




Certified Safety Professional®

A photograph of a middle-aged man with grey hair and a beard, smiling warmly. He is wearing a light-colored button-down shirt under a grey blazer. A small gold pin with the CSP logo is pinned to his lapel. The background is a blurred office or conference setting with other people.

Complete Guide to the CSP
APPLICATION AND EXAMINATION INFORMATION

THIRD EDITION | **JULY 2018**

BCSP | Board of Certified
Safety Professionals

— Since 1969 —



Board of Certified Safety Professionals

— Since 1969 —

© 2018 Board of Certified Safety Professionals,
Indianapolis, Indiana USA

All rights reserved.
A BCSP Publication

All or any part of this document may be freely copied and distributed with the following restrictions: Excerpts, in any form or medium, must include a formal statement acknowledging that the Board of Certified Safety Professionals (BCSP) is the owner of the copyrighted material excerpted from this document. Copies and redistributions of this whole document, in any form or medium, must include the entire copyright notice and the restrictions shown on this page.

BCSP is committed to impartiality and objectivity in every aspect of our operation. We have intentionally structured ourselves to segregate responsibilities in our organization to facilitate this impartiality and objectivity. BCSP evaluates all candidates seeking BCSP certifications without regard to race, color, national origin, sex, age, religion, pregnancy, disability, military or veteran status, genetic predisposition, gender identity, sexual orientation, or other characteristics protected by the law ("Protected Characteristics").

This publication is not intended to guarantee that the user will pass an exam, become certified or in general may not cover every aspect of the certification process. Additionally, this publication is not considered training or preparatory in any manner. BCSP makes no promises or warranties of any kind, expressed or implied, of the actions of third party organizations.

This Publication is subject to change without notice at anytime.

Complete Guide to the CSP®
Third Edition | July 2018

TABLE OF CONTENTS



CHAPTER 1 INTRODUCTION	1
CHAPTER 2 CERTIFICATION SUMMARY	3
CHAPTER 3 APPLICATION INSTRUCTIONS	6
CHAPTER 4 PREPARING FOR THE EXAM	8
CHAPTER 5 EXAM OVERVIEW	10
CHAPTER 6 EXAM SAMPLE QUESTIONS	16
CHAPTER 7 AFTER ACHIEVING CERTIFICATION	19
CHAPTER 8 THE GSP DESIGNATION	23

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 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.



The Certified Safety Professional® (CSP®) Certification

BCSP awards the Certified Safety Professional to individuals who demonstrate competency and work full-time in a professional position where at least 50% of duties are 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 the Certified Safety Professional (CSP) certification. You can improve your chances for success, being selected for leadership and senior positions, and increased salary through the CSP credential. BCSP offers you the opportunity to rise above the competition by adding the CSP 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 the CSP certification. This guide is the first step to help you achieve the credential.

How to Use This Guide

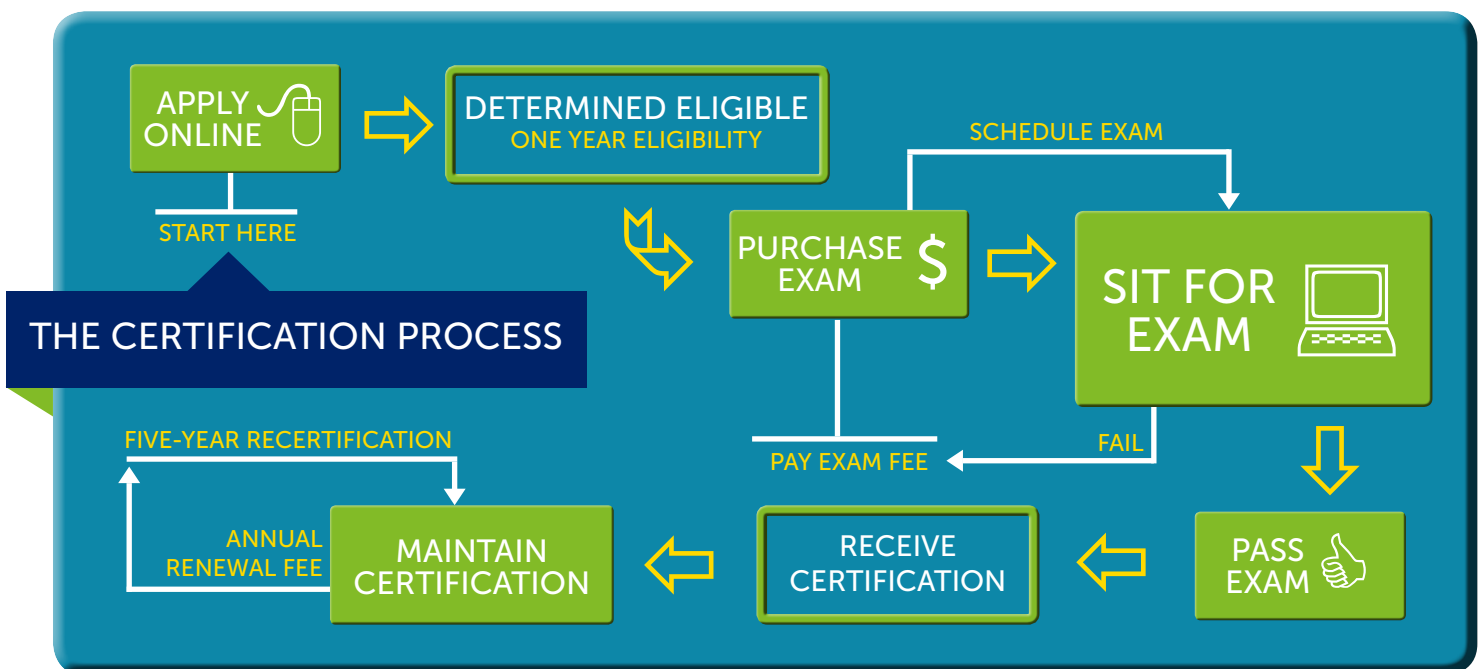
This guide provides you with in-depth information regarding the application process, examination process and the rules and procedures essential in retaining the CSP certification after you achieve it. Reading and following the suggestions and rules in this guide will help you navigate your path to the CSP certification.

Visit 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.

Important Information

For the most current version of this publication, please visit bcsp.org/CSP.

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 notify BCSP. You could lose your credential or eligibility status if you miss important notifications related to your credential.



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 68,000 of BCSP's CSP, SMS, ASP, OHST, CHST, STS, STSC, or CET certifications have been achieved.

CAREER INFORMATION

For details on careers in SH&E, download from the BCSP website:

- *Career Paths in Safety* (brochure)

For a comprehensive list of accredited U.S. academic programs, search the BCSP Academic Database. If you have questions, please email us: bcsp@bcsp.org.

ACCREDITATION AND RECOGNITION

BCSP's certifications are accredited by at least one of the following independent third-party organizations that evaluate certification requirements on a regular basis.

- American National Standards Institute (ANSI), ansi.org [ISO/IEC 17024, General Requirements for Bodies Operating Certification Systems of Persons]
- National Commission for Certifying Agencies (NCCA), credentialingexcellence.org
- Council of Engineering and Scientific Specialty Boards (CESB), cesb.org

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

CERTIFICATIONS

Certified Safety Professional® (CSP®)

- has been in operation for more than 40 years with over 40,000 CSPs certified
- is the premier certification in the safety profession
- covers 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 of SH&E practice
- serves as one of several approved credentials meeting requirements for the CSP

Occupational Hygiene and Safety Technician® (OHST®)

- provides practitioners with partial responsibility 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
- is a leading indicator of safety performance
- has led to reductions in injuries and workers' compensation claims and has created productivity gains in participating companies

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 Environmental, Safety and Health Trainer® (CET®)

- certifies those who have experience and expertise in developing, designing, and delivering SH&E training

BCSP | Board of Certified Safety Professionals

— Since 1969 —





Overview of the CSP Certification

The CSP is a certification awarded by BCSP to individuals who meet all of the Board-established requirements.

The CSP Process

One of the most common questions by potential candidates is "What do I have to do to become a CSP?" The process has several stages, each one building on the other.

1. Are You Eligible?

Academic 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 hold institutional accreditation recognized by the Council for Higher Education Accreditation (CHEA) (chea.org) and/or the U.S. Department of Education (ed.gov).

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

A degree achieved from a Qualified Academic Program may qualify for the Graduate Safety Practitioner (GSP) program. The GSP designation meets the qualification of holding a BCSP approved credential (detailed further in this chapter).

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. Information regarding the process for having an international degree evaluated for BCSP certification is available in Chapter 3, "Application Instructions".

Experience Requirement:

CSP candidates must have four 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.

BCSP-Approved Credential Requirement
(applicant must hold one of the following
credentials at the time they apply for the CSP):

- Member of Institute of Safety Professionals of Nigeria (MISPN)
- Associate Safety Professional® (ASP®) *
- Graduate Safety Practitioner® (GSP®) *
- 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)
- Professional Member of Singapore Institution of Safety Officers (SISO)**
- NEBOSH National or International Diploma in Occupational Health and Safety**
- Diploma/Certificate in Industrial Safety, as issued by the State Government Departments/Boards of Technical Education, Government of India**
- 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)**

* Credential offered by BCSP

** Must meet eligibility requirements when pursuing CSP

Associate Safety Professional

The Associate Safety Professional® (ASP®) is a permanent certification awarded by BCSP and is one of several approved credentials that can qualify an individual to sit for the CSP examination. A list of this and other qualifying credentials is included in the next section of this chapter. To learn more about the ASP certification, please see *The Complete Guide to the ASP*.

Graduate Safety Practitioner

The Graduate Safety Practitioner® (GSP®) is an additional path to the CSP available to safety degree graduates from degree programs which meet BCSP Qualified Academic Program (QAP) standards. Those awarded the GSP designation meet the requirement of holding a BCSP approved credential. To learn more about the GSP and what degree programs qualify, please see Chapter 8, "The GSP Designation".

2. Submit Your Application

BCSP reviews all application materials to determine eligibility for the CSP examination. Candidates must meet all requirements in order to be made eligible to sit for the CSP examination. More information about the application process can be found in Chapter 3, "Application Instructions".

3. Purchase Your Exam

Anytime during the one-year eligibility period, candidates may pay for their examination through "My Profile" at 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 he/she has 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 VA. The VA Brochure is located on the BCSP website for more information.

4. Schedule Your Exam

Once BCSP has processed your examination fee, you will then be able to schedule your 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".

5. Sit For Your Exam

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

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, as long as the candidate is eligible.

Those who do not meet this time limit nor purchase the eligibility extension must reapply as a new candidate 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), 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. Candidates that fail may purchase a new examination authorization which can be used to sit for the exam six 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. 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 bcsp.org/Certifications/Safety-Certifications-at-a-Glance.

6. Maintain Certification

Annual Renewal Fees:

After completing all of the requirements, BCSP awards candidates who pass the CSP exam the CSP credential. Certificants will need to pay annual renewal fees in order to maintain certification. A prorated renewal fee will be

applied for the remainder of the year in which the candidate passes the exam.

Recertification:

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

Additional information regarding recertification can be found in the *Recertification Guide*, located at bcsp.org/Certifications/Recertification.





Application Instructions

Individuals who wish to pursue the CSP must create a profile through “My Profile” at bcsp.org. Once you have created your profile, you may select the certification application you are interested in and follow the online instructions. Candidates for certification apply only once, provided they follow all policies and stay within their eligibility time limit.

A complete application requires candidates to provide:

- 1. Contact Information**
- 2. A BCSP Approved Credential**
- 3. Experience Information**
- 4. Education Information**
- 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 disclose any information.)

6. Payment of Application

If you are unable to submit online and require a paper application, there will be a processing fee. Please call our 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 or once your application review has been completed.

The application fee is nonrefundable and nontransferable. For a list of current fees, visit bcsp.org/Certifications/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.

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 appears at bcsp.org/CSP under the Resources tab “Policies and 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 an official university transcript in a sealed envelope. Acceptable forms of validation documentation for experience are:

1. A letter on company letterhead from 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 (ONLY IF YOUR APPLICATION IS SELECTED FOR AUDIT).
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.



Preparing for the Examination

You may use various approaches to prepare for the examination:

- Complete *Self-Assessment*
- 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 correct answer and three 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.

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 [bccsp.org/Resources/Review-and-Study-Sources](https://www.bccsp.org/Resources/Review-and-Study-Sources). 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.

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

The online self-assessment is based on the blueprint described in this guide 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, strategize test taking pace, and plan future studying accordingly. The self-assessment is not considered training or preparation in any manner.

To order a self-assessment, please log on to “My Profile” at bcsp.org to make the purchase.

Other Review and Study Sources

A number of professional membership organizations, trade organizations, colleges, and universities, and private companies offer study courses, software, and materials to assist candidates when preparing for BCSP examinations. Because candidates for BCSP examinations often ask where to locate review courses and materials, BCSP maintains an online list strictly as a courtesy at bcsp.org/Resources/Review-and-Study-Sources.

Beyond the written materials BCSP publishes, BCSP has no involvement in the development, content, or distribution of any courses or materials associated with preparing for BCSP examinations or evaluating readiness. BCSP

neither endorses the providers shown on the online list nor evaluates the providers or the providers’ materials for consistency with BCSP examination blueprints or with any aspect of any BCSP examination.

Candidates must contact the sources directly about materials, course schedules, fees, or matters related to satisfaction with their products or services.

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 an examination. 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 bcsp.org/About.

BCSP pursues legal actions against organizations, individuals not seeking certification, and individuals who fraudulently claim or misrepresent their intent to seek certification, who reveal information about the content of BCSP examinations. Penalties include permanently barring individuals from pursuing the credential and revoking the certifications and interim designations of those who have status with BCSP, in addition to other legal remedies.



Computer-Based Testing

The CSP examination uses computer-based testing, with one 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 clocks 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.

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.

Refer to the *Pearson VUE Computer-Based Testing Brochure* located at bcsp.org for more details and requirements.

Scheduling Your Exam

Once you have purchased your examination, BCSP will send you 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 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.

General Description of the CSP Examination

All candidates for the CSP must pass the CSP examination to earn the credential.

The CSP examination contains 200 multiple-choice items with four possible answers and only one 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.

CSP Examination Blueprint

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

The top levels, called domains, represent the major functions performed by safety professionals at the CSP level. Within each domain are lists of knowledge areas and skills necessary for carrying out the task in that domain. The knowledge areas for the CSP examination build upon the knowledge candidates have already demonstrated by virtue of having achieved the ASP certification, GSP designation, or another BCSP-approved credential. Each domain heading is accompanied by a percentage label which represents the proportion of the actual CSP examination devoted to that domain. The following pages describe the subject matter covered by the CSP examination.

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

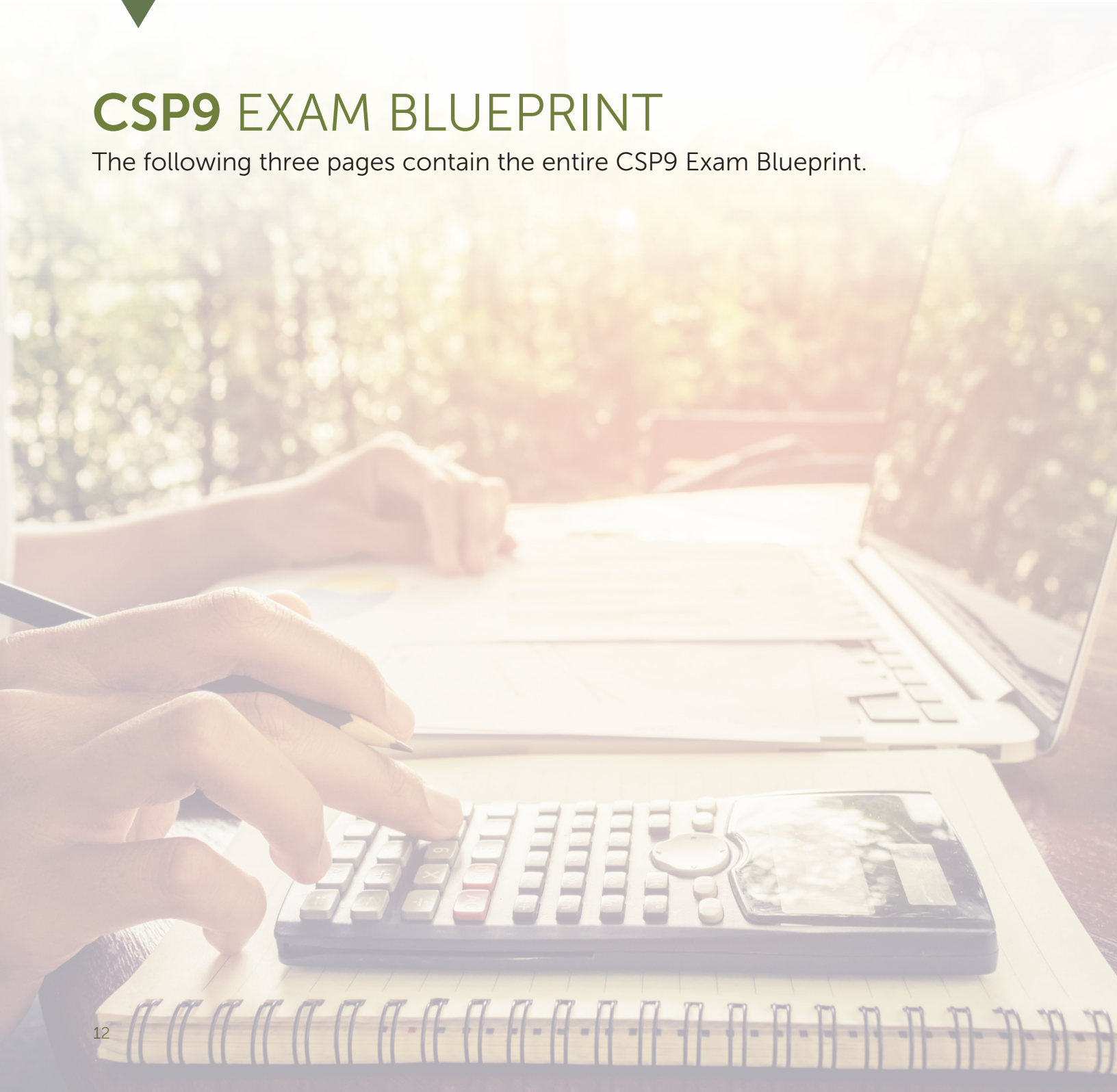
BCSP uses a criterion-referenced procedure (the Modified Angoff Method) to establish minimum passing scores for examinations. This procedure ensures that the passing score is independent of scores for other candidates sitting for the examination and involves having a panel of experts rate each examination item with respect to the minimally qualified candidate. As examinations are modified on a regular basis, the minimum passing score is adjusted for the difficulty of items on the examination. Item performance is also evaluated regularly to ensure that BCSP examinations maintain the highest testing standards.





CSP9 EXAM BLUEPRINT

The following three pages contain the entire CSP9 Exam Blueprint.



Domain 1

Advanced Science and Math • 7.4%

Knowledge of:

1. Core concepts in anatomy and physiology
2. Core concepts in chemistry (organic and general chemistry)
3. Core concepts in physics
4. Mathematics (e.g., geometry, algebra, trigonometry)
5. Statistics for interpreting data (e.g., mean, median, mode, confidence intervals, probabilities, pareto analysis)
6. Core research methodology concepts

Skill to:

1. Calculate required containment volumes and hazardous materials storage requirements
2. Calculate statistics from data sources

Domain 2

Management Systems • 19.5%

Knowledge of:

1. Benchmarks and performance standards
2. How to measure, analyze, and improve organizational culture
3. Incident investigation techniques
4. Management of change techniques
5. System safety techniques (e.g., root cause, job safety analysis, fault tree analysis)
6. The elements of business continuity and contingency plans
7. Types of leading and lagging safety, health, environmental, and security performance indicators
8. Safety, health, and environmental management and audit systems (e.g., ANSI/AIHA Z10, ISO 14000 series, OHSAS 18000 series, ISO 19011)
9. Applicable requirements for health plans, programs, and policies
10. Applicable requirements for safety plans, programs, and policies
11. Documentation retention or management principles (e.g., incident investigation, training records, exposure records, maintenance records, environmental management system, audit results)
12. Budgeting, finance, and economic analysis techniques and principles (e.g., timelines, budget development, milestones, resourcing, financing risk management options)
13. Management leadership techniques (e.g., management theories, leadership theories, motivation, discipline, communication styles)
14. Project management concepts and techniques (e.g., RACI charts, project timelines, budgets)

Skill to:

1. Analyze and/or interpret sampling data (e.g., exposure, release concentrations)
2. Apply management principles of authority, responsibility, and accountability
3. Compare management systems with benchmarks
4. Conduct root cause analyses
5. Develop and implement environmental, safety, and health management systems
6. Evaluate and analyze survey data
7. Perform gap analyses
8. Demonstrate business need via financial calculations (e.g., ROI, engineering economy, financial engineering)

Domain 3

Risk Management • 10.3%

Knowledge of:

1. Analysis required to support risk management options
2. Behavior modification techniques
3. Hazard analysis methods
4. The costs and benefits of risk analysis
5. The risk assessment process

Skill to:

1. Apply risk-based decision-making tools for prioritizing risk management options
2. Calculate metrics for organizational risk
3. Conduct job safety analyses and task analyses
4. Explain risk management options and concepts to decision makers, stakeholders, and the public

Domain 4

Advanced Safety Concepts • 22.9%

Knowledge of:

1. Administrative controls (e.g., job rotation, chemical substitution)
2. Chemical process safety management (e.g., pressure relief systems, chemical compatibility, management of change, materials of construction, process flow diagrams)
3. Common workplace hazards (e.g., electrical, falls, confined spaces, lockout/tagout, working around water, caught in, struck by, excavation, welding, hot work, cold and heat stress, combustibles, laser, and others)
4. Engineering controls (e.g., ventilation, guarding, isolation)
5. Facility life safety features (e.g., public space safety, floor loading, occupancy loads)
6. Fleet safety principles (e.g., driver and equipment safety, maintenance, surveillance equipment)
7. Hazardous materials management (e.g., labels, storage, and handling)
8. Insurance/risk transfer principles
9. Multi-employer worksite issues (e.g., contractors, temporary or seasonal employees)
10. Personal protective equipment
11. Principles of safety through design or inherently safer designs (e.g., designing out hazards during design phase)
12. Sources of information on hazards and risk management options (e.g., subject matter experts, relevant best practices, published literature, safety data sheets)
13. The safety design criteria for consumer and industrial products (e.g., UL, NFPA, NIOSH)
14. Tools and equipment safety (e.g., hand tools, ladders, grinders, cranes and other mobile equipment, robotics)
15. Unique workplace hazards (e.g., nanoparticles, combustible dust)

Skill to:

1. Calibrate, use, and maintain data logging, monitoring, and measurement equipment
2. Identify relevant labels, signs, and warnings
3. Interpret plans, specifications, technical drawings, and process flow diagrams

Domain 5

Emergency Preparedness, Fire Prevention, and Security • 9.1%

Knowledge of:

1. Emergency/crisis/disaster response planning (e.g., for nuclear incidents, natural disasters, terrorist attacks, chemical spills, fires)
2. Fire prevention and protection systems
3. Fire suppression systems
4. Incident (e.g., emergency, crisis, disaster) management
5. Transport and security of hazardous materials
6. Workplace violence and harassment recognition and prevention techniques

Domain 6

Occupational Health and Ergonomics • 8.0%

Knowledge of:

1. Basic toxicology principles (e.g., symptoms of an exposure, LD50, mutagens, teratogens)
2. Ergonomics and human factors principles (e.g., visual acuity, body mechanics, patient lifting, vibration, anthropometrics)
3. How to recognize occupational exposures (e.g., hazardous chemicals, radiation, noise, biological agents, heat/cold, infectious diseases, nanoparticles, indoor air quality)
4. How to evaluate occupational exposures (e.g., hazardous chemicals, radiation, noise, biological agents, heat/cold, infectious diseases, ventilation, nanoparticles, indoor air quality), including techniques for measurement, sampling, and analysis
5. How to control occupational exposures (e.g., hazardous chemicals, radiation, noise, biological agents, heat/cold, ventilation, nanoparticles, infectious diseases, indoor air quality)
6. Epidemiology Fundamentals
7. Occupational exposure limits (e.g., hazardous chemicals, radiation, noise, biological agents, heat)

Domain 7

Environmental Management Systems • 6.3%

Knowledge of:

1. Environmental protection and pollution prevention methods (e.g., air pollution, water pollution, soil pollution, containment)
2. Hazardous waste management practices (e.g., segregation and separation, containment, disposal)
3. How released hazardous materials migrate through the air, surface water, soil, and water table
4. Sustainability principles

Domain 8

Training/Education • 9.1%

Knowledge of:

1. Education and training methods and techniques
2. Training requirements
3. Methods for determining the effectiveness of training programs (e.g., determine if trainees are applying training on the job)
4. Effective presentation techniques

Skill to:

1. Perform training needs assessments
2. Develop training programs (e.g., presentation skills, tools)
3. Conduct training
4. Assess training competency
5. Develop training assessment instruments (e.g., written tests, skill assessments) to assess training competency

Domain 9

Law and Ethics • 7.4%

Knowledge of:

1. Legal issues (e.g., tort, negligence, civil, criminal, contracts, disability terminology)
2. Protecting confidential information (e.g., privacy, trade secrets)
3. Standards development processes
4. Ethics related to conducting audits
5. Relationship between labor and management
6. BCSP Code of Ethics

Skill to:

1. Interpret laws, regulations, and consensus codes and standards
2. Apply concepts of BCSP Code of Ethics

Examination Item Samples

The following items illustrate only the style and format typical of items on the CSP examination. Not all CSP examination domain areas are represented by these sample items. Please note it is essential for you to read and understand the CSP examination blueprint found in Chapter 5 so you have a complete awareness of the depth and breadth of all of the subject matter appearing on the actual CSP examination.

Note: None of the following items are on the examination nor do they reflect specific content.

- 1.** The irradiance of a laser is defined as the power per unit area of a light beam striking a surface. What is the irradiance of a CO₂ laser with a power of 250W and a diameter of 1.5 cm?

Area of a circle is ($\pi \times r^2$)

 - A. 141.5 W/cm²
 - B. 166.7 W/cm²
 - C. 35.4 W/cm²
 - D. 16.7 W/cm²
- 2.** In predicting the ability of an organization to successfully make a change, one of the measures of the organizational function is procedural justice. What is procedural justice?

 - A. The extent to which the individual worker perceives fairness in the supervisor's decision making process
 - B. The process of rationalization for a new procedure
 - C. A procedure for determining appropriate disciplinary action for safety (and other) infractions
 - D. An arbitration method
- 3.** The theoretical ideal for safety is achieved when all risks derived from hazards are:

 - A. At an acceptable level.
 - B. Recognized.
 - C. Anticipated.
 - D. Eliminated.
- 4.** A new chemical process line will be installed in a facility. A cross functioning team comprised of operators, maintenance personnel, design engineers, and safety specialists has been created. The team decides to use a process hazard evaluation technique during the design phase. The team wants to use a systematic approach by reviewing all drawings and specifications of the new process line, dividing these into small segments and nodes, and identifying process deviations, the likelihood and consequences of deviations, and control measures. What process evaluation method would be selected?

 - A. What-if analysis
 - B. Failure modes and effects analysis
 - C. Hazard and operability study
 - D. Checklists

5. 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.

6. 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.

7. Dispersion models describe the airborne transport of materials away from the accident or release site. Which affects atmospheric dispersion of released toxic materials?

- A. Specific gravity of the toxic materials
- B. Percent of volumetric concentration of materials
- C. Absolute pressure of the external surroundings
- D. Momentum and buoyancy of the initial materials released

8. When conducting a safety and health program audit, what is the BEST way to determine training, awareness, and competence of employees?

- A. Quantitative analysis of scores of all SH&E examinations completed by employees.
- B. Complete verification analysis to determine if employees had completed all regulatory training.
- C. Observation of employees and practices being used in the operation.
- D. Complete a sampling of employee performance reviews from various areas to determine how supervisors evaluated their employees' SH&E competence.

9. Which legal theory under which polluters have been held liable for damage is defined as "wrongful interference with another person's property rights?"

- A. Trespass
- B. Negligence
- C. Nuisance
- D. Strict liability

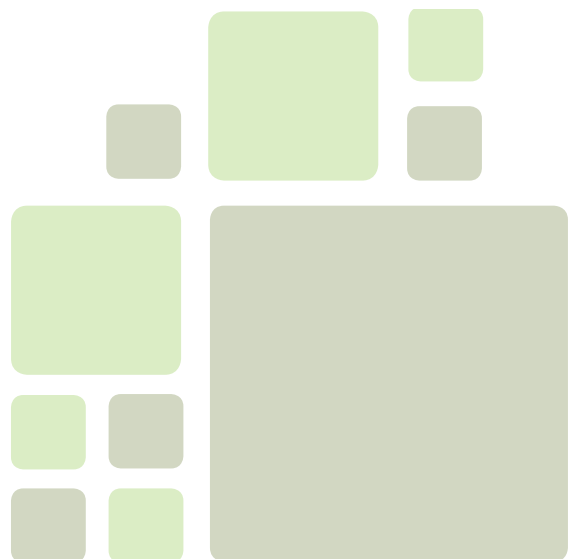
Answers and references on following page >>>

Answer Key

- | | | |
|------|------|------|
| 1. A | 4. C | 7. D |
| 2. A | 5. D | 8. C |
| 3. A | 6. C | 9. A |

References to Questions

1. Safety with Lasers and Other Optical Sources, A Comprehensive Handbook, Wolbarsht, Myron; Sliney, D. H. (1985), 4th Printing, Plenum Press, Page 55.
2. Leading with Safety, Krause, Thomas R. (2005), Wiley-Interscience, Page. 63.
3. On the Practice of Safety, Manuel, Fred A. (2003), 3rd Edition, John Wiley and Sons, Page 75.
4. Engineering Reference Manual, Bolton, Fredric N.; Johnson, David L. (1999), 2nd Edition, AIHA Press, Pages 172-173.
5. Kirk's Fire Investigation, DeHaan, John (2007), 6th Edition, Pearson Prentice Hall, Pages 198-199.
6. Safety and Health for Engineers, Brauer, Roger L. (2006), 2nd Edition, John Wiley and Sons, Page 491.
7. The Safety Professionals Handbook: Technical Applications, Haight, Joel M., Editor (2008), American Society of Safety Engineers, Page 435.
8. ISO 14001: Environmental Systems Handbook, Whitelaw, Ken (1997). Butterworth Heinemann, Page 78 and OHSAS 18001: Designing and Implementing an Effective Health and Safety Management System, Kausek, Joe (2007), Government Institutes, Pages 134-135.
9. Accident Prevention Manual for Business and Industry: Environmental Management, Krieger, Gary (2000), 2nd Edition, National Safety Council. Page 155.





Features and Benefits of Obtaining BCSP Credentials

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

Wall Certificate. When you achieve the CSP 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" on the BCSP website to order.

Access to BCSP's Career Center. Many employers post open job positions seeking qualified safety professionals. With a BCSP credential, you may post your resume online and employers have access to view your resume and contact you if you wish.

BCSP eNewsletter Subscription. As a BCSP certificant, 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.

BCSP Annual Report. The BCSP Annual Report is another important publication you will receive electronically. It contains summarized data about CSPs and the annual audited financial report and can be found on the BCSP website at bcsp.org/About.

BCSP Directories. BCSP publishes directories 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.

eSafetySource Registration. BCSP offers the opportunity for BCSP certification and designation holders to register on the electronic safety source registry, indicating their areas of specialization.

Membership Level. Individuals may use the CSP credential to qualify for the highest level of membership in professional safety societies. After achieving the CSP 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 credential qualifies members of the American Society of Safety Professionals (ASSP) for "Professional Member" status.

Title Protection and Laws Involving the BCSP Credentials. Some states have enacted title protection laws which restrict anyone from claiming to hold a BCSP certification without having duly obtained them from BCSP. Additionally, several states have enacted laws or regulations which specify that CSPs may provide loss control services for insurance companies. Check your state government website for more details.

Use of the CSP Title

It is important to know how to use your CSP title correctly. The "Certified Safety Professional" title and the letters "CSP" are registered certification marks 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 CSP credential properly.

Examples of correct use:

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

The CSP 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 CSP. 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, and correspondence or with your signature. You may use your CSP credential virtually anywhere you use your name.

The CSP 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 when your mail or email address changes
- Pay your annual fee
- Complete 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. Additionally, you must provide a copy of the court record or marriage certificate in order for BCSP to register the change.

Paying Your Annual Renewal Fee. The authority to use the CSP title is valid for one 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 several options for paying the fee online via a credit card or by phone. After receiving your payment, BCSP will have a receipt and wallet card available to print. For a list of current fees, visit bcsp.org/Certifications/Safety-Certifications-at-a-Glance.

Meeting Recertification Requirements. The recertification program helps CSPs keep up with changes affecting professional safety practice. The program complies with requirements of BCSP's national accrediting organizations.

Every five years (one cycle) you must achieve 25 points. There are ten 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 on time or fail to achieve the required recertification points every five years, BCSP will send you a notice that your credential has been invalidated and you no longer hold the CSP.

You may seek reinstatement online through "My Profile" at bcsp.org. Reinstatement must be by 12/31 of the same year you are invalidated. Reinstatement includes paying a reinstatement fee and complying with the current recertification requirements. Otherwise, you will be required to apply as a new candidate and meet all of the requirements in place at the time of your application.

Career Interruptions

While holding the CSP 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.

Leave of Absence and 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 CSPs

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 Retired Annual Renewal Fee is required each year (beginning with 2018 renewal(s)).

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 CSP Credential and Logo

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 the CSP Credential Without Authority

BCSP has established procedures for challenging individuals known to use the Certified Safety Professional 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 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 seeks to correct any record-keeping error 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 the CSP certification for five 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 the CSP 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 CSPs to report new convictions which can result in BCSP disciplinary proceedings.

Discipline Procedures

BCSP authorizes individuals to use the CSP 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 bcsp.org/About.

Promoting the CSP

BCSP uses several methods to promote the CSP credential and to encourage safety professionals to pursue it. 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 the CSP certification. 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. Some instances may earn recertification

credit for promoting the CSP. To request a display, fill out the Display and Literature Request Form located at bcsp.org/Resources/Presentations-and-Outreach, or contact BCSP.

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 on the BCSP website as downloadable PDFs. To request literature, please fill out the Display and Literature Request Form located at bcsp.org/Resources/Presentations-and-Outreach, or contact BCSP.

Presentation Materials. PowerPoint presentations about the safety profession and the BCSP credentials are located on the BCSP website at bcsp.org/Resources/Presentations-and-Outreach.

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 ensures 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. More information can be found at bcsp.org/Resources/Mentoring.

Maintaining Your Mail and Email Address

As a CSP, you are solely responsible to keep BCSP informed of your current mail and email address. If either address changes, you must notify BCSP. You could lose the CSP certification if annual renewal notices and other important information do not reach you.



GSP General Information

Understanding the Graduate Safety Practitioner Program

The Graduate Safety Practitioner® (GSP®) is an additional path to the CSP available to safety degree graduates from degree programs which meet BCSP Qualified Academic Program (QAP) standards. Those awarded the GSP designation meet the requirement of holding a BCSP approved credential. The GSP designation is not a certification. It denotes graduation from a QAP and indicates progress toward the CSP certification.

Purpose of the GSP Program

The purpose of 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.

Benefits for Qualified Students

- Meets the CSP eligibility requirement of holding a BCSP approved credential.
- Recognition for the level of preparation for professional safety practice.
- A certificate awarding the GSP designation.

How to Apply

If you have graduated from a current QAP during its eligibility period, you must submit a GSP Application using 'My Profile' at bcsp.org. For information on QAPs visit bcsp.org/GSP.

Definitions

Graduate Safety Practitioner. The Graduate Safety Practitioner (GSP) is not a certification. It is a designation awarded to qualified individuals to mark their completion of an academic program meeting BCSP QAP standards. The GSP designation recognizes students graduating from QAPs who develop suitable knowledge and skills for entry into (or advancement in) professional safety practice. The GSP designation denotes

participation in a path leading to the CSP certification.

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.

QAP Coordinator. A Qualified Academic Program Coordinator is the contact person between the academic institution and BCSP. It may be the department chair, professor, or a program coordinator. This person works with BCSP to help maintain the program's QAP status. In addition, they inform students about the GSP program and promote the value of holding the CSP certification.

The Certified Safety Professional. The Certified Safety Professional® or CSP® is a certification awarded by the Board of Certified Safety Professionals (BCSP). More information about the CSP and BCSP can be found at bcsp.org.

Qualifications

GSP program qualifications include the following:

- You must have graduated from a current QAP during its eligibility period. A full list of QAPs eligible to participate in the GSP program is located at bcsp.org/GSP.
- You must fill out a GSP application through 'My Profile' at bcsp.org.
- You must upload a copy of your official transcript with degree awarded and date conferred.

- You must complete application Agreement and Validation (*acknowledging truthful information has been provided, informing BCSP of any criminal convictions or unethical behavior, and agreeing to adhere to BCSP Code of Ethics*).
- BCSP randomly selects 5% of applications for audit. As part of the audit, you are required to submit an official transcript showing degree earned and date conferred.
- Failing to complete the CSP within the 6-year time limit.
- Violating the *BCSP Code of Ethics* (see bcsp.org/pdf/BCSPcodeofethics.pdf).

Time Limits

The following time limits apply to the GSP designation:

- Those holding the GSP designation must meet the experience requirements and apply for the CSP within six years of receiving the GSP.
- Those graduating on or after January 1, 2018, will have one year from their graduation date to apply for the GSP; however...
- Graduates who obtained their degree during the time-period prior to January 1, 2018 and fall within a QAP's "Applicable Dates" as noted on the GSP QAP List at bcsp.org/GSP may apply for the GSP through January 1, 2020.
- Once a GSP has applied for and become 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-approved credential to qualify for the CSP certification, but cannot reapply for the GSP.

Retaining the GSP

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

- Failure to pay an annual renewal fee.

Maintaining Your Mail and Email Address

As a GSP, you are solely responsible to keep BCSP informed of your current mail and email address. If either address changes, you must notify BCSP. You could lose the GSP designation if annual renewal notices and other important information do not reach you.

Protecting the GSP and CSP Credentials

BCSP acts to challenge those who use the GSP and CSP 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 bcsp.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 ASP or CSP
- Terminate or suspend any status with BCSP

The Disciplinary Action Policy is located at bcsp.org/About and provides detailed procedures for bringing charges and for hearings related to disciplinary charges.

Annual Renewal Fees

All who achieve the GSP must pay a GSP annual renewal fee that is pro-rated for the remainder of the year that their GSP designation was awarded. The current GSP annual renewal fee is listed at

bcsp.org/Certifications/Safety-Certifications-at-a-Glance.

Other fees may apply upon achieving the GSP 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 designation.

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

Moving Beyond the GSP Designation Qualifying for the CSP Examination

CSP candidates must have four 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 a GSP has met the above criteria for the CSP, they can fill out an application online by following the instructions provided in Chapter 3, "Application Instructions".

Professional Advancement Mentor Program

Over the years, many certificants encouraged, assisted, or required fellow safety professionals to pursue certification to advance their careers. BCSP has a program that traces the role certificants play in assisting aspiring safety professionals' career development and then recognizing their contributions. Applicants and mentors can participate in this program by completing a Professional Advancement Mentor Program Form and submitting it around the time the candidate's application is submitted. Forms and more information are located at bcsp.org.

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.

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.



CSP[®]



BCSP | **Board of Certified Safety Professionals**

— 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.





ISO/IEC 17024
Personnel Certification Program
#0646



BOARD OF CERTIFIED SAFETY PROFESSIONALS
8645 Guion Road, Indianapolis, IN 46268 USA
P: +1 317-593-4800 | F: +1 317-593-4400
bcsp.org