

# Acceptable Recertification Support Documentation

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1. **Professional Safety Practice**  
A letter from your employer verifying dates of employment and safety responsibilities, W2s, or pay stubs. Client documentation for consultants.
2. **Membership in Safety Organizations**  
A copy of your membership certificate(s) or card(s) indicating dates of membership, dues receipts or canceled checks.
3. **Voluntary Professional Service: To BCSP or Other Organizations**  
A letter or other documentation from the organization verifying the dates of your committee membership, service as an officer, or other service, as well as the type of service provided. Service to VPP and SHARP programs: There must be a letter or other official document from an applicable office of the OSHA agency or from the company to which services are provided attesting to the individual and the service, dates, location and hours of company to which services are provided attesting to the individual and the service, dates, location and hours of voluntary services provided.
4. **Publications, Conference Presentations, and Patents**  
Article/Paper: A copy of the first page indicating the title, journal name, date of publication, your name as author, and other authors (if applicable).  
Book: A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).  
Presentations: Documentation indicating your participation.  
Session Chair: Assignment documentation from the general chair.  
Patents: Photocopy of full patent document.
5. **Writing Examination Items**  
A copy of the BCSP certificate(s) or letter(s) indicating the number of Recertification points awarded. A letter or other documentation from the nationally accredited environmental, health, and safety credentialing body showing credit awarded for having submitted draft items and the date accepted.
6. **Attending Professional Development Conferences**  
The documentation should indicate the name of the conference, sponsoring organization, date(s) of attendance, and proof of attendance (e.g., certificate of attendance, registration receipts, canceled checks, hotel receipts, airline tickets, etc.)

7. Safety-related Course or Seminar, Other Educational Program, Certificate Program Completion, Readership Quiz Program, and BCSP Online Quiz

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

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

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

8. Attend College or University Courses

Student: An official transcript in a sealed envelope from the issuing university (photocopies will not be accepted).

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

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

9. Complete an Advanced Degree

An official transcript in the sealed envelope from the issuing university (photocopies or opened envelopes will not be accepted).

10. Achieving Additional Certification or License

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