENT DEVELOPMENT AND REVISION

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

## HOW BCSP ESTABLISHES THE MINIMUM PASSING SCORE

BCSP uses criterion-referenced procedures (the Modified Angoff and the Bookmark Standard Setting Methods) to establish the minimum passing scores for examinations. The two methods differ in terms of the procedures used, but both ensure that the passing score is independent of scores from other candidates sitting for the examination and involve having panels of experts rate each examination item with respect to the minimally qualified candidate. BCSP uses the two methods as a check on each other to ensure more accurate minimum passing scores and fairness to candidates as much as possible. As examinations are reviewed and modified on a regular basis, the minimum passing score is adjusted, through equating studies, to reflect the difficulty of items on the examinations. Item performance is also evaluated regularly to ensure that BCSP examinations maintain the highest testing standards.



## CHAPTER 6 | AFTER ACHIEVING CERTIFICATION

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### BCSP CREDENTIAL HOLDERS' FEATURES AND BENEFITS

#### **Wallet Card**

Upon receiving your credential and each year when you pay the required annual renewal fee, a wallet card is made available online which shows you hold the credential. The wallet card is the official documentation of your credential. You will have access to print your wallet card instantly from your profile.

#### **Wall Certificate**

When you achieve a credential, BCSP issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, BCSP will replace it for a nominal fee. Visit *My Profile* at [bcsp.org](https://bcsp.org) to order.

#### **BCSP Career Center**

Many employers post open job positions seeking qualified safety professionals. With a BCSP credential, you may post your resume free of charge at [jobs.bcsp.org](https://jobs.bcsp.org) and employers have access to view your resume and contact you.

#### **BCSP eNewsletter Subscription**

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

#### **Annual Report**

The BCSP Annual Report is another important publication you will receive electronically. It contains summarized data about BCSP credential holders and the annual audited financial report and can be found on the BCSP website.

#### **BCSP Directories**

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

#### **Digital Badges**

BCSP credential holders receive a digital badge for each credential they have earned. Digital badges contain links to communicate detailed information about your specific certification(s) and more. The badges are accessed via *My Profile* and can be used in users' email, social media, web pages containing their professional information, and more.

#### **Membership Level**

Individuals may use a credential to qualify for the highest level of membership in professional safety societies. After achieving a credential, check with the safety and health organizations in which you hold memberships to see if you qualify for a status change. For example, the CSP, ASP, OHST, and CHST credentials qualify members of the American Society of Safety Professionals (ASSP) for "Professional Member" status.



## Title Protection and Laws Involving BCSP Credentials

Some states have enacted title protection laws which restrict anyone from claiming to hold a BCSP credential without having duly obtained it from BCSP. Additionally, several states have enacted laws or regulations which specify that BCSP credential holders may provide loss control services for insurance companies. Check your state government website for more details.

## USE OF A BCSP CREDENTIAL

It is important to know how to use your credential correctly. The titles and credentials are registered trademarks issued to BCSP by the U.S. Patent and Trademark Office. They can only be used when authorized for a period specifically designated by BCSP. There are guidelines for displaying your credential properly. For display of proper and improper use, the Certified Safety Professional (CSP) will be used in this section.

Examples of correct use:

- Robert A. Smith, CSP
- Robert A. Smith, Certified Safety Professional

The credential may be used only for the period for which use is authorized. Use expires if you have not paid the annual renewal fee or have not met recertification requirements for the credential. Use of these titles beyond the authorized period (without complying with renewal or recertification requirements) constitutes unauthorized use of the credential.

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

The credential is awarded to individuals, not companies, and should only be used with individuals' names.

Example of proper company use:

ABC Safety Company provides the latest safety services. Employees holding the Certified Safety Professional® (CSP®) certification include Robert A. Smith, CSP and Mary A. Jones, CSP.

Example of improper company use:

ABC Safety Company, providing safety services by Certified Safety Professionals.

## MAINTAINING YOUR CERTIFICATION

In order to retain your certification, you must:

- Inform BCSP or update through **My Profile** when your mail or email address changes
- Pay your annual renewal fee
- Complete and submit recertification requirements



### Changing Your Name

If you change your name through marriage or other court proceedings, you may request a name change by contacting [bcsp@bcsp.org](mailto:bcsp@bcsp.org). Additionally, you must provide a copy of the court record or marriage certificate in order for BCSP to register the change.



### Paying Annual Renewal Fee

The authority to use a BCSP title is valid for one (1) year. It must be renewed annually. You will receive a prorated fee for the remainder of the year in which you pass the examination. Each following year, BCSP will send you a notice when your

annual renewal fee is due. BCSP gives you the options for paying the fee by phone or online via credit card. After receiving your payment, BCSP will provide a receipt and wallet card available to print. For a list of current fees, visit [www.bcsp.org/safety-certifications/at-a-glance](http://www.bcsp.org/safety-certifications/at-a-glance).

### **Recertification Requirements**

The recertification program helps credential holders keep up with changes affecting professional safety practice. The program complies with requirements of BCSP's international accrediting organization.

**Every five (5) years (one (1) cycle) you must achieve recertification points. There are ten (10) categories of activities, each providing points toward meeting that goal. Keep in mind, there is no limit to the number of points in some categories, while other categories have annual and/or total point limits.**

At the end of the five-year period, you must submit the points you earned during that cycle. Only points earned during a recertification cycle count toward that cycle. BCSP randomly selects 5% of those who submit their points for an audit. While documentation to prove points is not required with the initial submission, the audit procedure requires you have proof of the points claimed. **It is important that you keep records to verify your recertification activities.**

Additional details of the recertification program appear in the *Recertification Guide*. You may download the *Recertification Guide* on the BCSP website to help you through the process. You will want to refer to the website regularly for the most up-to-date information.

## REINSTATEMENT

If you fail to pay your annual renewal fee or fail to achieve and submit the required recertification points every five (5) years, BCSP will send you a notice that your credential has been invalidated and you no longer hold the credential.

You may seek reinstatement online through *My Profile* at [bcsp.org](http://bcsp.org). Reinstatement must be completed by 12/31 of the same year you are invalidated. Reinstatement includes paying a reinstatement fee and complying with the current recertification requirements. Otherwise, your credential will expire and 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.

## CAREER INTERRUPTIONS

While holding a BCSP credential, you may face situations which affect your ability to maintain your certification. You may experience an interruption in your safety career, such as moving to a job which is not in the safety profession, taking time out to be a parent, student, or soldier, having an extended health problem, or being unemployed. BCSP has established some options to help deal with these types of situations, but you must notify and work with BCSP as soon as possible prior to invalidation.

### **Leaves of Absence or Extensions**

You may seek a leave of absence or an extension if a career interruption will affect your ability to meet recertification requirements. Please refer to the *Recertification Guide* for detailed information.



## **Annual Renewal Fee Waiver While Unemployed**

If you become unemployed and are unable to pay your annual renewal fee, you may request in writing a one-time waiver of the annual renewal fee.

## **RETIRED CREDENTIAL HOLDERS**

Certificants who are retiring can hold their certifications in retired status should they meet the following requirements:

- They have held certification a minimum of ten (10) years
- They have completed two (2) recertification cycles

To maintain a certification in retired status:

- Safety practice is not required
- No more than 200 hours of safety practice annually is allowed
- A nominal retired annual renewal fee is required each year

A certificant holding a certification in retired status must indicate their status as in the following examples:

- Robert A. Smith, CSP Retired
- Robert A. Smith, CSP (Retired)
- Robert A. Smith, CSP Ret.
- Robert A. Smith, Certified Safety Professional (Retired)

## **PROTECTING THE CREDENTIALS AND LOGOS**

Because BCSP has registered its logos and titles, it has a solid position for challenging BCSP title and/or logo infringement. There are several legal theories and

considerations involved. Registration itself does not provide absolute protection from others using similar acronyms or titles. BCSP does not have exclusive use of the acronym. BCSP continually challenges those uses which can be confusing to the public or for which there are legal grounds to make such challenges.

## **INDIVIDUALS USING A BCSP CREDENTIAL WITHOUT AUTHORITY**

BCSP has established procedures for challenging individuals known to use a BCSP credential without having obtained it or after they lost it for failure to pay annual renewal fees or meet recertification requirements.

In order to establish someone is using the credential without authority, BCSP must have the original document (or a copy) showing where the individual is using the title. Most often, the unauthorized use occurs online, on a business card, resume, business letterhead, brochure or similar publication, or with a signature.

To initiate action against the individual using the credential without authority, BCSP also needs the offending individual's current mailing address.

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

After receiving documentation of a potential unauthorized use case, BCSP takes steps to challenge that individual and investigates any irregularities on the part of BCSP. Legal counsel for BCSP may participate in the procedures.

Those who have used BCSP titles without authority may be barred from pursuing a BCSP certification for up to five (5) years. Their names are also published on the BCSP website. Other penalties may be applied. BCSP reserves the right to use the courts in protecting use of a credential.

## CRIMINAL CONVICTIONS

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

## DISCIPLINE PROCEDURES

BCSP authorizes individuals to use a credential when they meet requirements for achieving and retaining the credential. BCSP also has a responsibility to withdraw that authorization if individuals fail to pay annual renewal fees, fail to meet recertification requirements, or violate *BCSP Disciplinary Action Policy* or the *BCSP Code of Ethics*. The *BCSP Disciplinary Action Policy* contains rules on disciplinary procedures and grounds for action. The complete *BCSP Disciplinary Action Policy* is on the BCSP website.

## APPEALS

You may appeal decisions related to earning and maintaining BCSP credentials. Requests for appeal must be submitted to the Chief Executive Officer in writing and in accordance to the current appeals policy located online at [www.bccsp.org/About/Policies-Forms](http://www.bccsp.org/About/Policies-Forms).

## PROMOTING A BCSP CREDENTIAL

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



### Request a Returnable Banner Display

Use of BCSP banner displays helps promote BCSP and BCSP certifications. They are ideal for meetings, local and regional conferences, or educational programs of local professional groups and companies. BCSP pays for shipping to and from events. In some instances you may earn recertification credit for promoting certifications. To request a display, fill out the *Display and Literature Request Form* located at [www.bccsp.org/Get-Involved/Presentations-and-Outreach](http://www.bccsp.org/Get-Involved/Presentations-and-Outreach), or contact BCSP at [bccsp@bccsp.org](mailto:bccsp@bccsp.org).



### Promotional Materials

There is a variety of complimentary literature about all of the BCSP credentials, qualifications and procedures, and examinations. Most BCSP publications are available for download on the BCSP website. To request literature, please fill out the *Display and Literature Request Form* located at [www.bcsp.org/Get-Involved/Presentations-and-Outreach](http://www.bcsp.org/Get-Involved/Presentations-and-Outreach), or contact BCSP at [bcsp.org](http://bcsp.org).



### Presentation Materials

PowerPoint presentations about the safety profession and the BCSP credentials are located on the BCSP website at [www.bcsp.org/Get-Involved/Presentations-and-Outreach](http://www.bcsp.org/Get-Involved/Presentations-and-Outreach). The materials are editable and available for use by credential holders as needed.



### Mentor Program

Created specifically to recognize certificants' roles in assisting the career

development of others, the mentor program helps bring current credential holders and those looking to pursue certification together.

The mentor program rewards those who become mentors and helps to ensure safety professionals who perform quality work are certified. By having your mentee fill out the *Professional Advancement Mentor Form* and submit it by fax or email at the time that they apply online, BCSP recognizes mentors and their work with their peers, colleagues, and other safety professionals.

## MAINTAINING YOUR MAIL AND EMAIL ADDRESS

As a credential holder, you are solely responsible to keep BCSP informed of your current mail and email address. If either address changes, you must change it through *My Profile* or notify BCSP. You could lose your credential if annual renewal notices and other important information do not reach you.



## SPREAD THE WORD!

There is value in safety certification. BCSP gives you all the tools to present about safety certification.

# CHAPTER 7 | CERTIFICATIONS

## CERTIFICATIONS

BCSP has eight (8) certifications. This chapter will explain each one in detail by going over the following information:

-  **Academic and/or Training Requirements**
-  **Experience Requirements**
-  **Credential Fees**
-  **Exam Information**  
Exam length and time limits
-  **Recertification**

Certifications will be explained in detail starting with the Certified Safety Professional (CSP). The CSP is the highest certification you can earn through BCSP. It is known as the “Gold Standard” of safety certification.

All of the BCSP certifications play a special role in the safety field with one common goal...

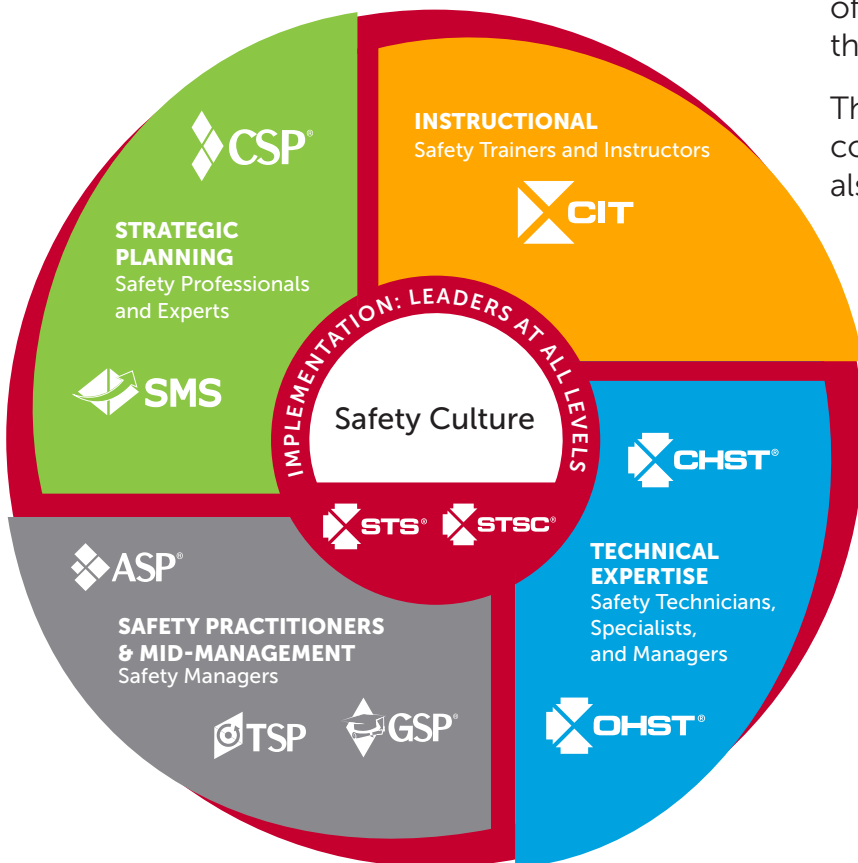
*Keeping the workplace safe.*

## Safety Culture

BCSP fulfills industry and global demand for validating highly competent safety practitioners with varying amounts of formal education and significant amounts of experience.

BCSP certifications create a unified safety culture by setting baseline competencies of safety knowledge and skills throughout the organization.

The best safety cultures require safety competency across the organization and also value safety leadership at all levels.





## CERTIFIED SAFETY PROFESSIONAL®

### ABOUT

Certificants who hold the CSP mostly work in private industry, which could include being a government contractor. A CSP who works in the government sector may work in the military, federal, state, or local agencies. Safety at this level is virtually in every industry including petroleum exploration, production and refining, manufacturing, construction, healthcare, and insurance. A CSP's professional time is spent on safety management systems, occupational health and ergonomics, emergency response and preparedness, fire prevention and protection, and security responsibilities. A CSP may also have environmental management system responsibilities, including managing safety, health, and environmental programs that can cover up to 1,000 or more employees.

### ACADEMIC AND/OR TRAINING REQUIREMENT

All individuals applying for the CSP must have a bachelor's degree or higher in any field from an accredited institution.

There is no waiver of the academic requirement and proof of a minimum qualifying degree must be provided. For U.S. degrees, BCSP requires the school to hold institutional accreditation recognized by the Council for Higher Education Accreditation (CHEA) ([chea.org](http://chea.org)) and/or the U.S. Department of Education ([ed.gov](http://ed.gov)).

Continuing education courses, seminars, and certificate programs are not a substitute for, and do not receive credit toward, the academic requirement.

Unaccredited degrees are a growing concern and some states have laws making it illegal to use unaccredited degrees. Applicants

and certificants cannot use unaccredited degrees, and the use is a violation of the *BCSP Code of Ethics*.

BCSP requires all degrees from colleges and universities outside the United States be evaluated for U.S. equivalency. More information can be found at [bcsp.org](http://bcsp.org).

### EXPERIENCE REQUIREMENT

CSP candidates must have four (4) years of professional safety experience to sit for the CSP exam. Professional safety experience must meet the following criteria to qualify:

- ❑ Professional safety must be the primary function of the position. Collateral duties in safety are not counted.
- ❑ 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.
- ❑ Professional safety functions 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 if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.
- ❑ The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers, or clients on the person's ability to identify, evaluate, and control hazards through engineering and/or administrative approaches.



- 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.

- Professional Member of the Singapore Institution of Safety Officers (SISO)
- Diploma/Certificate in Industrial Safety, as issued by the State Government Departments/Boards of Technical Education, Government of India

## BCSP QUALIFIED CREDENTIAL REQUIREMENT\*

Applicants who meet all eligibility requirements including experience and education must hold one (1) of the following credentials at the time they apply for the CSP:

- Associate Safety Professional (ASP)
- Graduate Safety Practitioner (GSP)
- Transitional Safety Practitioner (TSP)
- Certified Industrial Hygienist® (CIH®)
- Chartered Member of the Institution of Occupational Safety and Health (CMIOSH)
- Canadian Registered Safety Professional (CRSP)
- CP-12 Professional Certificate in Safety and Occupational Health, U.S. Army Combat Readiness Center (ACRC)
- Certified Safety Engineer (CSE), as administered by the State Administration of Work Safety (SAWS), People's Republic of China (PRC)
- Master in Occupational Safety and Health, International Training Centre of the International Labour Organization (ITC-ILO)
- Member in the Institute of Safety Professionals of Nigeria (MISPN)
- National Examination Board in Occupational Safety and Health (NEBOSH) National or International Diploma in Occupational Health and Safety

## CSP FEES\*

Application Fee: \$160.00

Individual Exam Fee: \$350.00

Exam Bundle Fee (optional): \$600.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$180.00

## CSP EXAMINATION

The CSP examination contains 200 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have FIVE AND A HALF (5.5) hours to complete the CSP examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

## CSP RECERTIFICATION

CSPs must remain up-to-date with changes in professional practice by earning and submitting 25 recertification points every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

\* Please visit the BCSP website for the most current credential list and prices.

\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.



## SAFETY MANAGEMENT SPECIALIST

### ABOUT

Most certificants who hold the SMS work for a private or public entity (i.e., government department, public agency, or military). Safety at this level is virtually in every industry including manufacturing, petroleum production and refining, construction, and insurance. An SMS may hold positions at the manager level or director level and may directly supervise employees.

### ACADEMIC AND/OR TRAINING REQUIREMENT

There is no specific academic or training requirement for the SMS certification.

### EXPERIENCE REQUIREMENT

To qualify for the SMS, candidates must have ten (10) years of experience with at least 35% of job tasks related to the management of safety related programs, processes, procedures, and/or personnel.

### SMS FEES\*

Application Fee: \$160.00

Individual Exam Fee: \$350.00

Exam Bundle Fee (optional): \$600.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$170.00

### SMS EXAMINATION

The SMS examination contains 200 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have FOUR-AND-A-HALF (4.5) hours to complete the SMS examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

### SMS RECERTIFICATION

SMSs must remain up-to-date with changes in professional practice by earning and submitting 25 recertification points every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*



## ABOUT

The ASP is a mid-level certification that fulfills the credential requirement leading to the CSP. An ASP may hold positions at the technical level or program management level and may directly supervise employees. Your knowledge of safety concepts and expertise in fundamental safety assurance methodologies can make you a key member of a project, operational, or design team. An ASP may be called upon to coordinate safety activities, conduct basic safety analyses, identify hazardous situations, and recommend or oversee implementation of risk reduction measures.

## ACADEMIC AND/OR TRAINING REQUIREMENT

All individuals applying for the ASP must have a bachelor's degree or higher in any field from an accredited institution or an associate's in safety, health, or the environment. The associate degree must include at least four (4) courses with at least 12 semester hours/18 quarter hours of study in the safety, health, or environmental domains covered in the ASP and CSP examination blueprints.

There is no waiver of the academic requirement, and proof of a minimum qualifying degree must be provided. For U.S. degrees, BCSP requires the school hold institutional accreditation recognized by the Council for Higher Education Accreditation (CHEA) ([chea.org](http://chea.org)) and/or the U.S. Department of Education ([ed.gov](http://ed.gov)).

Continuing education courses, seminars, and certificate programs are not a substitute for, and do not receive credit toward, the academic requirement.

Unaccredited degrees are a growing concern and some states have laws making it illegal to use unaccredited degrees. Applicants and certificants cannot use unaccredited degrees, and the use is a violation of the *BCSP Code of Ethics*.

BCSP requires all degrees from colleges and universities outside the United States be evaluated for U.S. equivalency. For more information visit [bcsp.org](http://bcsp.org).

## EXPERIENCE REQUIREMENT

ASP candidates must have one (1) year professional safety experience to sit for the ASP exam. Professional safety experience must meet the following criteria to qualify:

- Professional safety must be the primary function of the position. Collateral duties in safety are not counted.
- 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.
- Professional safety functions 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 if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.
- The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers, or clients

on the person's ability to identify, evaluate, and control hazards through engineering and/or administrative approaches.

- 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.

## ASP FEES\*

Application Fee: \$160.00

Individual Exam Fee: \$350.00

Exam Bundle Fee (optional): \$600.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$170.00

## ASP EXAMINATION

The ASP examination contains 200 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have FIVE (5) hours to complete the ASP examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

## ASP RECERTIFICATION

ASPs must remain up-to-date with changes in professional practice by earning and submitting 25 recertification points every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

\* Please visit the BCSP website for the most current prices.

\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.



## REDUCE STRESS WITH A SECOND CHANCE TEST!

BCSP IS OFFERING AN  
**EXAM BUNDLE!**

1 Exam, 1 Self-Assessment,  
& 2nd Exam Attempt\*

**APPLY TODAY AND SAVE!**

**BCSP.ORG**

\*2nd exam attempt if the first is unsuccessful.



# OCCUPATIONAL HYGIENE & SAFETY TECHNICIAN®

## ABOUT

Certificants who hold the OHST may work for private entities, public entities, government agencies, or the military. These organizations may be in oil and gas extraction, manufacturing, construction, or consultative services for the safety, health, and environmental fields. Positions vary from manager level to technician level or consultant. This may be a good certification as a precursor to higher level industrial hygiene certifications.

## ACADEMIC AND/OR TRAINING REQUIREMENT

There is no specific academic or training requirement for the OHST.

## EXPERIENCE REQUIREMENT

To qualify for the examination, OHST candidates must have three (3) years of experience with at least 35% of primary job duties involving safety, health, and environmental practice.

## OHST FEES\*

Application Fee: \$140.00

Individual Exam Fee: \$300.00

Exam Bundle Fee (optional): \$550.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$145.00

## OHST EXAMINATION

The OHST examination contains 200 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have FOUR (4) hours to complete the OHST examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

## OHST RECERTIFICATION

OHSTs must remain up-to-date with changes in professional practice by earning and submitting 20 recertification points every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*



# CONSTRUCTION HEALTH & SAFETY TECHNICIAN®

## ABOUT

Most certificants with the CHST are working in building construction or the general contracting sector. Some may also work in the heavy and civil engineering sector.

## ACADEMIC AND/OR TRAINING REQUIREMENT

There is no specific academic or training requirement for the CHST.

## EXPERIENCE REQUIREMENT

To qualify for the examination, CHST candidates must have three (3) years of experience with at least 35% of primary job duties involving safety, health, and environmental practice related to the construction industry.

## CHST FEES\*

Application Fee: \$140.00

Individual Exam Fee: \$300.00

Exam Bundle Fee (optional): \$550.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$145.00

## CHST EXAMINATION

The CHST examination contains 200 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have FOUR (4) hours to complete the CHST examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

## CHST RECERTIFICATION

CHSTs must remain up-to-date with changes in professional practice by earning and submitting 20 recertification points every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*



## SAFETY TRAINED SUPERVISOR®

### ABOUT

The Safety Trained Supervisor® (STS®) is intended for leaders at all levels of an organization because all employees have responsibilities for a safe work environment. This certification is intended for executives, directors, managers, supervisors, superintendents, and employees. These individuals may not have safety as a primary duty, but their knowledge of safety practices ensures safer and healthier worksites, and their competency strengthens the foundation of safety in the organization. The STS sets standard baseline knowledge across the organization.

### ACADEMIC AND/OR TRAINING REQUIREMENT

All individuals applying for the STS must have completed 30 hours of formal safety and health training through a single course or multiple training courses. Appropriate training includes any safety and health courses, conferences, or internal company training, to name a few examples.

### EXPERIENCE REQUIREMENT

STS candidates must have two (2) years of supervisory experience or four (4) years of work experience related to the STS industry (work experience must be at minimum part-time [18 hrs/week] to qualify).

### STS FEES\*

Application Fee: \$120.00

Individual Exam Fee: \$185.00

Exam Bundle Fee (optional): \$325.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$70.00

### STS EXAMINATION

The STS examination contains 100 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have TWO (2) hours to complete the STS examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

### STS RECERTIFICATION

STSs must remain up-to-date with changes in professional practice by earning and submitting three (3) points (30 hours) of safety and health courses or earning the STSC, CIT, CHST, OHST, ASP, SMS, or CSP every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bccsp.org/safety-certifications/recertification](http://www.bccsp.org/safety-certifications/recertification).

\* Please visit the BCSP website for the most current prices.

\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.



## SAFETY TRAINED SUPERVISOR CONSTRUCTION®

### ABOUT

The Safety Trained Supervisor Construction® (STSC®) is intended for leaders at all levels of an organization because all employees have responsibilities for a safe construction work environment. This certification is intended for executives, directors, managers, supervisors, superintendents, and employees. These individuals may not have safety as a primary duty, but their knowledge of safety practices ensures safer and healthier worksites, and their competency strengthens the foundation of safety in the organization. The STSC sets standard baseline knowledge across the organization.

### ACADEMIC AND/OR TRAINING REQUIREMENT

All individuals applying for the STSC must have completed 30 hours of formal safety and health training through a single course or multiple training courses. Appropriate training includes any safety and health courses, conferences, or internal company training, to name a few.

### EXPERIENCE REQUIREMENT

STSC candidates must have two (2) years of supervisory experience or four (4) years of work experience related to construction (work experience must be at minimum part-time [18 hrs/week] to qualify).

### STSC FEES\*

Application Fee: \$120.00

Individual Exam Fee: \$185.00

Exam Bundle Fee (optional): \$325.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$70.00

### STSC EXAMINATION

The STSC examination contains 100 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have TWO (2) hours to complete the STSC examination. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

### STSC RECERTIFICATION

STSCs must remain up-to-date with changes in professional practice by earning and submitting three (3) points (30 hours) of safety and health courses or earning the STS, CIT, CHST, OHST, ASP, SMS, or CSP every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

\* Please visit the BCSP website for the most current prices.

\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.





# CERTIFIED INSTRUCTIONAL TRAINER

## ABOUT

Most certificants who hold the CIT work for a private or public entity (i.e., government department, public agency, or military). Safety training at this level is virtually in every industry including petroleum production and refining, and construction. A CIT may hold positions at the manager, director, technician, or supervisory level and may have other duties in addition to training.

## ACADEMIC AND/OR TRAINING REQUIREMENT

CIT candidates must list 135 hours of teaching, training, or development in any safety, health, and environmental specialty.

## EXPERIENCE REQUIREMENT

There is no specific experience requirement for the CIT.

## CIT FEES\*

Application Fee: \$140.00

Individual Exam Fee: \$300.00

Exam Bundle Fee (optional): \$550.00

*Exam bundles include an examination authorization, an online self-assessment, and a second exam attempt if the first is unsuccessful.*

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$145.00

## CIT EXAMINATION

The CIT examination contains 100 multiple-choice items with four (4) possible answers and only one (1) correct answer. You will have TWO (2) hours to complete the CIT examination. Data necessary to answer items are included in the item. Each item is independent and does not rely on the correct answer to any other item. Formulas will be embedded into each item that requires one. **Examinations are closed book, and accessing external reference materials during your examination is not permitted.** For use during the examination, the testing center will provide you with materials for working out calculations by hand.

## CIT RECERTIFICATION

CITs must remain up-to-date with changes in professional practice by earning and submitting 20 recertification points, and a minimum of 2.8 of those points must be in teaching, developing, and/or attending courses on instructional techniques every five (5) years.

Additional information regarding recertification can be found in the *Recertification Guide*, located at [www.bcsp.org/safety-certifications/recertification](http://www.bcsp.org/safety-certifications/recertification).

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*

## CHAPTER 8 | DESIGNATIONS

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### WHAT IS A DESIGNATION?

A designation is a credential that signifies an individual's path towards the Certified Safety Professional (CSP) certification. A designation is a BCSP qualified credential that meets part of the eligibility requirements for the CSP. Designations are not certifications. However, the application process is the same, started by creating an account through *My Profile* at [bccsp.org](https://www.bccsp.org).

### WHAT ARE THE BENEFITS?

- ✓ Recognition for being on a path toward the CSP certification.
- ✓ Recognition for the level of preparation for professional safety practice.
- ✓ There is no application fee.
- ✓ A wall certificate and digital badge awarding the designation.
- ✓ Access to the BCSP Career Center

BCSP offers two designations, the Graduate Safety Practitioner® (GSP®) and the Transitional Safety Practitioner (TSP). This chapter will go over both designations in detail and tell you how to obtain them.

### STANDARD INFORMATION FOR DESIGNATIONS

#### RETAINING A DESIGNATION

The following conditions will result in the loss of a designation:

- Failure to pay an annual renewal fee
- Failing to complete the CSP within the 6-year time limit

- Violating the *BCSP Code of Ethics* (see the Code of Ethics at the end of this publication)
- If the credential is not maintained and lost, you cannot obtain that designation again and it cannot be used as a qualifying credential toward the CSP.

### MAINTAINING YOUR MAIL AND EMAIL ADDRESS

As a designation holder, you are solely responsible to keep BCSP informed of your current mail and email addresses. If either address changes, you must update it on *My Profile* or notify BCSP. You could lose the designation if annual renewal notices and other important information does not reach you.

### PROTECTING DESIGNATION AND BCSP CREDENTIALS

BCSP acts to challenge those who use designations and credentials without authority from BCSP. Penalties may include being barred from pursuing BCSP certifications and publishing the names of violators.

A directory of those holding certifications from BCSP, and those who have used BCSP designations without authority, appear at [bccsp.org](https://www.bccsp.org).

## DISCIPLINARY ACTION

BCSP has a disciplinary action policy. Disciplinary actions may include any of the following:

- Reject or suspend an application
- Terminate or suspend a candidate's eligibility
- Issue a reprimand
- Suspend, refuse to renew, or revoke the credential(s)
- Terminate or suspend any status with BCSP

The Disciplinary Action Policy is located at [www.bcsp.org/About/Policies-Forms](http://www.bcsp.org/About/Policies-Forms) and provides detailed procedures for bringing charges and for hearings related to disciplinary charges.

## ANNUAL RENEWAL FEES

All who achieve a designation must pay an annual renewal fee. That is prorated for the remainder of the year that their designation was awarded. The current annual renewal fees are listed at [www.bcsp.org/safety-certifications/at-a-glance](http://www.bcsp.org/safety-certifications/at-a-glance).

Other fees may apply upon achieving a designation. For example, individuals who pay their annual renewal fee late may incur a late charge or a reinstatement fee if BCSP has acted to terminate the designation.

Unemployed credential holders may request a one-year waiver of the annual renewal fee in writing only once during their history with BCSP.

## MOVING BEYOND THE DESIGNATION



### Qualifying for the CSP Examination

CSP candidates must have a bachelor's degree and four (4) years professional safety experience to sit for the CSP exam. Professional safety experience must meet the following criteria to qualify:

- Professional safety must be the primary function of the position. Collateral duties in safety are not counted.
- 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.
- Professional safety functions 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 if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.
- The position must be at a professional level. This is determined by evaluating the degree of professional charge by which there is a reliance of employees, employers, or clients on the person's ability to identify, evaluate, and control hazards through engineering and/or administrative approaches.
- 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.

Once the above criteria is met for the CSP, they can proceed to the online application process as explained in Chapter 3.



Make the most of YOUR degree  
***FAST TRACK TO THE CSP***





## PURPOSE OF THE GSP PROGRAM

The GSP program is to recognize that an academic program in safety, health, and environmental practices meets BCSP QAP standards and that its graduates are prepared for entry into (or advancement in) professional safety practice.

## QUALIFIED ACADEMIC PROGRAM

A Qualified Academic Program (QAP) is an academic degree program in safety, health, and environmental practices meeting BCSP standards for participation in the GSP program. Currently, BCSP defines a QAP as a bachelor's or master's degree program in safety, health, and/or environmental practices whose curriculum has been determined to be a substantial match to the ASP examination blueprint by BCSP.

## GSP QUALIFICATIONS

- You must have graduated from a current QAP during its "Applicable Dates". A full list of QAPs eligible to participate in the GSP program is located at [bcsp.org/GSP](https://bcsp.org/GSP).
- You must fill out a GSP application through **My Profile** at [bcsp.org](https://bcsp.org).
- You must upload a copy of your official transcript with degree awarded and date conferred.
- You must complete the application Agreement and Validation form.

*(acknowledging truthful information has been provided, informing BCSP of any criminal convictions or unethical behavior, and agreeing to adhere to the BCSP Code of Ethics).*

## GSP TIME LIMITS

- Those holding the GSP designation must meet the experience requirements and apply for the CSP within six (6) years of receiving the GSP.
- Those graduating from a QAP must apply for the GSP within the program's "Applicable Dates" as noted on the GSP QAP List. The QAP List can be found at [bcsp.org/GSP](https://bcsp.org/GSP).
- Once a GSP has applied for and becomes eligible for the CSP, they must then meet the time limits associated with the CSP certification.
- Once a GSP has achieved the CSP, the GSP designation expires.
- GSPs must maintain active status until the CSP is achieved.
- GSP candidates who lose their GSP status will have to achieve the ASP certification or another BCSP qualified credential to qualify for the CSP certification, but cannot reapply for the GSP.

## GSP FEES\*

Application Fee: \$0.00

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$140.00

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*



Utilize YOUR skills and training  
***FAST TRACK TO THE CSP***





## TRANSITIONAL SAFETY PRACTITIONER

### PURPOSE OF THE TSP PROGRAM

The purpose of the TSP program is to recognize a program in SH&E practice from a QEP that meets BCSP standards for participation and that individuals completing the program are prepared for entry into (or advancement in) professional safety practice.

### QUALIFIED EQUIVALENT PROGRAM

A Transitional Safety Practitioner (TSP) Qualified Equivalent Program (QEP) is a curriculum-based certificate, diploma, or international degree program in safety, health, and environmental (SH&E) practices meeting the criteria and standards set by BCSP for participation and demonstrating a substantial match to the Associate Safety Professional® (ASP®) examination blueprint.

### TSP QUALIFICATIONS

- You must apply within the program's Applicable Period. A full list of QEPs eligible to participate in the TSP program is located at [bcsp.org/TSP](https://bcsp.org/TSP).
- You must fill out a TSP application through **My Profile** at [bcsp.org](https://bcsp.org).
- You must upload a copy of your official credential and the date it was awarded.
- You must complete the application Agreement and Validation form.

*(acknowledging truthful information has been provided, informing BCSP of any criminal convictions or unethical behavior, and agreeing to adhere to BCSP's Code of Ethics).*

### TSP TIME LIMITS

- Applicants for the TSP designation must apply within the program's applicable period.
- Those holding the TSP must apply for and meet the education and experience requirements for the CSP within six (6) years of receiving the TSP.
- TSPs must maintain an active status until the CSP is achieved.
- Once a TSP has applied for and becomes eligible for the CSP, they must then meet the time limits associated with the CSP certification.
- Once a TSP has achieved the CSP, the TSP designation expires.
- TSPs who lose their TSP status will have to achieve the ASP certification or another CSP qualified credential to qualify for the CSP and cannot reapply for the TSP.

### TSP FEES\*

Application Fee: \$0.00

Eligibility Extension Fee\*\*: \$100.00

Renewal Fee: \$140.00

*\* Please visit the BCSP website for the most current prices.*

*\*\* Valid for an additional year of eligibility. Available only one time and within the last 60 days of initial eligibility date.*

## *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.











ISO/IEC 17024  
Personnel Certification Program  
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BOARD OF CERTIFIED SAFETY PROFESSIONALS  
8645 Guion Road, Indianapolis, IN 46268 USA  
P: +1 317-593-4800 | F: +1 317-593-4400  
[bcsp.org](http://bcsp.org)

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