

R E F E R E N C E M A N U A L



CSP

Certified Safety Professional®

SIXTH EDITION | JANUARY 2012

BCSP

**Board of Certified
Safety Professionals**

Advancing the Safety, Health and Environmental
Profession Since 1969

2301 W. Bradley Avenue
Champaign, IL 61821 USA

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Certified Safety Professional Reference Manual
Sixth Edition
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INTRODUCTION

The purpose of the *CSP Reference Manual* is to provide important information to Certified Safety Professionals. It explains rules and procedures essential to retain the CSP credential and to use the title correctly. It also defines discipline procedures, contains guidelines for helping promote the value of the CSP credential, and provides information on ordering seals, stamps, jewelry, certificate frames, and other logo products. Please retain this publication for future reference as it will help you with a variety of matters regarding your certification.

The BCSP Website

Be sure to visit www.bcsp.org. The site contains a great deal of information for CSPs and the information is updated regularly. This *CSP Reference Manual* is located online, along with newsletters, annual reports, and the latest information and forms for your Recertification. You can also find information on BCSP credential holders in the online directory. BCSP encourages you to visit the website often for additional information and updates.

CSP facts and general characteristics are located online, including the educational level of CSPs, salary data, industries where CSPs are employed, and CSP distribution among U.S. states.

CSP FEATURES AND BENEFITS

Wallet Card

BCSP authorizes you to use the CSP credential on an annual basis. Each year when you renew that authority by paying the required annual renewal fee, you receive a wallet card which shows that you are a Certified Safety Professional and you can use that title

for the calendar year (unless declared invalid).

Wall Certificate

When you achieved the CSP credential, BCSP issued you a wall certificate suitable for framing. Information about CSP wall certificate frames is found on page 3. Should you lose or damage your wall certificate, BCSP will replace it for a nominal fee. Contact BCSP for more details.

BCSP eNewsletter

As a CSP, you will receive the *BCSP eNewsletter*. The *BCSP eNewsletter* contains data about certificate holders and important information about professional safety practice. Newsletters also include any changes which may affect your certification (i.e. changes in Recertification requirements). Frequently, the *eNewsletter* lists opportunities for volunteer service to BCSP. It also includes notable achievements of other CSPs. 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 composite data about CSPs and the annual audited financial report and can also be found on the BCSP website.

BCSP Directories

BCSP has an obligation to the public to publish names of individuals holding BCSP credentials. When you first applied for certification, you agreed to allow BCSP to publish your name, city, and state.

The directory, containing only names, cities, and states, appears

on the BCSP website and confirms if a person is currently certified. A list of those who have used a BCSP credential without authority also appears on the BCSP website.

Mail Lists

Organizations and companies providing valuable services to safety professionals may purchase a list of BCSP certificant names and addresses. Use of the list is restricted and all list sales are approved by BCSP. Restrictions limit the sale to uses which are of value in professional safety practice (i.e. notices of upcoming conferences or professional publications). Sales are not approved for promotion of general merchandise or services or for resale or distribution to third-party organizations. CSPs may specify at any time that their names not be included on mail lists by contacting BCSP.

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 Engineers (ASSE) for "Professional Member" status.

Salary Advantages and Bonuses

A number of salary surveys have identified that those who hold the CSP credential average significantly higher pay than those who do not hold safety and health certifications.

In 2003, an American Society of Safety Engineers (ASSE) study found that CSPs earn \$17,000 more on average per year than non-CSPs. In 2008, a BCSP salary survey found that CSPs earned an average pay of \$99,244.

Longevity in the field, education, experience, and having a supervisory or other professional level position also affect pay rates. However, with the CSP credential, you are among those in the profession who increase their opportunities for leadership positions and salary increases.

Some employers provide a monetary bonus award to individuals who achieve the CSP credential. If your employer does not have an award program that recognizes achievement of a certification, you may want to discuss establishing such an award program with your supervisor or other company officials.

Competing and Qualifying for Advanced Positions

Some employers require the CSP credential for senior safety positions. As a CSP, you may qualify to compete for such

positions within your own company or when making career changes.

Competing for Contracts or Qualifying for Certain Work

Some federal, state, and local agencies or private companies recognize the CSP credential in certain operating procedures and contracts. For example, there may be a requirement that certain projects or contracts include a CSP to oversee the safety program and safety activities related to the project. As a CSP, you may now be qualified to compete for these leadership roles, contracts or project positions.

Title Protection and Laws Involving the CSP Credential

Some states have enacted title protection laws which restrict anyone from using the title "Certified Safety Professional" without having duly obtained it from BCSP. Several states have enacted laws or regulations which specify that CSPs may provide loss control services for insurance companies.

Peer Recognition

Not only can you be proud of achieving a standard of competence established by your own profession, your peers will often recognize your achievement and cite your title. You may even go on to mentor a peer toward the CSP credential.

DISPLAYING YOUR CSP TITLE

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 by BCSP 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
 - Robert A. Smith, Board Certified Safety Professional

The CSP credential is awarded to individuals, not companies, and should **only** be used with individual names. It must be used with your name (not with that of your company or employer).

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. Use of the title beyond the authorized period (without complying with renewal or recertification requirements) constitutes unauthorized use of the CSP credential.

You may use the CSP credential on your business cards, resume, correspondence or with your signature. You may use your CSP credential virtually anywhere you use your name.

- Example of proper company use:
 - ABC Safety Company, providing safety services.
Employees holding the Certified Safety Professional (CSP) certification include
 - Robert A. Smith, CSP
 - Mary A. Jones, CSP
- Example of improper company use:
 - ABC Safety Company, providing safety services by Certified Safety Professionals

Not all employees of a company may be CSPs. Only those individuals who have achieved the CSP credential may use it with their name. Since the CSP credential is not awarded to the company, the company should list the names of employees and the CSP title with the names of those individuals holding it.

How to Cite a CSP Specialty

Those who have passed a CSP specialty examination, may cite *CSP with a specialty in (Ergonomics, Construction Safety, or System Safety)*. There is not a separate specialty title. You may continue to use the title even though the examinations are no longer offered.

BCSP introduced the concept of specialty examinations in 1978. From 1978 through 1996, BCSP offered certain specialty examinations. CSP candidates could choose either Comprehensive Practice or a specialty to complete requirements for the CSP credential. In 1998, specialty examinations were taken after one achieved the CSP credential. In April 2004, the CSP specialty examinations were discontinued.

The CSP Logo

The CSP logo is the property of BCSP. It is a registered mark with the U.S. Patent and Trademark Office. Because it is a logo of BCSP, individuals are not authorized to use the logo or variations of it on business cards, letterhead, correspondence, documentation, or other publications. The logo implies that something is the official property, statement, position, or policy of BCSP. Use of the CSP logo by anyone other than BCSP may create confusion about who or what is represented by the material on which the logo appears.

Occasionally, BCSP will grant an organization written permission to use the CSP logo in publications or on certain other materials for which there is a written request. Usually, the uses are

limited to those publications or materials which provide clear recognition for or promotion of BCSP and the CSP credential. When such permissions are granted, there must be no confusion about ownership of the certification or possible confusion with other logos or purposes. Permission will not be granted if there is any potential for readers or viewers to infer that BCSP endorses or supports any product, service, program, company or organization. Permission is awarded for each specific use and is not extended in any way without additional requests. The use must note that the logo is a trademark of BCSP.

CSP Seals and Stamps

You may want to use a seal or stamp to mark official professional work as approved or verified by you. CSPs may order a seal or stamp with their name, certification number, and the CSP logo and BCSP name on it from a vendor authorized by BCSP.

BCSP authorizes the Richards & Stehman Company (800-451-8635; 217-522-6801) to manufacture seals and stamps incorporating the CSP logo. CSPs should contact Richards & Stehman directly to order. An order form can be found on the BCSP website.

CSPs may purchase a seal or stamp from any vendor that incorporates the letters "CSP" or the words "Certified Safety Professional" with a name. However, the seal or stamp cannot incorporate the CSP logo or a variation of it.

CSP Jewelry

BCSP has authorized the Terryberry Company to offer a limited line of jewelry with the CSP logo. This company provides men's and women's rings, lapel tacs, and tie tacs. There is an order form on the BCSP website and color photos of the products. Contact the Terryberry Company (888-450-5509; 303-444-1950) for current prices and availability or to place an order.

CSP Wall Certificate Frames

BCSP has authorized Framing Success to offer BCSP certificants a variety of wall certificate frames that include a mat board with the CSP logo. You may choose any frame for your wall certificate, but only Framing Success may incorporate the CSP logo. An order form and color photos of the frames and mats can be found on the BCSP website. You can also contact Framing Success (www.framingsuccess.com; 800-677-3726) directly if you have questions or to order.

CSP Logo Products

BCSP offers a variety of CSP logo products through RLK & Associates. These products include denim and polo shirts, messenger bags, stainless steel travel mugs, ceramic mugs, and

lapel pins. More information, color photos, and an order form can be found on the BCSP website. Contact RLK & Associates (www.rlk-inc.com/stores; 636-939-6060) directly to order. When calling, ask for Program Ordering.

BCSP CODE OF ETHICS AND PROFESSIONAL CONDUCT

When you applied with BCSP, you agreed to abide by the *CSP Code of Ethics and Professional Conduct*. Your professional activities must meet these standards. Failure to do so could result in a complaint filed with BCSP under the discipline procedures.

Occasionally, BCSP may issue official interpretations of the *CSP Code of Ethics and Professional Conduct*. Interpretation #1, found on the BCSP website, establishes that it is unethical to use an unaccredited degree and includes procedures for enforcement.

MAINTAINING YOUR CERTIFICATION

In order to retain your certification, you **must**:

- Inform BCSP when your mail or email address changes;
- Pay your annual fee; and
- Complete Recertification requirements.

Keeping Your Address Current

It is your responsibility to keep BCSP informed of your current mail and email address. We cannot locate you if we do not have a current mail and email address on file. If either address changes, you must let BCSP know. You may lose your certification because annual renewal fee notices and other important information do not reach you. You can update your information through the BCSP website or by contacting BCSP.

BCSP recommends that you use your home address as the mailing address of record. If you change jobs, your last employer may not forward your mail or return it to BCSP. If that occurs, you may lose your CSP credential.

Changing Your Name

If you change your name through marriage or other court proceeding, you must update BCSP. Provide BCSP with a copy of the court record or marriage certificate or BCSP will not be able 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. Each year, BCSP will send you a notice that your annual renewal fee is due. BCSP gives you several options for paying the fee, such as online, by phone using a credit card,

or by mail. You can pay annual renewal fees on the BCSP website, www.bcsp.org. After receiving your payment, BCSP will send you a wallet card and receipt for the new year.

Reinstatement After Failing to Pay Your Annual Renewal Fee

If you fail to pay your annual renewal fee on time, BCSP will send you a notice that you are no longer certified and that you cannot use the CSP title.

You may seek reinstatement by contacting BCSP. You must pay any unpaid annual renewal fees, a reinstatement fee, and demonstrate compliance with the Recertification requirements if your Recertification cycle has ended. If you fail to pay your annual renewal fee for a period of five years, you cannot be reinstated and you will have to reapply and meet all current requirements to reacquire the CSP credential.

Meeting Recertification Requirements

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

Every five years (one Recertification cycle) you must achieve 25 Recertification points. There are ten categories of Recertification 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 or cycle point limits.**

The details of the Recertification program appear in the *Recertification Guide*. You may download the *Recertification Guide and Worksheet* from the BCSP website. You will want to refer to the website regularly for the most up-to-date recertification information. Any Recertification program changes also appear in the *BCSP eNewsletter*.

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

Reinstatement After Failing to Meet Recertification Requirements

Within the five years following the end of the Recertification

cycle, you must register, pay for, and pass the Comprehensive Practice examination. You must also pay a reinstatement fee and any delinquent annual renewal fees. Upon reinstatement, you will become accountable for demonstrating compliance with the Recertification cycle that would have been in place during the period for which your certification was not valid. After five years following the end of the Recertification cycle, you must apply as a new CSP candidate and meet all current requirements to achieve the CSP.

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 some of these situations.

Leaves 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. The *Recertification Guide* is available on the BCSP website.

Annual Renewal Fee Waiver When Unemployed

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

CSP RETIRED STATUS

The CSP-Retired status indicates that you once held the CSP credential, but no longer meet the requirements to retain it. It is a way to continue to be recognized for having achieved the CSP credential at an earlier date. This status is authorized for those who are **no longer engaged in professional safety practice at all**, but wish to retain a connection to the CSP credential. The status does not mean that one is retired from regular employment or a long-held position.

CSP Retired status **does mean** that someone:

- No longer meets the requirements to hold the CSP certification *and*
- is not engaged in professional safety practice (either on a full-time, part-time, or consulting basis).

A benefit of the CSP-Retired status is that you may be able to reacquire your CSP credential without having to retake and pass the Comprehensive Practice examination. This important benefit expires if you have passed your original Recertification cycle end date. A number of people retire and assume that they will no longer do any work, including professional safety work. Later, they may work part-time in safety.

You may choose to hold the CSP Retired status indefinitely. However, should you want to reacquire your CSP status after your Recertification cycle has passed, you must retake and pass the Comprehensive Practice examination.

Individuals seeking the CSP Retired status must complete and sign a Retired Election Form. This form can be found on the BCSP website. Individuals electing CSP Retired status continue to pay an annual fee that is significantly less than that for the CSP credential. CSP Retired individuals continue to receive the *BCSP eNewsletter* and *BCSP Annual Report*.

Examples of a correct citation for this status are:

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

Someone in CSP Retired status is not allowed to use the CSP or Certified Safety Professional credential. However, it is appropriate to cite the time during which it was held. For example: Robert A. Smith (CSP held 1978-1992).

UNAUTHORIZED CSP CREDENTIAL USE

Some individuals claim to hold the CSP credential even though they never achieved it or no longer have the authority to use it. Such uses are not only unethical, but illegal. BCSP has established procedures for protecting the CSP credential from improper or unauthorized use. The Unauthorized Use Policy can be found at www.bcsp.org>About_BCSP.

Certification Marks

BCSP has registered the "Certified Safety Professional" title and the "CSP" acronym with the U.S. Patent and Trademark Office as registered certification marks. This provides BCSP legal strength in challenging any unauthorized use.

Challenging Individuals Using the CSP Credential Without Authority

BCSP has established procedures for challenging individuals

known to use the CSP or Certified Safety Professional credential without having obtained them or after they lose them for failure to pay their annual renewal fees or to meet Recertification requirements.

In order to establish that someone is using the credential without authority, BCSP must receive documentation showing where the individual is using the title. Most often the unauthorized use occurs on a business card, resume, business letterhead, brochure or similar publication, or with a signature. To initiate action against the individual using the CSP 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 credential for five years. Their names may also be published in the *BCSP eNewsletter* and on the BCSP website. Other penalties may be applied. BCSP reserves the right to use the courts in protecting use of the CSP credential.

Protecting the CSP Credential from Use by Other Organizations

Because BCSP has registered its logo 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.

CRIMINAL CONVICTIONS

BCSP requires its applicants, candidates and credential holders to disclose any criminal convictions issued by a court. BCSP will use its criminal conviction policy to determine whether the application can proceed or whether it is terminated. In some cases, BCSP's attorney will contact the applicant to clarify information about the conviction.

BCSP's criminal conviction policy appears on the BCSP website. It applies to certificate holders and those in CSP-Retired status. The policy also covers convictions by other certification and licensing bodies for unauthorized use of designations. It requires CSPs or those in CSP Retired status to report new convictions which can result in BCSP discipline 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 when individuals fail to pay annual renewal fees, fail to meet Recertification requirements, or when they violate the *BCSP Discipline Policy* or the *CSP Code of Ethics and Professional Conduct*, available on the BCSP website.

APPEALS POLICY

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

Requests for appeal must be submitted to the Executive Director in writing and in accordance to the current appeals policy located online at www.bcsp.org/About_BCSP.

PROMOTING THE CSP CREDENTIAL

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 what materials are available.

Table Top Displays

Use of BCSP table top displays helps promote BCSP and the CSP credential. 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. Contact BCSP to schedule use of these displays. CSPs earn Recertification credit for promoting the CSP credential under Category 3 (refer to the *Recertification Guide* online).

Promotional Materials

There are a variety of complimentary brochures and publications about the CSP credential, qualifications and procedures, and examinations. There are materials suitable for students considering or preparing for a safety career and for promoting the profession. Contact BCSP to discuss your needs. Most BCSP publications are available on the BCSP website.

To encourage individuals to pursue a career in safety, BCSP offers the *Career Guide to the Safety Profession*, co-produced with the ASSE Foundation, and a *Career Paths in Safety* brochure. Both are available on the BCSP website or upon request from BCSP.

Presentation Materials

A PowerPoint presentation about the safety profession and the CSP credential is located on the BCSP website.

ABOUT BCSP

History

The Board of Certified Safety Professionals (BCSP) began in 1969 and is chartered in the State of Illinois as a not-for-profit corporation. BCSP resulted from a study of professional safety credentialing needs completed by ASSE.

For a short time, candidates could obtain a waiver of examination by presenting evidence of a suitable bachelor's degree (or higher) and ten years of acceptable professional safety practice, or eighteen years of professional safety practice without a degree. Less than 1% of current CSPs received an examination waiver.

BCSP began testing candidates in 1972 using a single examination. By 1978, BCSP converted to a two-examination process which was originally envisioned. While there have been some changes over the years, the foundation of a bachelor's degree in safety, a minimum of three years of professional safety practice, and passing two examinations has remained the basic model leading to the CSP credential. Candidates with other degrees or other relevant professional certifications or licenses may receive a waiver of certain requirements, but all candidates must meet other minimum requirements and pass the Comprehensive Practice examination. A complete history is available on the BCSP website.

BCSP Membership Organizations

BCSP is associated with eight membership organizations. They do not contribute to BCSP's financial status. Each nominates directors to fill membership organization positions on the BCSP Board of Directors. They are listed below along with the year in which each became a BCSP membership organization.

- American Society of Safety Engineers 1974
- American Industrial Hygiene Association 1974
- System Safety Society 1977
- Society of Fire Protection Engineers 1984
- National Safety Council 1994
- Institute of Industrial Engineers 1994
- National Fire Protection Association 2007
- National Environmental Safety and Health Training Association 2012

Directors

BCSP is governed by 16 directors. One represents the public and has no direct involvement with the safety profession. Some directors are elected from a pool of candidates nominated by all membership organizations. The remaining fill director-at-large positions and are elected from a candidate pool representing the profession overall. Any CSP can nominate individuals or volunteer for director-at-large positions. Other than the public director, all directors must hold the CSP credential.

Directors volunteer for no more than two, three-year terms. Officers (President, Vice President, and Treasurer) are elected from the current Board of Directors.

Accreditations and Recognitions

The CSP credential meets the highest U.S. standards possible for a peer certification program. A list of recognitions and accreditations appears on the BCSP website.

VISION AND MISSION

In planning for continual improvement, the Board has adopted a vision and mission.

Vision

The Board of Certified Safety Professionals (BCSP) is recognized domestically and internationally by practitioners and stakeholders as the premier certification body for the highest quality of safety, health, and environment (SH&E)-related certification products and services, dedicated to the protection of people, property, and the environment.

Mission

BCSP is the premier certification body providing domestic and international credentialing services to practitioners, technologists, technicians, supervisors, and workers through its recognized excellence, financial strength, continuous improvement and accredited products and services by offering career advancement paths to those persons in safety, health, and environmental practice.



ANSI Accredited Program
PERSONNEL CERTIFICATION
#0646

BCSP | **Board of Certified
Safety Professionals**

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