

# A GUIDE TO COMPLETING CERTIFICATION MAINTENANCE WORKSHEETS

This Certification Maintenance Guide will assist the Canadian Registered Professional (CRSP)<sup>®</sup>/Professionnel en sécurité agréé du Canada (PSAC)<sup>®</sup> in the preparation and submission of Certification Maintenance Point (CMP) worksheets.

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**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

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Information in this Guide represents current policies and procedures for the BCRSP's Certification Maintenance Program. Information in this Guide supersedes information contained in any previously published Guides.

All information and guidelines are subject to change.

Please read and understand the entire Guide, including all policies, procedures and consequences.

#### **ABOUT THE BCRSP**

The BCRSP is a public interest, not-for-profit association with a dedicated to the principles of health and safety as a profession in Canada.

Established in 1976, BCRSP sets certification standards for occupational health and safety professionals, and administers the CRSP® certification.

The CRSP® certification is now a widely accepted form of recognition by industry and government in Canada. Many employers require the CRSP® certification in order to qualify for a safety position. It also allows the BCRSP to ensure that the highest standards of excellence and professionalism are maintained at all times and by all certificants.

#### **ABOUT THE CERTIFICATION MAINTENANCE PROGRAM**

Earning the CRSP certification provides recognition and professional credibility to the CRSP. Employers, and other stakeholders use the CRSP certification to identify qualified individuals and it is essential that the CRSP credential provides assurance that CRSPs have met, and will continue to meet, a professional standard and that they will perform safely and effectively in their designated role.<sup>1</sup> The five (5) year Certification Maintenance Program (CMP) cycle was reviewed in 2014 by the Certification Maintenance Committee (CMC). As a result of this review process, the CMC determined that the five (5) year cycle was an appropriate length of cycle for CRSPs to be required to submit evidence of continuing competency. Factors that were considered in this determination were the examination blueprint review cycle, recertification practices with other certifying bodies, and the pace of change in the industry.

<sup>1</sup> METHODS FOR ENSURING CONTINUING COMPETENCE: PART I, Institute for Credentialing Excellence, 2013

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**PARTICIPATION AND GENERAL REQUIREMENTS**

If you hold a CRSP®/PSAC® certification, you must participate in the Certification Maintenance Program (CMP) and report your activities every five years. CRSPs/PSACs must achieve a minimum of 25 certification maintenance points during each five (5) year cycle. Failure to meet this requirement will render your certification invalid as per the BCRSP bylaws.

**ACTIVITY CATEGORIES**

There are 15 activity categories in which you may earn certification maintenance points. Information about each category appears on the following pages.

Certification maintenance cycles begin January 1 and end December 31 and run over a maximum of a five-year period.

The **LAST DIGIT** of your registration number determines your certification maintenance cycle (e.g. for the registration number 01-1873, “3” is the audit cycle number). In January of each year, CRSPs/ PSACs whose certification numbers end as per the Certification Maintenance Program (CMP) Matrix (below) will be notified by the BCRSP office to submit CMP worksheets (Appendix A) for the applicable maintenance period.

**REPORTING PERIODS**

<b>If the last digit of your registration # is:</b>	<b>Your current CMP cycle is:</b>	<b>A request will be issued for submission of your CMP worksheets/documentation in:</b>	<b>You must submit your CMP worksheets/documentation by:</b>
<b>1 or 6</b>	January 1, 2013 through December 31, 2017 (or any part thereof)	January 2018	March 30, 2018
<b>2 or 7</b>	January 1, 2014 through December 31, 2018 (or any part thereof)	January 2019	March 30, 2019
<b>3 or 8</b>	January 1, 2015 through December 31, 2019 (or any part thereof)	January 2020	March 30, 2020
<b>4 or 9</b>	January 1, 2016 through December 31, 2020 (or any part thereof)	January 2021	March 30, 2021
<b>0 or 5</b>	January 1, 2017 through December 31, 2021 (or any part thereof)	January 2022	March 30, 2022

CRSPs/PSACs have until the end of March, after the end of their maintenance cycle, to submit worksheets and, if audited, supporting documentation. CRSPs/PSACs who do not submit their worksheets by the March deadline will be placed on probation until June 30. If, at the end of the submission period, worksheets have not been submitted, the Governing Board will suspend the registration certificate.

## NEW CRSP®/PSAC® CERTIFICANTS

Your first CMP cycle begins January 1 the year following certification.

For example:

- If you were certified in June of 2016, the first year of your cycle would be January 1, 2017.
- If you were certified in November of 2017, the first year of your cycle would be January 1, 2018.

**⇒ TIP: YOUR FIRST CMP CYCLE MAY VARY FROM ONE TO FIVE YEARS DEPENDING ON THE LAST DIGIT OF YOUR REGISTRATION NUMBER. AFTER COMPLETION OF YOUR FIRST CYCLE, ALL SUBSEQUENT CYCLES WILL BE FIVE YEARS IN DURATION.**

## NOTIFICATION

Notice is sent to certificants advising that certification maintenance worksheets and, if audited, supporting documentation are due.

Program changes are published in the BCRSP *Governors' Table* and on the BCRSP website. Both resources include information about any changes in certification maintenance requirements and policies, including rulings on activities and points as they occur.

## TRACKING CERTIFICATION MAINTENANCE POINTS

**⇒ TIP: IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF YOUR OWN ACTIVITIES, CERTIFICATION MAINTENANCE POINTS AND SUPPORTING DOCUMENTATION.**

The BCRSP recommends that you create a file for all certification maintenance materials. It is very important to establish a personal procedure for tracking certification maintenance points. You should keep the current certification maintenance guide, supporting documentation for activities, and a running list of certification maintenance points earned in your file.

**⇒ TIP: THERE IS AN ON-LINE TRACKING TOOL (AVAILABLE IN THE CERTIFICANTS' SECTION OF THE WEBSITE) THAT YOU MAY USE TO HELP TRACK YOUR POINTS.**

At least once a year you should review and update your records.

Retain original documentation supporting your certification maintenance activities. If you are audited, you are required to submit supporting documentation for verification of activities and points claimed.

Acceptable documentation is listed under each activity category.

Record all certification maintenance points accurately as they are earned.

You may claim activities only once and in only one category (no double dipping). For example, if you teach or develop OHS-related courses or seminars as part of your current position description, you will already be receiving credit for this under Category C1 for continued work in the ohs field, and therefore could not claim points for these courses/seminars under category A3.

Points earned during a cycle may be claimed for that cycle only. **Points may not be carried over to another cycle.**

You may also meet certification maintenance requirements by examination. One way to earn all required points is to retake and pass the CRSP®/PSAC® Examination. You may contact the BCRSP office to register and pay for the examination. The examination may be taken for certification maintenance credit only during the last year of the certification maintenance cycle.

➔ **TIP: IF YOU RETAKE THE EXAMINATION FOR THE PURPOSES OF CERTIFICATION MAINTENANCE AND ARE UNSUCCESSFUL IN YOUR EXAMINATION ATTEMPT, IT WOULD RESULT IN THE LOSS OF CERTIFICATION.**

## EXTENSIONS

Following the March 30<sup>th</sup> deadline, CRSPs/PSACs who have not yet submitted their CMP documentation are provided with a final notice to submit and are placed on probation until such time as the documentation has been submitted. Should worksheets and documentation not be submitted by June 30<sup>th</sup> of the current year the designation will be suspended by the Governing Board.

## LEAVE OF ABSENCE

If you are, or have been, absent from OHS practice during your current certification maintenance cycle, you may request a leave of absence in writing **before the March 30<sup>th</sup> deadline**. The recertification points required will be reduced by 5 points for each calendar and/or 12-month period year of the leave of absence. For example, taking a one-year parental leave during your certification maintenance cycle would reduce your point requirement from 25 to 20.

## REPORTING

You must report using the certification maintenance worksheets once your cycle ends. If using the on-line worksheets, an email must be sent to the BCRSP advising that your on-line submission is complete and ready for review.

Your certification maintenance worksheets must be received by BCRSP by March 30 the year following the end of your cycle.

You will receive notification from the BCRSP office when your certification maintenance requirements are met. **Please submit your certification maintenance worksheets by only one method** (i.e. email, fax or mail) to avoid BCRSP receiving duplicate copies. If mailing your submission, *please keep a copy for your records* in the event that your original submission is lost in the mail.

**Do not report until notified to do so.**

⇒ **TIP: Do NOT SEND SUPPORTING DOCUMENTATION UNLESS YOU HAVE BEEN SELECTED FOR AUDIT AND HAVE BEEN REQUESTED VERIFICATION OF ACTIVITIES AND POINTS CLAIMED.**

## AUDITING

Approximately 15% of certificants due for submission are audited. Certificants are randomly selected for audit. If selected for audit, please ensure that submission of acceptable documentation (listed under each certification maintenance activity category) is submitted along with your worksheets.

## NOTIFICATION OF RESULTS

BCRSP reviews certification maintenance worksheets submitted to determine if certification maintenance requirements are met.

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### CERTIFICATION MAINTENANCE MET:

BCRSP issues you a *continuance of certification* letter. You may then retain the certification through the next certification maintenance cycle, provided annual renewal requirements (payment of fees and declaration of continuing practice) are met.

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### CERTIFICATION MAINTENANCE NOT MET:

Should the CMP submission not meet the certification maintenance requirements (short necessary points or missing supporting documentation), you will be advised as to what requirements were not met. At this time you will have the opportunity to resubmit additional documentation for points.

Should the minimum point requirement not be met and no further documentation can be submitted for the given maintenance period, one would be permitted to obtain the additional points in the current year in order to meet the necessary requirements. However, if points in the current year are applied to the previous CMP cycle, **they may not be claimed in the next five (5) year CMP cycle.**

Alternatively, you may meet the certification requirements by retaking and passing the certification examination.

## CERTIFICATION MAINTENANCE EXEMPTIONS:

CRSPs/PSACs who wish to apply for CMP exemption as a result of such things as parental leave, loss of employment, long term disability, etc. must submit their written requests detailing the reasons for the exemption for review by the CMP Committee Chair.

### **Requests for exemptions must be submitted prior to the March 30 deadline.**

If during the CMP cycle for which you are submitting worksheets/documentation, you have been absent from work through parental leave, LTD, lay off, etc., for a period of time greater than:

- 3 months in a 1-year cycle
- 5 months in a 2-year cycle
- 8 months in a 3-year cycle
- 10 months in a 4-year cycle
- 12 months in a 5-year cycle

and if the total CMPs submitted is less than required, please include details of this absence along with supporting documentation for review by the CMP Committee (category C1).

## FAILURE TO REPORT:

Following the March 30<sup>th</sup> deadline, CRSPs/PSACs who have not yet submitted their CMP worksheets/documentation are provided with a final notice to submit and will be placed on probation until such time as the worksheets/documentation have been submitted. CRSPs/PSACs whose designation is suspended for non-submission of CMP worksheets by the June 30 deadline, must submit documentation for all points claimed as part of the reinstatement process **regardless of whether or not they were initially required to supply such documentation. Failure to submit by the prescribed deadline may also result in referral to the Professional Conduct Committee** for failing to comply with the relevant provisions of the certification scheme. Failure to meet the certification maintenance requirements will render your certification invalid as per the BCRSP bylaws.

## REINSTATING AN INVALID CERTIFICATION

If BCRSP notifies you that your certification is suspended because you did not meet the certification maintenance requirements, you have one opportunity for reinstatement.

Within five years you will be required to submit:

- Proof of continued practice in the OHS field and a job description,
- Forward the CMP worksheets and supporting documentation along with a letter to the Chair of the CMP committee explaining why the submission was not originally received by the submission deadline
- Pay all back dues owed for annual renewal, should any payments have been missed

After five years following the end of the certification maintenance cycle, you may also register, pay for and pass the CRSP®/PSAC® Examination in order to reinstate your certification. You must also pay any delinquent renewal fees and any other reinstatement fee assessed by the BCRSP.



## NON-PRACTICING STATUS

CRSPs/PSACs who have reclassified their designation as non-practicing are exempt from the Certification Maintenance Program.

Should a CRSP®/PSAC® reclassify to non-practicing status the year that they are asked to submit Certification Maintenance, this documentation may be submitted at that time if there is a chance that reclassification back to practicing status is inevitable in the future. **CRSPs/PSACs reclassifying back to practicing status in the future that have not submitted the required CMP documentation previously will be asked to submit this documentation for the time that they held practicing status.**

## DUAL CERTIFICATIONS – CRSP®/PSAC® AND CSP OR CMIOSH

If you hold a CSP or CMIOSH certification, and your certification maintenance cycle for these certifications overlaps that of your CRSP®/PSAC® certification maintenance cycle, you may submit your continuance of certification/maintenance verification letter from BCSP or IOSH as documentation in support of your CRSP®/PSAC® certification maintenance submission. Should there only be a partial overlap in cycles, you would still be required to claim points outside of the period of overlap.

## EDUCATIONAL AND CERTIFICATION STANDARDS

### CONTINUING EDUCATION UNITS (CEUs)

Continuing education courses and conferences provide one of the main methods for staying current with professional practice. For many continuing education activities, course providers ensure that they comply with the minimum requirements of being 6+ hours in length with 50% or more OHS-related course content.

**⇒ TIP: REGARDLESS OF WHETHER A COURSE-PROVIDER HAS OBTAINED PRE-APPROVAL FROM THE BCRSP, CRSPS/PSACS MAY CLAIM OHS-RELATED COURSES/ CONFERENCES/ SEMINARS UNDER A2 OR NON-OHS-RELATED COURSES / CONFERENCES/ SEMINARS UNDER A5.**

Points are calculated as follows:

- A2 - OHS courses/conferences/seminars: 6 contact hours = 0.5 CMPs (to a maximum of 25 points)
- A5 - Non-OHS related courses/conferences/seminars: 6 contact hours = 0.5 CMPs (to a maximum of 10 points)

**⇒ TIP: PARTIAL CMPS (EG LESS THAN 0.5) ARE NOT PERMITTED**

### ACCEPTABLE COURSES AND DEGREES FROM CANADIAN COLLEGES AND UNIVERSITIES

BCRSP will accept courses from Canadian colleges and universities that meet the BCRSP standard. The standard is that the course must be a minimum of 35 hours with a formal evaluation process or examination. Distance learning courses receive the same credit as live courses.

### ACCEPTABLE COURSES AND DEGREES FROM INSTITUTIONS OUTSIDE OF CANADA

College and university courses from institutions located outside of Canada must be evaluated for equivalence by a recognized credential assessment and evaluation agency. See the BCRSP website for details ([www.bcrsp.ca](http://www.bcrsp.ca)). If an American college or university is recognized by BCSP for the purposes of CSP certification (or recertification), it will be recognized by BCRSP without undergoing an equivalency evaluation.

### ACCEPTABLE OHS-RELATED SUBJECTS

BCRSP defines 'OHS-related' as any subject identified in the Examination Blueprint. The complete Examination Blueprint outlines the domains and competencies of professional OHS practice. The CRSP®/PSAC® Examination Blueprint may be found on the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca)

**ACTIVITY CATEGORIES****Category A1****OHS-related College or university course**

Maximum Points Allowed per Cycle: 25 Points awarded per course: 5.0 CMPs

**DESCRIPTION:**

Certification maintenance points may be earned by completing an OHS-related college or university course. BCRSP will accept courses from Canadian colleges and universities that meet the BCRSP standard. The standard is that the course must be a minimum of 35 hours with a formal evaluation process or examination. Distance learning courses receive the same credit as live courses. College and university courses from institutions located outside of Canada must be evaluated for equivalence by a recognized credential assessment and evaluation agency. See the BCRSP website for details ([www.bcrsp.ca](http://www.bcrsp.ca)).

**POINTS EARNED:**

5.0 points per course (minimum 35 hours plus examination or formal evaluation process)

**DOCUMENTATION REQUIREMENTS:**

Regardless of audit requirement, an official transcript in the sealed envelope from the issuing college/university to claim points in this category. Photocopied, faxed or emailed documentation will not be accepted.

**Category A2****OHS-related Course, Seminar, conference or other educational program**

Maximum Points Allowed per Cycle: 25 Points awarded: 0.5 CMPs for each 6 hours of technical content

**DESCRIPTION:**

This category covers participation in OHS-related continuing education courses and seminars other than those offered for academic credit (see Category A1). This includes specific subjects taught in a classroom setting. Distance learning courses receive the same credit as live courses.

Internal, employer-sponsored OHS courses may also be claimed in this category.

**POINTS EARNED:**

0.5 points per 6 hours of professional development/technical content. Conferences are awarded 0.5 CMPS for each full day (6 hours) of conference attendance

**DOCUMENTATION REQUIREMENTS:**

Documentation should clearly indicate the following:

- Course title, and name of the course provider
- Course date(s) of attendance
- Copy of the course description or information indicating topics covered and the number of contact hours for the course.
- Proof of attendance (e.g. certificate of completion, registration receipt, cancelled cheque, etc.

**Category A3****Teaching/Developing OHS-related courses/seminars**

Maximum Points Allowed per Cycle: 25 Points awarded per course: 0.5 CMPs/day

**DESCRIPTION:**

If developing and/or teaching OHS-related courses or seminars is part of a certificant's job description, the activity does not earn certification maintenance points under this category. In such cases, points are awarded under category C1 (continuing professional practice).

**Example:** You are a consultant who is hired to develop an OHS course for a client. This may not be counted under category A3 as it is part of your professional job description.

**Example:** You work full-time in OHS and independent of your employment, you participate in course development for a college/university; this may be claimed under category A3.

**POINTS EARNED:**

0.5 CMPs/day (minimum 6 hours)

Multiple presentations of the same course/ seminar may only be claimed once per cycle.

**DOCUMENTATION REQUIREMENTS:**

A letter from the academic institution or course sponsor verifying that you were appointed to develop and/or teach the course and a copy of the catalog description or program brochure indicating:

- Course title
- Course date(s) taught
- Copy of the course description or information indicating topics covered and the number of contact hours for the course.

**Category A4****OHS Paper Presentation at a Conference**

Maximum Points Allowed per Cycle: 5.0 Points awarded: variable – see Points Earned below

**DESCRIPTION:**

OHS Paper Presentation at a professional, OHS-related conference.

**POINTS EARNED:**

- 0.25 points/session length of 15-60 minutes
- 0.50 points/presentation at poster session (90-120 minutes)
- 1.0 points/presentation keynote or workshop (90-120 minutes)
- 0.50 points/chairing/Moderating a professional, safety-related conference session
- 0.50 points/speaker participant/panelist in a professional, safety-related conference session

**DOCUMENTATION REQUIREMENTS:**

Documentation that confirms your participation (name listed), date and name of conference and/or sponsoring organization and length of the presentation.

**Category A5****Completion of a non-OHS course/ seminar/conference that enhances a CRSPs/PSACs skill set**

Maximum Points Allowed per Cycle: 10 Points awarded: 0.5 CMPs for each 6 hours

**DESCRIPTION:**

This category covers participation in non-OHS-related continuing education courses and seminars. This includes specific subjects taught in a classroom setting. Distance learning courses receive the same credit as live courses.

Examples of non-OHS topics that enhance a CRSPs/PSACs skill set include (but are not limited to):

- Management courses, computer courses, communication courses, professional ethics courses, conflict resolution courses, etc.

**POINTS EARNED:**

0.5 points per 6 hours of professional development

**DOCUMENTATION REQUIREMENTS:**

Documentation should clearly indicate the following:

- Course title
- Name of course provider
- Course date(s) of attendance
- Copy of the course description or information indicating topics covered and the number of contact hours for the course.
- Proof of attendance (e.g. certificate of completion, registration receipt, cancelled cheque, etc.)

**Category A6****Completion of the Survey on the Competencies Required of Canadian Registered Safety Professionals**

Maximum Points Allowed per Cycle: 1.0 Points awarded per survey completion: 1.0

**DESCRIPTION:**

Completion of the *Survey on the Competencies Required of Canadian Registered Safety Professionals*. This survey is conducted by the BCRSP every five years; the next survey is due in 2014, the last survey was conducted in 2009.

**POINTS EARNED:**

1.0 point/survey

**DOCUMENTATION REQUIREMENTS:**

Documentation is not required; a list of certificants who have completed the survey is maintained by the BCRSP and will be verified if points claimed in this category.



**Category A7****Self-Directed Learning**

Maximum Points Allowed per Cycle: 5.0 Points awarded: variable – see Points Earned below

**DESCRIPTION:**

Reading of occupational health and safety journals, research papers or published textbook.

Must be peer-reviewed publications, evidence-based research or academic text-book (read separate from any course work being claimed under A1 or A2).

List of Accepted Journals:

- Professional Safety
- Journal of Occupational and Environmental Hygiene
- Safety Science
- IWH Scientific Reports (<http://www.iwh.on.ca/research>)
- Journal of Occupational Rehabilitation
- Other OHS peer-reviewed or evidence based publications

**POINTS EARNED:**

- 0.25/points/single research paper
- 0.50/points/Journal (in its entirety)
- 1.0/points/textbook

**DOCUMENTATION REQUIREMENTS:**

List of journals/articles/texts that you have read.

**Category B1****Passing a BCRSP examination.**

Maximum Points Allowed per Cycle: 25 Points awarded per exam: 25

**DESCRIPTION:**

This option is for certificants who have not accumulated the required CMPs in their current audit cycle. The certificant must register, pay for and pass the examination in order for it to qualify for certification maintenance points

The initial passing of the CRSPEX to earn the CRSP/PSAC certification may not be claimed.

**POINTS EARNED:**

25 points/successful examination completion

**DOCUMENTATION REQUIREMENTS:**

Documentation is not required; the successful passing of the CRSPEX for the purposes of certification maintenance will be verified by the BCRSP office.

**Category B2****Achieving additional certification or license**

Maximum Points Allowed per Cycle: 25 Points awarded per certification: variable see Appendix B

**DESCRIPTION:**

You may earn certification maintenance points for passing certain certification examinations or completing requirements for other certifications or licenses by examination. Credit is generally based on the degree of equivalence to the CRSP®/PSAC® certification, including the process required for accreditation and the content of the BCRSP examination.

You may only claim points in this category for the initial certification requirements. Points **MAY NOT** be claimed for recertifying.

Credit is allowed only for those programs that have undergone a complete review by the Certification Maintenance Committee. Contact the BCRSP office for more information on reviewing a certification program not listed.

**POINTS EARNED:**

A list of eligible certifications and their point applicability can be found in Appendix B.

**DOCUMENTATION REQUIREMENTS:**

A copy of the certificate, license or notification letter indicating the date you passed the examination(s) or the date you earned the certification or license by examination.

**All certificants, whether required to submit documentation or not, must identify the designation(s) claimed in this category.**

**Category B3****Obtaining an acceptable bachelor's or graduate degree**

Maximum Points Allowed per Cycle: 25 Points awarded per degree: 25

**DESCRIPTION:**

Obtaining an acceptable bachelor's or graduate degree (beyond that held when first certified and completed within the current maintenance cycle, may not claim individual courses under A1).

Examples of acceptable degrees include:

- OHS related Bachelor's Degree
- OHS related Masters' Degree
- OHS related PhD
- MBA
- Law Degree
- Engineering Degree
- Other degrees may be acceptable

**POINTS EARNED:**

25 points/degree

**DOCUMENTATION REQUIREMENTS:**

An official transcript in the sealed envelope from the issuing college/university. Photocopied, faxed or emailed documentation will not be accepted.

**Category C1****Professional OHS Practice**

Maximum Points Allowed per Cycle: 10 Points awarded per Year: 2.0

**DESCRIPTION:**

If CRSPs are engaged in professional OHS practice for at least 900 hours in a year (full-time or part-time), they receive 2.0 recertification points for a full year.

Less than 900 hours in a year receives no points.

**POINTS EARNED:**

2.0 points/year of professional practice

**DOCUMENTATION REQUIREMENTS:**

A letter from your employer verifying dates of employment and safety responsibilities. Client documentation submitted for consultants (copy of contractual agreement, verification of work completed, etc.).

**Category C2****Personal Membership in OHS-related organizations**

Maximum Points Allowed per Cycle: 10 Points awarded: variable – see Points Earned below

**DESCRIPTION:**

This category applied to individual (not company) memberships such as personal membership in a provincial, national or international OHS-related technical, membership-based organization. **(BCRSP and other certification bodies may not be claimed in this section).**

National refers to organizations that cover all of Canada (or a single country). Regional organizations extend across several provinces (states or territories). Provincial (or state) and local organizations fall within a single province.

Many national organizations automatically include local chapter membership as part of national membership. For these, CRSPs/PSACs receive only 1.0 Certification Maintenance point for being a member at the national level. They do not receive an additional 0.5 Certification Maintenance points for being a member of a local chapter. (For example CSSE membership is counted at 1.0/year as it is a national membership organization).

If membership in a local chapter is separate from the national membership, credit can be earned for both if the annual point limit is not exceeded.

You may only claim points for the years in your cycle that you held a membership.

e.g. if you have been a member of CSSE since 2009, however your CMP cycle runs January 1 2012 – December 31, 2016, you may only claim 1.0 point/year/membership for the years within the cycle (5 points).

**POINTS EARNED:**

1.0 points/year/membership in a national or international organization

0.5 points/year/membership in a regional, provincial or local OHS-related organization

**DOCUMENTATION REQUIREMENTS:**

A copy of the membership certificate or card indicating dates of membership, dues receipts or canceled cheques, or a letter from the membership organization verifying dates of membership.

**Category C3****Voluntary professional service**

Maximum Points Allowed per Cycle: 10 Points awarded: variable – see Points Earned below

**DESCRIPTION:**

Voluntary professional service to a professional society, OHS organization or OHS units of other organizations and for volunteer professional service that are approved by the BCRSP.

Examples include serving as an officer, director or working committee member at a national or international standards committee or OHS society or association. BCRSP may approve service in other volunteer activities when there is acceptable OHS content.

Service that is part of regular job duties in C1 cannot receive credit in both categories. For example, a government employee who administers a commission, council or committee as part of his/her job duties already receives credit under C1 for that role.

Points in this category can also be claimed for volunteering on a BCRSP Committee.

**POINTS EARNED:**

2.0 points/year/organization for serving as an officer or director of a national, international, regional, provincial or local OHS organization

1.0 points/year/organization for serving as a committee member of a national, international, regional, provincial or local OHS organization or commission

0.50 points/year/organization for volunteer safety services to a not-for-profit or governmental organization (i.e. pro-bono work)

0.50 points/year/publication for serving on the editorial board of an OHS-related peer-reviewed journal

0.25 points/year/publication for serving on the editorial board of an OHS-related trade magazine

1.0 points/workshop for participation in a BCRSP Item Writing Workshop

0.50 points/year for acting as a mentor outside of job responsibilities (i.e. not direct reports) (see documentation requirements)

0.50 points/year for being mentored under a formal agreement to develop specific skills (see documentation requirements).

**DOCUMENTATION REQUIREMENTS:**

A letter or other documentation from the organization verifying dates of committee membership, service as an officer, editorial member, volunteer safety service or other, as well as the type of service.

Item Writing Workshop: a copy of the certificate of participation.

Mentorship: a copy of the mentoring contract outlining roles and responsibilities.

**Category C4****Publication of an OHS-related paper**

Maximum Points Allowed per Cycle: 5.0 Points awarded per Year: 1.0 point/paper

**DESCRIPTION:**

This category applies if you have had published an OHS-related paper or article of at least 1500 words. To claim points, you must be listed as the author or the co-author of the paper.

Publications include: Journals, magazines, chapter within a textbook.

**POINTS EARNED:**

1.0 point/paper published

**DOCUMENTATION REQUIREMENTS:**

Article/Paper: a copy of the first page indicating the title, journal name, date of publication, and your name as the author and other authors (if applicable).

Book: A copy of the title page indicating the title, publisher, date of publication, your name as author and other authors (if applicable).



**Category C5****Publication of an OHS-related textbook**

Maximum Points Allowed per Cycle: 10 Points awarded per Year: 10 points/textbook

**DESCRIPTION:**

This category applies if you have had published an OHS-related textbook as author or co-author. Must be author of entire book (if only author of single chapter, claim points under C5).

**POINTS EARNED:**

10 points/book published

**DOCUMENTATION REQUIREMENTS:**

Book: A copy of the title page indicating the title, publisher, date of publication, your name as author.

## APPENDIX A – CERTIFICATION MAINTENANCE WORKSHEETS

### **Instructions for Completing your CMP Worksheets**

- Only those activities **completed within your audit cycle** may be claimed. Please identify all CMPs earned in each of the three categories even though you may have accumulated more than the minimum number of required CMPs.
- Note the maximum allowable number of CMPs for each category. CMPs claimed over and above the maximum allowable in each category will not be counted. **Excess CMPs may not be carried over to the next cycle.**
- Do not break out CMPs by year (ie – if submitting for a five-year cycle, submit one set of worksheets, not one for each of the five years). The total number of points for the five year cycle is to be entered on the worksheets.
- Audited certificants (those on lists B, D, F, H and J) must submit supporting documentation properly identified (eg. – A1, A2...) and submitted in the same order as CMPs are claimed on the worksheets.
- Please retain a copy of your CMP Worksheets until such time as you have received notification from the BCRSP advising that you have been granted a *Continuance of Certification* (confirmation will be emailed to CRSPs/PSACs meeting the requirements of the Certification Maintenance Program).

***Certificants whose designation is revoked for non-submission of CMP worksheets by June 30 must, as part of the reinstatement process, submit documentation for all CMPs claimed regardless of whether or not they were initially required to supply documentation.***

***Certificants who are not being audited may, at the discretion of the Certification Maintenance Committee, be requested to submit supporting documentation for CMPs claimed.***

**CERTIFICATION MAINTENANCE WORKSHEET**

**This report covers: From 1/1/ \_\_\_\_\_ to 12/31/\_\_\_\_\_**

**You must sign and date the last page of this worksheet.**

Name: \_\_\_\_\_ Registration # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_

Phone: Work \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

I am identified on List (A, B, etc) \_\_\_\_\_ [  ] If required, my supporting documentation is enclosed

**DECLARATION:** I certify that I have identified professional development activities based on my personal development needs in order to improve my professional competencies. All CMPs claimed on these worksheets and all documents attached thereto are an accurate reflection of my certification maintenance activities during the current audit cycle.

Name: \_\_\_\_\_ Registration # \_\_\_\_\_

Signature: \_\_\_\_\_

**SUMMARY OF POINTS**

Professional Development							Examinations & Additional Certifications			Professional Pursuits					Total
A1	A2	A3	A4	A5	A6	A7	B1	B2	B3	C1	C2	C3	C4	C5	
25	25	25	5.0	10	1.0	5.0	25	25	25	10	10	10	5	10	<b>MAXIMUM POINTS ALLOWED</b>

**SECTION A: PROFESSIONAL DEVELOPMENT ACTIVITIES**

**A1:** Completion of OHS college/university **credit** courses (generally one semester or approximately 35 hours) with a formal evaluation process or examination. A college/ university transcript is required (*may not claim individual courses if claiming degree under B3*). **Maximum allowable CMPs in this category – 25. TRANSCRIPT REQUIRED**

Institution	Course Title	Date Completed (DD/MM/YY)	No of semester hours	Points claimed	BCRSP USE ONLY
[    ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR A1:</b>				

**A2:** Completion of OHS short courses/seminars/conferences including internal, employer-sponsored courses.

*CRSPs are permitted to accumulate OHS courses less than 6 hours and claim 0.5 CMPs for each six (6) hours of professional development. **Maximum allowable CMPs in this category - 25.***

Institution/Course Sponsor	Course Title	Attendance (DD/MM/YY)- (DD/MM/YY)	No of class hours	Points Claimed	BCRSP USE ONLY
[ ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR A2:</b>				

**A3:** Teaching/developing OHS related courses/seminars (**applies only to courses/seminars over and above those that are taught as part of current position description**). No CMPs are awarded for teaching/developing courses/seminars less than 6 hours. Multiple presentations of the same course/ seminar may only be claimed once per cycle.

**Maximum allowable CMPs in this category - 25.**

Institution/Course Sponsor	Course Title	Date Taught (DD/MM/YY)- (DD/MM/YY)	No of Semester Hours	Points claimed	BCRSP USE ONLY
[ ] Continued on attachment		<b>TOTAL POINTS CLAIMED FOR A3:</b>			

**A4:** OHS paper presentation at a conference (may not claim CMPs for same paper under C4). **Maximum allowable CMPs in this category - 5.0**

- 0.25 points/session length of 15-60 minutes
- 0.50 points/presentation at poster session (90-120 minutes)
- 1.0 points/presentation keynote or workshop (90-120 minutes)
- 0.50 points/chairing/Moderating a professional, safety-related conference session
- 0.50 points/speaker participant/panelist in a professional, safety-related conference session

Conference Sponsor	Conference Title	Conference Dates (DD/MM/YY)- (DD/MM/YY)	Length of Presentation	Role	Points claimed	BCRSP USE ONLY
[ ] Continued on attachment		<b>TOTAL POINTS CLAIMED FOR A4:</b>				

**A5:** Completion of OHS non-related courses/seminars/ conferences that enhance a CRSP’s skill sets (e.g. management courses, computer courses, etc.). *CRSPs are permitted to accumulate non-OHS courses less than 6 hours and claim 0.5 CMPs for each six (6) hours of professional development. **Maximum allowable CMPs in this category – 10.***

Institution/Course Sponsor	Course Title	Attendance (DD/MM/YY)- (DD/MM/YY)	No of class hours	Points Claimed	BCRSP USE ONLY
[    ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR A5:</b>				

<p><b>A6:</b> Completion of the BCRSP'S most recent <i>Survey on the Competencies of Certified Safety Professionals in Canada</i> (this survey is conducted by the Board every five years, next survey 2019). <b>Maximum allowable CMPs in this category - 1.0</b></p>				BCRSP USE ONLY
<p>[ <input type="checkbox"/> ] I confirm I completed the most recent <i>Survey on the Competencies of Certified Safety Professionals in Canada</i> (verifiable by BCRSP)</p>				
<p><b>TOTAL POINTS CLAIMED FOR A6:</b></p>				
<p><b>A7:</b> Reading of occupational health and safety journals, research papers or published textbook. Must be peer-reviewed publications, evidence-based research or academic text-book (read separate from any course work being claimed under A1 or A2). <b>Maximum allowable CMPs in this category - 5.0</b></p> <ul style="list-style-type: none"> <li>• 0.25/points/single research paper</li> <li>• 0.50/points/Journal (in its entirety)</li> <li>• 1.0/points/textbook</li> </ul>				
Name of Journal/Research Paper or Textbook, Publishing Organization and/or Author	Dates Read (DD/MM/YY)- (DD/MM/YY)	Type of Publication	Points Claimed	BCRSP USE ONLY
<p>[ <input type="checkbox"/> ] Continued on attachment</p>	<p><b>TOTAL POINTS CLAIMED FOR A7:</b></p>			



**SECTION B: EXAMINATIONS & ADDITIONAL CERTIFICATIONS**

<p><b>B1:</b> Passing a BCRSP re-examination (the initial passing of the CRSPEX to earn the CRSP designation may not be claimed). <i>This option is for certificants who are not able to accumulate the required CMPs in their current audit cycle. <b>Maximum allowable CMPs in this category - 25.</b></i></p>					BCRSP USE ONLY
<p>[ ] I opted to retake the CRSP Examination on _____ (date) in order to meet the certification maintenance requirements (<i>verifiable by BCRSP</i>)</p>					
<p><b>TOTAL POINTS CLAIMED FOR B1:</b></p>					
<p><b>B2:</b> Obtaining a BCRSP recognized OHS designation (<b>see Appendix B</b>). In addition to the acronym, designations must be written out in full, e.g. CSP-Certified Safety Professional, CIH-Certified Industrial Hygienist. If you have earned a certification that is not currently recognized, please contact the BCRSP for information on what is required for a certification to be assessed. <b>Maximum allowable CMPs in this category - 25.</b></p>					
Examination Passed or Certification or Registration Achieved	Organization/Board	Date Examination Passed	Points Claimed		BCRSP USE ONLY
[ ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR B2:</b>				
<p><b>B3:</b> Obtaining an acceptable bachelor's or graduate degree. <b>Maximum allowable CMPs in this category - 25.</b></p>					
Institution	Degree	Major	Date Awarded (DD/MM/YY)	Points claimed	BCRSP USE ONLY
[ ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR B3:</b>				

**SECTION C: PROFESSIONAL PURSUITS**

**C1:** Continuing professional practice. If you are engaged in acceptable OHS practice you receive 2.0 points/ full year. **Maximum allowable CMPs in this category - 10.**

Date (Year)	Position Title	Name of Employer	Description of Role	Points claimed	BCRSP USE ONLY

Continued on attachment

**TOTAL POINTS CLAIMED FOR C1:**

**C2:** Personal membership in an OHS-related organization (*BCRSP and other certification bodies may not be claimed in this section*). **Maximum allowable CMPs in this category - 10.**

1.0 points/year/membership in a national or international OHS-related organization  
 0.5 points/year/membership in a regional, provincial or local OHS-related organization

National or International OHS-related organization (Only claim for the period that falls within the 5-year CMP cycle)	Dates of Membership	No. of Years	Multiply Years	Points claimed	BCRSP USE ONLY
			X 1		
			X 1		
Regional, Provincial or Local OHS-related organization (Only claim for the period that falls within the 5-year CMP cycle)	Dates of Membership	No. of Years	Multiply Years	Points claimed	BCRSP USE ONLY
			X 0.5		
			X 0.5		

Continued on attachment

**TOTAL POINTS CLAIMED FOR C2:**

**C3:** Voluntary professional service to a professional society, OHS organization or OHS units of other organizations and for volunteer professional service that are approved by the BCRSP. **Maximum Points Allowed per Cycle: 10**

- 2.0 points/year/organization for serving as an officer or director of a national, international, regional, provincial or local OHS organization
- 1.0 points/year/organization for serving as a committee member of a national, international, regional, provincial or local OHS organization or commission
- 0.50 points/year/organization for volunteer safety services to a not-for-profit or governmental organization (i.e. pro-bono work)
- 0.50 points/year/publication for serving on the editorial board of an OHS-related peer-reviewed journal
- 0.25 points/year/publication for serving on the editorial board of an OHS-related trade magazine
- 1.0 points/workshop for participation in a BCRSP Item Writing Workshop
- 0.50 points/year for acting as a mentor outside of job responsibilities (i.e. not direct reports) (see documentation requirements)
- 0.50 points/year for being mentored under a formal agreement to develop specific skills (see documentation requirements).

Year(s) of Service	Organization/Publication/Mentorship Arrangement	Description of Role	Points claimed	BCRSP USE ONLY
[ ] Continued on attachment			<b>TOTAL POINTS CLAIMED FOR C3:</b>	

**C4:** Publication of OHS related paper (minimum of 1500 words) as first author or co-author. Publication includes journals, magazines and textbooks but does not include internal publications or conference proceedings (may not claim CMPs for same paper under A4). **Maximum allowable CMPs in this category - 5.**

Title of Paper	Name of Journal	Publication Date	Points claimed	BCRSP USE ONLY
[ <input type="checkbox"/> ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR C4:</b>			

**C5:** Publication of OHS related textbook as author or co-author. **Maximum allowable CMPs in this category - 10.**

Title of Book	Publication Date	Number of Authors	Points claimed	BCRSP USE ONLY
[ <input type="checkbox"/> ] Continued on attachment	<b>TOTAL POINTS CLAIMED FOR C5:</b>			

## **APPENDIX B – B2 RECOGNIZED CERTIFICATIONS**

The following certifications/examinations have been assessed and awarded points under category B2 of the certification maintenance program. If you have earned a certification that is not currently recognized, please contact the BCRSP for information on what is required for a certification to be assessed.

<b>B2 - Certifications and Licenses Approved for Maintenance Points Awarded</b>		<b>CMPs</b>
CMIOSH	Chartered Member, Institution of Occupational Safety and Health (UK)	25.0
CSP	Certified Safety Professional, Board of Certified Safety Professionals (USA)	25.0
CIH	Certified Industrial Hygienist, American Board of Industrial Hygiene	20.0
CIC	Certification Board of Infection Control and Epidemiology, Inc.	10.0
CSHM	Certified Safety and Health Manager, Institute for Safety & Health Management	10.0
COHN(C)	Canadian Occupational Health Nurse, Canadian Nurses Association-Specialty Practice	5.0
EP (CEA)	EP (CEA) Eco Canada	5.0
EMSLA	Environmental Management Systems Lead Auditor, Canadian Environmental Certification Approvals Board	5.0
	Licensed Toxic Substance Reduction Planner, Ontario Ministry of the Environment	5.0
CHO	Chemical Hygiene Officer, National Registry of Clinical Chemistry	5.0
ROH	Registered Occupational Hygienist, Canadian Registration Board of Occupational Hygienists	5.0
Paralegal License	Paralegal License – Ontario, Law Society of Upper Canada	5.0
CCPE	Canadian Certified Professional Ergonomist, Canadian College for the Certification of Professional Ergonomists	3.0
CDMP	Certified Disability Management Professional, International Disability Management Standards Council	3.0
CET	Certified Engineering Technologist, OACETT, ASET, ASTTBC, SASTT	3.0
CHSMA	Certified Health & Safety Management Systems Auditor, Auditing Association of Canada	3.0
CIE	Certified Indoor Environmentalist, American Indoor Air Quality Council	3.0
CPEA	Certified Professional Environmental H&S Auditor, Board of Environmental Health & Safety Auditor Certifications	3.0
CPHI	Certified in Public Health Inspection, Canadian Institute of Public Health Inspectors	3.0
CUSP Green	CUSP Green (Safety Management), Utility Safety & Ops Leadership Network	3.0
EMT	Emergency Medical Technician – College of Paramedics of Alberta (EMT licenses from other provinces would also qualify)	3.0
ROHT	Registered Occupational Hygiene Technologist, Canadian Registration Board of Occupational Hygienists	3.0
CRM	Certified Risk Manager, National Alliance for Insurance Education & Research	1.0
CPHR	Charter Professional in HR (CPHR), Chartered Professionals in Human Resources in BC and Yukon, Chartered Professional in Human Resources Saskatchewan	1.0
CTDP	Certified Training & Development Practitioner	1.0
CTech	Certified Technician, OACETT, ASET, ASTTBC, SASTT	1.0
AMTA External Auditor	Alberta Motor Transport Association External Auditor	1.0
HSP	Health and Safety Professional (HSP) Certificate Designation, Safety Services Nova Scotia	1.0

<b>B2 - Certifications and Licenses Approved for Maintenance Points Awarded</b>		<b>CMPs</b>
PMP	Project Management Professional, Project Management Institute	1.0
Please note that due to their structure, CHSC and CSO/NCSO do not qualify for points under this category – the individual courses taken towards each of those designations may be claimed under A2		