



**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

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# BCRSP Examination Candidate Handbook



**Our Vision:**

**Safe and healthy workplaces  
through certification.**

**Our Mission:**

**The Board of Canadian  
Registered Safety  
Professionals sets  
certification standards for the  
occupational health and  
safety profession.**

# About BCRSP

## BCRSP Examination Candidate Handbook

This *Handbook* contains current information about the BCRSP certification examinations developed by an *Examination Committee* of the Board of Canadian Registered Safety Professionals (BCRSP).

It is your responsibility to read and understand the contents of this *Candidate Handbook* before writing the certification examination.

**All previous versions of this Handbook are null and void.**

BCRSP certifications are offered to all eligible candidates regardless of age, gender, race, religion, national origin, marital status, or disability.

### Who We Are:

On February 10, 1976, a Canadian corporation was formed for the purpose of certifying qualified safety professionals. With the appointment of the first Board of Governors, the certification of safety professionals became a reality through the new organization. The Board of Canadian Registered Safety Professionals is a public interest, not-for-profit association whose certificants are dedicated to the principles of health and safety as a profession in Canada.

The CRSP® certification is a widely accepted form of recognition by industry and government in Canada. A CRSP® is an individual who has met the requirements for registration established by the Governing Board. A CRSP® applies broad based safety knowledge to analyze and develop systems that will achieve optimum control over hazards and exposures detrimental to people, equipment, material, and the environment. A CRSP® is dedicated to the principles of loss control, incident prevention and environmental protection as demonstrated by their daily activities.

A CRST® supports a safe working environment by maintaining OHS administrative processes, conducting training and using a range of state-of-the-art tools, processes, and common practice solutions to OHS risks. They oversee and drive monitoring and compliance in relation to technical and behavioral risk controls.

- In 2005, the CRSP® certification was granted accreditation to ISO/IEC 17024 (Certification of Persons) by the Standards Council of Canada.
- In 2021, the CRST® certification was granted accreditation to ISO/IEC 17024 (Certification of Persons) by the Standards Council of Canada.
- In 2008, the BCRSP was certified to ISO 9001 (Quality Management System) by BSI Management Systems.

### Communication

As an examination candidate you are solely responsible to keep the BCRSP informed of your current mail and email address. You could lose your eligibility status if you miss important notifications related to your application. Please direct all correspondence, address changes, requests for information about a BCRSP certification program to:

BCRSP, 6700 Century Avenue Suite 100  
Mississauga, ON L5N 6A4

Tel: 905-567-7198 / Toll free: 1-888-279-2777  
E-mail: [info@bcrsp.ca](mailto:info@bcrsp.ca)

All eligible candidates will receive notification of the next scheduled BCRSP Examination prior to the writing windows. **It is the candidate's responsibility to schedule their examination appointment.** BCRSP is not responsible for expenses incurred by the candidate for their examination appointment.

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# Program Overview

## Introduction to the CRSP® & CRST® Certification Programs

The purpose of certification in the occupational health and safety (OHS) field is to promote excellence and professionalism. BCRSP certifications recognize individuals who have met the program pre-requisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing a Board's examination.

The CRSP® credential represents a personal benchmark that validates knowledge, skill, and practice. It also provides a transferrable credential, either domestically or internationally within the profession through Memoranda of Understanding (MOUs) with the Board of Certified Safety Professionals (BCSP) (United States), the Institution of Occupational Safety and Health (IOSH) (UK), the Australian Institute of Health & Safety (AIHS) (Australia) and NEBOSH (UK).

A CRSP® is an individual who has met the requirements for registration established by the Governing Board. A CRSP® applies broad based safety knowledge to analyze and develop systems that will achieve optimum control over hazards and exposures detrimental to people, equipment, material, and the environment. A CRSP® is dedicated to the principles of loss control, incident prevention and environmental protection as demonstrated by their daily activities.

The CRST® certification was introduced in 2018 to support the evolving needs of industry. The CRST® certification process requires individuals to meet qualification standards, including education and experience requirements, pass the *CRST® Examination*, and stay up to date through a continuous professional development process.

A CRST® is an individual who has met the requirements for registration established by the BCRSP Governing Board. A CRST® supports a safe working environment by maintaining OHS administrative processes, conducting training and using a range of state-of-the-art tools, processes, and common practice solutions to OHS risks. They oversee and drive monitoring and compliance in relation to technical and behavioral risk controls.

The CRST® credential represents a personal benchmark that validates knowledge, skill and practice. It also provides a transferrable credential, either domestically or internationally within the profession through Memoranda of Understanding (MOUs) with NEBOSH (UK).

BCRSP certification programs are not designed to determine who shall engage in OHS activities. The goal is to promote excellence and professionalism by documenting individual performance as measured against a predetermined level of knowledge about OHS. BCRSP utilizes the support of experts in examination development, psychometrics, and examination delivery to support the development of the certifications and examinations. This cooperative effort by the BCRSP, its consultants, and practicing OHS professionals and technicians has resulted in defining the body of knowledge significant to the practice of OHS.

## Consultants

### Management Services

The BCRSP contracts with an independent association management company (AMC), Fletcher Wright Associates Inc. (FWA), to provide administrative support for the certification process and Board operations. Visit [www.fw.ca](http://www.fw.ca) for more information.

### Testing Services

Meazure Learning (Meazure) is an independent testing company that performs professional assessment services. Meazure provides examination services to professional associations and credentialing agencies and independent certification boards. Meazure carefully adheres to industry standards for development of practice-related, criterion-referenced examinations to assess competency. Visit <https://www.meazurelearning.com/> for more information.

Pearson VUE offers innovative computer-based testing solutions through secure, electronic test delivery. Visit [www.pearsonvue.com](http://www.pearsonvue.com) for more information.

## Objectives of Certification

The objectives of the certification program for the OHS profession are to:

- Promote professional standards and improve the practice of OHS;
- Provide recognition to those professionals who demonstrate an acquired body of knowledge and expertise in the field through successful completion of the application, interview and examination process;
- Identify for employers, the public and members of allied professions, individuals with acceptable knowledge of the principles and practice of OHS; and
- Foster continuing competence and maintain the professional standard in OHS through a mandatory continuous professional development (CPD) program.

## Definition of a Canadian Registered Safety Professional (CRSP)<sup>®</sup>/Professionnel En Sécurité Agree Du Canada (PSAC)<sup>®</sup>

A CRSP<sup>®</sup> is an individual who has met the requirements for registration established by the Governing Board. A CRSP<sup>®</sup> applies broad based safety knowledge to analyze and develop systems that will achieve optimum control over hazards and exposures detrimental to people, equipment, material, and the environment. A CRSP<sup>®</sup> is dedicated to the principles of loss control, incident prevention and environmental protection as demonstrated by their daily activities.

The practice of OHS occurs in all sectors of business, industry, and government, is performed by professionals with diverse educational and experience backgrounds and involves the knowledge, skills and abilities needed to perform the tasks significant to practice in the CRSP<sup>®</sup> Examination content outline (refer to the *Blueprint for the Canadian Registered Safety Professional Examination* (Appendix A).

The Examination Committee's goal is to produce examinations that test concepts that may be applied to any setting. Candidates who pass the CRSP<sup>®</sup> Examination must understand how each of the domain areas (subject matter) integrate to produce an effective and efficient OHS system.



## Definition of a Canadian Registered Safety Technician/Technicien En Sécurité Agree Du Canada (TSAC)

A CRST® is an individual who has met the requirements for registration established by the BCRSP Governing Board. A CRST® supports a safe working environment by maintaining OHS administrative processes, conducting training and using a range of state-of-the-art tools, processes, and common practice solutions to OHS risks. They oversee and drive monitoring and compliance in relation to technical and behavioral risk controls.

The practice of OHS occurs in all sectors of business, industry, and government, is performed by professionals with diverse educational and experience backgrounds and involves the knowledge, skills and abilities needed to perform the tasks significant to practice in the CRST® Examination content outline (refer to the *Blueprint for the Canadian Registered Safety Technician Examination* (Appendix B).

The Examination Committee's goal is to produce examinations that test concepts that may be applied to any setting. Candidates who pass the CRST® Examination must be able to apply knowledge from each of the domain areas (subject matter) for effective health and safety practice.

# BCRSP Certification Processes

To become certified, eligible candidates must pass a certification examination. The CRSP® and CRST® Examinations are administered via computer-based testing (CBT) for set timing during the year. Once approved by the Governing Board, certified individuals are entitled to use the credential granted to them by the BCRSP Governing Board – either CRSP® and CRST®. Certifications are valid from the date of approval by the Governing Board through to the end of the current calendar year. The certification is renewed annually by completing the Declaration of Continuing Practice and by paying an annual fee and every five years (or less as per cycle) by submitting documented proof of continuing professional development (CPD).

Each successful candidate receives a certificate that is suitable for framing, identification card, lapel pin and a copy of the *Certificant Reference Manual*.

## CRSP® Eligibility Requirements

Applications for the CRSP® certification received on or after July 1, 2018, will be required to have the following:

- A minimum of a bachelor's degree in any field\* **OR** a 2-year diploma (or certificate) (**minimum of 900 hours or 60 credits**) in occupational health and safety or equivalent from a recognized academic institution.
- 48 months of *professional level* OHS experience obtained within the last 72 months (minimum of 900 hours/calendar year of practice in OHS)

\*if applying with a bachelor's degree, applicant must also demonstrate sufficient professional development in OHS to qualify.

Please see the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca) for more information.

## CRST® Eligibility Requirements

The Governing Board has approved the eligibility criteria for the CRST® as follows:

### Pathway A:

- **Formal Education Requirement:** Have successfully completed a one-year OHS certificate program from a recognized educational institution.
- **Technical Practice:** Have had one year of OHS work experience (at least 35% OHS duties) immediately before applying. OHS experience must be 12 months within the last 24 months as validated by the QRC.

### Pathway B:

- **Formal Education Requirement:** Have successfully completed a two-year\* non-OHS formal education program from a recognized educational institution (Community College or University) **OR** is qualified to journeyman status in a trade.
- **Technical Skills Development:** Have completed professional development courses or training related to all competency categories before applying.

- **Technical Practice:** Have had one year of OHS work experience (at least 35% OHS duties) immediately before applying. OHS experience must be 12 months within the last 24 months as validated by the QRC.

\*a two-year program is 60 academic credits or 900 hours.

#### Pathway C – For Graduates of Recognized OHS Programs

- **Formal Education Requirement:** Graduates from an approved 2-year (900 hour) OHS program from a recognized educational institution are eligible to write the Technician Certification examination immediately upon graduation, and if successful hold the Technician level certification.
- Upon obtaining 4 years' relevant OHS experience (**professional level**), they will be eligible to apply for the CRSP® certification.

Please see the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca) for more information.

## CRSP® Certification Process

### Overview of the Certification Process:

Step 1	<b>Review Eligibility Requirements</b>
Step 2	<b>Submit Application, Fee &amp; Required Documentation</b> <ul style="list-style-type: none"><li>• Additional documentation may be requested if your application is incomplete.</li></ul>
Step 3	<b>First review of application by Qualifications Review Committee (QRC)</b> <ul style="list-style-type: none"><li>• Additional documentation and/or verification may be requested if your application is incomplete.</li><li>• QRC will either approve for examination, or recommend interview</li></ul>
Step 4	<b>If selected, review of application through Regional Screening Centre (RSC) Interview</b> <ul style="list-style-type: none"><li>• Additional documentation and/or verification may be requested if your application is incomplete.</li></ul>
Step 5	<b>Determined Eligible for CRSP® Examination</b> <ul style="list-style-type: none"><li>• Candidate has 1 year from the date of approved eligibility to write the examination for the first time</li></ul>
Step 6	<b>Purchase &amp; Self-Schedule Examination</b>
Step 7	<b>Take CRSP® Examination at Pearson VUE Computer-Based Testing Centre</b>
Step 8	<b>Pass Examination</b> <ul style="list-style-type: none"><li>• If unsuccessful, return to step 6.</li></ul>
Step 9	<b>Board Approval &amp; Confirmation</b> <ul style="list-style-type: none"><li>• Certification Fee and Code of Conduct declaration</li></ul>
Step 10	<b>Maintain Certification - Annual Renewal Fee &amp; Five Year Recertification via Continuous Professional Development</b>

To proceed to the writing of the CRSP® Examination, candidates must have successfully passed through the Qualifications Review Committee's application assessment and if required, a Regional Screening Centre interview.

Candidates have one (1) year to write the CRSP® Examination for the first time. If a re-write is required, candidates will have a one-year window from the time of first writing to rewrite the examination. A maximum of three (3) examination writings will be permitted.

Each candidate must take the time to assess and judge his/her own readiness to write the CRSP® Examination.

A careful review of the nine domains identified in the *Blueprint for the Canadian Registered Safety Professional Examination* is essential before you make the decision to write.

The Examination Committee develops the CRSP® Examination in conjunction with Meazure to test the minimum level of knowledge of OHS professionals on the competencies identified in the *Blueprint for*

*the Canadian Registered Safety Professional Examination.* The CRSP® Examination is designed to test candidate's knowledge of the competencies expected of a certified OHS professionals.

## CRST® Certification Process

### Overview of the Certification Process:

Step 1	Review Eligibility Requirements
Step 2	Submit Application, Fee & Required Documentation
	<ul style="list-style-type: none"><li>• Additional documentation may be requested if your application is incomplete.</li></ul>
Step 3	First review of application by Qualifications Review Committee (QRC)
	<ul style="list-style-type: none"><li>• Additional documentation and/or verification may be requested if your application is incomplete.</li><li>• QRC will either approve for examination, or recommend interview</li></ul>
Step 4	Determined Eligible for CRST® Examination
	<ul style="list-style-type: none"><li>• Candidate has 1 year from the date of approved eligibility to write the examination for the first time</li></ul>
Step 6	Purchase & Self-Schedule Examination
Step 7	Take the CRST® Examination at Pearson VUE Computer-Based Testing Centre
Step 8	Pass Examination
	<ul style="list-style-type: none"><li>• If unsuccessful, return to step 6.</li></ul>
Step 9	Board Approval & Confirmation
	<ul style="list-style-type: none"><li>• Certification Fee and Code of Conduct declaration</li></ul>
Step 10	Maintain Certification - Annual Renewal Fee & Five Year Recertification via Continuous Professional Development

To proceed to the writing of the CRST® Examination, candidates must have successfully passed through the Qualifications Review Committee's application assessment. Candidates have one (1) year to write the CRST® Examination for the first time. If a re-write is required, candidates will have a one-year window from the time of first writing to rewrite the examination. A maximum of three (3) examination writings will be permitted.

Each candidate must take the time to assess and judge his/her own readiness to write the CRST® Examination.

A careful review of the nine domains identified in the *Blueprint for the Canadian Registered Safety Technician Examination* is essential before you make the decision to write.

The Examination Committee develops the CRST® Examination in conjunction with Measure to test the minimum level of knowledge of OHS professionals on the competencies identified in the *Blueprint for the Canadian Registered Safety Technician Examination*. The CRST® Examination is designed to test candidate's knowledge of the competencies expected of a certified OHS technician.

## **Can I state I'm a CRSP® or CRST® candidate once I have applied?**

If you have submitted your certification application and are in the process of seeking new employment, you may advise prospective employers that you have made application to the Board of Canadian Registered Safety Professionals. You may NOT indicate that you are a CRSP®, a candidate CRSP®, a CRSP® in process or a pending CRSP®, or a CRST®, a candidate CRST®, a CRST® in process or pending CRST® or any other language that suggests certification is pending or already obtained. The designation may not be used until such time as you have successfully completed the certification process, been awarded the designation by the Governing Board and received your certificate.

# About BCRSP Examinations

BCRSP Examinations are criterion-referenced examinations (a test that measures the degree of command of a specified content/skills domain or list of instructional objectives. Scores are interpreted in comparison to a predetermined performance standard or as a degree of mastery of a defined domain independently of the results obtained by other candidates). A fundamental component of the development of the examination is a comprehensive description of the content domain being measured.

In the case of the examination, the content domain of interest consists of the competencies (behaviour statements that reflect the combined knowledge, abilities, skills, attitudes and judgment) a certified OHS professional is required to possess to practice safely and effectively. These competencies form the basis of the examination.

A BCRSP certification examination will consist of operational multiple-choice questions, i.e., questions appearing on the examination that have been approved by an Examination Committee. The examinations consist between 190 and 210 operational questions, which is sufficient to make both reliable and valid decisions about an examinee's readiness to practice safely and effectively.

The multiple-choice questions on a BCRSP examination are presented in one of two formats, case-based (a set of questions associated with a brief scenario) or independent questions (stand-alone examination questions that contain the information necessary for responding).

Candidates should thoroughly review the applicable *Examination Blueprint*.

The BCRSP Examination Committees are responsible for determining the examination content and the examination specifications, maintaining an item bank of approved examination questions, approving individual examinations for administration, and setting the passing score.

The Examination Committee members form a representative group of practitioners. This committee reviews all examination questions before they are used and helps to provide the practice-related perspective that underlies valid examinations.

The BCRSP has contracted with Meazure, a professional testing company, to provide psychometric guidance for BCRSP examinations. Meazure is responsible for the scoring, statistical analysis, and test misconduct analysis.



# Preparing for a BCRSP Examination

## Self-Study Reference Material

The BCRSP published a list of reference texts, and the published references provide reasonable coverage on the subject matter associated with the CRSP® Examination Blueprint and the CRST® Examination Blueprint. Examination items are not necessarily taken directly from these sources. After carefully reviewing the test blueprint and identifying learning needs, examination candidates should identify those references determined to be most valuable based on their individual learning needs. A listing of reference texts can be found on the BCRSP website.

<https://bcrsp.ca/en/prospective-certificants/bcrsp-examinations/reference-texts>

## Preparatory Courses & Study Groups

Several professional membership organizations, colleges, universities, and private companies offer study courses and materials to assist candidates when preparing for a BCRSP examination. Because candidates for examination often ask where to locate these providers, BCRSP maintains an online list of preparatory course providers for information only.

Beyond the written materials BCRSP publishes, **BCRSP is not involved** in the development, content, or distribution of any courses or materials associated with preparing for a BCRSP examination or evaluating readiness. BCRSP neither endorses the providers shown on the online list nor evaluates the providers or the providers' materials for consistency with the *CRSP® Examination Blueprint*, the *CRST® Examination Blueprint*, or with any aspect of any BCRSP examination.

Candidates must contact the sources directly about materials, course schedules, fees, or matters related to satisfaction with their products or services. You are not accepted or approved to take a BCRSP Examination by registering for a preparatory course offered by any provider.

## Developing an Examination Strategy

Candidates who pass a BCRSP Examination must understand how each area of practice (subject matter) integrates together to produce an effective and efficient OHS system. It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

### Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for BCRSP examinations.

### Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

*Prior to the examination:*

- Know your material. Spend adequate time studying for the examination.

- Ensure you get enough sleep, good nutrition, exercise, personal down time, etc. Think positively.

#### *On the day of the examination*

- Allow yourself plenty of extra time to arrive at the testing centre so you have adequate time to park, register, etc.
- Dress comfortably – you will be seated for 3 ½ hours.

#### *During the examination*

- Relax. Practice relaxation techniques such as deep breathing.
- Do not focus on any anxiety you may be experiencing.
- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyze the question and identify the best possible answer.

## Know What to Expect at a Testing Centre

The BCRSP has partnered with Pearson VUE to deliver computer-based certification examinations. Pearson VUE offers resources on their website to help prepare you.

- **Pearson VUE testing tutorial and practice exam.** This computer-based testing tutorial and practice exam software provides the opportunity for you to learn how to navigate your way through computer-based examinations. It includes a practice exam that gives you an opportunity to become familiar with the operations of computer-based testing.  
<http://pearsonvue.com/athena/athena.asp>
- **Information on Palm Vein Collection.** Some test centres utilize palm vein pattern recognition as a level of security for examination programs. Find out more about this state of the art technology: <https://home.pearsonvue.com/Documents/Deliver-your-exam/palm-vein.aspx>
- **What to Expect in a Pearson VUE test centre.** Short video on security measures utilized at Pearson VUE testing centres: <https://home.pearsonvue.com/test-taker/security.aspx>

Please note that there are no scheduled breaks during a BCRSP Examination so examination candidates must monitor their time accordingly.

## Approval Process to Write a BCRSP Examination

Once your application is approved, you will receive an **examination authorization email** from the BCRSP. This letter will contain your candidate identification number that you will require to book your examination. The Board of Canadian Registered Safety Professionals (BCRSP) has contracted with Pearson VUE to deliver all of its certification examinations at Pearson VUE test centres.

The Examination Authorization Letter you receive from BCRSP, will include instructions on how to schedule and pay for your examination. You must make an appointment and sit for your examination before the Authorization Expiration date. If you do not schedule an examination, and you remain eligible for the next examination writing window, a new Examination Authorization Letter will be issued to you prior to the next writing window.

Please note that when you receive your first examination authorization letter, registration may not have opened for the examination. Registration periods typically open approximately 6 weeks prior to a writing window.

## Examination Deferrals and Extensions

An authorized examination candidate may purchase a one-time examination deferral at a rate set by the Governing Board. The deferral can only be purchased **once** by a candidate and is valid for one writing window only. To request a deferral, the examination candidate must submit the examination deferral form along with payment prior to the next writing window they are eligible for. Deferrals are subject to approval by the BCRSP. Please refer to the examination deferral form on the BCRSP website.

Extensions may be granted based on special circumstances such as disability leave, bereavement, illness, act of God, etc. at the discretion of the Executive Director. Request for examination extension must be in writing and accompanied by supporting documentation.

## Examination Registration Process

### Appointment Scheduling

**You are responsible for scheduling and keeping your examination appointment with Pearson VUE.**

BCRSP recommends you schedule your appointment well in advance of your preferred appointment date. There are two options for scheduling your examination:

#### Online:

You may schedule, pay for and change your examination appointment over the Internet. Visit [www.pearsonvue.com/BCRSP](http://www.pearsonvue.com/BCRSP). You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment online.

#### Phone:

To schedule your examination appointment, you may also contact a call centre at

+1 866-893-1303; 8:00AM-8:00PM EST, M-F

TDD: +1 866-893-1303; 9:00AM-6:00PM EST, M-F

You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment over the phone.

**NOTE:** There may not be a testing centre in your immediate geographic location, or availability of testing times may be limited, which may require travel to write the examination. **Any expenditures related to attending an examination appointment are the candidate's responsibility.**

***If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization.*** You must wait to receive another Examination Authorization, if eligible, from the BCRSP for the next writing window.

BCRSP Examinations are administered via Pearson VUE Testing Centres during specified writing windows. **No alternate writing locations or times are permitted.** Please note the availability of examination writing times at most test centre locations is Monday-Friday during regular business hours.

Candidates should arrive at the writing location no later than 30 minutes prior to the scheduled start time. Unscheduled or late candidates will not be admitted.

Please give yourself ample time to arrive at the test centre location. As many test centres are located within urban areas, parking may be limited and/or have a pay lot. Please plan accordingly. Some travel may be required as there may not be a test centre in your area.

The BCRSP strongly recommends that candidates do not schedule appointments immediately after the examination.

You are responsible for directly scheduling and keeping your examination appointment with Pearson VUE. BCRSP recommends you schedule your appointment as soon as you receive the Examination Authorization letter.

Save all examination appointment confirmation e-mails until after you complete your examination.

If you have been issued an Examination Authorization letter by BCRSP for the next writing window, and you fail to schedule an appointment and sit for your examination, you forfeit the examination writing opportunity.

If you have scheduled an examination and fail to sit for your examination, you forfeit the examination writing opportunity and fees. You must register and pay for another examination if you are eligible. If it is your last writing opportunity your file will be closed.

## Remote Location Candidates

If you are located more than a 400km drive from a testing centre, please contact the BCRSP office for information on testing location alternatives.

## Special Accommodations and Assistive Devices

If you require special examination facilities or arrangements because of one or more documented disabilities, you must inform BCRSP of these needs by completing the BCRSP Examination Accommodation Form (Appendix D) a minimum of 90 days in advance of the examination date. For your testing accommodation to be approved and appropriate arrangements with the testing centre to be made, we require this advance notice.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, an optical prosthetic, or a hearing aid, you must inform BCRSP of your need to use these devices in the secure testing room a minimum of 90 days in advance of the test date by completing the BCRSP Examination Accommodation Form. If you fail to inform BCRSP of your need to use external assistive devices, you may not be permitted to use those devices in the secure testing room.

## Rules for Your Examination Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Examination Authorization.

You must contact Pearson VUE to make any changes to your examination appointment.

You may change your appointment only if there are one (1) or more full business days before your existing appointment date. Appointments being rescheduled are subject to availability at the testing centres.

You cannot reschedule your appointment to a date outside of the writing window, or beyond your approved authorization dates.

## Missed Examinations

If you fail to keep your scheduled examination appointment, if you arrive more than 30 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you may be refused admission, and you may forfeit your examination writing. To sit for the examination after having been refused admission, you must register and pay for another examination writing. If it is your last writing opportunity your file will be closed.

## Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of the examination, test centre personnel will determine whether circumstances warrant the cancellation of the examination writing. The examination will usually not be cancelled if the test centre personnel can open the test centre.

Every attempt will be made to administer examinations as scheduled. However, should an examination be cancelled by Pearson VUE, all scheduled candidates will be granted one writing extension if the examination is not able to be rescheduled within the writing window.

You cannot reschedule your appointment to a date beyond the writing window.

## Admission to the Examination Testing Area

Plan to arrive early for your appointment. If you are 30 or more minutes late for your appointment, you may not be able to write your examination and you may forfeit your examination writing.

### Identification Requirements

The examination candidate is required to present two forms of original (no photocopies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

The **Primary ID** must be a valid, unexpired government-issued identification document bearing both your picture and signature. Your name on this identification document must exactly match the name used when you applied for certification with BCRSP. Examples of acceptable identification for testing within the country of your citizenship include your valid, unexpired passport or your valid, unexpired, non-temporary provincial driver's license/identification card, military identification card, government issued health identification card (if it bears a photo), or permanent resident card.

Any government issued ID missing a visible signature or that has an embedded signature, can be supplemented with an original (no photocopies), valid (unexpired) ID that has at least a matching name and signature. This would be in addition to any secondary ID requirement.

The **Secondary ID** must be any identification (original, valid) containing at least your name and signature.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

If you fail to bring the appropriate identification and/or examination confirmation email you will forfeit your examination writing.

Some testing centres employ palm vein scanning technology to gain admittance to the testing area. For more information on this technology, visit <http://www.pearsonvue.com/bcrsp/> and refer to the Palm Vein Collection document under related links.

### **Personal Belongings**

All candidates will be required to leave their personal belongings outside the testing area. While the testing centre will make available to you a secure area to store your belongings, the BCRSP assumes no responsibility for lost, stolen, broken, or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will be conducted by the examination proctors.

As you sign in, the testing centre staff provides you with materials for working out calculations by hand.

### **Prohibited items include:**

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.
- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases, and briefcases.
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper.
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters, and knives.
- Hats or headwear of any kind unless provision has been made for specific religious apparel.

Objects worn, or brought into the testing area, because of the candidates sincerely held personal religious belief, practice or observance will be permitted, subject to prior notification and authorization by the BCRSP.

The BCRSP is not responsible for lost, stolen, broken or misplaced property and strongly recommends that candidates do not bring personal, valuable, or non-examination items with them to the examination.

You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

### **Examination Misconduct**

Candidates observed doing any of the following, or engaging in similar, dishonest practices during a BCRSP examination, will be considered to have engaged in test misconduct and both their application and examination administration may be dismissed. Candidates engaged in test misconduct may be disqualified from sitting any future BCRSP examination.

Such test misconduct includes, but is not limited to, the following:

- Disclosing BCRSP examination questions and/or any BCRSP examination subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific BCRSP examination content or questions before, during, or after the examination administration.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test form prior to the date and time of the test's administration.
- Falsifying your identity or impersonating another candidate.
- Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, Smartphones, iPads, pagers or other cell phones, or other memory aid devices or communication devices other than those authorized by the BCRSP.
- Looking at another candidate's responses.
- Copying another candidate's responses.
- Removing or attempting to remove BCRSP examination material electronically or otherwise from a test centre.
- Violating the Pearson VUE computer-based testing (CBT) examination agreement in any way.
- Falsifying BCRSP examination scores.

Prior to the BCRSP Examination launching, candidates must agree to a non-disclosure agreement. It states:

I understand that the BCRSP has expended a considerable amount of time, effort, and expense in the development of the examination that I am about to challenge. I further understand that the validity and integrity of the examination depends on the questions remaining undisclosed to other potential certification candidates. I hereby agree that I will not disclose any information concerning the content of this BCRSP examination.

Please be sure you have reviewed the examination misconduct policy in this guide prior to your examination.

If you do not agree to the non-disclosure agreement, the examination will not launch, and your examination appointment will end.

Where proctors/invigilators have issued an incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may be determined as test misconduct. The BCRSP will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. The investigation will include an assessment of the appropriate penalty. After the investigation, the Board's Professional Conduct Committee will review the information, make a finding, and decide on a penalty.

## Taking Your Examination

The on-site proctor at the Pearson VUE Test Centre will familiarize you with the computer-delivered examination process. When the examination is first launched, you must agree to comply with BCRSP's examination security and nondisclosure rules.

The time remaining for your examination appears on your computer screen (top right). You may choose to hide the time clock during your examination if you find it distracting. One examination item at a time

appears on the computer screen. You may select an answer for the item, skip the item, or answer the item and flag it for review. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.

If you experience any technical difficulties with the examination software or hardware during the testing event, please notify your proctor immediately so they may try to resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must sign out and sign back in – the on-site proctor will log your activity. **Your examination clock continues to run during this time.** You are not allowed to leave the building (or part of the building) controlled by Pearson VUE for any reason while your examination clock is running.

The BCRSP will endeavor to ensure that the environment for writing the examination is acceptable. Please be aware that on occasion, candidates may be exposed to minor distractions and the temperature in the testing area may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the proctor.

BCRSP examinations are closed book, except for materials provided by testing centre staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by testing centre staff is prohibited. BCRSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing centre staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

BCRSP examinations are proctored examinations. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. By participating in a BCRSP examination you further agree to NOT disclose any information, content, examination questions or response keys from the BCRSP's examinations by any means.

If it is determined at any time that you have **accidentally or deliberately** disclosed information relating to a BCRSP examination, it may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by the Board's Professional Conduct Committee which may result in suspension or termination of your certification.

## Security

The BCRSP, Meazure, and Pearson VUE maintain test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The BCRSP reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

## Obtaining Your Results

Once you complete your examination the official notification of your results will be issued to you by the BCRSP within 6-8 weeks of the last date in the examination writing window. These results are issued via regular mail (Canada Post) and will **not** be issued over email, by telephone, or by fax. If you do not pass, you receive instructions on how to retake the examination or when you may reapply if you have reached



your last writing opportunity. If you pass, you will receive information on the necessary steps to complete the certification requirements. Please note that passing the examination does not mean you are certified by BCRSP, the Governing Board must approve your certification and the process is not complete until the *Code of Conduct* and certification payment have been received by the BCRSP office.

If you owe any outstanding fees to the BCRSP related to the application or examination process, your examination results may be withheld until your account is up to date.

## Following an Examination

An *Examination Survey* will be sent to you after the writing window closes. You are encouraged to complete the survey and submit your feedback.

Approximately six to eight weeks following the examination administration, you will be mailed your results.

## Score Reporting

Commencing in 2022, BCRSP examination score reports will be changing. Unsuccessful candidates will receive a performance report with a scaled score, and successful candidates will receive a pass notification only (no score). A scaled score is a representation of the total number of correct questions a candidate has answered (raw score) that has been converted to a consistent and standardized scale. More information will be provided on this change to examination candidates in 2022.

## What are Scaled Scores?

A scale was developed for reporting purposes for BCRSP examinations. Regardless of the version of the exam that is administered, a candidate's raw exam score is converted to a common measurement scale. In other words, a candidate's raw score is transformed to a scaled score using a data analysis process called scaling. Scaling simply converts raw points from one scale to another through a linear transformation. In the same way that a given temperature can be expressed on either Fahrenheit or Celsius scales, or the same distance can be expressed in either miles or kilometers, candidate scores on BCRSP examinations can be expressed in raw or scaled scores. The standard formula of  $y = m(X) + b$  is used to transform the raw score to scale score units, where  $Y$  is the converted scale score,  $X$  is the candidate raw score, and  $m$  and  $b$  are constants for the scale. The passing score was set to 290 for each examination on a scale ranging from a minimum of 100 to a maximum of 450. For example, to be classified as passing the examination, a candidate must meet or exceed the scaled score of 290. Although different forms of the examination contain different sets of items, this conversion ensures that all candidates are treated fairly and evaluated against the same standard.

*Angoff, W. (1971). Scales, norms and equivalent scores. In R. L. Thorndike (Ed.), Educational Measurement. Washington, DC: American Council on Education.*

To assure confidentiality, no candidate test scores will be reported over the telephone, by electronic mail or by facsimile. International candidates may request an electronic secure transfer of results if mail delivery is delayed beyond 14 days.

The BCRSP will not release a copy of individual score results to third parties without your written authorization.

## Passing Score Determination

The standard or pass mark is set in reference to the content and the difficulty of the examination questions. The standard is set by a panel of content from across Canada who work closely with the Board's examination consultants, Measure to ensure that the examination meets the Examination Blueprint guidelines.

The pass mark is set at a level that represents the performance expected of a certified competent safety professional. The standard setting method used to establish the pass mark for BCRSP examinations is the modified-Angoff method. Using this method, a panel of representative content experts from across the country and from various areas of practice reviews each examination question and produces ratings based on a common understanding of a competent registered safety professional who has met the eligibility requirements to write a BCRSP examination. In addition to these ratings, a variety of relevant data (for example, information on the preparation of candidates, data on results from previously administered examinations) are carefully considered to ensure the standard that candidates must achieve on the examination is valid and fair. Based on this information, an appropriate standard or pass mark is set. This procedure is repeated for every newly-created examination form.

For more information on the Angoff Method, review the article on our website at <http://bcrsp.ca/prospective-certificants/crsp-examination>.

## Appeals

Because the performance of each question on a BCRSP examination included in the final score has been pretested, there is no appeal process to challenge individual examination questions, answers, or a failing score. The BCRSP will not release or discuss individual questions with candidates following a BCRSP examination. To do so would require elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of examinations.

Assessments by the Qualifications Review Committee and Regional Screening Centres affecting the eligibility of a candidate, or the points awarded in Factors 1, 2 and 3, may be appealed.

If there is an alleged inappropriate examination administration procedure or environmental testing conditions severe enough to cause a major disruption of the examination process which were not satisfactorily resolved at the test centre, you may appeal to have an investigation into the incident, which may result in an examination result being waived from your record.

All appeals must be submitted in writing. Eligibility appeals must be received within thirty (30) days of the notification of your assessment results. Appeals for alleged inappropriate administration procedures or severe adverse environmental testing conditions must be received within thirty (30) days of the release of examination results.

## Upon Successful Completion of an Examination

If you pass a BCRSP examination, there are several administrative details that must be completed before you may begin using a BCRSP certification mark.

Once approved to use either the Canadian Registered Safety Professional and acronym CRSP®, or Canadian Registered Safety Technician and acronym CRST®, you are encouraged to use the credential

on correspondence, business cards and all forms of address. Certification is for individuals only. The CRSP® and CRST® credentials may not be used to imply that an organization is certified.

### **If Your Examination Writing Is Unsuccessful**

Effective January 1, 2018, if you do not pass a BCRSP examination on your first attempt, you may have up to two supplementary writings over the following one-year period. If you do not pass the BCRSP examination after three attempts, your file will be closed, and you must wait twelve months before submitting a new application. A candidate may attempt a BCRSP examination a maximum of three times within the specified time period.

# Achieving Certification

## Benefits of Obtaining a BCRSP Certification

**Wall Certificate.** When you achieve certification, BCRSP issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, BCRSP will replace it for you.

**Wallet Card.** Each year when you pay the required annual renewal fee, a wallet card is issued to you which shows you are certified. The card identifies you as a title holder for the calendar year (unless declared invalid).

**BCRSP Report eNewsletter Subscription.** As a certificant, you will receive BCRSP Report emails at least three times per year via email. BCRSP Report contains information about important changes which may affect certificants, information about certificants, updates on BCRSP activities and other items of interest. Current issues and back issues are located on the BCRSP website.

**BCRSP Annual Report.** The BCRSP Annual Report is another important publication. It contains summarized data about BCRSP activities over the last year and the annual audited financial report. It can be found on the BCRSP website.

**BCRSP Events & Activities.** The BCRSP hosts a meet and greet reception during each Governing Board meeting. Certificants in the area of the meeting will be notified about the details of the reception. We encourage you to attend. **BCRSP Connect Events** are networking receptions held across Canada and certificants are encouraged to attend when an event is held in your area. Watch for details on the website. **Item Writing Workshops** are a certificants opportunity to contribute to the examination process by contributing to the item bank. Attendees are trained in the item writing process and contribute to the item bank through these workshops. The **Annual General Meeting** is held in June of each year and certificants are encouraged to attend in person or to return their proxy form.

**BCRSP Verification.** BCRSP publishes directories of individuals who currently hold a BCRSP certification. An abbreviated format, containing names, cities, and states, appears on the BCRSP website and allows viewers to confirm if a person currently holds a BCRSP certification. **Please note that you may opt out of this listing.**

**Additional BCRSP benefits and activities are outlined in the Certificants' Reference Manual** which is available from the BCRSP website.

## Recertification

Following successful completion of a BCRSP examination, each certificant is required to maintain certification by fulfilling the requirements of the Continuous Professional Development (CPD) Program. The full details of the CPD Program are posted on the website ([www.bcrsp.ca](http://www.bcrsp.ca)).

# Appendices

**Appendix A: 2020 CRSP® Examination Blueprint**

**Appendix B: 2024 CRST® Examination Blueprint**

**Appendix C: Process for the Development of Questions (items) for the Certification Examination**

**Appendix D: BCRSP Examination Accommodation Form**

## Appendix A: 2020 CRSP® Examination Blueprint

[https://bcrsp.ca/sites/default/files/2021-02/Doc.049\\_BCRSP\\_CRSP\\_Blueprint\\_2020.pdf](https://bcrsp.ca/sites/default/files/2021-02/Doc.049_BCRSP_CRSP_Blueprint_2020.pdf)

## Appendix B: 2024 CRST® Examination Blueprint

[https://bcrsp.ca/sites/default/files/2024-02/Doc.162\\_BCRSP\\_CRSTEX\\_Blueprint\\_2024.pdf](https://bcrsp.ca/sites/default/files/2024-02/Doc.162_BCRSP_CRSTEX_Blueprint_2024.pdf)

## Appendix C: Process for The Development of Items for the Certification Examination

This document outlines the process used by the Board of Canadian Registered Safety Professionals (BCRSP) in the development of examination questions (items). Multiple-choice questions are developed to assess a sample of the knowledge, skills, abilities, attitudes and judgments (*competencies*) expected of an entry-level registered safety professional. There are two types of multiple-choice questions on the examination – case-based and independent.

### Case-Based Multiple-Choice Items

A case is a set of two or more multiple-choice items associated with a brief scenario. The scenario (case text) is written prior to formulating the associated items. The following guidelines are used by item writers in developing cases:

- Describe an OHS situation.
- Write the case in simple, concise and precise language.
- Provide all necessary information but do not include extraneous information.

### Independent Multiple-Choice Items

There are four steps followed when multiple-choice items are developed: (1) the competency is examined, (2) the stem is created, (3) the correct response is written and (4) the distracters are formulated.

#### Step 1: Examine the Competency

The competency must be read and thoroughly understood.

If the meaning of a competency is not understood, one of the other item writers or the item writing facilitator must be consulted.

The item is written to reflect the competency.

## **Step 2: Create the Stem**

The stem must be presented as a complete sentence.

As much of the wording as possible is written in the stem, rather than in the options.

The stem must be clear and concise providing all the necessary information to enable the candidate to select an option.

The stem must be stated in a positive form.

## **Step 3: Write the Correct Response**

Current reference texts/articles must be cited to identify the correct response. If it is difficult to locate a reference that relates directly to the content of a particular item, the reference chosen must support the general principle addressed in the question. References should be well-known and accessible to the candidate.

A response must be provided that experts are likely to agree on as the best of the options provided.

## **Step 4: Formulate the Distracters**

An important feature of the correct response is omitted or an incorrect or irrelevant feature is introduced.

- The types of errors less proficient candidates are likely to make should be anticipated.
- All of the distracters must be plausible and homogeneous (e.g., if the stem asks for an action, each option must be presented as an action).

## **Develop Rationales**

By providing a rationale for why the correct response is correct, the likelihood of creating an inaccurate or ambiguous question will be minimized. The following guidelines are used:

- The rationale must indicate why an option is correct. The explanation does not need to be exhaustive.
- The rationale may be written in point form.

## **Group Review of Items**

Each item is presented to the item writing group for comments and suggestions. When the group has agreed that an item meets the guidelines for examination questions, the item is approved. This activity verifies the quality and accuracy of the items that are developed.

## **Review of Items By Examination Committee**

The Examination Committee reviews and approves items prior to their adoption and use on the examination.

## **Essential Steps to Create Quality Examination Items**

- Ensure that the item measures the targeted competency.

- Direct the difficulty level of the question toward the entry-level registered safety professional.
- Avoid textbook language and technical jargon. Use simple language.
- Avoid sex bias and racial or cultural stereotypes.
- Phrase items in the third person (e.g., What should **the registered safety professional or registered safety technician** recommend?) because the use of the second person (e.g., What would **you** recommend?) introduces an element of subjectivity into the question.
- Ensure consistency in spelling. If a word does not appear in the dictionary, an accepted current publication may be used as a reference for spelling.
- Express units of measurement according to the International System of Units (SI).
- Avoid the use of abbreviations, except for common, standard ones. When using acronyms, write the term in full, followed by the acronym in parentheses. Subsequent citations of the term within a question need only include the acronym.
- Make the options comparable in length.
- Make the options grammatically consistent with the stem.
- Avoid the repetition of key words or phrases in each option.
- Do not use “All of the above,” “None of the above,” or combined responses (e.g., A and B) as options.
- When developing case-based items, do not put any information in the stem that will guide the candidate in correctly answering other questions within the case.

## Appendix D: BCRSP Examination Accommodation

### GUIDING PRINCIPLES

For candidates unable to take a BCRSP’s examination using the standard testing process, the BCRSP will make all reasonable efforts to accommodate candidate needs up to the point of undue hardship. In this regard, BCRSP has adopted the following guiding principles for responding to requests from candidates for exam accommodation.

1. Accommodation requests will be considered on an individualized basis.
2. The accommodation procedures will respect the dignity and privacy of the candidate.
3. Requirements and procedures for test accommodations will ensure fairness for all candidates, both those seeking accommodations and those testing under standard conditions.
4. Accommodations will be appropriate and reasonable for the documented disability and must be consistent with the mandate of the BCRSP to ensure persons holding a BCRSP certification meet the competencies required of a registered safety professional or registered safety technician.
5. Accommodations must not result in undue hardship, or fundamentally alter that which the test is designed to measure.
6. Accommodation requests must be made in sufficient detail, and be accompanied by appropriate and verifiable documentation, to ensure that the BCRSP has all the information it requires to determine the most appropriate accommodation.



In making their decision, the BCRSP will consider factors such as undue disruption of the BCRSP's operations, added costs to the Board, human resource availability, maintenance of examination security, and the effect of a particular accommodation on the ability to best ensure that granting the accommodation request will not compromise the validity and integrity of the certification exam.

BCRSP's decision will, if possible, be communicated to the candidate at least thirty (30) days prior to the exam. If an accommodation is granted, the BCRSP reserves the right to assign the date, time and location of the examination, taking into account any accommodation needs that may impact the scheduling of the examination.

Prior to writing the exam the candidate will sign an acknowledgement that all agreed to accommodation(s) have been provided.

Post exam writing the candidate will sign a further acknowledgement that all agreed to accommodation(s) have been provided to their satisfaction. If a candidate was not provided with the accommodations as requested and any concerns could not be satisfactorily resolved at the test centre, a candidate may submit an appeal within fifteen (15) days of writing the examination.

Accommodation arrangements approved by the BCRSP are not transferable from one examination to another. A new accommodation request must be submitted each time the candidate applies to sit a BCRSP examination and will be evaluated independently.

**A request for accommodation must be submitted in writing to the BCRSP Executive Director at least 90 days before the examination date for both, first write and any re-writes of the examination.** Late requests may be considered in extenuating circumstances, but BCRSP cannot guarantee that such requests will be accommodated. All requests will be handled on a confidential and individualized basis.

A written request for disability accommodation must include:

- A completed, signed, request for accommodation form explaining the nature and extent of the candidate's restrictions or limitations in sufficient detail to ensure that the form, along with any supporting documentation, provides BCRSP with all the information it needs to determine the most appropriate accommodation.
- Original letter(s), on office letterhead, from the candidate's fully licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the existence of the functional limitation(s), the nature of the accommodation requested, and a detailed explanation of why the accommodation is required.
- If applicable and available, documentation demonstrating that similar accommodations were provided to the candidate during any previous education program or other certification examination.

All medical and other supporting documentation submitted will be kept confidential by the BCRSP and will be used for the purpose of implementing the accommodations necessary for the candidate, if any.

All disability-related documentation must be current within *six (6) months* of the date of application to write the exam. If the medical documentation, i.e., report or letter is not current within six (6) months of the date of the candidate's application, the applicant must include a letter from a fully licensed practitioner or other professional with appropriate credentials. The letter shall indicate that they have reviewed the supporting medical documentation and concur that the accommodations set out within it

remain valid for the candidate for the purposes of the BCRSP certification exam on the date of the proposed sitting of the exam.

If additional information is required to evaluate the accommodation request, the BCRSP will consult with the candidate.

The final decision regarding an accommodation request lies with the BCRSP Certification and Examination Committee Chair and Vice Chair in collaboration with the BCRSP Executive Director.

A written appeal of the decision may be made within 60 days and will be reviewed by the Governing Board at their next regularly scheduled Board meeting. In cases of appeal, the decision of the Governing Board will be final.

[Download the Form: https://bcrsp.ca/en/prospective-certificants/bcrsp-examinations/examination-accommodation](https://bcrsp.ca/en/prospective-certificants/bcrsp-examinations/examination-accommodation)

### **BCRSP Examination Candidate:**

Please provide the following information to your fully licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate).

*ATTN: Fully licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate).*

You are being requested by the BCRSP examination candidate to supply, **an original letter(s), on office letterhead**, identifying and confirming the following:

- Approximate date of when the disability was first diagnosed and/or identified,
- A brief history and description of the functional limitation(s) of the BCRSP examination candidate,
- A detailed explanation of why the accommodation is required, (i.e. explain the aspect of the disability which requires testing accommodation, the effect it has on the candidate's daily living and the effect of the disability on the candidate's ability to perform under normal testing conditions
- The nature of the accommodation requested, (please refer to the listing below for the most common types of accommodation requested),
- Your contact information, capacity in which you are acting (i.e. physician, psychologist, etc), your signature and date.

### **Types of Accommodation**

- Accessible testing site (e.g. Ramp for wheelchairs)
- Amanuensis (recorder of answers)
- Extended writing time – identify amount of extra time requested
- Extra time for breaks – specify frequency and duration
- Reader (person to read examination items aloud)
- Separate testing room
- Sign language interpreter
- Special chair (specify type)
- Special input device, such as a trackball mouse (specify type)
- Special output device, such as a larger monitor (specify type)
- Other

## BCRSP EXAMINATION POTENTIAL ACCESSIBILITY BARRIERS

The BCRSP's examination presents the following potential accessibility barriers.

### **Manual**

Candidates must use a mouse to point-and-click and navigate from one question to the next. All questions on BCRSP examinations are multiple choice. For further information on a BCRSP Examination, please review the applicable *Examination Blueprint* available on the BCRSP website.

### **Optical**

Reading text – examination questions are written at a reading level appropriate to the content. The computer-based examination (CBT) questions must be read on a monitor. The font can be as small as 10 point.

### **Physical Stamina**

The examination is 3 ½ hours.

Please contact the BCRSP office if more information is required to determine what accommodation may be necessary (905-567-7198, 888-279-2777, info@bcrsp.ca).
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