



**Board of Canadian Registered
Safety Professionals**

**Conseil Canadien Des Professionnels
En Sécurité Agréés**

BCRSP Continuous Professional Development Program – New Categories

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.¹ 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.

¹ METHODS FOR ENSURING CONTINUING COMPETENCE: PART I, Institute for Credentialing Excellence, 2013

Definition of Continuing Competence:

Continuing competence is demonstrating 'specified levels of knowledge, skills, or abilities not only at the time of initial certification but also throughout an individuals' career.

NEW POINT System

BCRSP has transitioned to a CEU system and is referencing the IACET Standard whereby **1 CEU = 10 contact hours**

Overall requirement is for 25 CEUS over a 5-year period.

Category A: Continuing Education					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
A1	Career Development Plan	Submission of a professional development plan* that shows demonstrated outcomes as part of your CM submission will receive	Yes, a template will be provided by BCRSP.	1 CEU for initial update and 1 points for each year reflective activity and update	5 CEUs
A2	University or College Courses - OHS, Management or Leadership related	Successful completion of post-secondary course(s) from an accredited institution. This may include: <ul style="list-style-type: none"> Distance Education Equivalents/face-to-face or online Continuing Education Programs Undergraduate Courses Graduate Courses 	Yes, an official transcript in the sealed envelope from the issuing college/university.	3.0 credit course = 4.5 CEUS 6.0 credit course = 9 CEUs Continuing Education courses (no university/college credit	No maximum



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Category A: Continuing Education					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
		<ul style="list-style-type: none"> Acceptance of Master's Thesis or Graduating Paper at a Masters Level 		awarded) = 3 CEUs Minimum 30-hour course	
A3	Foundational Skills & Knowledge Courses	<p>Foundational skill and knowledge development courses that support performing tasks in a safe manner.</p> <p>Each course may only be claimed once per cycle.</p> <p>E.g. First Aid (Standard and Emergency), H2S Alive, WHMIS/GHS, Confined Space Entry, Fall Protection, Rigging Basics/Safety, Lock Out-Tag Out, Legislation Awareness, Environmental Awareness, Transportation of Dangerous Goods, Scaffolding Safety, etc.</p> <p>Recertification is not able to be claimed. Must be for first time taking course.</p>	Yes, proof of course completion in the form of a certificate or a letter of verification of completion from course provider	<p>1 CEU = 10 course hours</p> <p>(shorter courses can be combined to 10 hours for 1 CEU) or claimed at CEU value (i.e. a 4 hour course is 0.4 CEUs)</p>	Maximum 10 CEUs/5-year cycle
A4	OHS-related Seminars/Workshops/Conferences/Roundtables	Attendance at seminars, workshops, conferences, roundtables – online or in person. This may include company offered, national or regional conferences, seminars, workshops, breakfast meetings or dinner speakers with an educational component.	<p>Yes, proof of attendance in the form of a certificate or a letter of verification from course provider.</p> <p>Examples include OHS professional Association PD and Conference offerings (CSSE PDC, ASSE Safety, etc.)</p>	<p>1 CEU = 10 course hours</p> <p>(shorter courses can be combined to 10 hours for 1 CEU) or claimed at CEU value (i.e. a 4 hour course is 0.4 CEUs)</p>	Maximum 10 CEUs/5-year cycle
A5	BCRSP or other OHS certification board Item Writing Workshop	Attendance at an item writing workshop (2-day session)	Yes, a certificate of attendance	1.0 CEU/workshop	2.0 CEUs/5-year cycle
A6	Self-Directed Learning	<p>This includes readings of periodicals and research, and online learning that is unverified such as webinars, MOOCs, etc.</p> <p>List of Accepted Journals:</p>	Yes, a template will be provided by BCRSP. Will require listing of journal/article/research/webinar/MOOC and narrative on how knowledge is applicable and/or utilized.	<p>0.25/CEU/single research paper</p> <p>0.50/CEUs/Journal</p> <p>1.0/CEUs/Textbook</p>	5.0 CEUs/5-year cycle



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Category A: Continuing Education					
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		<ul style="list-style-type: none"> 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 			
A7	Executive/Management Development Program, Seminar, Conference, Workshop	<p>(Non-OHS courses that help with professional skills)</p> <p>Attendance in an executive/management development program, seminar or conference</p> <p>This category can include courses on:</p> <p>Leadership, Communications, Conflict resolution, Negotiation, General Business , Management, Etc.</p>	Yes, proof of course completion in the form of a certificate or a letter of verification of completion from course provider	<p>1 CEU = 10 course hours</p> <p>(shorter courses can be combined to 10 hours for 1 CEU) or claimed at CEU value (i.e. a 4 hour course is 0.4 CEUs)</p>	20 CEUs/5-year cycle
A8	Professional Ethics Course	<p>Mandatory Category</p> <p>A professional ethics course approved by the BCRSP is mandatory to be claimed once in each five-year cycle.</p> <p>A list of acceptable courses will be developed.</p>	Yes, proof of completion	1.0 CEUs	1.0 CEUs/5-year cycle
A9	Achieving additional certification or license.	Passing approved certification or licensure examinations. You may only claim points in this category for the initial certification requirements.	Yes, proof that includes date of certification granted within the 5-year cycle.	As per the approved list of certifications.	No maximum.



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Category A: Continuing Education					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
		<p>Points MAY NOT be claimed for recertifying/renewing.</p> <p>Credit is allowed only for those programs that have undergone a complete review by the CPD Committee. Reference list of acceptable certifications and assigned CEU value.</p>			

Category B: Leadership					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
B1	Mentoring	Acting as a mentor outside normal job duties (i.e. not direct reports.) under a formal agreement to develop specific skills.	Yes, record of contact with signatures of mentor/mentees	2 CEU/mentoring relationship	10 CEU/5-year cycle
B2	Being Mentored	Being mentored under a formal agreement to develop specific skills.	Yes, record of contact with signatures of mentor/mentees	2 CEU/mentoring relationship	10 CEU/5-year cycle
B3	Supervising Students in the Workplace	Supervising Student in the Workplace during a formal co-op, internship or work-experience placement related to an OHS domain where written appraisal is provided along with regular feedback	Yes, verification from student's institution	2 CEU/student	10 CEU/5-year cycle
B4	Volunteer Service on a Committee/Taskforce or Board	<p>Volunteer service must be for a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation.</p> <p>a) Active Committee/Taskforce Voluntary Service to a professional society, OHS organization or OHS units of another organization. Organization can be local, provincial, regional, national, or international.</p>	Yes, letter of verification from organization that you volunteer with	<p>a) 1 CEU/24 hours</p> <p>b) 2 CEU/chair/co-chair of committee/task force</p> <p>c) 3 CEU/board service in an OHS org.</p>	<p>a) 5 CEU/5-Year Cycle</p> <p>b) 10 CEU/5-Year cycle</p>



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Category B: Leadership

Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
		b) Active Chair/co-chair of a committee/task force of a professional society, OHS organization or OHS units of another organization. Organization can be local, provincial, regional, national, or international. c) Active Board Member (in an OHS Association) For a minimum of one-year term. d) Active Board Member in Not-for-profit Organization (not restricted to OHS) for a minimum of a one-year term.		d) 2 CEU/board service in a NFP (non-OHS)	c) 15 CEU/5-year cycle d) 10 CEU/5-year Cycle
B5	Volunteering in an unpaid OHS consultative role	Volunteering in an OHS capacity for a minimum of 20 hours.	Yes, log of volunteer hours and letter of verification from organization providing pro-bono services to	1 CEUs for 24 hours hours/pro-bono work	10 CEU/5-Year Cycle
B6	Completion of a BCRSP competency survey	CRSP Competency Survey Technician competency survey completion	Yes, verification email from BCRSP regarding completion.	0.5 CEU/survey	1.0 CEU/5-Year Cycle
B7	Personal Membership in an OHS-related Organization	Personal membership in an OHS-related organization such as: ASSE CSSE IOSH SIA AIHA ACE Etc.	Yes, proof of membership during years of cycle.	0.5 CEUs/year/personal membership	5 CEUs/5-Year Cycle



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Category C: Instruction					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
C1	Developing a new and first time University, College or Institute Course or redeveloping an existing program.	<p>Courses related to OHS knowledge base for which students receive credits towards a degree, diploma or certificate in OHS and for which assignments, papers and/or exams have to be marked. The course must be offered at an accredited post-secondary institution.</p> <p>Credit will be only be granted for the first time the course is developed. Courses may include</p> <ul style="list-style-type: none"> • Continuing Education Programs • E-learning/online courses • Executive/Management or Development Programs • Undergraduate Courses • Graduate Courses • Certification Course <p>If developing and/or teaching OHS-related courses or seminars is part of a certificants job description, the activity does not earn CEUs under this category. In such cases, points are awarded under category D1 OHS Practice.</p>	Yes, letter of verification of course development from university, college or institute.	5 CEUs/Course	25 CEUs/5-year cycle
C2	Teaching a University, College or Institute Course for the first time.	<p>Courses for which students receive credit towards a degree, diploma or certificate in OHS and for which assignments, papers and/or exams have to be marked.</p> <p>The course must be taught at an accredited postsecondary institution.</p>	Yes, letter of verification of course instruction from university, college or institute.	5 CEUs/firs time course taught 1 CEU/repeat instances	25 CEUs/5-year cycle
C3	Developing a new Course, Workshop or Seminar (not taught at a university/college or Institute)	<p>Credit is only granted for the first time the course, workshop or seminar is developed for a non-post-secondary institution, workplace or client.</p> <p>If developing and/or teaching OHS-related courses or seminars is part of a certificants job description, the activity</p>	Yes, letter of verification from non-post secondary institution, workplace, or client of course developed.	2 CEU/course	10 CEUs/5-year cycle



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Category C: Instruction					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
		does not earn CEUs under this category. In such cases, points are awarded under category D1 OHS Practice.			
C4	Facilitating new Course, Workshop or Seminar	Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post -secondary institution, workplace or client.	Yes, letter of verification from non-post secondary institution, workplace, or client of course facilitated.	1 CEU/course facilitated .5 CEUs/repeat	5 CEUs/5-year cycle
C5	Guest Lecturer at a College/University OHS Program	Speaking to a college/university OHS program as a guest lecturer.	Yes, letter of verification from faculty regarding guest lecture	0.5 CEU/lecture	12.5 CEUs/5-year cycle
C6	Keynote, Plenary or Workshop Speaker	Speaking/Presenting at a an OHS related international, national, provincial or regional or chapter conference/event. Presentation must be a minimum of 45 minutes.	Yes, letter of verification from organization hosting the conference/event.	0.5 CEU/keynote, plenary, or workshop	12.5 CEUs/5-year cycle
C7	Panel Member	Participating as a panelist or moderator at an OHS related international, national, provincial or regional or chapter conference	Yes, letter of verification from organization hosting the conference/event.	0.25 CEU/panel	5 CEUs/5-year cycle

Category D: OHS Practice					
Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
D1	OHS Practice	Engaged in OHS practice full-time or part-time. CRSPs must be engaged in professional practice a minimum of 900 hours/year	Yes, letter of verification from employer	1.0 CEU/year	5 CEU/5-year cycle



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Category E: Research and Publications

Ref#	Sub-Category Name	Description	Documentation Required	CEU	Maximum # of CEUs permitted
E1	Authoring of a published OHS-research related paper	Authoring of a published OHS-research related paper published in a peer-reviewed or evidence based journal.	Yes, copy of research paper that shows name of journal published in, date published.	2.0 CEUs/paper	10 CEUs/5-year cycle
E2	Authoring or co-authoring of a published OHS-related textbook	Must be published by a 3 rd party (self-published works do not qualify) and you must be the author or co-author of the entire book (single chapters would qualify under E3)	Yes copy of front cover, and publication page from book.	5.0 CEUs/textbook	10 CEUs/5-year cycle
E3	Authoring of a published OHS Related Book Review, Editorial or Article	Must be published by a 3 rd party	Yes, copy of published article	0.5 CEUs/article	10 CEUs/5-year cycle
E4	Conducting Formal Research Related to OHS knowledge	Conducting Formal Research Related to OHS knowledge base but not part of normal responsibilities, culminating in either a significant client or company report or published work (e.g. white paper.) This is also applicable to OHS consultants, both internal and external.	Yes, a template will be provided by BCRSP.	2.0 CEUs/Research/White Paper	4.0 CEUs/5-year cycle