

Graduate Safety Practitioner PROGRAM

REFERENCE MANUAL

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BOARD OF CERTIFIED SAFETY PROFESSIONALS

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FREQUENTLY ASKED QUESTIONS

What is the Graduate Safety Practitioner?

The Graduate Safety Practitioner (GSP) program is a new path to the Certified Safety Professional® (CSP®) certification available to graduates (in or after the Spring 2006 semester) of safety degrees that meet BCSP Qualified Academic Program (QAP) standards. The GSP program recognizes that an independently accredited academic program in safety meets BCSP's QAP standards and that its graduates are prepared for entry into (or advancement in) professional safety practice. See page 2.

Now that I hold the GSP designation, what do I need to do?

To retain the GSP designation, you must pay an annual renewal fee and keep BCSP informed of your mail and email addresses. To reach the goal of achieving the CSP certification, you will need to accumulate enough experience credit and then sit for and pass the Comprehensive Practice examination. See page 2.

What costs are associated with the GSP designation?

The GSP annual renewal fee is \$105. All fees are nonrefundable and subject to change without notice. See page 4.

Can I achieve the Associate Safety Professional designation?

Because you are in the GSP path to the CSP certification, you will not achieve the Associate Safety Professional (ASP) designation. It applies only to those in the general path to the CSP certification and denotes that someone has passed the Safety Fundamentals examination, for which those in the GSP path receive a waiver.

If you wish to pursue the ASP designation by sitting for the Safety Fundamentals examination, you will have to convert to the general path to the CSP certification and discontinue participation in the GSP path. If you wish to change paths, contact BCSP for additional details.

After I have been awarded the GSP designation, do I still have to fill out an application for the CSP?

No, however you need to send your official transcript and an experience update form to BCSP when requested. These documents will help BCSP determine your eligibility to sit for the Comprehensive Practice examination.

Once I have the GSP designation can I take the Comprehensive Practice examination right away?

No, probably not. BCSP uses a point system to award credit for academic qualifications and professional safety experience. An ABET accredited bachelor's degree earns 48 points and an ABET accredited master's degree earns 12 points. For each month of valid professional safety experience, you earn one point. You must have at least 96 points to sit for the Comprehensive Practice examination. See page 2.

Where can I find out more about the Comprehensive Practice examination?

The *CSP Examination Guide*, available on the Downloads page of the BCSP web site at www.bcsp.org, provides details about the examination contents, passing scores, examination registration, testing procedures, and examination preparation and strategies. You will want to read a copy of this publication before attempting to take the Comprehensive Practice examination.

How long can I retain the GSP designation?

You are expected to sit for and pass the Comprehensive Practice examination within three years of becoming eligible for it. Your eligibility date will be determined by BCSP. While you hold the GSP designation, you must pay the GSP annual renewal fee and follow the policies and procedures outlined in the *GSP Application Guide* and *GSP Reference Manual*, available at www.bcsp.org/downloads. See page 5.

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INTRODUCTION

Congratulations on your completion of a bachelor's or master's degree in safety which meets the Qualified Academic Program (QAP) standards of the Board of Certified Safety Professionals (BCSP). In recognition of that achievement, BCSP is delighted to award you an additional distinction to mark your status on the path to achieving the Certified Safety Professional® (CSP®).

Only those meeting this standard may hold this designation. It waives the application fee for the CSP certification and also waives the requirement to sit for and pass the Safety Fundamentals examination. In addition, you earn the maximum

credit for a degree toward qualifying for the CSP certification. It places you on a unique path to the CSP certification.

Purpose of this Guide

This guide provides important information to those who hold the GSP designation. The *GSP Reference Manual* explains rules and procedures essential to retain the GSP designation, to use the title correctly, and to progress toward the CSP certification. It explains discipline procedures and other helpful information.

Please retain this publication for future reference. It will help you deal with a variety of matters regarding your designation.

GSP FEATURES AND BENEFITS

Wallet Card

BCSP authorizes you to use the GSP designation 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 Graduate Safety Practitioner and you can use that designation for the calendar year.

Wall Certificate

When you achieve the GSP designation, BCSP issues you a certificate suitable for framing. Should you lose or damage your certificate, BCSP will replace it for a nominal fee. Contact BCSP for more details.

Competing and Qualifying for Positions

You are more marketable when seeking employment having achieved the GSP designation. Holding the GSP designation shows progress toward the CSP certification, a highly valued credential in the safety field.

BCSP Newsletter

As a GSP, you will receive the *BCSP Newsletter* issued twice per year. The *BCSP Newsletter* contains information about important changes which may affect BCSP certifications and designations, data about certificate holders, and professional safety practice information. You can find current issues and back issues at www.bcsp.org.

BCSP Annual Report

The *BCSP Annual Report* is another important document you will receive. It contains composite data about CSPs and the annual audited financial report. This also appears at www.bcsp.org.

BCSP Directories

BCSP has an obligation to the public to publish names of individuals holding BCSP certifications and designations. BCSP publishes directories of individuals who currently hold the GSP designation, CSP certification, the Associate Safety Professional (ASP) designation, and CSP Retired status. When you first applied for certification, you agreed to allow BCSP to publish your name as holding a BCSP certification or designation.

An abbreviated format, containing only names, cities, and states, appears on the BCSP web site and allows viewers to confirm if a person currently holds a BCSP certification or designation. It is updated daily.

What GSP Means

The Graduate Safety Practitioner (GSP) designation is **not a certification**. It is awarded to qualified individuals to mark their completion of an independently accredited 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 tells others in the safety profession that you graduated from a highly recognized safety degree program. It also denotes participation in a path leading to the CSP certification.

CHANGING TO THE GENERAL PATH TO THE CSP CERTIFICATION

Someone holding the GSP designation from BCSP may lose the designation and not be able to reinstate or simply decide not to retain the GSP designation. That does not prevent the person from pursuing the CSP certification. Leaving the GSP path means that the benefits of the GSP path are lost. The option of applying as a standard CSP applicant can always be used. Applicants in the general path to the CSP certification must meet all requirements for the CSP certification, including sitting for and passing the Safety Fundamentals examination.

Candidates in the GSP path do not sit for the Safety Fundamentals examination and, as a result, the Associate Safety Professional (ASP) designation is not part of the GSP path. ASP denotes that someone in the general path to the CSP certification has passed the Safety Fundamentals examination.

COMPLETING THE GSP PATH TO THE CSP CERTIFICATION

Focus on Achieving the CSP

As you enter or advance in professional safety practice, you will want to focus on achieving the CSP certification. That should be your primary goal, since it is a prized professional credential. Holding the CSP certification can help open doors for you professionally and help accelerate your pay.

To complete the CSP certification, you must retain the GSP designation until you acquire additional professional safety experience and sit for and pass the Comprehensive Practice examination. You always have the option of discontinuing the GSP designation and applying for the CSP certification later as a regular applicant, but the waived requirements no longer apply.

The CSP certification has a personal value in having met a high standard established by professional peers. It denotes to other safety professionals that you have met that standard and gains

their respect. It denotes that you graduated from a high quality safety degree program which differentiates you from those who enter professional safety practice from many other backgrounds.

Since many employers prefer or require the CSP certification for certain professional safety positions, you are in a position to compete more effectively with others for opportunities to advance in your career. Holding the CSP certification may help you or your employer to compete for government jobs or contracts. Many employers use the CSP certification in pay standards or bonuses. Over time, the CSP certification is likely to impact your pay, as demonstrated by the most recent salary surveys of the American Society of Safety Engineers and the American Industrial Hygiene Association members. Results respectively showed that those holding the CSP certification compared to those with no certification earned \$17,000 and \$24,000 more per year on average.

The *GSP Reference Manual* is intended to help you achieve the CSP certification successfully.

Details on Experience

To qualify to sit for the Comprehensive Practice examination, you must earn 96 points of credit. Your QAP bachelor's degree will have earned 48 points. If you achieved a QAP master's degree, you earned 12 points in addition to the points for your bachelor's degree. The amount of credit earned for your bachelor's degree will vary by degree field. Please refer to Table 1 on page 3. You only receive credit for one advanced degree.

You can earn the remainder of the 96 points through professional safety work experience that meets the five criteria listed below. Each month of acceptable professional safety experience equals one point. BCSP evaluates each period of experience against the five criteria to determine whether the experience is acceptable toward the CSP certification. A period of experience refers to a position held and all five criteria must be met to be acceptable.

The five criteria include:

1. Professional safety must be the **primary** function of the position. Collateral duties in safety are not considered the primary function.
2. The position's primary responsibilities must be the **prevention** of harm to people, property, and the environment, rather than responsibility for responding to harmful events.
3. Professional safety functions must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours

Table 2. DEGREE CREDIT

Degree/Program Major		ABET Accredited?	Associates	Bachelor's	Master's	Ph.D.
Safety and Safety Related		Yes	24	48	12	24
Environmental Engineering	Industrial Safety	No	18	36	9	18
Environmental Health	Loss Control					
Fire Protection	Occupational Safety and Health					
Fire Protection Engineering	Risk Control					
Health Physics	Safety Engineering					
Industrial Hygiene	Safety Sciences					
Engineering		Yes	N/A	42	11	21
Chemical Engineering	Engineering Science					
Civil Engineering	Industrial Engineering					
Electrical Engineering	Mechanical Engineering					
Engineering Mechanics						
Engineering Technology		Yes	N/A	30	8	15
		No	N/A	24	6	12
Natural and Physical Sciences		N/A	N/A	30	8	15
Agriculture	Environmental Science					
Architecture	Forestry					
Astronomy	General Science					
Aviation	Geology					
Biochemistry	Mathematics					
Biology	Waste Management					
Botany	Microbiology					
Chemistry	Nursing					
Computer Science	Occupational Health					
Earth Science	Physics					
Electro-Optics	Public Health					
Entomology	Toxicology					
Environmental Management	Zoology					
Industrial Technology		N/A	N/A	24	6	12
Industrial Education		N/A	N/A	18	5	9
Industrial Arts	Industrial Education					
Industrial Arts Education						
Business		N/A	N/A	18	5	9
Accounting	Industrial Management					
Administration	Loss Control Management					
Aviation Management	Management					
Business Management	Security Management					
Engineering Management	Urban Planning					
Psychology		N/A	N/A	18	5	9
Educational Psychology	Psychology					
Other		N/A	N/A	12	3	6
Applied Art	Humanities					
Art	Journalism					
Communication	Liberal Arts					
Criminal Justice	Political					
Education	Science					
General Studies	Social Work					
Geography	Sociology					
History						

per week. Part-time safety experience is allowed instead of full-time safety experience 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.

4. The position must be at the professional level. This is determined by evaluating the degree of responsible charge and reliance of employers or clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.
5. 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. Examples of skill are analysis, synthesis, design, investigating, planning, administration, and communications.

BCSP will be contacting you at some point to have you update your experience, to validate the degree that you earned by providing a transcript, and to determine exactly when you have achieved 96 points. Once you earn 96 points, you are eligible to sit for the Comprehensive Practice examination and a time limit goes into effect (see page 5). You will want to pay close attention to the time limit and BCSP will be in contact with you about complying with that.

Other Means for Earning Credit

If you hold the Occupational Health and Safety Technologist® (OHST®) or Construction Health and Safety Technician® (CHST®) certification from the Council on Certification of Health, Environmental and Safety Technologists or CCHST (www.cchest.org), you earn 12 points toward eligibility.

Sitting for and Passing the Comprehensive Practice Examination

Once you become eligible, an eligibility time limit begins (see page 5) and you may register and pay for the Comprehensive Practice examination (see page 7). Upon passing the Comprehensive Practice examination, you will have met the last requirement for the CSP certification.

If you are a veteran, an active duty or reserve member of the military, you may qualify for examination fee reimbursement benefits from the U.S. Department of Veterans' Affairs (www.gibill.va.gov). Contact the VA directly to establish your eligibility. The Comprehensive Practice examination qualifies for this VA benefit program.

GENERAL FEES

Application Fee	Waived for GSP Candidates (\$125 for all others)
Examination Fees*	
Safety Fundamentals	Waived for GSP Candidates (\$275 for all others)
Comprehensive Practice	\$275
Annual Renewal Fees**	
GSP	\$105
ASP	\$105
CSP	\$115
Late Fee***	\$25

*For computer-delivered examinations to be taken inside the U.S. or Canada.

**GSPs will not be charged an annual renewal fee until January 1 of the year following their graduation. For ASPs and CSPs, the annual renewal fee for the first year is prorated for the remainder of that first year. Annual renewal fees for GSPs, ASPs, and CSPs are due on January 1 and BCSP certifications and designations become invalid when annual renewal fees are not paid.

***When a GSP, ASP or CSP annual renewal fee is not paid by February 1, a late fee is added to the annual renewal fee.

Fees are nonrefundable and nontransferable. Checks and money orders must be payable to BCSP. All fees are payable in U.S. dollars drawn on a U.S. bank. Fees are subject to change at any time without notice.

Non-sufficient fund (NSF) checks will stop action on the certification process for any candidate covered by the check, and the check originator will be billed for any related NSF fees.

Other fees may apply upon achieving the CSP designation. For example, individuals who pay their annual renewal fee after February 1 incur a late charge. Others pay a reinstatement fee if BCSP has acted to terminate a BCSP certification or designation.

MANAGING YOUR GSP DESIGNATION

In order to retain your GSP designation, there are a few important things you **must do**. They include:

- Informing BCSP when your mail and email address changes; and
- Paying your annual fee.

Keep Contact Data Current at BCSP

It is your responsibility to keep BCSP informed of your current mail and email address. This is one of the most important things you can do to stay in the GSP path to the CSP certification. 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. Otherwise, there is a good chance you may lose your certification, because annual renewal fee notices and other important information do not reach you. You can report changes through the BCSP web site at www.bcsp.org or call BCSP to update your mail and email address.

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 (which is quite common), you may lose your GSP designation.

Name Change

If you change your name through marriage or other court proceeding, you must provide BCSP with a photo copy of the court record or marriage certificate or BCSP will not be able to register the change.

Time Limits

The following time limits apply to the GSP designation:

- In order to complete the CSP certification, a GSP must present at least four years of acceptable professional safety experience (or substituted credit for a graduate degree) and pass the Comprehensive Practice examination within 10 years after achieving the GSP designation. **This time limit takes precedence over all other time limits associated with the GSP program.** After 10 years, a GSP can no longer hold this designation. There is always the option of applying in the general path for the CSP certification. However, individuals in the general path must meet all requirements for the CSP certification, including sitting for and passing the Safety Fundamentals examination.
- Those holding the GSP designation must pass the Comprehensive Practice examination within three years of becoming eligible for the examination. The GSP candidate can also purchase eligibility extensions, as long as the total time since being awarded the GSP designation does not exceed 10 years.
- BCSP will track the projected experience based on the points credited at the time the GSP designation was awarded. GSP candidates will be subject to drop procedures should they fail to make progress toward the necessary professional safety experience, provided the 10-year time limit is not exceeded. Annually, BCSP will inform individuals holding the GSP status of their

time limits. GSP candidates who lose their GSP status always have the right to reapply as a CSP candidate in the general path.

Eligibility Extensions

Once you have achieved the required experience to achieve 96 points, you must pass the Comprehensive Practice examination within three years. BCSP allows candidates for the CSP certification to purchase extensions to this eligibility time limit. No more than two, one year extensions are allowed. The fee for the first, one-year extension is \$100. The fee for the second, one year extension is \$200. An extension must be purchased no later than the date the eligibility or eligibility extension ends. Eligibility extensions are not to be confused with examination authorization time limits, which involve the time following the purchase of an examination authorization to make an appointment and complete the examination.

Extensions to the 10-year time limit for the GSP designation are not allowed.

Pay Annual Fee

Procedures and Schedule. The authority to use the GSP designation is good 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 by phone or fax using a credit card or by mail. You can also pay renewal fees on the BCSP web site. After receiving your payment, BCSP will send you a new wallet card for the upcoming year. You will receive your first wallet card upon payment of your first annual renewal fee.

First Annual Renewal. GSPs will not be charged a prorated fee in their first year after achieving the GSP designation. Your first annual renewal fee is due on January 1 of the year following your graduation regardless of whether you graduated in May, August, or December.

Late Fee. When a GSP annual renewal fee is not paid by February 1, a \$25 late fee is added to the annual renewal fee.

Loss of Designation. Your designation becomes invalid if you fail to pay your annual renewal fee.

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 cannot use the GSP designation.

However, you can seek reinstatement by contacting BCSP. You must pay any unpaid annual renewal fees and a reinstatement fee. If you fail to pay your annual renewal fee for a period of five years, you cannot be reinstated and you will have to apply as a CSP candidate in the general path to the CSP certification and meet all current requirements to achieve the CSP designation.

Dealing with Interruptions

While holding the GSP designation, you may face situations which affect your ability to maintain your designation. 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. Contact BCSP on such matters for assistance.

Unemployment

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 that applies to the entire CSP certification process.

GETTING HELP

Call the BCSP Office

Contact the BCSP office if you have any questions about the Graduate Safety Practitioner (GSP) designation, the CSP certification or any related policies or issues. BCSP may be reached by phone at 217-359-9263 or at bcsp@bcsp.org.

BCSP Professional Advancement Mentor Program

The BCSP Professional Advancement Mentor Program gives CSPs recognition for helping other safety professionals advance their careers through certification. CSPs can encourage and assist GSPs in their pursuit of the CSP. If you are interested in locating a mentor, visit www.bcsp.org/mentor.

OTHER IMPORTANT INFORMATION

Proper Use of the GSP Designation

It is important to know how to use your GSP designation correctly. The “Graduate Safety Practitioner” designation and the letters “GSP” can only be used when authorized by BCSP for the period specifically designated by BCSP. Following are guidelines for displaying your GSP designation proudly and properly.

- Examples of correct use:
 - Robert A. Smith, GSP
 - Robert A. Smith, Graduate Safety Practitioner

The GSP designation may be used only for the period for which use is authorized. If you have not paid the annual renewal fee, your authority to use the GSP designation expires. Your use of the title beyond the authorized period without complying with renewal requirements constitutes unauthorized use of the GSP designation.

You may use the GSP designation on business cards, a resume, correspondence or with your signature. You may use your GSP designation virtually anywhere you use your name.

The GSP is awarded to individuals, not to companies, and should **only** be used with individual names. Remember, it must be used with your name and not that of a company or employer.

- Example of proper company use:
 - ABC Safety Company, providing safety services. Employees holding the Graduate Safety Practitioner (GSP) designation include
 - Robert A. Smith, GSP
 - Mary A. Jones, GSP
- Example of **improper** company use:
 - ABC Safety Company, providing safety services by Graduate Safety Practitioners

The problem with the last example is that not all employees of the company may be GSPs. Only those individuals who have achieved the GSP may use it with their name. Since the GSP is not awarded to the company, the company should list the names of employees and the GSP designation with the individual names of those holding it.

Code of Ethics and Professional Conduct

When you first applied to begin the GSP process, you agreed to abide by the *CSP Code of Ethics and Professional Conduct*, found on the inside back cover of this *GSP Reference Manual*. Your professional activities must meet these standards. Failure to do so could result in a complaint filed with BCSP under the discipline procedures detailed later.

You may request a color copy of the *CSP Code of Ethics and Professional Conduct* from BCSP. It also appears on the BCSP web site.

Discipline Procedures

BCSP authorizes individuals to use its certification and designation when they meet requirements for achieving and retaining the designation. BCSP also has a responsibility to withdraw that authorization when individuals fail to pay annual renewal fees or when they violate BCSP policies on discipline. The *BCSP Bylaws* contain disciplinary procedures and the grounds for action. Article XIV (Disciplinary Action) of the *BCSP Bylaws* is located on the Downloads page of the BCSP web site at www.bcsp.org.

Unauthorized Use of Designations

Some individuals claim to hold a BCSP certification or designation 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 its certifications and designations from improper or unauthorized uses.

Challenging Individuals Using the GSP Without Authority. BCSP has established procedures for challenging individuals known to use BCSP certifications or designations without having obtained them or after they lose them for failure to pay their annual renewal fees.

In order to establish that someone is using a certification or designation 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 on a business card, resume, business letterhead, brochure or similar publication, or with a signature. To initiate action against someone, BCSP also needs the current mailing address of the individual using the certification or designation without authority.

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 uses a series of steps to challenge that individual and seeks to correct any record-keeping error on the part of BCSP. Most often, legal counsel for BCSP participates in the procedures.

Those found to have used BCSP titles without authority may be barred from pursuing the CSP for a period of 5 years. Also their name will be published in the *BCSP Newsletter* and at www.bcsp.org, and other penalties may be applied. BCSP

also reserves the right to use the courts in protecting use of its certifications and designations.

Protecting the GSP from Use by Other Organizations. Even though BCSP does not have exclusive use of acronyms, 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 applicants to disclose any criminal convictions issued to the applicant by a court. BCSP will use its policy relating to criminal convictions to determine whether the application can proceed or whether it is terminated. In some cases, the BCSP attorney will contact the applicant or verify court records to clarify information about the conviction in order to assist BCSP in applying its criminal conviction policy.

A copy of the BCSP criminal conviction policy appears on the BCSP web site. The criminal conviction policy also applies to certifications and those in CSP Retired status. It also covers convictions by other certification and licensing bodies for unauthorized use of their designations. It required those holding BCSP certifications to report new convictions which can result in BCSP discipline proceedings.

Non-Discrimination

BCSP evaluates all candidates seeking the CSP designation without regard to religion, ethnicity, gender, age, national origin, disability, or sexual orientation.

THE COMPREHENSIVE PRACTICE EXAMINATION

Those taking the Comprehensive Practice examination should refer to the *CSP Examination Guide*. All candidates for the CSP certification must pass the Comprehensive Practice examination. This examination measures an applied range of knowledge required in professional safety practice. The examination is oriented toward knowledge typical of safety professionals with several years of experience. Most items test applied knowledge that reflects academic knowledge combined with some professional experience. Items typically deal with complex problems, calculations, and situations. They are likely to focus on interpretation, decision making, and application of knowledge.

Examination Blueprint

The Comprehensive Practice examination consists of 200 multiple-choice items covering the knowledge needed for professional safety practice. The examination is available every business day throughout North America and at many locations outside the U.S. and Canada.

BCSP changes the examination from time-to-time. It is based on an examination blueprint that defines the contents. The blueprints result from BCSP studies of what safety professionals do in practice and need to know to be able to perform the tasks and functions of practice.

Passing Score

There is a minimum score required to pass the examination. The required score, derived from formal procedures involving people in practice, is based on the difficulty of the items and their applicability to all areas of practice. Periodically, BCSP updates examination editions by changing items. Each examination edition has its own passing score.

HOW TO PASS THE COMPREHENSIVE PRACTICE EXAMINATION

There are several things you can do to successfully pass the Comprehensive Practice examination. Below is a summary. For additional details, please refer to the *CSP Examination Guide*, available at www.bcsp.org.

Know the Subject Matter

The most important factor for examination success is knowing the subject matter covered on an examination. You can anticipate what the Comprehensive Practice examination covers by referring to the examination blueprint found in the *CSP Examination Guide*. The knowledge statements under each responsibility (task) form the basis for the test items.

BCSP strongly recommends that you perform a self analysis before you begin preparing for the Comprehensive Practice examination. Read each knowledge statement in the examination blueprint and rate how well you know each knowledge statement. Some you will know well and others you may not know well. Your ratings provide an outline for your preparation. To achieve the passing score, you will have to draw on some knowledge statements that you do not know well. By learning more about those areas, you increase the likelihood of passing the examination. You will want to include some review of all areas in getting ready to sit for the examination.

Set Up a Preparation Plan

Once you know your strong and weak knowledge areas, establish a plan for overall review and developing your knowledge on weak areas. Make a chart of knowledge areas and schedule time to prepare. The “Evaluating a Safety Degree Curriculum Using Job Analysis for Professional Safety Practice” article on the Downloads page at www.bcsp.org outlines the knowledge areas on CSP examinations by subject. That may be helpful.

When you have completed your preparation plan, you should be ready to sit for the examination.

Preparation Methods

Use the methods that work best for you. You can study on your own. You may borrow references that cover subjects that you need to master. You may want to form a study group with others and have each person lead the group on various subjects, especially in those they are most knowledgeable. You may want to take a refresher class that helps you meet your preparation plan. You may wish to use practice examinations to test your knowledge, but practice items do little to expand your knowledge.

Courses and Materials

A number of organizations offer study courses and materials for the Comprehensive Practice examination. The *CSP Examination Guide* lists several. BCSP does not offer training for certification examinations. BCSP does not review the content of courses and preparation products or endorse any of them. Contact the providers directly for information about their courses and materials or to register complaints about them.

BCSP Self-assessment Examination

BCSP does offer a self-scored practice examination that has 120 items from across the knowledge areas covered by the Comprehensive Practice examination. The items are similar in depth and style to those appearing on the actual examination. You can order a copy of the Comprehensive Practice Self-assessment Examination at www.bcsp.org.

Test Taking Strategies

When you are ready to take the Comprehensive Practice examination, it is important to know that another factor for examination success is having good test taking strategies. Below are some of the things you can do to improve the likelihood

of success when taking an examination with multiple-choice items. The *CSP Examination Guide* provides additional details.

- Understand how the items are constructed.
- Read the items carefully and focus on the kernel of knowledge the item addresses.
- Consider the context and realize that the item may not require specific knowledge of the context.
- Guess intelligently if you are not sure and eliminate choices that you know are not correct.
- Manage examination time by answering items you know well first and returning to items that are more difficult for you or take more reading time.
- Answer all items and return to those you initially skipped. There is no penalty for a wrong answer and only correct answers count toward your score.

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.

During a period of about one year, 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 in the general model leading to the CSP certification, the foundation of a bachelor's degree in safety, four years of professional safety practice, and passing two examinations has remained the basic model. Candidates with other degrees or other relevant professional certifications or licenses may receive a waiver of certain requirements, but all candidates must pass the Comprehensive Practice examination and meet other minimum requirements. For a more complete history of BCSP, visit www.bcsp.org.

Membership

BCSP is chartered as a certification board and not a member organization. Holding a certification or designation from BCSP does not infer membership. BCSP does not offer the kinds of members services typical of a professional society. The

thirteen members of the BCSP Board of Directors are the only members.

Those holding a BCSP certification or designation can participate in professional development and obtain member services from BCSP membership organizations.

BCSP Membership Organizations

BCSP currently has six membership organizations. Membership organizations do not contribute to the financial status of BCSP. 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 |

Directors

Currently, BCSP is governed by 13 directors. One represents the public and has no direct involvement with the safety profession. Six positions have directors elected from a pool of candidates who are nominated by all membership organizations. The remaining six are director-at-large positions filled by individuals elected from a pool of candidates who represent 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 certification.

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

Certifications Issued

Since BCSP began, over 18,000 people have achieved the CSP certification and nearly 11,000 individuals hold it. More complete statistics appear in the *BCSP Annual Report*.

Accreditations and Recognitions

The CSP certification meets the highest U.S. and international standards for a peer certification program. It meets the

standards of the National Commission for Certifying Agencies (NCCA)¹ and the Council of Engineering and Scientific Specialty Boards (CESB)². In 2003, the CSP certification became one of the first five certifications anywhere in any field to achieve accreditation under ISO/IEC 17024³, now an American National Standard. Every five years representatives of these organizations complete independent reviews of BCSP and the CSP certification procedures to ensure they comply with a wide range of standards.

The CSP certification is recognized in a variety of federal, state, and local laws regulations, standards, and contracts. The list continues to grow. Often, BCSP is not informed when the CSP certification is cited as part of government or private requirements. A listing of known recognitions appears in the CSP Facts section of the BCSP web site at www.bcsp.org.

Vision and Mission

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

VISION

The Board of Certified Safety Professionals (BCSP) is recognized domestically and internationally by safety, health, and environmental 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 safety, health, and environmental practitioners, technologists 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 practitioners.

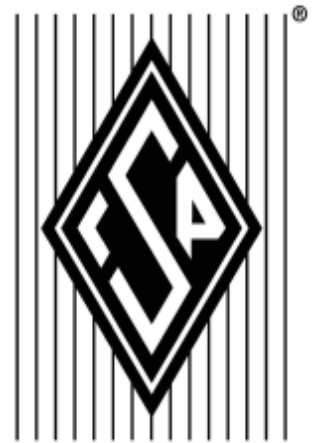
¹National Commission for Certifying Agencies, 1200 19th Street NW, Suite 300, Washington, DC 20036-2422, Phone: 208-857-1165, Web Site: www.ncca.org/ncca/ncca.htm.

²Council of Engineering and Scientific Specialty Boards, 130 Holiday Court, Suite 100, Annapolis, MD 21401, Phone: 410-266-3766, Web Site: www.cesb.org.

³U.S. Administrator: American National Standards Institute, Personnel Certification Accreditation, 1819 L Street, NW, 6th Floor, Washington, DC 20036, Phone: 202-293-8020, Web: www.ansi.org.

Board of Certified Safety Professionals

CODE OF ETHICS AND PROFESSIONAL CONDUCT



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 safety activities, sustain and advance the integrity, honor, and prestige of the safety 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 and professional training.
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.
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.



BOARD OF CERTIFIED SAFETY PROFESSIONALS

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