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Guidance for Applicants to the CRSP® Application Process

To apply, an applicant completes an application form and, together with all supporting documentation, and a **non-refundable application fee**, submits it to the BCRSP for processing. The application form requires details concerning formal education, professional development, and related experience. In addition, a reference questionnaire and practice questionnaire must be completed by individuals who have a sound knowledge of the applicant's work performance. It is the applicant's responsibility to ensure that all information is submitted with the application along with the required documentation.

Please review the eligibility requirements before applying as the application fee is non-refundable.

Reference Questionnaire and Practice Questionnaire

Applicants are required to provide two references to support their application for certification. The first reference should be someone who has knowledge of the OHS work you have done and the degree of responsibility you have in the administering of your employer's OHS program. You may not use anyone as a reference over whom you have supervisory responsibilities, or who would have a conflict of interest in providing a reference for you such as a relative. This individual will be issued an online form to complete on your behalf regarding your application.

The second reference, who will complete the practice questionnaire, must be your immediate supervisor/employer or a representative from HR or the CEO if they are knowledgeable about your OHS practice. If you are a consultant, the practice questionnaire can be completed by a client.

Please note that the reference questionnaire and practice questionnaire must be completed by different individuals and at least one of the two individuals completing a questionnaire must hold a CRSP or equivalent (such as CSP, CMIOSH, CIH, ROH, PEng, CHRP/CHRL).

Your application will not proceed in the review process until both references are received. Please ensure that the individuals selected to complete the questionnaires are aware of the necessity to complete and forward the forms accurately and promptly as failure to receive all the questionnaires will delay the registration process.

Formal Education

To qualify for the CRSP certification you must possess

- A Bachelor's degree* in any field from a recognized academic institution **OR**,
- A 2-year (900 hour or 60 academic credit) diploma (or certificate) in occupational health and safety or equivalent from a recognized academic institution. For Canadian-based programs, only those programs listed on the BCRSP website as approved for CRSP certification eligibility are recognized. **If you have completed a Canadian OHS program that is not listed, please contact the BCRSP office before proceeding with your application.**

*if applying with a non-OHS Bachelor's degree, completion of the Professional Development section of the application is mandatory.

If you have completed an OHS program from outside of Canada and you wish it to be considered for eligibility, BCRSP will require a comprehensive assessment (course-by-course) of your educational credential provided by a Canadian credentialing agency such as WES, IQAS, etc.

Original transcripts must be sent directly to BCRSP from the academic institution. Transcripts can be sent to:

BCRSP
ATTN: Applications
6700 Century Ave Suite 100
Mississauga, ON L5N 6A4

Original academic credentialing agency assessments must be sent directly to BCRSP from the credentialing agency. Documents can be sent to:

BCRSP
ATTN: Applications
6700 Century Ave Suite 100
Mississauga, ON L5N 6A4

Professional Development

The professional development section of the application must be completed by an applicant if they are applying with a non-OHS degree.

The Qualifications Review Committee (QRC) is expecting evidence of completion of professional development activities that span at all 6 categories as outlined in Table 1 and accumulate to a minimum of 100 hours.

When completing the application form, you must provide:

- A detailed scope of what you learned (narrative description)
- An indication of the total course length (in hours)
- Evidence of completion, which includes information on the scope of learning (such as a table of contents, agenda, learning objectives, one page course outline etc, and proof of completion demonstrates you successfully completed the course (certificate, etc.)

Examination Preparation Courses may NOT be used for professional development.

Table 1 Professional Development Categories

Categories	Illustrative Topics for PD
Hazard and Risks: Identification and Assessment	<p>This is category covers:</p> <ul style="list-style-type: none"> • Understanding of Hazards • Causation Factors • Hazard Identification and Assessment Techniques • Characteristics of Hazards and their Mechanisms of Harm • Methods of analysis and prioritization of risks
Hazard and Risks: Controls and Mitigation	<p>This is category covers:</p> <ul style="list-style-type: none"> • Controls, selection, implementation, etc. • Workplace health promotion • Workplace design processes • Procedural and administrative controls • PPE • Emergency Preparedness • Injury and Illness Management
Health and Safety Management	<p>This is category covers:</p> <ul style="list-style-type: none"> • Safety Management Systems • Safety Management Theories and accident causation theories • Culture • Standards • Legal principles and OHS Law • Legislated Duties and Workers' Rights • Enforcement Agencies and their Role • Risk Management Principles • Inspections and Investigations • Auditing • Performance Indicators • Data Collection and analysis • Documentation • Communication
Ethics, Professional Role and Function	<p>This category covers:</p> <ul style="list-style-type: none"> • Ethical theories, models of ethical practice, and ethical decision making • Obligations of a professional • BCRSP Code of Conduct • Liability Insurance • Limitations of Practice • CSR and Sustainability

Categories	Illustrative Topics for PD
	<ul style="list-style-type: none"> • Role of the specialist • Research Methodologies
Technical, Human and Social Sciences	<p>This category covers:</p> <ul style="list-style-type: none"> • Principles of anatomy, physiology and biomechanics • Toxicology • Mechanisms and prevention of Musculoskeletal injuries • Human Factors • Occupational illness and disease • Social factors in the workplace impact on worker well-being • Human psychology principles • Conflict management • Statistics and quantitative analysis • Measurement and Sampling • Ventilation • OEL • Emerging Technology (AI, IoT, autonomous vehicles, etc) • Material/Process/Workflow Analysis
Management Sciences	<p>This category covers:</p> <ul style="list-style-type: none"> • Engagement, influence and communication techniques • Leadership styles • Problem-solving • Integration of safety into organisational structure • Functions of management • Financial and Business processes • Labour Relations • Strategic Planning • Change Management • Training needs and Analysis • Project Management

The ideal professional development would be completion of an OHS certificate (minimum one year program, typically 7-10 courses), however other professional development may be acceptable such as extensive training that one would undertake as a WorkSafe or Ministry of Labour OHS enforcement officer, or other combinations of professional development.



If you have a NEBOSH General Certificate or Diploma or NEBOSH International Certificate or Diploma this will meet the professional development requirement.

If you have completed the course requirements for the NCSO/CSO and are in good standing, it will meet the professional development requirement. Proof of good standing must be provided.

Professional Experience

To qualify for CRSP certification, you must have a minimum of 48 months of ***professional level*** OHS experience obtained within the last 72 months (minimum of 900 hours/calendar year of practice in OHS).

Please note that not all OHS experience is assessed at a ***professional level*** and the 48 months is the minimum amount of time required to be employed at a level where there is responsibility in the capacity as an organizational leader in relation to key OHS initiatives such as safety management systems, safety culture, risk management processes, monitoring and measurement, communication and engagement, and knowledge collection and management.

BCRSP utilizes the *INSHPO OHS Capability Framework* in assessing ***professional level*** experience and time spent at a job in OHS may not be sufficient to meet the eligibility requirements if the position held is not reflective of the key elements expected in a professional level position.

Applicants are strongly encouraged to review Table 4 in the [INSHPO OHS Professional Capability Framework](#) to understand the expectations of a professional level position prior to application. A link to the Capability Framework can be found on the BCRSP website.

Documentation Requirements for Professional Practice

In addition to the narrative questions on the CRSP Application form, applicants are required to submit the following documents in support of their professional practice:

- A job verification letter from the current and any previous employers you are claiming for professional practice. The verification letter must:
 - be on company letterhead and signed by the employer or HR department,
 - state the job title/position and exact dates you held that position – if it is a previously held position the letter should reflect both the start and end date. If it is the position, you currently hold, the letter should be dated within 30 days of the date of application submission.
- A job description from the current and any previous employers you are claiming for professional practice. The job description must:
 - Match the job title on the verification form and what you have submitted on the application form
 - Must list duties and responsibilities performed in the position

Must be on company letterhead/be an official job description. If you anticipate difficulty obtaining this documentation for any previous employment positions, please visit the BCRSP Website page *Frequently Asked Questions – Applicants* for information.

You should submit a separate entry for each separate POSITION you held in your work history, regardless of if two or more positions were under the same employer. If you have held different (or progressive) positions with the same employer, a job description for each role and clear start/end dates for each role must be provided



Gaps in Employment

If there are gaps in employment history, the applicant must include a letter of explanation. Gaps in employment due to parental leave, LTD, returning to school full-time, unemployment, etc, must be identified on the application. Employment gaps of **more than 12 months** for reasons other than parental leave (where the statutory allowance in Canada is permitted) will be assessed on a case-by-case basis by a QRC Review Panel.

English or French as a Second Language

Applicants **whose first language is neither English nor French must:**

- Submit documentation verifying a minimum level of 94-101 (IBT) on a Test of English as a Foreign Language (TOEFL®) IBT; a band score of 7 on the International English Language Testing System or a score of 785-900 on a Test de français international (TFI™).
- If you attended a post-secondary institution where the primary language of instruction was English or French, then an IELTS or TOEFL (for English) or a TFI (for French) is not required. However, please ask the University or College to write a letter to the BCRSP to verify that the program's primary instruction language was English or French. Please have the University or College email it direct to BCRSP or mail in a sealed envelope.
- If you have a Canadian college/university education in addition to your international academic qualification, you are not required to submit proof of English (or French if you attended a French-language academic institution in Canada) proficiency.

International Applicants

International applications are eligible for the CRSP® certification, however, additional documentation requirements may apply.

- International academic credentials must be translated to English or French and be verified by an official translator.
- International credentials must be submitted to a Canadian Credentialing Agency prior to application submission.

The applicant is cautioned not to proceed with application submission unless the minimum eligibility requirements are met as the application fee of \$525 + GST/HST is non-refundable. The non-refundable application fee is only required once your application is complete, and you are ready to submit it to the BCRSP for review.