



WORK AS A TEAM
CERTIFY THE TEAM

BCSP[®] | Guide to Group
Management

FOR GROUP ACCOUNT MANAGERS (GAMs)

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.

If you have an agreement with BCSP to manage your employees' or members' credentials, the group management platform allows you to track their applications and credential status, make payment on their behalf, print wallet cards, and access a payment history related to these activities (provided the employee or member has granted permission for you to view their information).

If you would like to learn more about managing groups, please contact BCSP at +1 317-593-4800 or groups@bcsp.org.

To keep employees or members on track with their credentials, this guide will give you a basic understanding of how to do the following:

Register to Become a Group.....	1
Use the GAM Dashboard.....	4
Update Organization Information.....	8
Link or Unlink an Individual to or from a Group.....	10
Check Employee/Member Status.....	13
Request Permissions from an Employee/Member.....	14
Reporting	17
Pay Fees and Make Purchases.....	23
View Payment History and Access Receipts.....	25
Request Test Accommodations.....	26
Additional Information	27



Register to Become a Group

You may log in to your profile by visiting GROUPS.BCSP.ORG and entering your **My Profile** username and password.

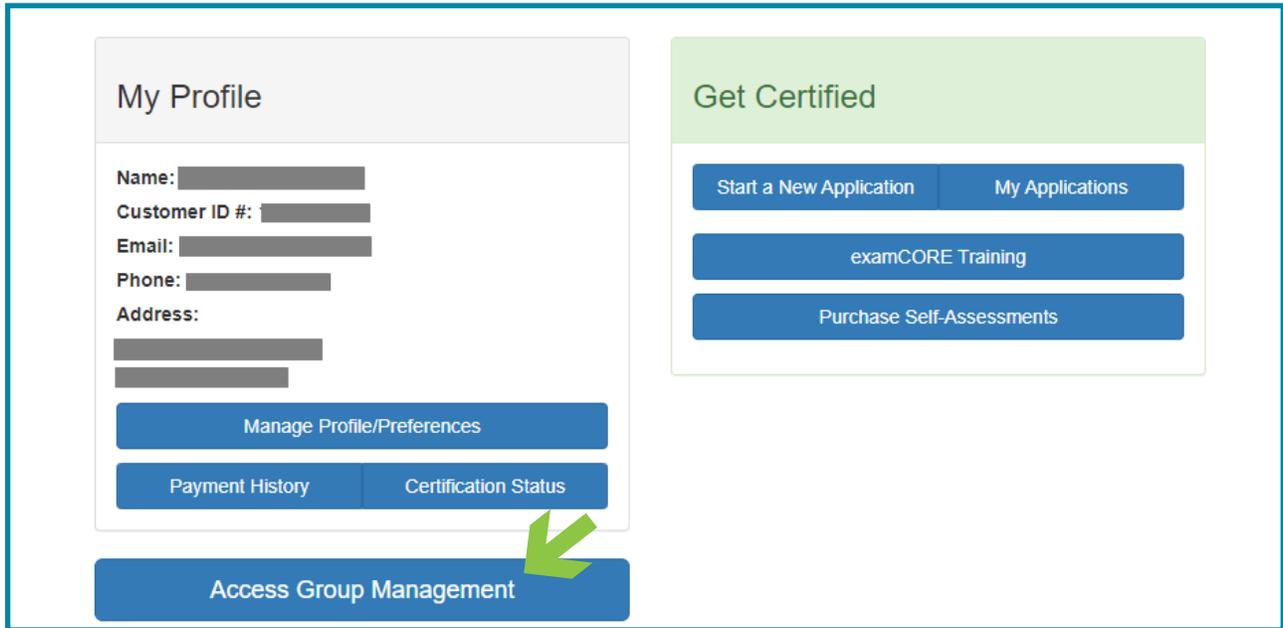
If this is the first time visiting the site and you do not have a **My Profile** username and password, click the **Register** button at the top of the page to complete and submit a new group registration form. You will be notified when the registration form is approved. If this is your first time registering and you do not have a **My Profile** account, your **My Profile** login information will be sent to you in a separate email.

A group will be created with you as the Group Account Manager (GAM). The first time you log in, you will be asked to finalize your account.

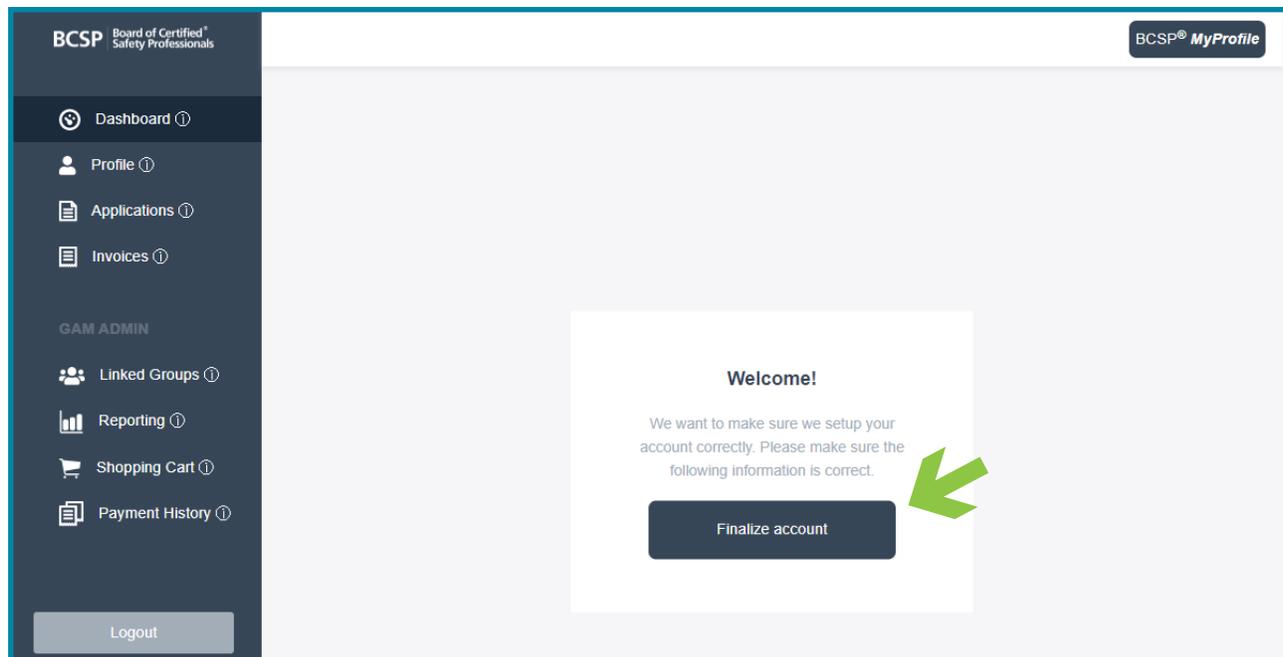
If you are requesting to be added as a GAM to an existing group record and you have a 10-digit customer number, click the **Register** button and answer the required questions. You will be notified when the registration form is approved and you have been added as a GAM.

The screenshot shows the BCSP Board of Certified Safety Professionals login page. At the top left is the BCSP logo. At the top right are 'Login' and 'Register' buttons. The 'Register' button is highlighted with a green arrow. Below the logo is a 'Welcome!' message and a prompt to log in with BCSP MyProfile credentials. There are input fields for 'Username' and 'Password'. Below these is a 'Login' button and a 'Forgot Your Password?' link. At the bottom left, there is a green arrow pointing right towards the text 'Don't have a BCSP MyProfile account? Register here.'

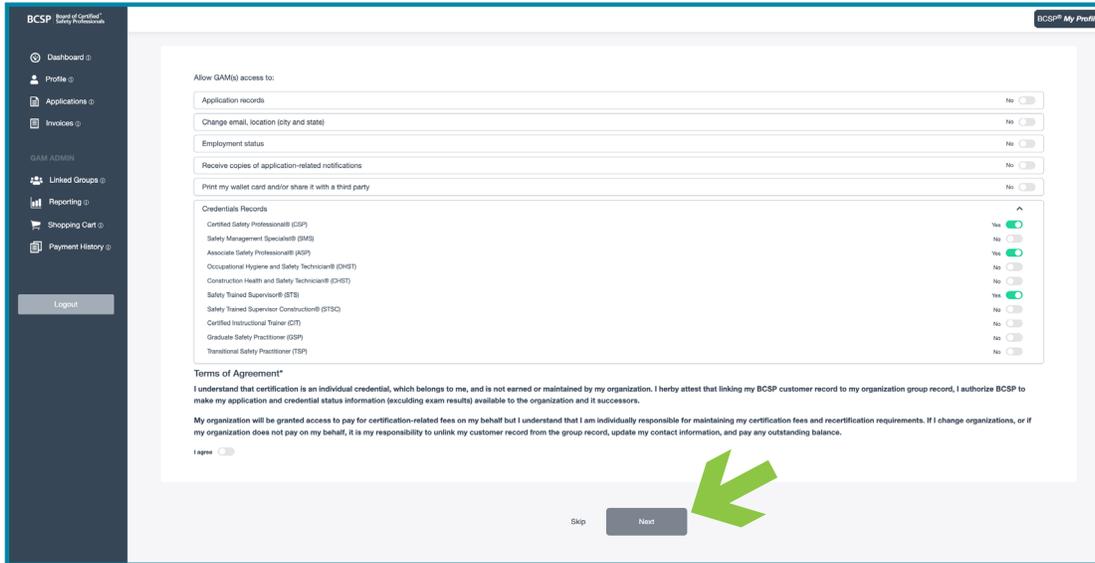
Or you may go to the BCSP website, [BCSP.ORG](https://www.bcsp.org), click the *My Profile* button, and select the **Access Group Management** option.



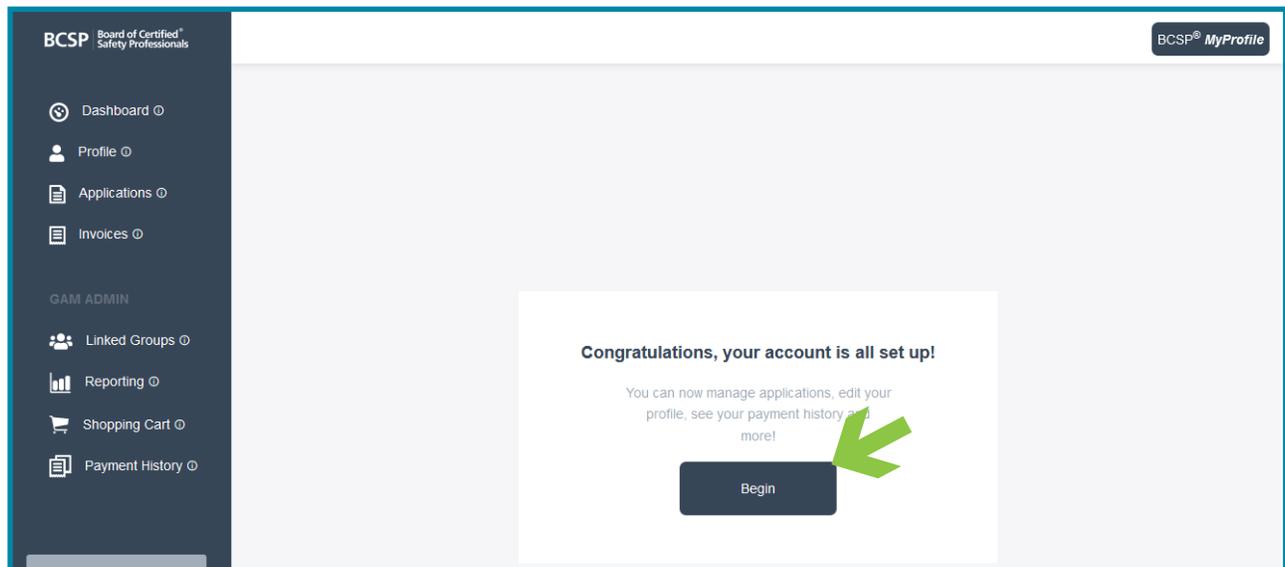
When you log in for the first time, whether it is from [GROUPS.BCSP.ORG](https://www.bcsp.org/groups) or *My Profile*, you will be asked to finalize your account.



To finalize your account, you will need to go through the same process as a new credential applicant by granting permissions (if you so choose), agreeing to the Terms of Agreement (required), and then clicking Next. Allowing GAM(s) access to your information will make it visible to other GAMs from your organization.



After clicking the next button, you will receive verification that your account has been set up. Click **Begin** to proceed.





Use the GAM Dashboard

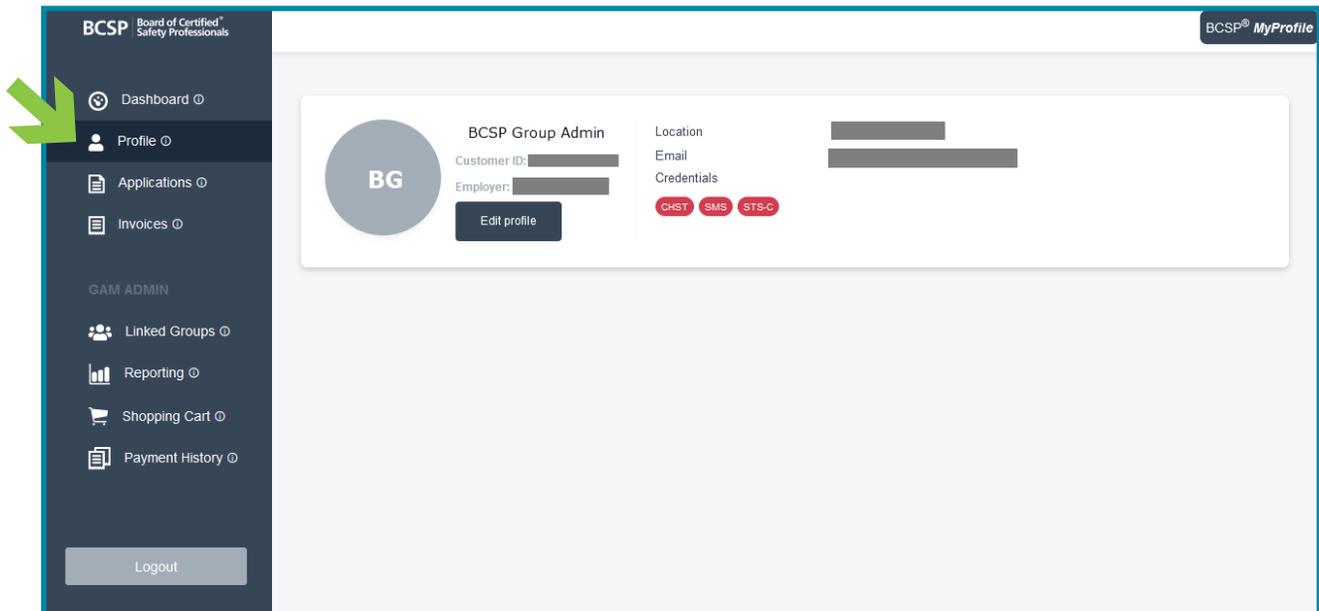
Screenshots used for this document are for illustration only. What you see will vary depending on your personal information or the group for which you are the group account manager.

The GAM Dashboard is designed to include your personal information as well as the group information. The dashboard screenshot below with the **Me** tab highlighted displays an individual GAM's personal information.

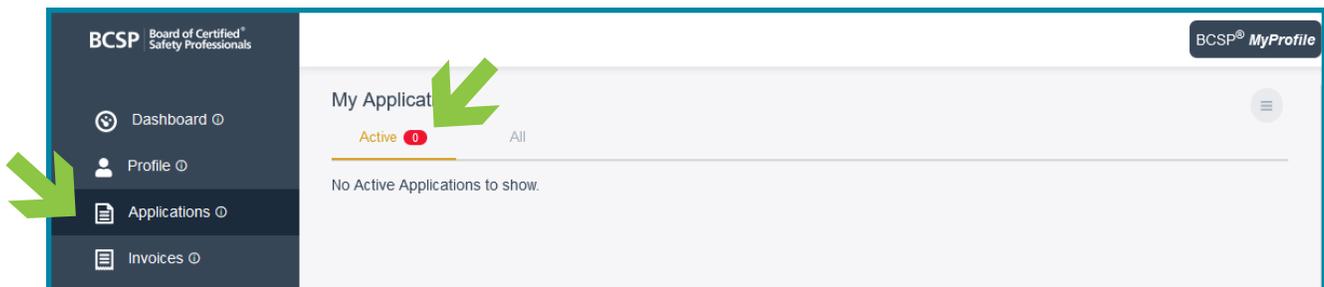
The Notifications section will show when renewal, recertification, or other deadlines are approaching, or when the invalidation deadline is approaching.

The screenshot displays the BCSP (Board of Certified Safety Professionals) GAM Dashboard. The top navigation bar includes the BCSP logo and the text "Board of Certified Safety Professionals" on the left, and "BCSP® My Profile" on the right. Below the navigation bar, there are two tabs: "Me" (highlighted with a green arrow) and "Team". The main content area features three summary cards: "3 Active Credential(s)", "4 My Applications", and "0 Pending Invoices". Below these cards are three sections: "Notifications" (displaying "There are no notifications to display!"), "Exam Status" (displaying "There are no exam status to display!"), and "Recertification Status" (displaying "There is no recertification status"). The "Wallet Cards" section includes a "Holder" field, a "Credential(s)" dropdown menu (showing "--Please choose an option--"), and "Print" and "Clear" buttons. The left sidebar contains a "Logout" button and a list of navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting, Shopping Cart, and Payment History.

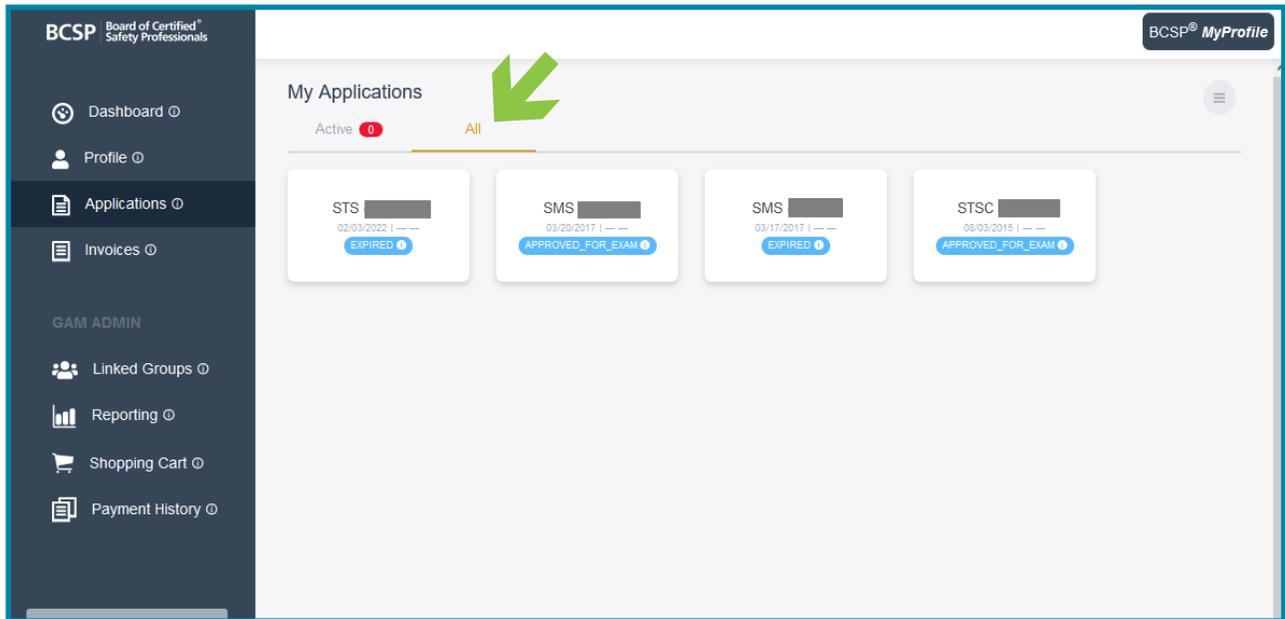
The **Profile** option shows personal information including the GAM name, customer ID, linked group(s), location, email, and credentials held.



When clicking the **Applications** option, the default tab is **Active**. The screenshot below shows the GAM with zero (0) active applications.



When the **All** tab is selected, the GAM's applications and status of each is shown. The number of applications matches the number shown on the dashboard.

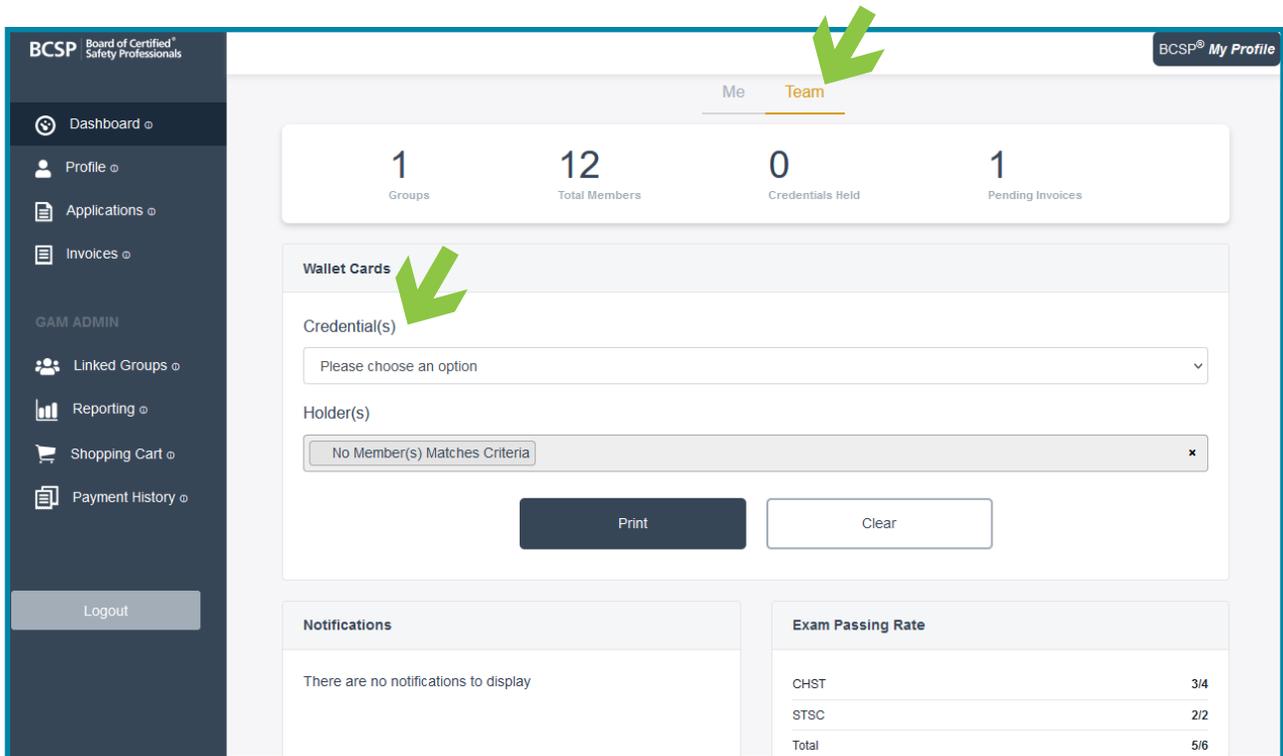


The **Invoices** option shows the GAM's personal information/receipts. If you click **Receipt**, a PDF is created for you to save or print.

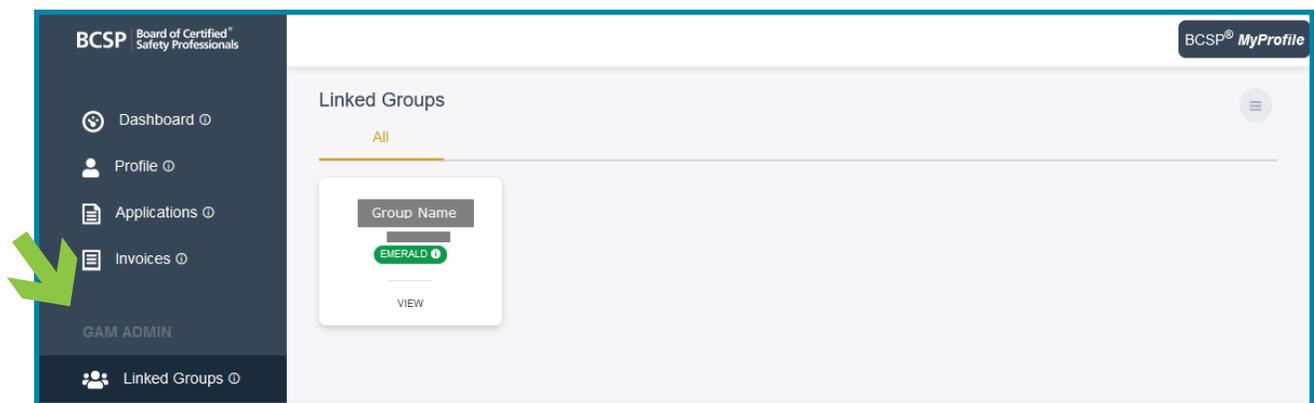


When the **Team** tab is selected, the group information is located under each heading. The numbers shown under the **Team** tab include the number of groups you are responsible for, total number of employees/members, active credentials held, and pending invoices. A number under Pending Invoices means you have a product(s) in your shopping cart that can be purchased. Products include Annual Renewal Fees, Application Fees, Eligibility Extensions, Exam: Bundle Exams, Exam: Single Exams, Nonpay Reinstatement Fees, Recertification Extensions, Recertification Reinstatement Fees, examCORE, examCORE Connect, examCORE Extensions, Self-Assessment, recertPRO, and Wall Certificates. **This information is dependent on the permissions granted by your employees/members.**

You can print an individual wallet card or multiple wallet cards per credential depending on permissions granted. To print wallet cards, click the pull-down under **Credential(s)** to select which credential, and the pull-down under Holder(s) to select the employee(s)/member(s). If a wallet card does not display for one of the members, it is because the person does not hold the chosen credential or has not granted permission for the GAM to see it. In addition to wallet cards, the exam passing rate is available for all certifications. Example, 30/50 indicates that 30 of the 50 taking the exam have passed.



The **Linked Groups** option shows the group name and the champion status level that appears on the BCSP website.

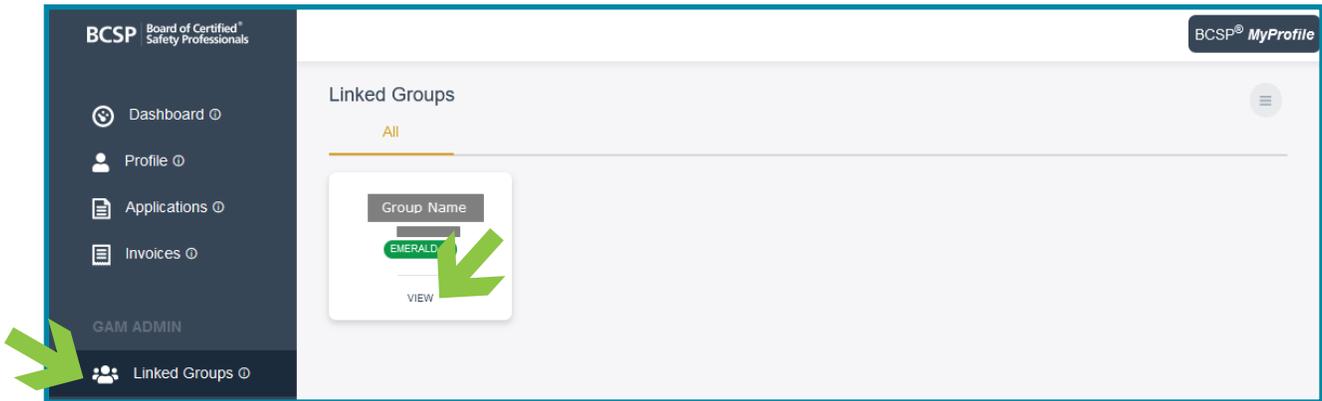




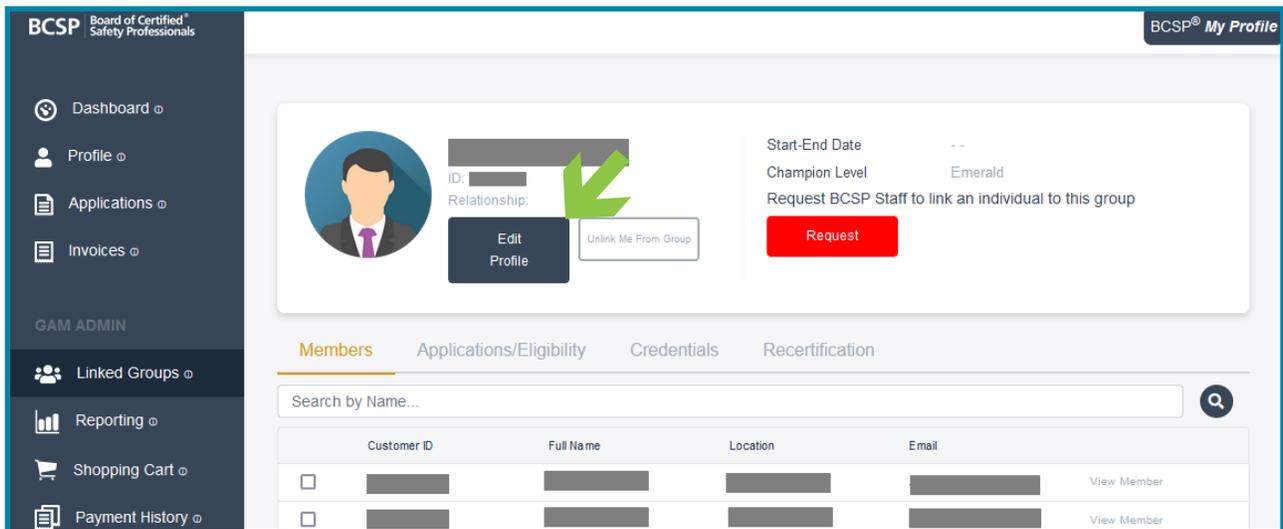
Update Organization Information

The GAM can request an organization name change by:

1. Clicking on **Linked Groups** on the left,
2. then **View**.



3. Click on **Edit Profile** next to the picture.



4. Click on the **Request Name Change** button on the right.

5. Type the new name of the organization and the URL of your organization's website and then click **Request**.

The screenshot shows the 'Organization Information' section of the BCSP MyProfile interface. The form includes fields for Organization Name (with a 'Group Name' placeholder), Address 1, Address 2, City, State/Province/Region, Postal/Zip Code, and Company Phone. Below these are radio buttons for Organization Type: Independent, Parent (selected), Child, Grandchild, and Not sure. There is also a field for Owing/Controlling Organization Name. The 'Group Account Manager Information' section includes a question about holding a BCSP credential (Yes selected), fields for GAM Name, GAM Email, GAM's 10 digit customer number, and GAM Phone. At the bottom, there are checkboxes for fees and purchases: Applications, Annual Renewals, Exams, Exam Bundles, and Extension Fees (all checked).

The screenshot shows the 'New Legal Organization Name' form. It features a text input field with the placeholder text 'Enter new name of the organization you want to change to and the website link if available.' Below the input field are two buttons: 'Cancel' and 'Request'. A green arrow points to the 'Request' button from the right.

Your name change request will be sent to BCSP and you will be notified when the change has been made. You can make other updates at any time.



Link or Unlink an Individual to or from a Group

Link an Individual to a Group

You may request BCSP staff link an individual to this group by clicking the **Request** button. As shown in the second screenshot below, you will be asked to enter the name and email of the individual and a request will be sent to BCSP. BCSP will contact the individual with instructions on how to update permissions granting the GAM access.

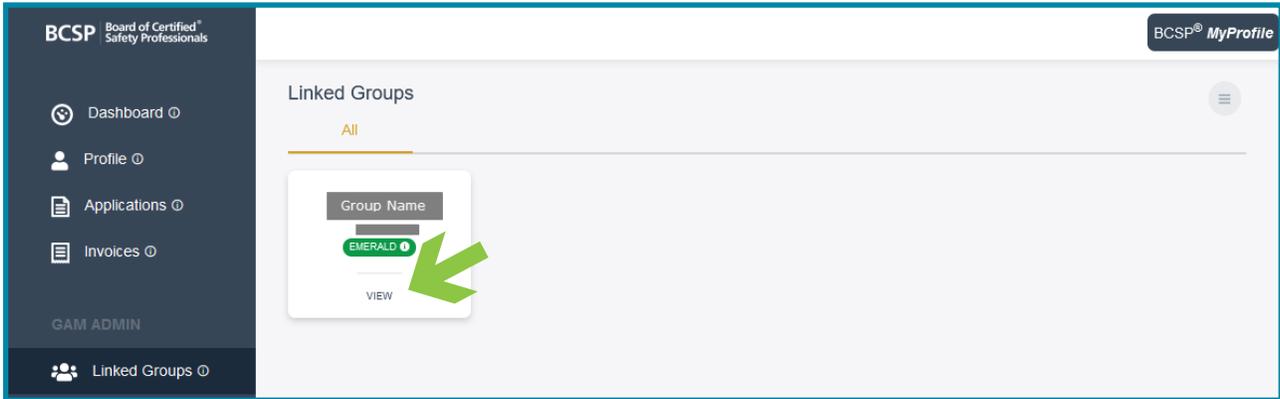
The screenshot shows the BCSP My Profile interface. On the left is a dark sidebar with navigation options: Dashboard, Profile, Applications, and Invoices. The main content area displays the profile for 'Kiewit 300010' with ID 1197040. It includes fields for Start-End Date (--) and Champion Level (Emerald). A red 'Request' button is highlighted with a green arrow. Below the profile are tabs for Members, Applications/Eligibility, Credentials, and Recertification.

The form contains a text input field with the placeholder text: "Enter the name of the individual and the email address if available." Below the input field are two buttons: a light gray "Cancel" button and a dark blue "Submit" button.

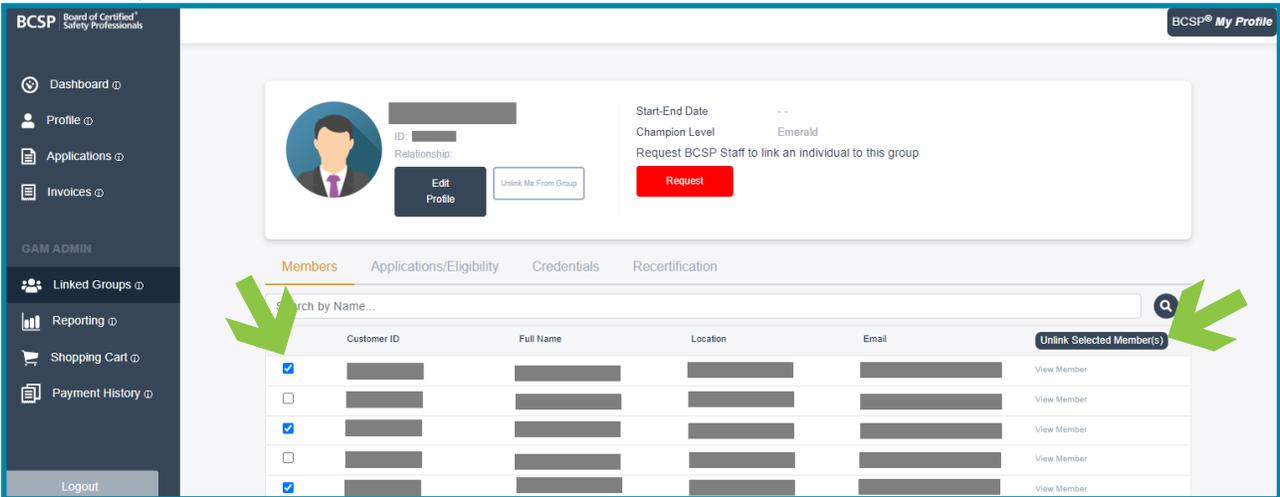
Unlink Individuals from a Group

A GAM may occasionally need to update their employees'/members' accounts. New employees/members may need to be added, and previous employees/members may need to be removed. This system makes it easy to update your group of credentialed employees/members.

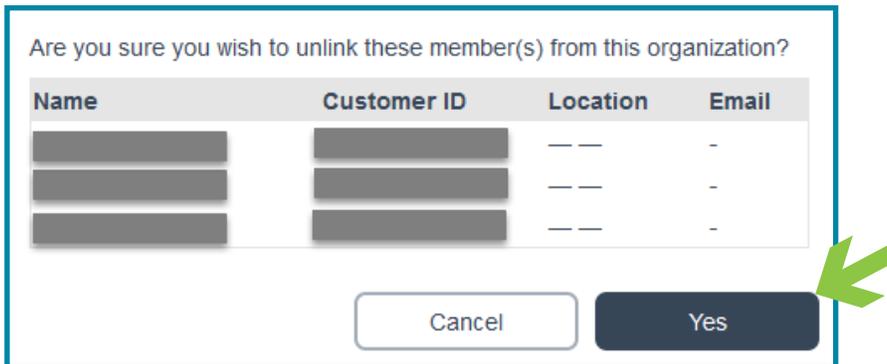
1. Click **View** under the champion status level.



2. Check the box on the left next to the Customer ID column of the person(s) you are wanting to unlink and then click the **Unlink Selected Member(s)** button on the right.



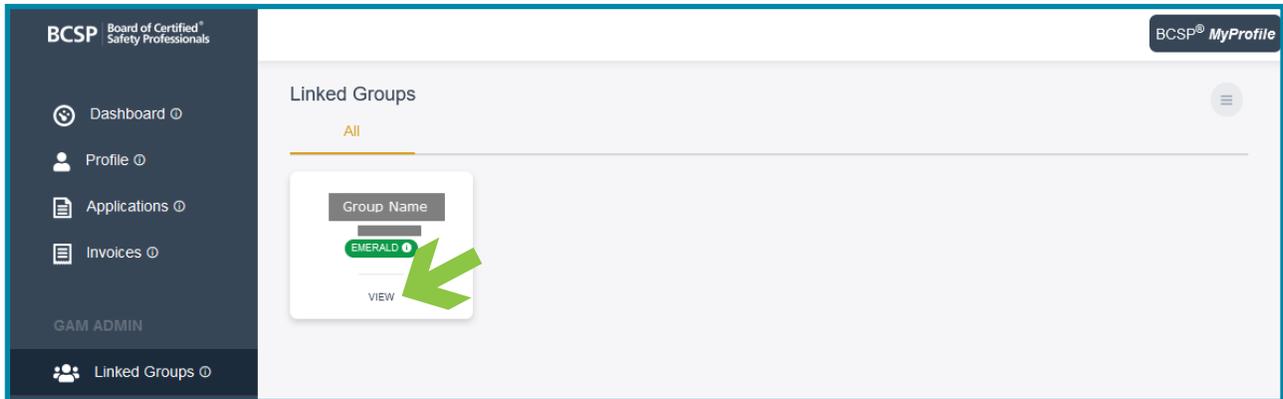
You will receive a pop-up to verify that you want to unlink those checked. Click **Yes** to unlink.



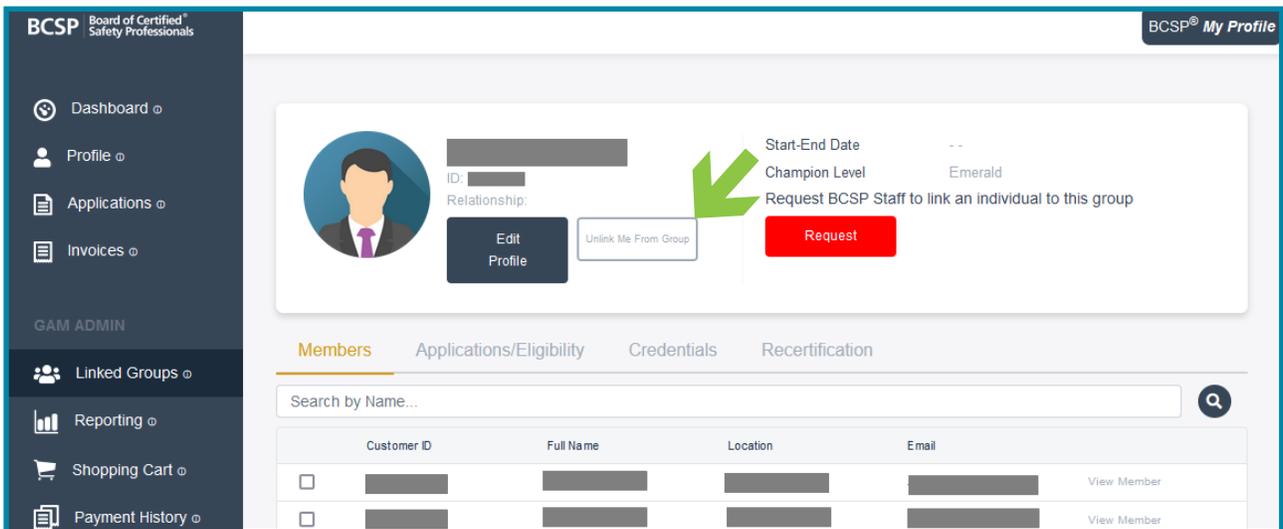
Unlink a GAM from a Group

GAMs can also unlink themselves from a group.

1. Click **View** under the champion status level.



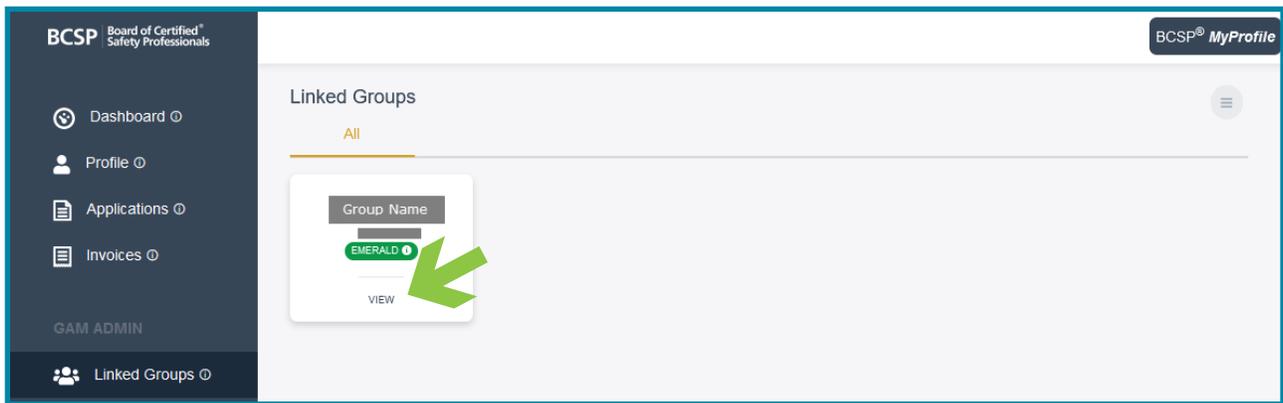
2. Click the **Unlink Me From Group** button next to the **Edit Profile** button.



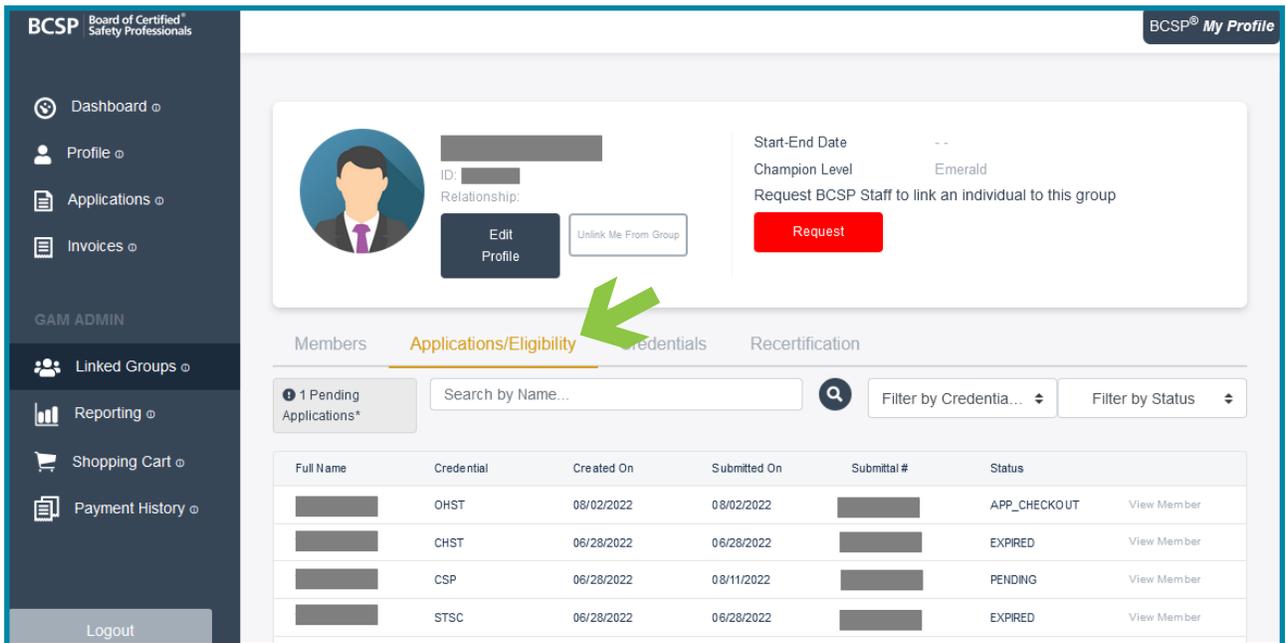


Check Employee/Member Status

1. Click **View** under the champion status level.



2. To check the status level of employee(s)/member(s), click one of the tabs, **Applications/Eligibility**, **Credentials**, or **Recertification**, and filter by credential and status level, or you can search by name.





Request Permissions from an Employee/Member

1. Click **View** under the champion status level.

BCSP Board of Certified Safety Professionals

BCSP® MyProfile

Dashboard ○ Profile ○ Applications ○ Invoices ○

GAM ADMIN

Linked Groups ○

Linked Groups

All

Group Name

EMERALD

VIEW

2. Click **View Member**.

GAM ADMIN

Linked Groups ○ Reporting ○ Shopping Cart ○ Payment History ○

Members Applications/Eligibility Credentials Recertification

Search by Name...

	Customer ID	Full Name	Location	Email	
<input type="checkbox"/>					View Member
<input type="checkbox"/>					View Member

3. Click **Request**.

BCSP Board of Certified Safety Professionals

BCSP® MyProfile

Dashboard ○ Profile ○ Applications ○ Invoices ○

GAM ADMIN

Linked Groups ○ Reporting ○ Shopping Cart ○ Payment History ○

Location

Email

Credentials

No Active Credentials

Request Unlink from group

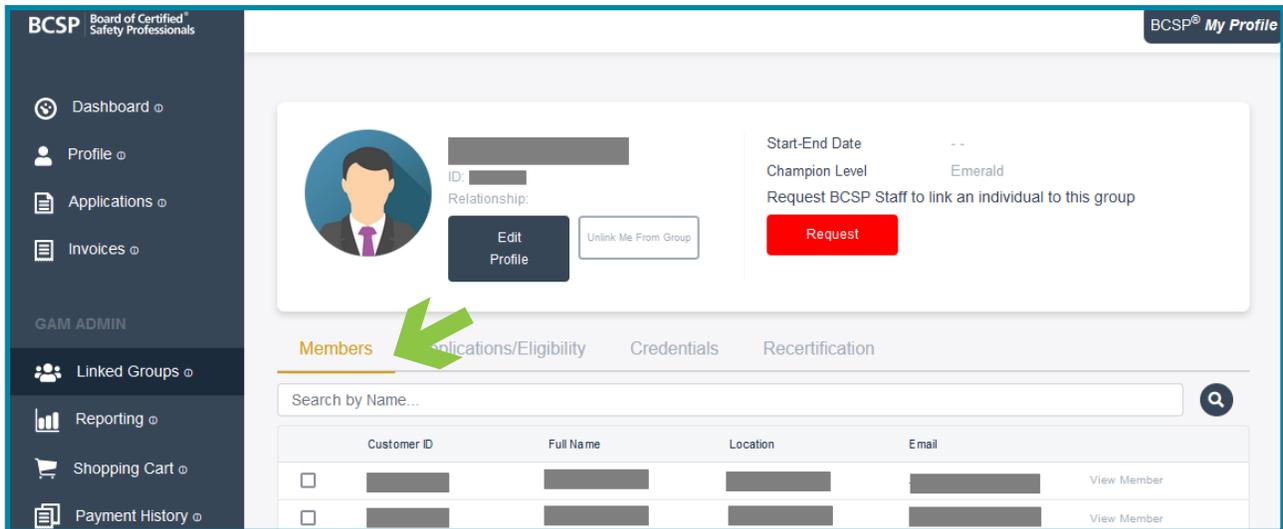
4. Click **Yes** to verify that you want to request permissions and an email will be sent to the employee/member requesting them to grant permissions for their additional information or credential(s).

Are you sure you want to request [redacted] to give permission to access their email, location (city and state)?

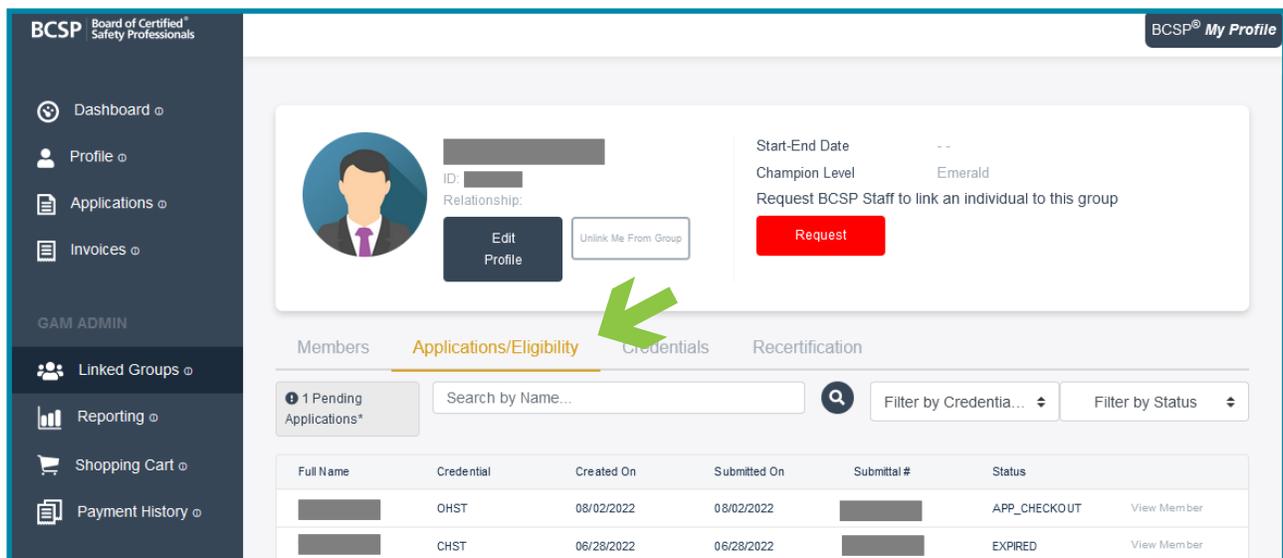
Cancel Yes

The employee/member can grant permission for their GAM to view their email address, location (city and state), and application/eligibility status, receive copies of application-related notifications, print their wallet card, and/or share it with a third party.

If the employee/member grants permission to view email address, location (city and state), the GAM will be able to view their customer ID, full name, location, and the primary email address on their record- under the Members tab.



If the employee/member grants permission to Application Records, under the **Applications/Eligibility** tab, the GAM will see the number of pending applications, full name, credential(s), date created, date submitted, submittal number, and status of the application. GAMs can filter by credential(s) or by status. Status categories include: Expired, Expired Eligibility, Pending, CS Info Needed, CS Review, Exam Eligible, Exam Authorized, Eligibility Extension, App Checkout, Audit Info Needed, and Audit Review.



If the employee/member actively holds or has held the credential, the GAM will be able to see the following items under the **Credentials** tab: credential(s) held (depending on permissions granted), the date the credential was awarded, and the credential's expiration date. The expiration date is the five-year recertification cycle end date for certifications or the six-year end date for designations. Under the Level column, GAMs will see the individual's credential status: Certified, Designation Awarded, Invalidated–non pay, Invalidated–recertification, Invalid–voluntary, Expired, Expired–no reapply, or Retired. Filters by credential(s) and level are available via the Applications/Eligibility and Credentials tabs.

The screenshot shows the BCSP My Profile interface. The left sidebar contains navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting, Shopping Cart, and Payment History. The main content area features a user profile card with a 'Request' button. Below this, the 'Credentials' tab is selected, showing a table of credentials. A green arrow points to the 'Credentials' tab.

Full Name	Credential	Awarded	Expires	Level	
[REDACTED]	STS	03/29/2016	12/31/2022	EXPIRED_NO_REAPPLY	View Member
[REDACTED]	ASP	08/03/2018	06/30/2023	CERTIFIED	View Member
[REDACTED]	CSP	05/15/2019	06/30/2024	CERTIFIED	View Member

Under the **Recertification** tab (depending on permissions granted), the GAM can view full name, credential(s) held, whether the worksheet has been submitted, due date, date submitted, CS Review, and Approval Date. Filters are available by credential(s), submittal status, and CS review status.

The screenshot shows the BCSP My Profile interface with the 'Recertification' tab selected. The left sidebar is the same as in the previous screenshot. The main content area features a user profile card and a table of recertification records. A green arrow points to the 'Recertification' tab.

Full Name	Credential	Submittal Status	Due Date	Date Submitted	CS Review	Approval Date	
[REDACTED]	CIT	NO	12/31/2022	--	NO	--	View Member
[REDACTED]	CSP	NO	12/31/2021	--	NO	--	View Member
[REDACTED]	SMS	NO	12/31/2023	--	NO	--	View Member



Reporting

A GAM can run multiple reports, sort, filter, and download the information/export as a CSV. Available reports include: Current Members, Member History, Application Status, Credential Status, Monthly/Quarterly/Annual Credential Reports, Recertification Status, and Purchase History. **The report information available is dependent on the privacy permissions granted by the individual.**

1. Click on **Reporting** on the left,
2. then select the report you would like to create.

The screenshot shows the BCSP MyProfile interface. On the left is a dark sidebar with navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN (Linked Groups, Reporting, Shopping Cart, Payment History), and Logout. A green arrow points to the Reporting option. The main content area displays a 'Report Type' selection screen with the following categories and options:

Report Type
MEMBERS
Current Members
Member History
APPLICATIONS
Applications/Eligibility Status
CREDENTIALS
Credential Status
Monthly Credential Report
Quarterly Credential Report
Annual Credential Report
RECERTIFICATION
Recertification Status
PURCHASES
Purchase History

Within each report, the GAM can remove and restore columns by clicking on the column name under columns. Once in a report, the GAM can also select a different report by clicking on the pull-down menu under Report Type.

Examples of each report are shown below.

Current Members – Report showing employees/members who are linked and are either active, invalidated, or expired.

Report Type: **Current Members** (indicated by a green arrow)

Current Members Report 12.06.2022

Customer ID #	First Name #	Last Name #	Group #	Email #	Location #	Credential #	Status #
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	CHST	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	CHST	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	CHST	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	OHST	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	SMS	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	CIT	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	EXPIRED
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	EXPIRED
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	EXPIRED
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	CHST	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	ACTIVE
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	STS-C	ACTIVE

Member History – Report showing employees/members who are no longer actively linked to the group record.

Report Type: **Member History** (indicated by a green arrow)

Member History Report 12.06.2022

Customer ID #	First Name #	Last Name #	Group #	Email #	Location #	Linked Date #	End Date #
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/10/2022	03/17/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/10/2022	10/25/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/10/2022	03/17/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/13/2022	03/13/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	08/10/2015	11/04/2018
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	08/10/2015	01/04/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	08/18/2016	01/09/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	03/16/2018	06/08/2020
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	08/17/2015	01/03/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/15/2021	05/11/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	11/15/2021	05/11/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	10/25/2021	05/11/2022
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	08/05/2015	06/08/2020
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	01/11/2022	01/11/2022

Applications/Eligibility Status – Report displaying employees/members who are linked and showing a status level of their application.

The screenshot shows the BCSP web application interface. On the left is a navigation sidebar with options like Dashboard, Profile, Applications, Invoices, and Reporting. The main content area displays a report titled 'Applications/Eligibility Status Report 12.06.2022'. A green arrow points to the 'Report Type' dropdown menu, which is currently set to 'Applications/Eligibility Status'. Below the dropdown is a table with the following data:

First Name	Last Name	Credential	Created On	Submitted On	Submittal #	Status
[REDACTED]	[REDACTED]	STSC	06/04/2015	06/05/2015	[REDACTED]	EXPIRED
[REDACTED]	[REDACTED]	STSC	12/29/2020	05/17/2021	[REDACTED]	EXPIRED_ELIGIBILITY
[REDACTED]	[REDACTED]	GSP	07/03/2018	08/10/2018	[REDACTED]	DENIED_STANDARD
[REDACTED]	[REDACTED]	OHST	08/02/2022	08/02/2022	[REDACTED]	APP_CHECKOUT
[REDACTED]	[REDACTED]	CSP	05/27/2021	05/27/2021	[REDACTED]	EXPIRED_ELIGIBILITY

Credential Status – Report showing employees/members who are actively linked along with their credential status level.

The screenshot shows the BCSP web application interface. On the left is a navigation sidebar with options like Dashboard, Profile, Applications, Invoices, and Reporting. The main content area displays a report titled 'Credential Status Report 12.06.2022'. A green arrow points to the 'Report Type' dropdown menu, which is currently set to 'Credential Status'. Below the dropdown is a table with the following data:

First Name	Last Name	Credential	Awarded	Expires	Level
[REDACTED]	[REDACTED]	STS	03/29/2016	12/31/2022	EXPIRED_NO_REAPPLY
[REDACTED]	[REDACTED]	CHST	11/24/2014	06/30/2026	CERTIFIED
[REDACTED]	[REDACTED]	STSC	06/02/2016	06/30/2025	CERTIFIED
[REDACTED]	[REDACTED]	ASP	08/03/2018	06/30/2023	CERTIFIED
[REDACTED]	[REDACTED]	CSP	05/15/2019	06/30/2024	CERTIFIED
[REDACTED]	[REDACTED]	GSP	11/19/2019	12/31/2025	DESIGNATION_AWARDED
[REDACTED]	[REDACTED]	STSC	11/11/2015	04/01/2105	EXPIRED
[REDACTED]	[REDACTED]	STSC	09/16/2015	12/31/2022	EXPIRED_NO_REAPPLY
[REDACTED]	[REDACTED]	STSC	05/03/2021	06/30/2026	CERTIFIED
[REDACTED]	[REDACTED]	GSP	03/08/2020	12/31/2026	DESIGNATION_AWARDED
[REDACTED]	[REDACTED]	CHST	04/12/2021	06/30/2026	CERTIFIED
[REDACTED]	[REDACTED]	GSP	08/10/2018	12/31/2024	DESIGNATION_AWARDED
[REDACTED]	[REDACTED]	STSC	12/10/2020	06/30/2026	CERTIFIED

Monthly Credential Status – Report showing employees/members who earned a credential in the past month.

The screenshot shows the BCSP reporting interface. The left sidebar contains navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting (highlighted), Shopping Cart, and Payment History. The main content area displays the 'Monthly Credential Status Report 12.08.2022'. A green arrow points to the 'Monthly Credential Status' dropdown menu. Below the report title is an 'Export as CSV' button. The report table has the following columns: First Name, Last Name, Credential, Awarded, Expires, and Level. The table contains one row of data.

First Name	Last Name	Credential	Awarded	Expires	Level
[REDACTED]	[REDACTED]	STSC	11/29/2022	06/30/2028	CERTIFIED

Quarterly Credential Status – Report showing employees/members who earned a credential in the past quarter.

The screenshot shows the BCSP reporting interface. The left sidebar contains navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting (highlighted), Shopping Cart, and Payment History. The main content area displays the 'Quarterly Credential Status Report 12.07.2022'. A green arrow points to the 'Quarterly Credential Status' dropdown menu. Below the report title is an 'Export as CSV' button. The report table has the following columns: First Name, Last Name, Credential, Awarded, Expires, and Level. The table contains one row of data.

First Name	Last Name	Credential	Awarded	Expires	Level
[REDACTED]	[REDACTED]	STSC	09/17/2022	06/30/2028	CERTIFIED

Annual Credential Status – Report showing employees/members who earned a credential in the past year.

Report Type: Annual Credential Status Report 12.07.2022

First Name	Last Name	Credential	Awarded	Expires	Level
[REDACTED]	[REDACTED]	STSC	12/23/2021	06/30/2027	CERTIFIED
[REDACTED]	[REDACTED]	STSC	12/02/2021	06/30/2027	CERTIFIED
[REDACTED]	[REDACTED]	STSC	12/01/2021	06/30/2031	CERTIFIED
[REDACTED]	[REDACTED]	STSC	12/16/2021	06/30/2027	CERTIFIED
[REDACTED]	[REDACTED]	STSC	12/09/2021	06/30/2027	CERTIFIED

Recertification Status – Report displaying employees/members along with their recertification worksheet submittal status, due date, date submitted, status of Certification Services (CS) review, and approval date.

Report Type: Recertification Status Report 12.07.2022

First Name	Last Name	Credential	Submittal Status	Due Date	Date Submitted	CS Review	Approval Date
[REDACTED]	[REDACTED]	CSP	YES	06/30/2024	12/20/2019	NO	--
[REDACTED]	[REDACTED]	CSP	NO	06/30/2024	--	NO	--
[REDACTED]	[REDACTED]	CHST	YES	06/30/2031	10/12/2022	NO	--
[REDACTED]	[REDACTED]	STSC	YES	06/30/2031	06/25/2022	YES	06/25/2022
[REDACTED]	[REDACTED]	STSC	NO	06/30/2027	--	NO	--
[REDACTED]	[REDACTED]	CHST	YES	06/30/2027	05/19/2022	YES	05/19/2022
[REDACTED]	[REDACTED]	SMS	YES	06/30/2027	06/06/2022	NO	--
[REDACTED]	[REDACTED]	CSP	NO	06/30/2023	--	NO	--
[REDACTED]	[REDACTED]	CSP	YES	06/30/2023	11/07/2022	NO	--
[REDACTED]	[REDACTED]	CHST	NO	06/30/2025	--	NO	--
[REDACTED]	[REDACTED]	CHST	YES	06/30/2028	11/07/2022	NO	--
[REDACTED]	[REDACTED]	ASP	NO	06/30/2028	--	NO	--
[REDACTED]	[REDACTED]	CHST	YES	06/30/2028	10/12/2022	NO	--
[REDACTED]	[REDACTED]	ASP	NO	12/31/2022	--	NO	--

Purchase History – Report showing product(s) purchased, dollar amount, purchased for, paid by, payment type, and reference number (credit card number).

The screenshot shows the 'Purchase History Report' interface. The 'Report Type' dropdown is set to 'Purchase History'. The table below lists various transactions with columns for Product #, Amount #, Purchased For #, Paid By #, Type #, and Reference #.

Product #	Amount #	Purchased For #	Paid By #	Type #	Reference #
MEM - [REDACTED]	\$170.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION (STSC5) EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION (STSC5) EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION (STSC5) EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION (STSC5) EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION APPLICATION FEE	\$120.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]
EC - STS CONSTRUCTION (STSC5) EXAMINATION FEE	\$185.00	[REDACTED]	[REDACTED]	Visa/MC	[REDACTED]

If you do not see an employee/member that belongs in your group, it is because the person either needs to be linked to your group or has not granted permission for the GAM to view. If the person needs to be linked, see instructions on page 10 of this guide. To request permissions from an employee/member, see instructions on page 14 of this guide. If you need to remove/unlink someone from your group, see instructions on page 10 of this guide.



Pay Fees and Make Purchases

A GAM has the convenient ability to pay employee/member fees through their shopping cart. The employee/member must answer yes to the Credential Records on their privacy page in order for the GAM to pay for their fees. These include fees for applications, single exams, exam bundles, annual renewals, non-pay reinstatements, recertification reinstatements, eligibility extensions, recertification extensions, recertPRO, examCORE, examCORE Connect, Self-Assessments, and wall certificates.

1. Click on the **Shopping Cart** option and you will be routed to the CMS, which is the system BCSP uses for payments.

The screenshot shows the BCSP My Profile dashboard. The sidebar on the left contains navigation options: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting, Shopping Cart (highlighted with a green arrow), and Payment History. The main content area displays statistics: 1 Group, 12 Total Members, 0 Credentials Held, and 1 Pending Invoice. Below this is a 'Wallet Cards' section with dropdown menus for 'Credential(s)' and 'Holder(s)'. A modal window is open at the bottom, showing 'Company' and 'Product' dropdowns, and 'Employee List' and 'Group Payment List' sections.

Multiple products can be purchased in one transaction. The following example shows one application fee and two annual renewal fees have been added to the shopping cart for payment.

2. From the **Company** pull-down menu, select the name of your group. The group must be selected for a product to appear in the product pull-down.
3. From the **Product** pull-down menu, select the product you wish to purchase. When the product is selected, a list of employees/members will appear in the left box showing their name, customer number, city, state, credential, end date, and level. The screenshot below shows the Annual Renewal Fee product selected with two employees/members with an annual renewal fee.
4. Select the **(+)** icon to add employee(s)/member(s) to the shopping cart for payment and the **(-)** icon to remove employee(s)/member(s) from the shopping cart.
5. Click **Pay** to make the payment.

The screenshot displays a web interface for managing group payments. At the top, there are two dropdown menus: 'Company' and 'Product'. The 'Product' menu is currently set to 'Annual Renewal Fees'. Below these are two main sections: 'Employee List' and 'Group Payment List'.

The 'Employee List' section, titled 'Select or Search for employees to add to group payment list', includes a search input field and a green 'Search' button. Below the search is an 'Add All Renewal' button. The list contains five entries, each with a plus icon (+) on the left, a redacted name, and details: 'ASP End Date: 01/01/2023 CERTIFIED', 'CSP End Date: 01/01/2023 CERTIFIED', and three 'CHST End Date: 01/01/2023 CERTIFIED' entries. A '1 - 5' indicator is at the bottom right of this list.

The 'Group Payment List' section, titled 'Employees selected for payment', features a 'Remove All' button and a list of three items. Each item has a minus icon (-) on the left, a redacted name, and a price: 'STS-C STS CONSTRUCTION APPLICATION FEE' for \$120.00, 'ASP Annual Renewal' for \$170.00, and 'CHST Annual Renewal' for \$145.00. A '1 - 3 of 3' indicator is at the bottom right of this list.

At the bottom right of the interface, the 'Total Amount Due' is \$435.00, and there is a green button labeled 'Print Statement / Pay'.



View Payment History and Access Receipts

To view payment history online, click **Payment History** in the navigation bar on the left.

For a printable PDF receipt, click the **Receipt** option under **Details**.

The screenshot shows the BCSP My Profile dashboard. The left navigation bar includes: Dashboard, Profile, Applications, Invoices, GAM ADMIN, Linked Groups, Reporting, Shopping Cart, and Payment History (highlighted with a green arrow). The main content area displays the Payment History table with columns: Date, Amount, Paid By, Type, Reference, and Details. The Details column contains 'Receipt' links for each row, with a green arrow pointing to this column header.

Date	Amount	Paid By	Type	Reference	Details
2022-01-13	1,120.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-16	560.00	[REDACTED]	Discover	[REDACTED]	Receipt
2021-11-15	880.00	[REDACTED]	American Express	[REDACTED]	Receipt
2021-11-15	535.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-15	140.00	[REDACTED]	American Express	[REDACTED]	Receipt
2021-11-08	200.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-08	100.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-02	100.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-02	200.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-11-01	405.00	[REDACTED]	American Express	[REDACTED]	Receipt
2021-10-28	200.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-10-28	100.00	[REDACTED]	Visa/MC	[REDACTED]	Receipt
2021-10-27	30.00	[REDACTED]	American Express	[REDACTED]	Receipt
2021-10-27	100.00	[REDACTED]	Discover	[REDACTED]	Receipt



Request Test Accommodations

Applicants needing test accommodations to take their exam must submit a special accommodation request with BCSP at the time the exam is purchased. Accommodation requests should be emailed to [**accommodations@bcsp.org**](mailto:accommodations@bcsp.org) and should include the type of accommodation(s) 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 accommodation(s) 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**](https://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.



Additional Information

Additional Guidelines for Specific Products

Eligibility extensions are available to purchase within 60 or fewer days before an applicant's one-year eligibility for examination expires.

An **exam bundle** includes two (2) exam attempts and one (1) free self-assessment. Access to the self-assessment is granted for six (6) months. An exam bundle can only be purchased if the candidate has 13 or more weeks of eligibility.

Reinstate non-pay must be completed by December 31 of the same year an individual was invalidated.

If invalidated for not reporting a recertification worksheet, an individual must pay a reinstatement fee and submit their recertification worksheet along with supporting documentation to meet an audit. Upon passing the audit and paying delinquent annual renewal fees, the credential may be restored.

Product Definitions

examCORE - an interactive, exam training program that supports safety, health, and environmental (SH&E) practitioners' professional development.

examCORE CONNECT - ASP and CSP examCORE programs in one convenient, cost-effective bundle.

examCORE Extension - a three-month extension is available to purchase any time during the examCORE access period (no more than two (2) extensions can be purchased per subscription).

Self-assessment - self-evaluation to help determine how well you know various subjects based on the blueprint located on the BCSP website.

recertPRO - online professional development platform designed to test, refresh, and sharpen your SH&E knowledge and skills through a multitude of learning modules.

Status Levels

App Checkout – The application has not been submitted with payment.

Audit Info Needed – The Certification Services department has reviewed the information provided for an audit but requests additional information before it can be approved or rejected.

Audit Review – An application or recertification worksheet was selected for an audit and is with the Certification Services department for review.

Certified – When an individual passes the exam, they achieve their certification.

CS Info Needed – The Certification Services department has reviewed the application and requests additional information before the application can be approved or rejected.

CS Review – The application has been submitted and is with the Certification Services department for review.

Eligibility Extension – The applicant has paid to extend their application for an additional year.

Exam Authorized – An exam has been purchased and the applicant is able to schedule their exam.

Exam Eligible – The application has been reviewed and approved and the applicant is eligible to sit for the exam.

Expired – The credential no longer valid.

Expired Eligibility – The applicant's one-year period of eligibility to sit for the exam has run out.

Expired Cannot Reapply – When an individual is invalidated and did not take the necessary actions prior to a December 31 deadline, they become expired and cannot reapply until January 1 of the following year.

Invalid-Non-pay – The credential is invalidated for non-payment of annual renewal fees. (Late fees are assessed in January and February. Invalidations take place on March 1.)

Invalid-Recert – The certification is invalidated for not meeting the recertification requirements. (Recertification invalidations are made on August 1.)

Invalid-Recert Audit – An individual's recertification worksheet was selected for an audit, and it was not submitted with the required documentation. (The certification is invalidated on September 1.)

Pending – An application is not complete or has not been submitted for payment.

Retired – An individual has met the retirement requirements and the certification is no longer active.

If you would like to learn more about managing groups, please contact BCSP at +1 317-593-4800 or groups@bcsp.org.