

Non-Practicing Certificant Reclassification Guidelines

These guidelines describe the process by which Board of Canadian Registered Safety Professionals (BCRSP) certificants may transition to and from the “non-practicing” certification class.

What is the Non-Practicing Class?

Certification with the BCRSP is a voluntary program. It is available to individuals who work in Occupational Health and Safety (OHS). Maintaining certification means paying an annual fee and, for practicing certificants, meeting the recertification requirements set by the BCRSP through the certification maintenance program. The non-practicing certificant class gives current certificants who are no longer working full-time or part-time in OHS the option of continuing their affiliation with the BCRSP.

The “non-practicing” (NP) designation denotes that a person was previously registered as a practicing certificant but is no longer engaged in full or part-time OHS practice in any capacity, including consulting. It also provides certificants with the right to regain practicing status without having to apply as a new applicant.

Non-practicing certificants pay a reduced fee and are not required to participate in the *Continuous Professional Development (CPD) Program*.

What is the purpose of the Non-Practicing Class?

The non-practicing certificant class protects the public interest by providing a designation that accurately reflects that a certificant is no longer engaged in professional OHS practice and no longer participating in the *Certification Maintenance Program*.

Non-practicing certificants may state the time period during which they were practicing certificants in good standing (example: CRSP held from 1988 to 2012 or CRST held from 2019 to 2020) and must display “Non-Practicing” in their title.

Examples of correct citation:

- First Name Last Name, CRSP Non-Practicing
- First Name Last Name, CRSP (NP)
- First Name Last Name, CRSP (Non-Practicing)
- First Name Last Name, CRSP (NP) (CRSP held from 1988 to 2012)
- First Name Last Name, CRST Non-Practicing
- First Name Last Name, CRST (NP)
- First Name Last Name, CRST (Non-Practicing)
- First Name Last Name, CRST (NP) (CRST held from 1988 to 2012)

Who is eligible to register in the Non-Practicing Class?

Current certificants who are no longer employed full-time or part-time in OHS can request reclassification to the non-practicing class. **You are not eligible to join this class if you have never been a certificant.**

Engaging in pro bono or voluntary OHS activities is not considered employed full-time or part-time in OHS.

How do I join the Non-Practicing Class?

Certificants who meet the eligibility criteria above can request a non-practicing class application form by contacting the BCRSP (info@bcrsp.ca). Certificants can apply to the non-practicing class and remain registered in this class for as long as they want. However, non-practicing certificants who have held that classification for (5) five or more years, must successfully pass the certification examination in order to be reclassified as a practicing certificant.

How much is the Non-Practicing Class annual renewal fee?

Non-practicing certificants pay an annual renewal fee set by the Governing Board. The fee is \$50.00 + GST/HST.

What do I have to do when I want to return to OHS practice after being in the Non-Practicing Class?

Non-practicing certificants registered in the non-practicing class who wish to return to practicing status must apply for reclassification.

Non-practicing certificants wishing to reclassify to practicing status, must advise the Board in writing and provide verification of full-time or part-time OHS employment along with a current position description. They must also submit any outstanding certification maintenance cycle requirements.

Important: Non-practicing certificants who have held that classification for (5) five or more years, must successfully pass the certification examination in order to be reclassified as a practicing certificant.

Additional Information about Non-Practicing Certificants

BCRSP maintains a certificant file for non-practicing certificants and provides a wallet card that shows non-practicing status. Non-practicing certificants will continue to receive electronic communications from the BCRSP. Non-practicing certificants are not entitled to vote at a meeting of certificants (except as permitted under the *Canada Not-for-Profit Corporations Act* and the BCRSP's articles and bylaws), or to serve as a Governor on the Board.

Individuals who are no longer practicing may transition to non-practicing status by submitting to BCRSP a signed copy of the *Practicing to Non-Practicing Reclassification Form*.

For more information about non-practicing certificant status, please contact the BCRSP at:

Board of Canadian Registered Safety Professionals

6700 Century Avenue Suite 100
Mississauga, ON L5N 6A4

info@bcrsp.ca

Telephone: 905-567-7198
Toll Free: 1-888-279-CRSP (2777)
Facsimile: 905-567-7191

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Practicing to Non-Practicing Reclassification Form

Statement of Eligibility

- I am no longer engaged in part-time or full-time in OHS (including OHS consulting).
- I understand that I cannot hold myself out as a practicing certificant while holding non-practicing status and agree not to misrepresent my certification.
- I understand that it is acceptable to make a factual statement showing the time period during which I was in good standing and held the certification (example: CRSP held from 1988 to 2012 or CRST held from 2019 to 2020) and to display “Non-Practicing” in my title.

Examples of correct citation:

- First Name Last Name, CRSP Non-Practicing
 - First Name Last Name, CRSP (NP)
 - First Name Last Name, CRSP (Non-Practicing)
 - First Name Last Name, CRSP (NP) (CRSP held from 1988 to 2012)
 - First Name Last Name, CRST Non-Practicing
 - First Name Last Name, CRST (NP)
 - First Name Last Name, CRST (Non-Practicing)
 - First Name Last Name, CRST (NP) (CRST held from 1988 to 2012)
- I understand that if I wish to return to practicing status, I must advise the Board in writing and include verification of full-time or part-time OHS employment. I must also meet any outstanding certification maintenance cycle requirements. If I have held non-practicing status for (5) five or more years, I must successfully pass the certification examination in order to return to practicing status.
- I agree that should I return to OHS practice, either on a part-time or full-time basis (including consulting), I will contact BCRSP to reinstate my certification as a practicing certificant. I agree to contact the BCRSP for guidance if in doubt as to whether I can retain non-practicing status.
- I understand that should BCRSP determine that I have violated the BCRSP requirements with respect to my non-practicing status, BCRSP may take disciplinary action against me up to and including revocation of my certification.

Declaration



I declare that I have read and understand the Statement of Eligibility and am choosing the non-practicing status. I agree to abide by the provisions in the Statement of Eligibility.

I am a:	☐ CRSP ☐ CRST		
Email Address			
Printed Name			
Registration #			
Mailing Address			
City			
Province		Postal Code	
Signature		Date	

Submit form via email to info@bcrsp.ca, fax to 905-567-7191 or mail to BCRSP, 6700 Century Avenue Suite 100, Mississauga, ON L5N 6A4