

Common Mistakes on COC Worksheets

BCSP receives an average of 2000 COC Worksheets every year. There are some common mistakes on many of these worksheets. Below is a list by category of these errors and the correct information to provide.

Category 1 – Professional Safety Practice:

- Mistake: Listing partial credit.
Correct: 2 points per year as long as professional practice meets the listed criteria.

Category 2 – Safety Organization/Division Membership:

- Mistake: Listing more than 1 point per year or more than 5 points per cycle.
Correct: Maximum 1 point per year (5 points per cycle) regardless of how many memberships you have.
- Mistake: Listing credit for being a CSP (or other certifications that are not memberships).
Correct: Credit is not awarded for being a CSP since BCSP is a certification body not a membership organization.
- Mistake: For “period of membership” writing “annually.”
Correct: For “period of membership” write specific year(s).
- Mistake: Listing points for local/chapter memberships of national organizations already listed for points for national organization membership.
Correct: 1 point maximum per year already obtained with the national membership so local/chapter membership does not receive additional points.

Category 3 – Professional Service:

- Mistake: Listing more than 2 points per year if you have multiple activities.
Correct: Maximum 2 point per year regardless of how many activities you have in a year.
- Mistake: Listing safety committee of a non-safety organization.
Correct: Credit is only awarded for committees of safety organizations.
- Mistake: Listing session moderator.
Correct: Credit is not awarded for session moderator.

Category 4 – Professional Publications, Papers, Technical Presentations and Patents:

- Mistake: Listing identical presentations for different dates.
Correct: Credit is only awarded for the same presentation once per cycle.

Category 5 – Writing Examination Items:

- Mistake: Mailing exam questions at the end of the year that arrive in January and listing them for points for the year they were mailed/postmarked.
Correct: Points are awarded for the year the exam questions are received not when they are postmarked or approved.

Category 6 – Professional Development Conference Attendance:

- Mistake: Writing CEUs awarded in points claimed column.
Correct: Write CEUs awarded in the “No. of CEUs” column.
- Mistake: Listing ABIH CM points.
Correct: Use the conversion (1 CM = 0.625 COC pts) and list points in “Points Claimed” column.

Category 7 – Continuing Education Courses/Seminars:

- Mistake: Listing CPR/1st Aid/AED/other emergency response skill courses.
Correct: CPR/1st Aid/AED/other emergency response skill courses do not receive credit because they are courses related to first response skills, and not prevention. These first response skill topics are not tested on the exams.
- Mistake: Listing identical courses for different dates.
Correct: You can only receive credit for teaching/attending the same course once per cycle, unless it is a refresher course.
- Mistake: Listing partial hour credit (i.e. 1.5 hrs)
Correct: Only full hours are awarded credit.

Category 8 – College/University Courses:

- Mistake: Listing non-safety courses.
Correct: Only courses that are “safety related” (subjects appearing on the Comprehensive Practice exam) receive credit.
- Mistake: Listing identical courses for different dates.
Correct: You can only receive credit for teaching/attending the same course once per cycle.

Category 9 – Advanced Degrees:

- Mistake: Listing degrees from schools that are not nationally accredited.
Correct: Degrees must be earned from an accredited institution. BCSP will accept degrees from U.S. colleges and universities holding institutional accreditation from an accrediting body recognized by either the [Council for Higher Education Accreditation](#) (CHEA) or the [U.S. Dept of Education](#) as having authority for institutional accreditation as long as the degree is awarded while the institution holds such accreditation.
- Mistake: Listing degrees awarded in the past.
Correct: Credit is only awarded for degrees earned during current COC cycle.

Category 10 – Certification/Registration Examinations:

- Mistake: Listing certifications/licenses not listed in the COC Guide.
Correct: Only pre-approved certifications/licenses receive credit. It takes months to review a new item; Do not wait until the year you report to ask.