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Continuance of Certification **COC Guide**

GENERAL RULES AND PROCEDURES

This guide covers Continuance of Certification (COC) for Certified Safety Professionals (CSPs).

Purpose of COC

The Continuance of Certification program helps assure that Certified Safety Professionals remain current in professional safety practice.

Participation and General Requirements

If you hold the CSP designation, you **must participate** in activities of the COC program and report such activities every five years. *You must achieve 25 COC points in each five-year period, called a COC cycle. Failure to meet this requirement will result in loss of the CSP designation.*

Schedule

COC cycles normally extend five years, beginning on January 1 and ending on December 31.

For those just achieving the CSP, your **first** COC cycle is usually a little longer than five years. It begins the day you become certified and ends on December 31 of the fifth **full** year following the start of your cycle.

After your COC cycle ends on December 31, you have until June 1 of the following year to submit a report of activities and points claimed.

Beginning in 2004, the reporting date for COC worksheets will change from July 1 to June 1. Worksheets must be postmarked no later than June 1.

COC Activities

BCSP uses COC points to evaluate program compliance. You can earn COC points in 10 different categories of activities.

DETAILED PROCEDURES

Notification

- *Cycle end date appears on annual renewal notice.* Each year your annual certification renewal notice cover letter states when your COC cycle ends.
- *Notice is sent to certificants near the end of the COC cycle.* Near the end of your COC cycle, BCSP will send a notice that your cycle is ending and reporting is due. Copies of the latest *COC Guide* and *COC Worksheet* can be downloaded from the BCSP web site at any time.

Keeping Track of COC Points

You are responsible for keeping track of your own activities and COC points and compiling supporting documentation. BCSP will retain records on only those activities for which BCSP awards COC points.

- *Set up a file or binder for all COC materials.* It is very important to set up a personal procedure for tracking COC points. You may prefer a file folder, pocket folder, or three-ring binder. You will want to keep this *COC Guide*, supporting documents for activities, and a running list of COC points earned in your file.
- *Use this COC Guide to regularly log points.* There are forms at the end of this *COC Guide* to help you keep track of your activities and the points earned. At least once a year you will want to review and update your records. A good time to check your records is when you receive the annual renewal notice for your certification. Keeping accurate records regularly will make it easy to prepare the COC report following the end of your five-year COC cycle. It will also make it easy to verify points claimed should you be selected for an audit.
- *Keep original documents that verify points.* Retain documentation supporting your claims for points. **You will have to submit supporting documentation only if you are audited and BCSP requests verification of activities and points claimed.** You should not submit documentation with your end-of-cycle report. Acceptable documentation is listed under each point category.

Counting COC Points

- **Keep track of points accurately as they are earned.** When maintaining your records, you may have activities that have portions of a COC point. For example, a continuing education course may have 1.3 points. Keep track of these points (including partial points) accurately when you obtain them, since partial points may be critical at the end of your COC cycle. **Total points for a cycle are not rounded upward.** For example, you may have a total of 24.8 COC points at the end of your COC cycle. This does not meet COC requirements. You must meet the minimum 25 points. Also, BCSP's COC points are not equivalent to any other organization's certification maintenance points.
- **You can claim activities only once and in only one category.** (No "double dipping.") A basic rule in the COC program is that an activity can be counted only once and in only one category. It is good to test your activities against this rule. For example, as part of a professional position, one may develop and conduct a company training course or seminar. If one claims credit in Category 1 for professional practice in this position, the activity cannot be claimed in Category 7 under course development and teaching. Similarly, if one teaches the same course several times in a cycle, it can be claimed for COC points only one time in the cycle.
- **Points earned during a cycle may be claimed for that cycle only. Points do not carry over to another cycle.** Points reported for a COC cycle must have been earned during that cycle. **Points cannot be carried over from a previous cycle or claimed for activities which occurred before or after the cycle.**
- **You can meet COC requirements by examination.** A good way to earn all 25 points with one activity is to retake and pass the Comprehensive Practice examination which led to your CSP. You only need to register and pay for the examination. There are no other requirements. Contact BCSP about examination registration. **The Comprehensive Practice examination can be taken for COC credit only during the last year of the five-year cycle.**

CSPs may also want to earn 15 COC points by taking and passing a CSP specialty examination. Any CSP is eligible for any CSP specialty examination. Contact BCSP for a *CSP Specialty Handbook* that describes the current specialty examinations. **All CSP specialty examinations will be discontinued on April 30, 2004.**

Leave of Absence

If you expect to be temporarily absent from the practice of safety, you may request a *leave of absence* for up to three years. You must request a leave of absence **in writing**. You can have no more than two leaves of absence. Your COC points required will be reduced by five points for each year of a leave of absence. A leave of absence does not change your cycle schedule and you must request a leave of absence before the June 1 deadline. You must also pay the annual renewal fee during the leave of absence.

Extensions

You may extend your COC cycle for **one year** by submitting a written request to BCSP before the June 1 deadline. However, an extension will shorten the next COC cycle. For example, a one-year extension would make the just-completed cycle six years in length, but shorten the following cycle to four years. You must earn 25 points in each cycle.

If you resolve a point shortage during an extension, you have met COC requirements and BCSP will notify you of compliance. If you fail to resolve the point shortage during the extension, BCSP will notify you that you have lost your certification.

Reporting

- **You must report using a BCSP reporting worksheet at the end of your COC cycle.** The reporting worksheet is intended to make it as simple as possible to report your activities and points claimed. You must use the worksheet; other forms are not accepted. Copies of the latest *COC Guide* and *COC Worksheet* can be downloaded from the BCSP web site at any time.
- **The end-of-cycle report must be postmarked by June 1 in the year following the end of your COC cycle.** BCSP will accept your report during the five-month period between the time your COC cycle ends and June 1 of the following year. BCSP will evaluate your report and notify you whether you have met the COC requirements. If you are selected for auditing, BCSP will notify you and explain what you need to do.
- **Do not report until notified.** Do not report until after your COC cycle has ended. When BCSP sends you a notice at the end of your cycle, the information will contain the latest forms, requirements and procedures, which change from time to time. You will want to take advantage of any rule interpretations in place at the time of your report.

- **Do not send supporting documents with your initial report.** When you submit your reporting worksheet, proof of points claimed is not required. **Supporting documents are needed only if BCSP selects you for an audit and requests verification of activities and points claimed.**
- **Program changes and interpretations are published in the BCSP Newsletter.** The *BCSP Newsletter* includes information about changes in the COC program requirements and policies. This also includes information about rulings on activities and points as they occur. Newsletters appear on the BCSP web site.

Auditing

The COC auditing process ensures that a certificant verifies the points claimed on a COC report. BCSP randomly selects COC reports for auditing and will notify affected CSPs. The notice will explain how to submit verification and when materials are due. By policy, all BCSP Directors are audited at the end of their COC cycles.

Notification of Results

BCSP will review each end-of-cycle report to determine if your COC requirements were met.

COC Met. If you meet the 25 COC points required, BCSP will send you a written notice stating that you have met this requirement and you will be allowed to retain the CSP through annual renewals during the next COC cycle.

COC Not Met. If you submit a report for your COC cycle by the June 1 deadline and BCSP finds that you did not acquire the required 25 points, BCSP will notify you that your certification is invalid.

Failure to Report. If you fail to report by June 1, BCSP will notify you that your certification is invalid.

Reinstating the CSP

If BCSP notifies you that your CSP is invalid because you have not met the COC requirements, there are three options for being reinstated as a CSP in good standing.

The first option gives you 30 days from the date of the notice to fully comply with COC requirements, submit a COC worksheet and supporting documentation, and pay a **non-refundable** COC reinstatement fee.

Failure to fully comply with the first option by this deadline confirms that your CSP is invalid as stated in the

notice. The only remaining options for reinstating the CSP are those described below.

The second option is in effect for five years following the date of the notice that your CSP is invalid. During the five years, you can register, pay for, and pass the Comprehensive Practice examination. You must also pay a reinstatement fee and any delinquent annual renewal fees.

The third option occurs after five years following the notice that your CSP is invalid. It requires you to apply as a new CSP candidate and meet all current requirements to achieve the CSP.

Appeals

Should BCSP notify you that you are not in compliance with COC requirements and your CSP is invalid, you have six months from the date of notification to file an appeal. BCSP will review and act on the appeal.

An appeal must be submitted to the BCSP Executive Director **in writing**. An appeal must provide information and supporting documentation to justify having BCSP waive or modify any COC rules and procedures or to provide evidence that compliance with COC requirements was not possible due to extenuating circumstances.

CSP-Retired Status

If you are engaged in professional safety practice at all, on a full-time or part-time basis, the concept behind voluntary certification is that you must choose whether you want to retain certification. You must meet all CSP requirements or you cannot retain the CSP.

For those who are no longer engaged in professional safety practice at all, BCSP offers the CSP-Retired status. It indicates that a person once held the CSP, is not engaged in professional safety practice at all, but may have some rights to reinstate as a CSP in good standing.

The CSP-Retired status **does not mean** that one is retired from a previous place of employment. It is not an honorary status denoting that one has been in the safety profession for a long time.

Someone electing CSP-Retired status cannot claim to hold the CSP. One can state as a fact the time period during which the CSP was held. BCSP considers claiming to be a CSP unauthorized use of the designation

when the requirements to achieve or retain the CSP have not been met.

Someone in CSP-Retired status has the right to seek reinstatement of the CSP without having to reapply for the CSP. During the first five years after electing the CSP-Retired status, one can seek reinstatement of the CSP without examination. After five years, someone seeking reinstatement as a CSP must sit for and pass the Comprehensive Practice examination. Should someone seek reinstatement as a CSP at any time after electing the CSP-Retired status, the person must demonstrate compliance with COC requirements for any past COC cycle(s) not previously reconciled. The individual must also pay the difference in annual fees between that of the CSP-Retired status and the CSP for the period that the CSP-Retired status was held.

EDUCATIONAL AND CERTIFICATION STANDARDS

Acceptable Degrees and Courses from U.S. Colleges and Universities. When claiming COC points for academic degrees (Category 9) or academic courses (Category 8), credit will be allowed for degrees or courses from U. S. colleges and universities that meet the BCSP standard:

Degrees and courses from U.S. colleges and universities seeking COC credit must be from schools holding institutional accreditation from an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) as having institutional accreditation authority as long as the course is completed or the degree awarded during the period of accreditation.

A list of schools with CHEA-recognized accreditation can be found under “Accredited Institutions” at www.chea.org.

College and university courses and degrees offered outside the U.S. are evaluated for U.S. equivalence. There is a fee for evaluating degrees and courses earned outside the U.S.

Continuing Education Units. Continuing education courses provide one of the main methods for keeping up with professional practice. Both the length of a course and the rigor contribute to the value of a course.

For many continuing education courses, the providers ensure that they comply with national standards for continuing education courses established by the International

Association for Continuing Education and Training¹. Only courses complying with IACET standards can award Continuing Education Units (CEUs). *One CEU equals one COC point for students and instructors.*

BCSP does not evaluate courses for CEU credit or award CEUs. BCSP relies on compliance with IACET standards to help ensure quality in the educational offering and recognizes the CEU as a measure of course credit.

Distance Learning Courses. There are few standards for measuring the length of distance learning courses. Colleges and universities have standards for awarding semester or quarter hours, regardless of the media used (i.e. CD-ROM, video, Internet, teleconference, or other self-study). Another standard is found within the IACET standard for awarding CEUs (available on the IACET web site). The IACET standard for CEUs includes a procedure for deriving a course length from a study of a pilot group of students. Training providers offering distance learning courses are responsible for compliance with these standards. **BCSP does not evaluate distance learning courses for compliance with standards.**

ABIH CM Credit. For continuing education programs approved by the American Board of Industrial Hygiene (ABIH) for CM credit, one may convert ABIH CM credit to BCSP COC credit at a rate of 0.625 (1 CM point = 0.625 COC points).

ACCEPTABLE COC ACTIVITIES

Activity Categories. There are 10 activity categories in which one can earn COC points. BCSP measures all acceptable activities in terms of COC points. Information about each category appear in pages 5 through 12. *Descriptions of acceptable documentation required for audits appear in italics.*

Acceptable Safety-related Subjects. Throughout this *COC Guide*, BCSP defines “safety related” as any subject appearing on the Comprehensive Practice examination. BCSP uses “safety related” to decide whether the content of a course, conference or COC activity is acceptable for COC credit. The complete Comprehensive Practice examination blueprint outlines the functions (domains) and tasks (responsibilities) of professional safety practice and the associated knowledge and skills for each task. The blueprint is found on the BCSP web site at www.bbsp.org.

¹The International Association for Continuing Education and Training (IACET), 1620 I Street, NW, Suite 615, Washington, DC 20006; 202-463-2905; www.iacet.org.

CATEGORY 1

Professional Safety Practice

Maximum Points Allowed Per Year: 2

Maximum Points Allowed Per Cycle: 10

Description: Professional safety practice must meet **all** of the following criteria to be considered acceptable by BCSP:

1. The professional safety function must be the *primary* function of the position. Collateral duties in safety are not considered the primary function.
2. The position's primary responsibility must be the *prevention* of harm to people, property, and the environment, rather than responsibility for responding to harmful events.
3. The professional safety function must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed instead of full-time safety experience if the applicant has the equivalent of at least 900 hours of professional safety practice during any year (75 hours per month or 18 hours per week) for which COC credit is sought.
4. The position must be at the professional level. This is determined by evaluating the degree of responsible charge and reliance of employers or clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.
5. The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skills are analysis, synthesis, design, investigation, planning, administration, and communication.

COC Points Earned: If CSPs are engaged in acceptable, professional safety practice for at least 900 hours in a year (full or part-time), they receive 2 COC points for a **full** year. **Less than 900 hours in a year receives no points.**

Documentation: *A letter from your employer verifying dates of employment and safety responsibilities. Client documentation for consultants.*

CATEGORY 2

Safety Organization/Division Membership

Maximum Points Allowed Per Year: 1

Maximum Points Allowed Per Cycle: 5

Description: To receive credit in this category, the organization must meet all of the following criteria:

1. It must have a technical or scientific premise.
2. It must sponsor a conference at least biannually and/or publish a technical journal at least quarterly.
3. The primary functions must be in the areas of accident prevention, environmental protection, fire protection, health physics, industrial hygiene, loss control or prevention, occupational health, risk management, risk analysis, system safety; OR it must have a division or section in at least one of these areas.
4. It must be generally recognized by the safety profession.

COC Points Earned:

National safety organization	1 point per year
Regional, state, or local safety organization	0.5 points per year

National refers to organizations that cover the entire United States or extend internationally. **Regional** organizations extend across several states. **State and local** organizations fall within a single state.

Many national organizations automatically include local chapter membership as part of national membership. For these, CSPs receive only 1 COC point for being a member at the national level. They do not receive an additional 0.5 COC points for being a member of a local chapter. 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.

For non-safety organizations, credit is allowed if the CSP is a member of the safety division or section. Membership in the safety division of a national, non-safety organization earns 1 COC point for any portion of a year. Membership in the safety division of a regional, state or local non-safety organization or in a regional, state, or local chapter or section of a national organization earns 0.5 COC points for any portion of a year.

Documentation: *A copy of your membership certificate(s) indicating dates of membership, dues receipts or canceled checks.*

CATEGORY 3
Professional Service:
Technical/Professional Committees,
Safety Organization Offices, and Other
Approved Professional Services

Maximum Points Allowed Per Year: 2
Maximum Points Allowed Per Cycle: 10

Description: This category allows for service to professional societies, to safety organizations and safety units of certain other organizations, and for volunteer professional services that are approved by BCSP. Examples include serving as an officer at a national, regional, state, or local level in a safety society or association. Service on committees, commissions, councils, or standards committees of safety societies and associations also receive credit. The COC Committee may approve service in other volunteer activities when there is acceptable safety content.

Service that is part of regular job duties in Category 1 cannot receive credit in both categories. For example, a government employee who administers a commission, council, or committee as a part of his or her job duties already receives credit under Category 1 for that role.

National refers to organizations that cover the entire United States or extend internationally. **Regional** organizations extend across several states. **State and local** organizations fall within a single state.

COC Points Earned:

Officer or Committee Member

- Officer of a national organization 2 points per year
- Officer of a regional, state, or local safety organization 1 point per year
- Service on a national safety organization, committee, commission, etc. 2 points per year
- Service on a regional, state, or local safety organization, committee, etc. 1 point per year

Other Approved Safety Volunteer Activities

- Volunteer professional safety services to a non-safety organization:
 - National or international level 0.50 points per year
 - Regional, state, or local level 0.25 points per year

- Volunteer fire department service 0.50 points per year
- Emergency medical service (EMS) 0.50 points per year
- Volunteer professional safety services to the 2002 Winter Olympic Games Safety Committee 0.50 points per year
- Service on an editorial board:
 - Peer-reviewed journal 0.50 points per year
 - Trade magazine 0.25 points per year

Service to conferences:

- Conference chair or member of conference organizing committee:
 - National conference 1 point
 - Regional, state, local, or internal conference 0.50 points
- Session organizer or judge of blind reviews:
 - National conference 0.50 points
 - Regional, state, local, or internal conference 0.25 points

Service to BCSP:

- Participate in a role delineation workshop 2 points
- Completing a job analysis survey 1 point
- Service as examination item reviewer 2 points per year or project
- Service to a BCSP subcommittee 2 points per year
- Participating in an examination item-writing workshop (if participation extends beyond the 2 points allowed per year, this activity can gain credit in Category 5):
 - One day in length 2 points
 - Half day in length 1 point
- Being the contact for and staffing a BCSP table top exhibit at a safety conference or training session that is at least one day long. 0.50 points
- Making a presentation on the CSP at a local safety and health society chapter meeting or at a safety conference or training session that is at least one day long. 0.50 points
- Making a presentation of at least 30 minutes to students (elementary, high school, college) promoting the safety profession and the value of the CSP. 0.50 points

Documentation: A letter or other documentation from the organization verifying the dates of your committee membership, service as an officer, or other service, as well as the type of service provided.

CATEGORY 4

Professional Publications, Papers, Technical Presentations, and Patents

Maximum Points Allowed Per Year: No Limit

Description: This category covers contributions to the safety body of knowledge through publications, presentations, and patents. See page 4 for the definition of safety related.

COC Points Earned:

Publications

- Published, safety-related paper or article of at least 1,500 words in a peer-reviewed journal (peer reviewed means the journal has blind review procedures and at least two people review each proposal):
 - Single author 2 points
 - Multiple authors 1 point
- Published, safety-related paper or article of at least 1,500 words, including paper published in a proceeding:
 - Single author 1 point
 - Multiple authors 0.50 points
- Published, safety-related book:
 - Single or multiple author or editor 5 points
 - Author of a chapter, single author 1 point
 - Author of a chapter, multiple authors 0.50 points

Conferences

- Presentation at a professional, safety-related conference:
 - Session length of 15-60 minutes 0.25 points
 - Presentation at poster session (90-120 minutes) 0.50 points
 - Presentation at a round table (90-120 minutes) 1 point
- Chairing a professional, safety-related conference session (requires organizing session speakers and technical review of presentations) 0.50 points

Patents

- Patents must meet all of the following requirements:
 1. An original patent (not a duplicate in a different country or jurisdiction)
 2. Awarded (not pending)
 3. Must have one patentable feature that:
 - a. Is safety, health, environmental or ergonomics related, or
 - b. Reduces risks through the general function of the patented device or method
 - Single inventor listed on the patent 1 point
 - Multiple inventors listed on the patent 0.50 points

Documentation:

- *Article/Paper:* A copy of the first page indicating the title, journal name, date of publication, your name as 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).
- *Presentations:* Documentation indicating your participation.
- *Session Chair:* Assignment documentation from the general chair.
- *Patents:* Photocopy of full patent document.

CATEGORY 5

Writing Examination Items

Maximum Points Allowed Per Year: No Limit

Description: You can earn COC points for drafting CSP examination items at workshops or by submitting them. The items must meet the style and content requirements established by BCSP in the *Manual for Writing Examination Items* and be acceptable to BCSP. You can obtain a copy of the Manual from BCSP or download it from the BCSP web site.

COC Points Earned:

- Five stand-alone examination items 1 point
- A series item with a scenario and 1 point
three associated items
- Participating in a BCSP item-writing
workshop:
 - Half day 1 point
 - Full day 2 points

You also can earn COC credit for drafting items for the Council on Certification of Health, Environmental and Safety Technologists (CCHEST) examinations and for other nationally-accredited safety-related examinations.

- Five stand-alone examination items 1 point

Documentation: A copy of the BCSP certificate(s) or letter(s) indicating the number of COC points awarded.

A letter or other document from another organization recognized by BCSP in this category showing credit awarded for having submitted draft items and the date accepted.

CATEGORY 6

Professional Development Conference Attendance

Maximum Points Allowed Per Year: No Limit

Description: Most safety-related conferences conducted by BCSP membership organizations are acceptable for COC points. Also, regional, state, local, and many employer-sponsored conferences qualify for COC points if at least **50%** of the conference program is safety related. See page 4 for the definition of safety related.

COC Points Earned:

- Provider offers CEU credit 1 point per CEU
- Provider does not offer CEU credit

Credit is based on the length of the conference:

- Two days or longer 1 point
- At least one day, but less 0.50 points
than two days
- Less than one day 0 points

Seminars and continuing education courses purchased separately, held in conjunction with a conference, and which are not included in the general conference registration, receive separate credit under Category 7.

Documentation: The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (e.g., registration receipts, canceled checks, hotel receipts, airline tickets, etc.)

CATEGORY 7

Continuing Education Courses/Seminars

Maximum Points Allowed Per Year:

- **Student or Teacher:** **No Limit**
- **Developer:** **3**

Description: This category covers participation in safety-related continuing education courses and seminars other than those offered for academic credit (see Category 8). See page 4 for the definition of safety related.

If developing and/or teaching safety-related continuing education courses or seminars is part of a CSP's job description, the activity does not earn COC points under this category. In such cases, COC points are earned in Category 1.

NOTE

- **Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle.**
- **Distance learning media includes CD-ROM, video, Internet, teleconference or other self-study.**

COC Points Earned:

Safety-related Courses or Seminars

Attending or Teaching:

- Provider offers CEU² credit 1 point per CEU
 - Provider offers live courses without CEU credit 0.25 points per 3 hours of instruction
 - Provider offers distance learning courses without CEU credit 0.05 points per 1 hour of instruction
- (See Table 7-A on page 10)**
- Provider offers distance learning courses without CEU credit 0.05 points per 1 hour of instruction
- (Maximum of 1 point per year is allowed.)**

Developing:

(A maximum of 3 points per year is allowed.)

- Provider offers CEU credit 0.50 points per CEU
- Provider offers live courses without CEU credit 0.125 points per 3 hours of instruction
- Provider offers distance learning courses without CEU credit 0.025 points per 1 hour of instruction

Other Educational Programs

- Chartered Property and Casualty Underwriter (CPCU) courses:
 - Old Courses** 6 points per course
 - CPCU 1
 - CPCU 3
 - CPCU 4
 - CPCU 6
 - CPCU 7
 - CPCU 10
 - New CPCU Courses**
 - 553 8 points
 - 556 0 points
 - 557 8 points
 - All other new courses 6 points
- For Associate in Risk Management courses (not all ARM courses can earn credit):
 - ARM 54
 - ARM 55
- For Associate in Loss Control Management courses (not all ALCM courses can earn credit):
 - ALCM 74 6 points per course
 - ALCM 75
 - ALCM 76

Readership Quiz Programs

Currently, there are two publications that offer recertification quizzes for readers. The points vary somewhat, based on the number of items, rigor of the articles, and other factors. It is up to the publishers to operate these programs, provide proof of participation, and award the appropriate credit.

- ACGIH Journal - *Applied Occupational and Environmental Journal* "Action Level" program (this publication will soon be a joint AIHA/ACGIH Journal) 0.015 points per item
- *Compliance Magazine* 0.01 points per item

²CEU, Continuing Education Units, are awarded by the International Association for Continuing Education and Training (IACET). See page 4 for more information.

Documentation:

- **Student:** A copy of your certificate of completion indicating course title, date(s) of attendance, and a copy of the catalog description or information brochure indicating topics covered and CEUs earned or the number of contact hours for the course.
- **Teacher:** A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.
- **Developer:** A letter from the academic institution or course sponsor verifying that you developed the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student or the number of contact hours for the course.

Table 7-A. Converting Contact Hours for Courses into COC Points

Contact Hours	COC Points	Contact Hours	COC Points
1	0.08	21	1.75
2	0.16	22	1.83
3	0.25	23	1.92
4	0.33	24	2.00
5	0.42	25	2.08
6	0.50	26	2.17
7	0.58	27	2.25
8	0.66	28	2.33
9	0.75	29	2.42
10	0.83	30	2.50
11	0.92	31	2.58
12	1.00	32	2.67
13	1.08	33	2.75
14	1.17	34	2.83
15	1.25	35	2.92
16	1.33	36	3.00
17	1.42	37	3.08
18	1.50	38	3.17
19	1.58	39	3.25
20	1.67	40	3.33

CATEGORY 8

College/University Courses

Maximum Points Allowed Per Year:

- **Student or Teacher:** No Limit
- **Developer:** 3

Description: COC points may be earned by completing safety-related college or university courses. BCSP will accept courses from U.S. colleges and universities that meet the BCSP standard on page 4. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university and appear on an official transcript. College and university courses offered outside the U.S. are evaluated for U.S. equivalence for a fee. See page 4 for the definition of safety related.

Post-baccalaureate certificate programs earn course credit **only** in this category.

COC Points Earned:

- *Student or teacher* 2 points per semester hour
(1.33 points per quarter hour)

Note: Credit is allowed only one time per cycle for teaching the same course multiple times per cycle.

- *Developer* 1 point per semester hour
(0.67 points per quarter hour)

Documentation:

- **Student:** An *official transcript (photocopies will not be accepted) bearing the Registrar's stamp or raised seal, indicating date of completion and credits earned.*
- **Teacher:** A letter from the academic institution verifying that you were appointed to teach the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.
- **Developer:** A letter from the academic institution verifying that you developed the course and a copy of the catalog description indicating course title, date(s) taught, topics covered, and the number of credits earned per student.

CATEGORY 9

Advanced Degrees

Maximum Points Allowed Per Year: No Limit

Description: Earning a degree **beyond** those held when initially certified earns COC points. The institution awarding the degree must be accredited by an accrediting body acceptable to BCSP (refer to the BCSP standard on page 4). College and university degrees offered outside the U.S. are evaluated for U.S. equivalence for a fee.

Post-baccalaureate certificate programs earn course credit only in Category 8.

COC Points Earned: Any degree meeting the requirements of this category earns 25 points.

Documentation: An *official transcript (photocopies will not be accepted) bearing the Registrar's stamp or raised seal showing the degree and date awarded.*

CATEGORY 10

Certification/Registration Examinations

Maximum Points Allowed Per Year: No Limit

Description: You can earn COC 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 CSP designation, including the processes required for accreditation and the content of CSP examinations. **Credit is allowed for only those programs that have undergone a complete review by the COC Committee.**

COC Points Earned:

Examination, Certification, or License	Points
• BCSP Examinations:	
- CSP Comprehensive Practice examination ³	25
- CSP Specialty examination (Ergonomics, System Safety or Construction Safety)	15
• Certified Industrial Hygienist	25
• Certified Health Physicist	25
• Professional Engineering License from a U.S. state	25
• Chartered Engineer [U.K.]	25
• Canadian Registered Safety Professional	25
• Singapore Institute of Safety Officers	25
• NEBOSH National Diploma [U.K.]	25
• Diplomat in Environmental Engineering	25
• Certified Toxicologist	25
• Qualified Environmental Professional	15
• Construction Health and Safety Technician	10
• Occupational Health and Safety Technologist	10
• Certificate in Diagnostic Radiologic Physics	10
• Certified Professional Ergonomist	10
• Certified Human Factors Professional	10
• Chemical Hygiene Officer	5
• Certified Hazardous Materials Manager	5
• Certified Fire Protection Specialist	5
• Associate in Claims	5
• Bar Examination from any U.S. state	5
• Commission Accredited Traffic Accident Reconstructionist	5
• Registered Environmental Health Specialist	5

• Registered Sanitarian	5
• Medical Nuclear Physics Certification	5
• Certified Business Continuity Professional	2
• Certified Industrial Ergonomist	2
• Associate in Loss Control Management	2
• Registered Environmental Assessor	2
• Registered Environmental Manager	2
• Licensed Pennsylvania Property and Casualty Underwriter	2
• Certified Professional Environmental Auditor	2
• Chartered Property and Casualty Underwriter	1
• Associate in Risk Management	1
• Certified Insurance Counselor	1
• Certified Risk Manager	1
• Registered Environmental Professional	1
• Certified Environmental Trainer	1
• Certified Safety and Health Manager	1
• Certified Electrical Inspector (ICBO)	1
• Certified Building Inspector (ICBO)	1

Documentation: 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. BCSP examinations do not require documentation.

³The BCSP Comprehensive Practice examination may be taken only during the last year of the COC cycle.