WORK AS A
CERTIFY THE TEAM

BCSP® | **Guide to Group Management**

APPLICANT GUIDE

Together we create a safer workplace

Thank you for creating a great safety culture at your workplace!

The Board of Certified Safety Professionals (BCSP) is here to help you create the best safety culture through safety certification.

Use This Guide

You are receiving this guide because your employer/organization has registered as a group with the Board of Certified Safety Professionals (BCSP). Belonging to this group means that your organization may provide some administrative support for your application, certification/designation, and renewal. This guide will walk you through the application process, including linking to the group.

Once you obtain a credential, the credential belongs to you. If your career goals include seeking a new position, moving up with your current employer, or moving to private practice, your BCSP credential will remain yours and help you achieve your goals.

To maintain your credential, it is your responsibility to make sure your annual renewal fee(s) are paid, and for certifications to meet recertification requirements and submit your recertification worksheet every five (5) years. Further detailed information regarding annual renewal fees and recertification can be found in either the *Complete Guide to Safety Certification* or the *Recertification Guide*, which are available to download from the BCSP website, **BCSP.ORG**.

If you are new to BCSP, welcome! Please follow the instructions in the section titled **Apply for Certification or Designation**. If you already have a record in BCSP's system and need to link your personal record to your group, follow the instructions starting on **Page 6**.
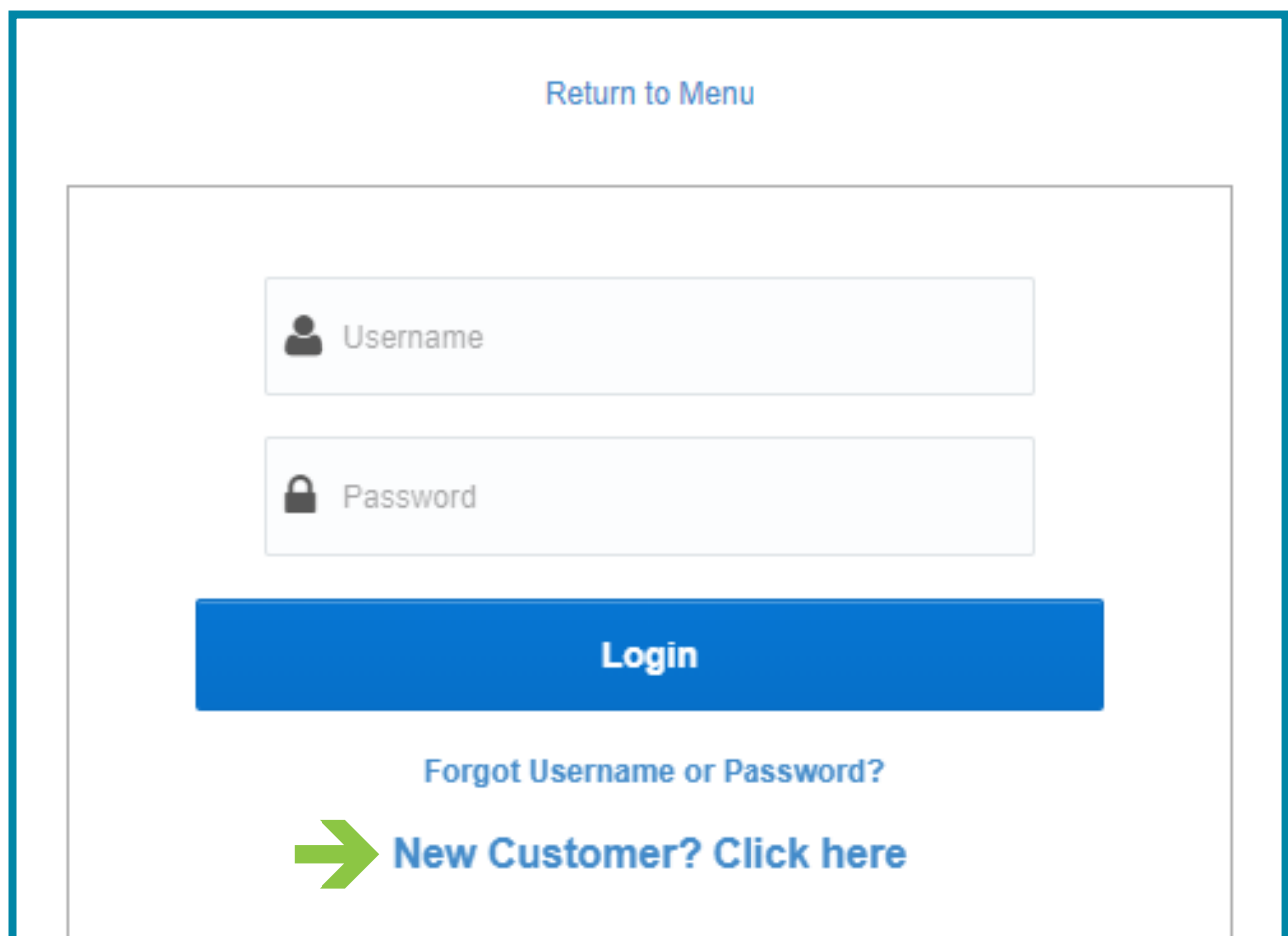
Apply For Certification or Designation

1. To apply for a BCSP certification or designation, you first need to create a profile. Go to the BCSP website, **BCSP.ORG**, and click the *My Profile* button. You will be taken to the BCSP CMS login screen.
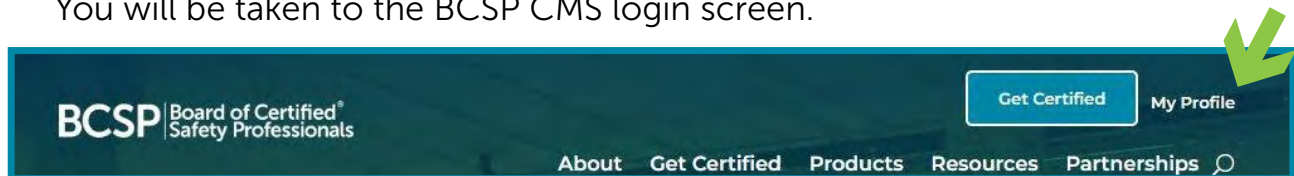
2. As a new customer, click the **New Customer? Click here** link under the **Login** button as shown below.

3. The new customer link will take you to a screen, like the one below, where you will provide BCSP with basic contact information for use during your application process and in purchasing items through CMS. We request that applicants and credential holders use their personal contact information rather than employer information. This helps ensure that you will receive all communication/notifications pertaining to the application or credential.

Welcome,
Customer ID:

Return to Menu

Prefix*
[Select One ▾]

First/Given - legal name on ID*
[   ]

Middle Name - legal name on ID
[   ]

Last/Family - legal name on ID*
[   ]

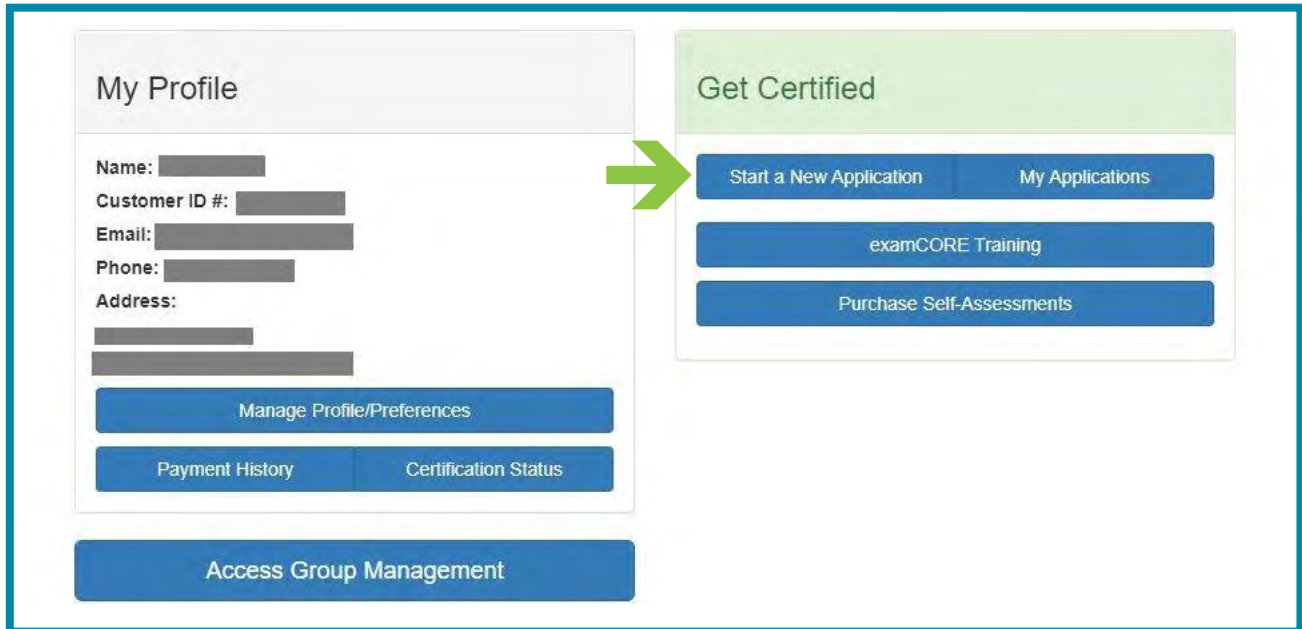Suffix - legal name on ID
[Select One ▾]

Former Legal Last Name
[   ]

Preferred Email Address*
[   ]

Alternate Email Address
[   ]

Address Type*
[Select an Address Type ▾]

Street Address Line 1*
[   ]

4. Once you complete the basic information, you will be taken to the CMS main menu. Start the application process by clicking **Start a New Application**.

5. Click the credential you would like to apply for to move forward in the online application system.

Credentials available are shown below.

Certification / Designation	Begin Application Process
Associate Safety Professional (ASP)	Apply for Associate Safety Professional (ASP)
Construction Health and Safety Technician (CHST)	Apply for Construction Health and Safety Technician (CHST)
Certified Instructional Trainer (CIT)	Apply for Certified Instructional Trainer (CIT)
Certified Safety Professional (CSP)	Apply for Certified Safety Professional (CSP)
Graduate Safety Practitioner (GSP)	Apply for Graduate Safety Practitioner (GSP)
Occupational Hygiene and Safety Technician (OHST)	Apply for Occupational Hygiene and Safety Technician (OHST)
Safety Management Specialist (SMS)	Apply for Safety Management Specialist (SMS)
Safety Trained Supervisor (General) (STS)	Apply for Safety Trained Supervisor (General) (STS)
Safety Trained Supervisor Construction (STSC)	Apply for Safety Trained Supervisor Construction (STSC)
Transitional Safety Practitioner (TSP)	Apply for Transitional Safety Practitioner (TSP)

6. You can navigate the system using the tabs on the left-hand side. Each tab takes you to an application page where you will be given instructions and the requirements to apply for the credential.

By providing the required information in each section under **Instructions** in the online application, and/or clicking **Next** to continue, you will eventually reach the review section. Clicking **Next** moves the highlighted tab and also saves your information. The review section shows if you have successfully completed each section of the application. Each green checkmark denotes that section of the application is complete.

Note: If you are employed at the time you are completing your work experience, the end date must be for the previous month.

7. When you reach the **Group Management** page (or go to it from the main menu's **Access Group Management** option), click the **Group Management** link to search for your organization's group record. You will be taken to the Group Management website.

8. To link to a group, click on **group** under No Linked Groups located in the middle of the page.
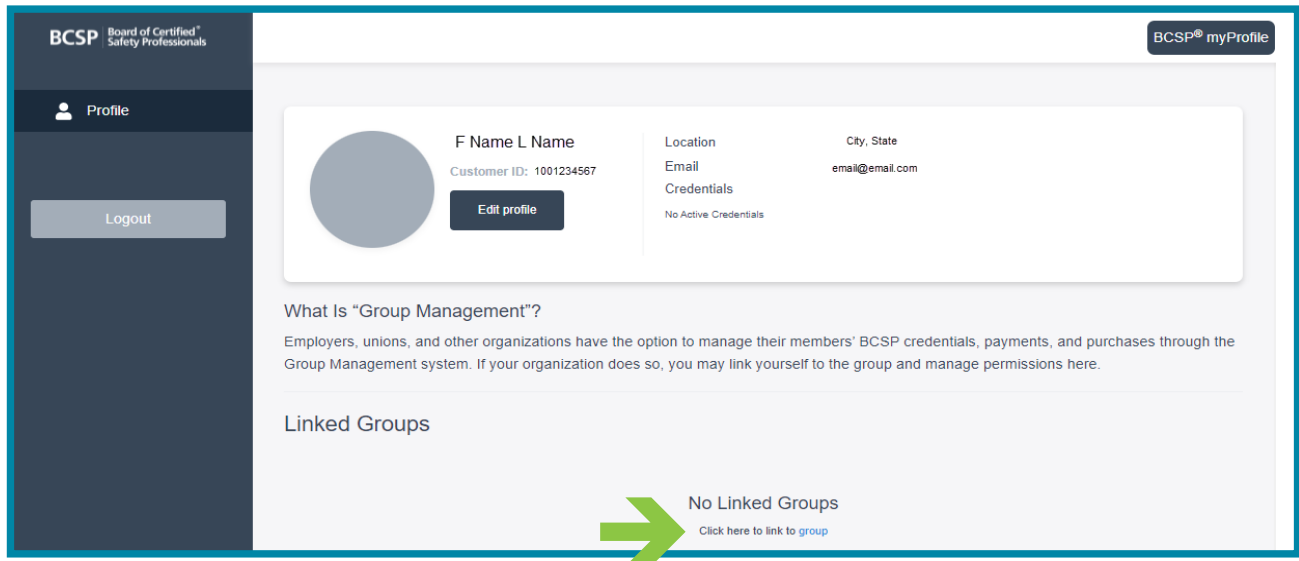
Click the **down arrow** to search for the name of your group and click on your group. If you work for a subsidiary organization and are not sure of your group name, check with you Group Account Manager (GAM) for the correct group to which to link.
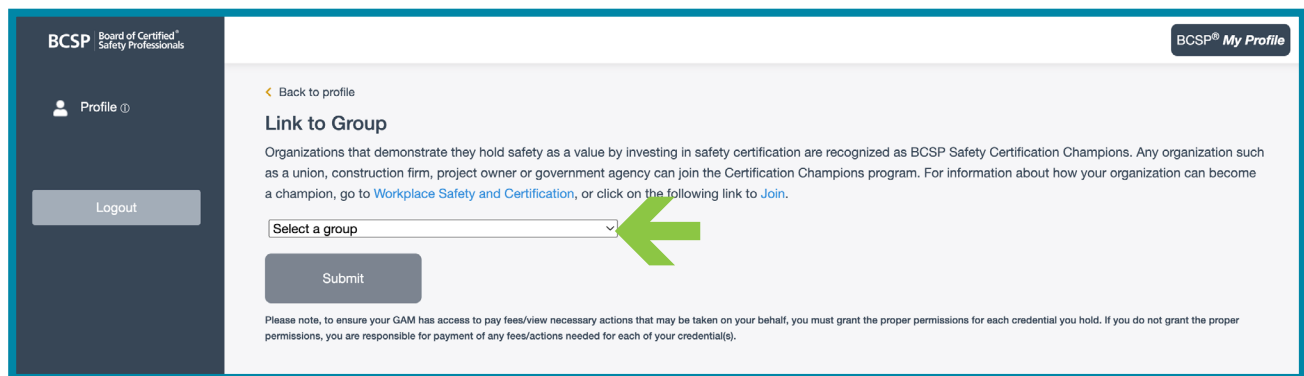
Select what permissions you would like to grant your Group Account Manager (GAM) access by clicking the Yes/No slider on the right. Click the slider agreeing to the terms and **Submit**.

After clicking **Submit**, as shown in the screenshot below, the name of the group you are linked to will appear under Linked Groups along with the Company ID and the date you linked your record.
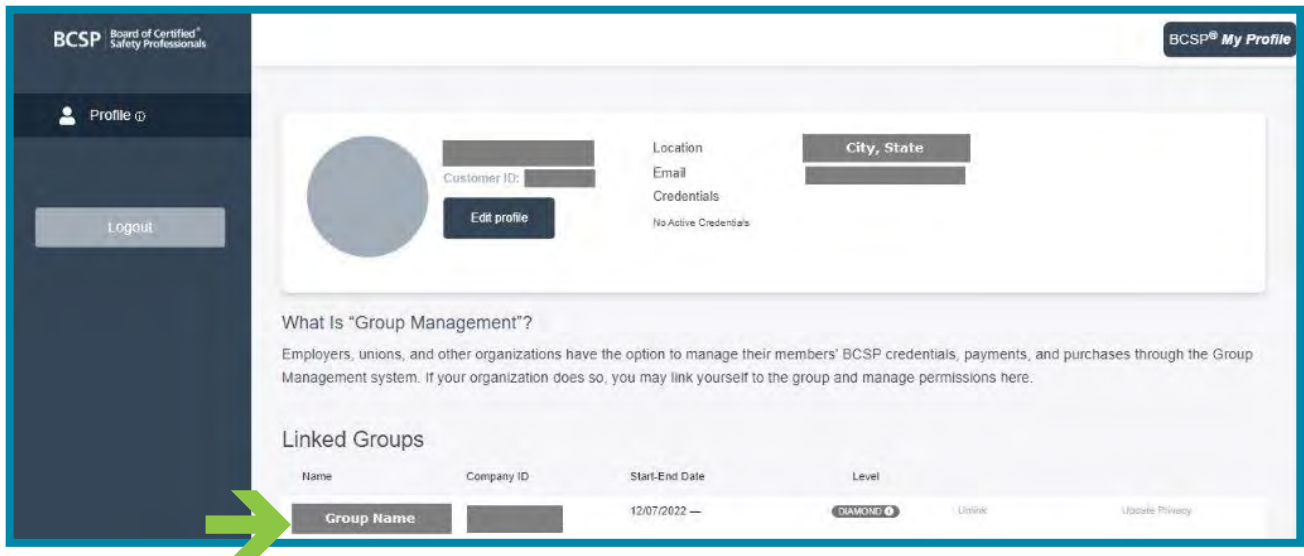
Note: When you link your record to a group record, you will be sent an email notification with the subject line, *You have been linked to a Group.*

To resume your application where you left off before linking to your group, find and click the tab from your previous session. It is possible that time may have run out on the previous session, but in most cases, you can resume where you left off. If not, click **Applications**, as shown in the next step. Otherwise, to return to the *My Profile* main menu in a new tab, click the BCSP *My Profile* button.
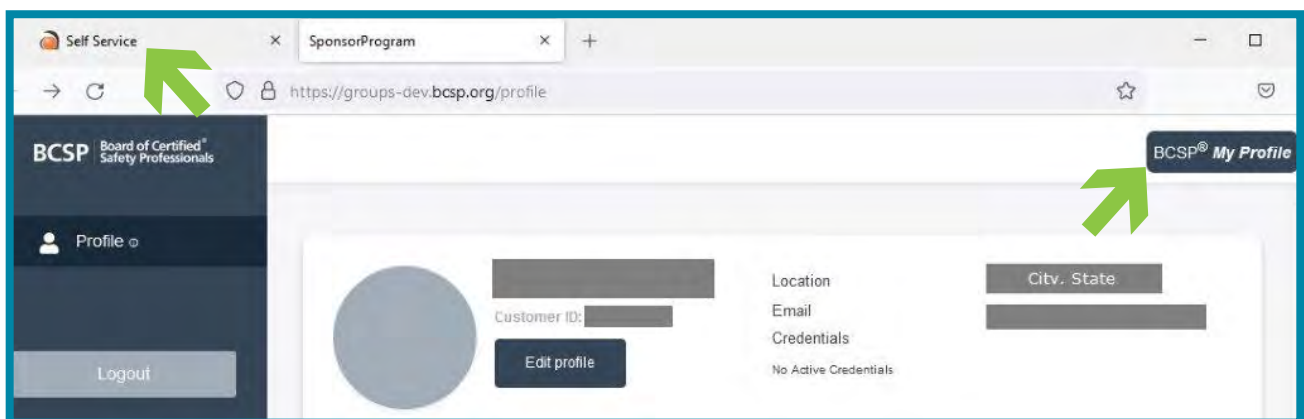
9. To return to your application after linking to your group, click **My Applications**.
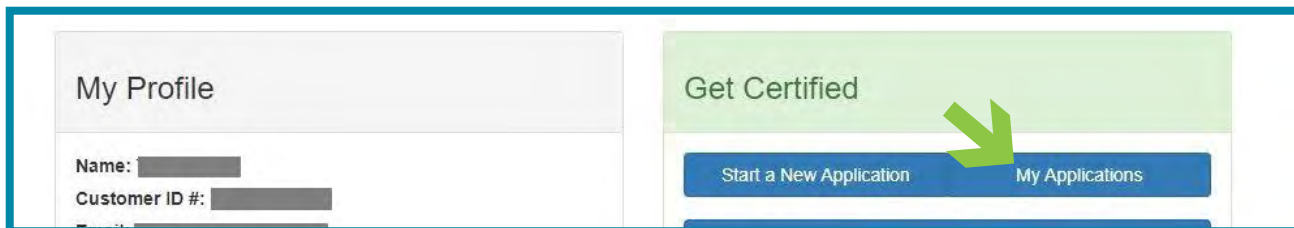
Click **Review Application**.

Certification Type	Create Date	Submit Date	Submittal #	Application Status	Applications in Process
STS	08/02/2021	12/02/2021	123456	Application Pending	Review STS Application

10. After completing the required information, you will move forward to your summary. If under the **Status** column you see a **red X**, the minimum requirement has not been met, and you will need to add information to that area of the application.

11. If under the **Status** column you see all **green check marks**, click the **Submit App & Checkout** tab.

Once you have clicked Submit App & Checkout, if your organization is paying the application fee, click the **Log Out** button at the top of the screen. Your GAM will then be able to pay through the Group Management functions.

If your organization is not paying your application fee, from the pull-down menu under payment options, select **Electronic Check (ACH)** or **Credit Card**. Submit the required payment information, and click the **Next** button at the bottom. The next screen can be used as a receipt for your application fee. The example shows the STS application fee. Prices vary depending on the credential.

Thank you for completing your application. Please **enter your payment information** below and **click Next** to submit your application. If you have requested an application fee waiver, just click Next to submit your application.

Shopping Cart Contents

Item Description	Quantity	Subtotal
STS APPLICATION FEE	1	$120.00

Shipping	$0.00
Tax	$0.00
Total to Pay Now	$120.00

Promotional Code

Please enter the Promotional Code here

[   ] [Apply Promotional Code]

Optional Donations

Please consider an optional donation to the BCSP Foundation.

Recognizing the power of philanthropy to create change, BCSP made a commitment to advance the field and support professionals dedicated to building safer communities in which they live, serve and work. Today, the BCSP Foundation acts as an extension of BCSP in developing programs with measurable impact in the area of SH&E. This is your opportunity to make an impact, so become a part of the community of donors and make a gift to the BCSP Foundation. Together, we are people saving people!

Mission: Investing to create and grow a safer global community; protecting those we serve.
Vision: Safety is a global core value.

For more information, or to donate a greater amount, please contact the BCSP Foundation.

Fund	Amount (in United States Dollars)
BCSP Foundation	select... ⌄

[Add to Cart]

Payment Options

[- select a payment option - ⌄]

[Next]

The application will be reviewed by Certification Services staff, and you will be notified of your eligibility via an email sent to the email address used when creating your profile.

Link an Existing Record to a Group: If you hold or have held a BCSP certification or designation and need to update your record, further detail on linking your record to the group record can be found on **Page 5, steps 7 and 8**.

If you need to unlink your record from the group, log in to GROUPS.BCSP.ORG using your *My Profile* credential. Click on Profile on the left and Unlink from Group on the right.
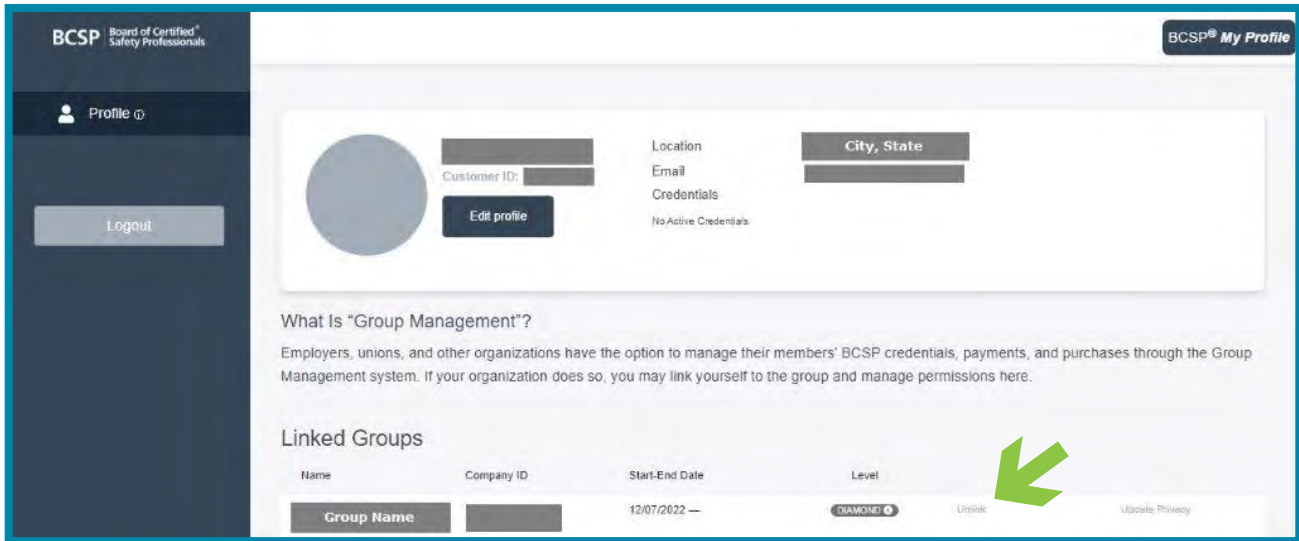
Purchase an Exam

Once your application has been reviewed and you have been notified of your eligibility, you have one (1) year to purchase and sit for your exam.

If your organization is paying for your exam, your GAM will be able to pay through their Group Management shopping cart.

However, if you are responsible for paying for your own exam:

1. Go to BCSP.ORG.

2. Click *My Profile* and log in.

3. From the main menu, click Purchase Exam.

Then, select the exam you wish to purchase.

Exams	Price
STS EXAM BUNDLE (1 Exam, 1 online Self-Assessment, and a 2nd exam attempt if the first is unsuccessful)	$325.00
STS EXAM (1 Exam)	$185.00

After paying, you will receive a receipt and an email notification that you are authorized to schedule your exam through Pearson VUE.

Note: The example shows the STS available to purchase. The exam for the certification you have applied for will appear as the option to purchase (exams' fees will vary).

Request Test Accommodations

Applicants needing special accommodations to take their exam must submit a test accommodation request with BCSP at the time the exam is purchased. Accommodation requests should be emailed to ***accommodations@bcsp.org*** and should include the type of accommodation the applicant is seeking for the exam they are planning to take through Pearson VUE. Failure to request at the time of exam purchase may impact the ability to have the accommodations provided.

BCSP and Pearson VUE work together to provide accommodations for documented disabilities as outlined by the ADA. Pearson VUE has a listing of items that are considered comfort aids and do not require preapproval. This list is available at **home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx**.

Please note that BCSP will **not** disclose information about a candidate's disabilities to a third party, such as a Group Account Manager. Therefore, your GAM cannot request an accommodation on your behalf. You will need to request it yourself.

View Payment History and Access Receipts

If you need to retrieve a copy of your receipt:

1. Go to **BCSP.ORG**.

2. Click *My Profile* and login.

3. From the main menu, click **Payment History**. You will find a copy of your receipt for any purchase(s) you have made. You will not see any purchases that your GAM made on your behalf on these receipts.
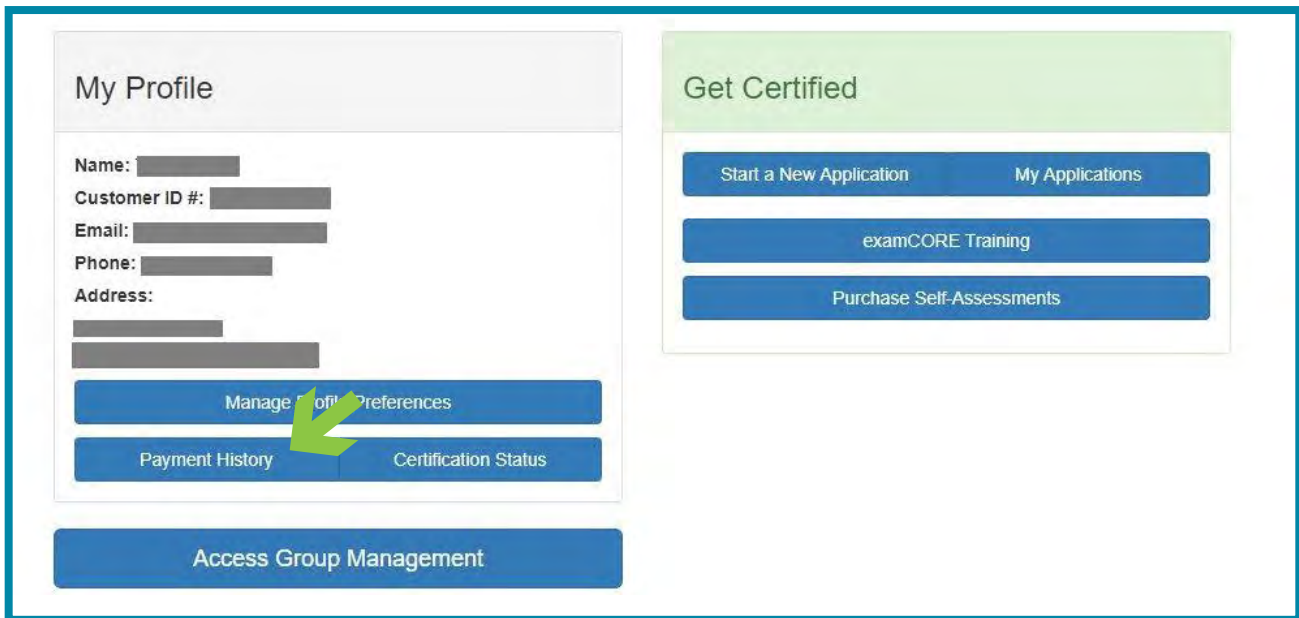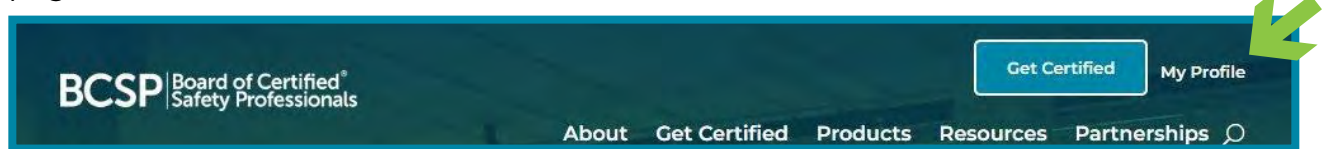

If you have questions, feel free to contact BCSP at **+1 317-593-4800** or via email at *groups@bcsp.org*.

Privacy and Permissions

To grant or revoke permissions to your GAM for an existing record that is linked to a Group, you can either log on using your *My Profile* account at the BCSP home page at BCSP.ORG,

then from your main menu, click on the **Access Group Management** option and you may be directed to a new tab or window.

Or, you can go to **GROUPS. BCSP.ORG** and enter your *My Profile* user ID and password. Once you are logged in, you will be able to click **Edit profile**.
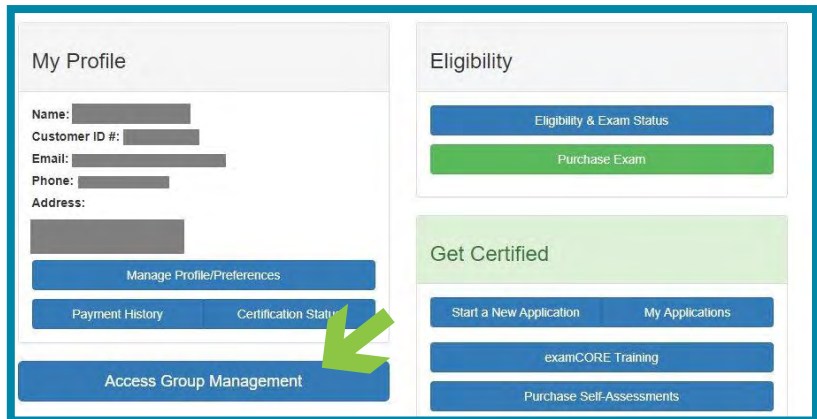
You can allow/disallow your GAM to view application records, email and location (city and state), employment status, application and/or credential status level, and print your wallet card to share with a third party.
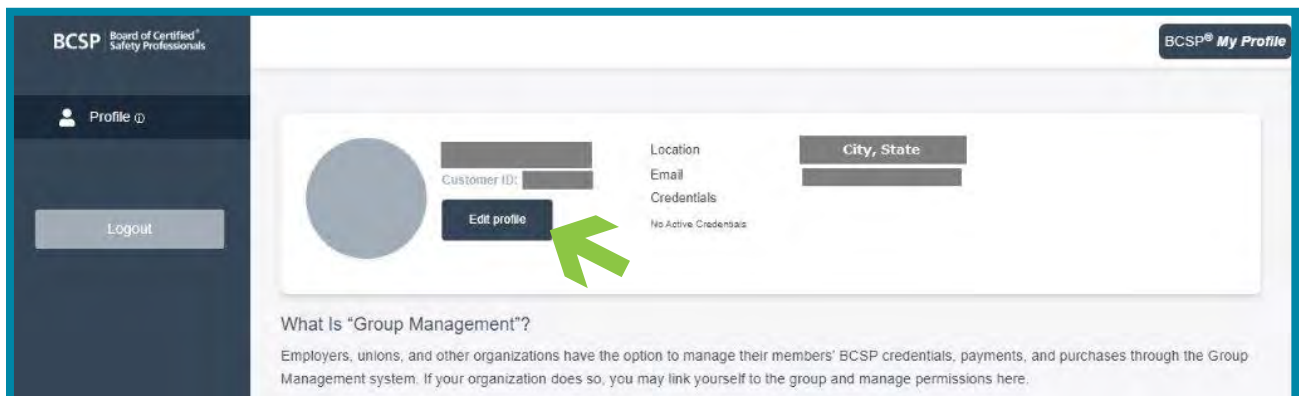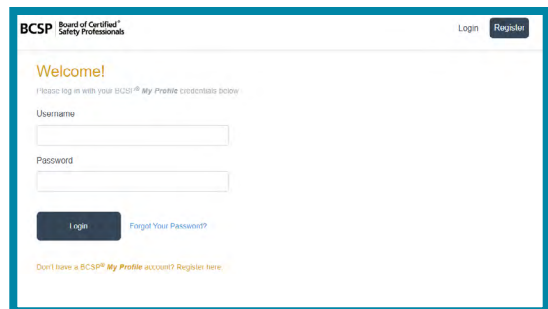
Click the **Privacy** tab.

Select the items you would like to allow/disallow your GAM to view and update.
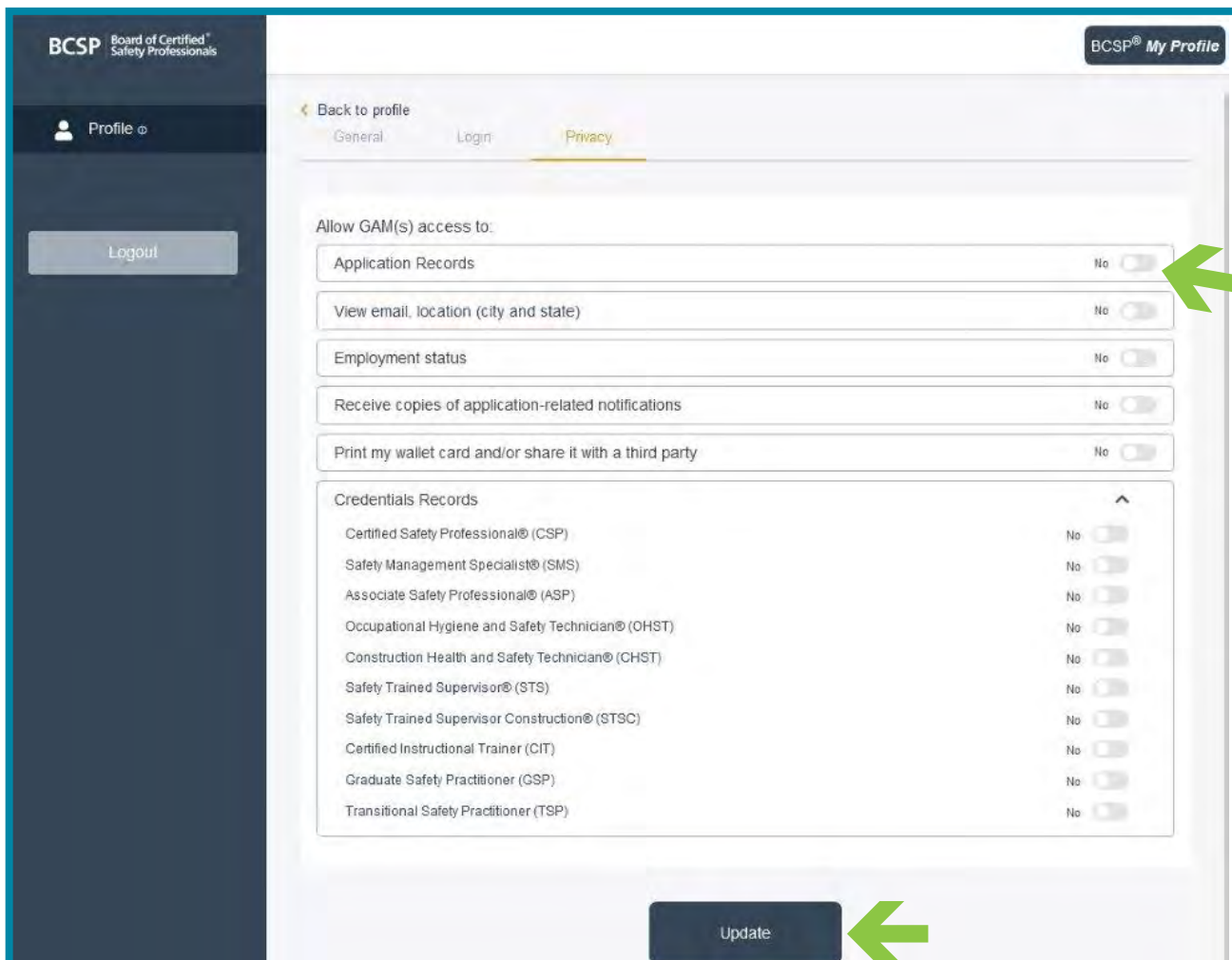
If you want to return to your profile, click the BCSP *My Profile* button. The system will return you to your profile in a new ta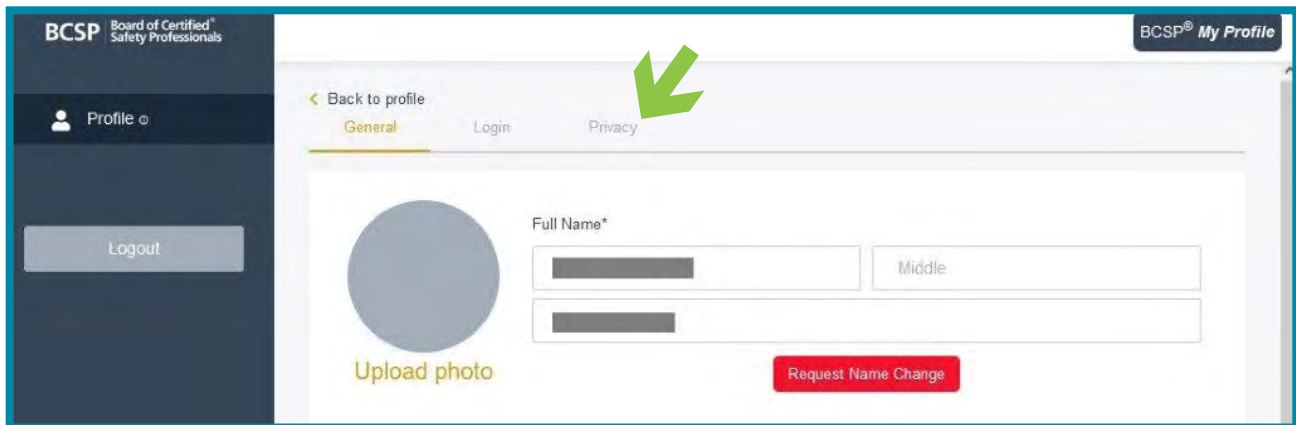b. To resume where you left off before linking to your group, find and click the tab from your previous session. It is possible that time may have run out on the previous session, but in most cases, you can resume where you left off.

Report Audit Material

BCSP randomly selects applications for audit. If your application is selected, you will be required to provide training and experience documents. You will receive an email with the subject, *Your application has been selected for audit*. You will need to log in to your profile and provide the required documentation for your application review.

Acceptable forms of validation documentation for training received are:

1 Certificates of attendance/completion.

2 A letter signed by your employer on company letterhead confirming training received.

Acceptable forms of validation documentation for experience are:

1 A letter on company letterhead from your employer validating employment dates, job title, and percentage of job duties which are/were safety/health/environmental.

2 BCSP Experience Validation form completed by employer **(ONLY IF YOUR APPLICATION IS SELECTED FOR AUDIT)**.

3 If your application required college education, information on submitting transcripts will be provided as you fill out your application online.

4 If your application required training received or training delivered, you must upload supporting documentation proving your completion of this training.

Upload the documentation and then click the **Re-Submit Application** tab. Your application will then move to an audit review status and will be reviewed by the Certification Services Department.

Use Digital Badges

BCSP credential holders receive a digital badge for each credential they have earned. Digital badges contain links which communicate detailed information about their specific credential(s). The badges are accessed via *My Profile* and can be used in your email, social media, or other webpages containing your professional information, and more.

Report Recertification Activity

All BCSP certification holders are required to submit a recertification worksheet every five (5) years. To begin recording your recertification activities, go to **BCSP.ORG**, click *My Profile* to log in to your account, and select **Start a New Recertification Worksheet**.

To begin reporting activities, click on "**Apply for Recertification**" for the certification you wish to start a worksheet. Activities recorded are automatically saved to the worksheet once they are entered.

Once a worksheet has started, the Recertification Worksheet will appear in the My Recertification Activity menu (a Recertification sub-menu). Activities can be edited or removed at your discretion until the worksheet has been submitted for **Online Reporting Review**.

Recertification worksheets must be submitted online no later than the July 31 reporting deadline following the end of your recertification cycle. Recertification worksheets may be submitted at any time during your five-year cycle. Once you enter all the required points into your worksheet and sign off on the validation/attestation form, your worksheet will automatically be submitted for review. Your next cycle will not begin until your current five-year cycle ends.

If you do not submit a recertification worksheet by July 31, you will be notified that your certification is invalid.

BCSP randomly selects recertification worksheets for audit. If your recertification worksheet is selected, you will be required to provide supporting documentation. You will receive an email with the subject, *Your Action Required on Recertification Audit*. You will need to log in to your profile and provide the required documentation for the activities you have submitted.

To complete your recertification worksheet by audit and upload your supporting documentation:

Select **My Recertification Activity** to access to your worksheet and upload your supporting documentation for each safety activity that you entered.
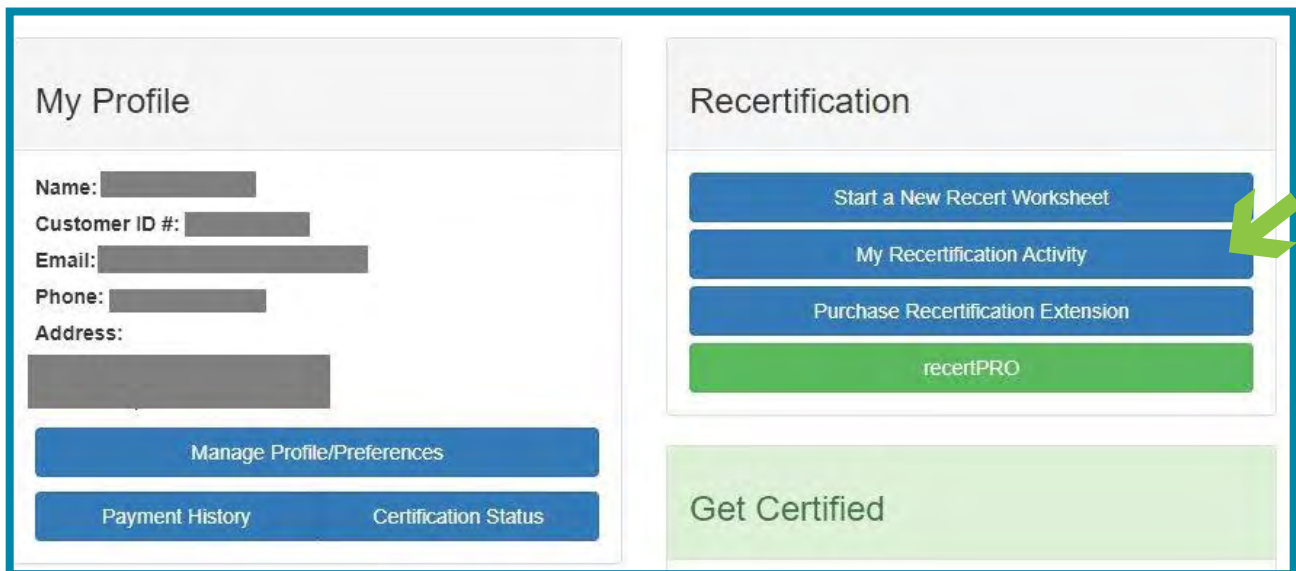
The screenshot below is from a CIT certification. What you see will vary depending on the credential for which you are reporting. Since each category on the recertification worksheet is different, instructions for acceptable documentation and how to upload is listed under each category. Upload the documentation and click the **Submit Now** tab. Your recertification worksheet will then move to an audit review status and will be reviewed by the Certification Services Department.

	Instructions
•	Alignment of Multiple Certifications
•	Category 1 - Employment
•	Category 2 - Membership
•	Category 3 - Organizational Service
•	Category 4 - Publish, Present, Patent
•	Category 5 - BCSP Credit
•	Category 6 - Conference
•	Category 7 - Course, Quiz
•	Category 8 - Academic Course
•	Category 9 - Academic Degree
•	Category 10 - Additional Credential
•	Validation/Attestation
•	Recertification Summary
•	Review
•	**Submit Now**

Please refer to the *Recertification Guide* for the rules and procedures.

If you have questions regarding recertification, you may contact Certification Services by phone at +1 317-593-4800 or email at *bcsp@bcsp.org*.