ASP/CSP INFORMATION

This is a summary of the requirements and the process needed to obtain the Certified Safety Professional (CSP) designation, which is awarded by the Board of Certified Safety Professionals (BCSP). This is undoubtedly the most sought after credential for a Safety Professional and is a requirement to reach the pinnacle of the profession. For exact requirements and information, it is recommended that you visit the BCSP website, at www.bcsp.org.

The requirements to begin the testing process for your CSP are as follows:

- Minimum Bachelor's degree in any field or an Associate's degree in Safety, Health or the Environment, or a closely related field
- At least 3 years of professional safety experience where safety is at least 50% of your job function, with a breadth and depth of safety duties

The path to the CSP is a two exam process. The first step is to become an Associate Safety Professional (ASP). This is accomplished by meeting certain education and experience requirements, and by passing the initial exam, on Safety Fundamentals. This is a rigorous, 5 hour, 200 question exam, that covers recognizing safety, health, and environmental hazards (35.4% of the exam); measuring, evaluating, and controlling safety, health, and environmental hazards (30.9%); safety, health, and environmental training and management (20.6%); and business principles, practices, and metrics in safety, health, and environmental practice (13.1%).

Points are awarded based on education and experience. Ninety six points are required to sit for the CSP Test, the second exam on Comprehensive Practice. Once you obtain 48 points, you can sit for the first exam, Safety Fundamentals, and obtain your temporary ASP designation. After you pass Safety Fundamentals and accumulate a total of 96 points, you can sit for the Comprehensive Practice exam. Pass it, and you are a CSP!! Points are awarded based on the following schedule:

- Bachelor’s Degree in Safety Related Field 36 pts
- Any Bachelor’s degree 18 – 48 pts
- Associates Degree in a Safety Related Area 18 pts
- Master’s Degree, Safety Related 9 pts
- Master’s Degree, Other areas 5-12 pts
• OHST/CHST/CLCS/ certifications 12 pts (can use only 1)
  (These are other BCSP Certifications)
• You can only use 1 Undergraduate and 1 Graduate Degree, plus 1 additional BCSP Certification

**Experience Points:** You also receive 1 point per month of experience in a position where safety functions are a minimum of 50% of your job. See the BCSP website for the complete experience criteria.

Certain people are exempt from the Safety Fundamentals exam (ASP), and can sit directly for the Comprehensive Practice exam and become a CSP. (96 points are still required.) Those with a **GSP** designation, a credential for graduates from certain ABET accredited institutions can skip the Safety Fundamentals exam. Likewise, some individuals that hold Professional Designations from certain other licensing groups are eligible to proceed directly to the Comprehensive Practice exam. Those with a **CIH** from the American Board of Industrial Hygiene, those with a **CRSP** from the Board of Canadian Registered Safety Professionals, and several others can skip directly to the Comprehensive Practice examination. Please see the BCSP website for a complete listing of reciprocal agreements. The website also has a complete listing of the different testing fees, annual dues, recertification procedures, etc. that go along with the **ASP and CSP** Programs.

**STEPS IN THE CERTIFICATION PROCESS**

1. **COMPLETE AND SUBMIT APPLICATION MATERIALS.** You will need to submit your application, **official** degree transcripts, experience forms, and reference forms to the BCSP to determine that you are indeed eligible to take the test. This process will take 3 – 6 weeks AFTER your official transcripts are received by the BCSP. This transcript must be received by the BCSP in a sealed envelope directly from the registrar at your school.

2. Once you are deemed eligible, you must pay your $350 examination fee and register to take the test. Once your fee is paid, you can go to [www.pearsonvue.com](http://www.pearsonvue.com), confirm your eligibility, and find a testing location and date to take the 200 question, 5 hour exam. You will have a 120 day window to test once you have paid for the exam. There are hundreds of test centers, and you probably live close to at least one. You must make an appointment with the test center to schedule your examination date and time.

3. Many students benefit by taking an Exam Prep course. There are several
available, and they teach many excellent strategies for passing the exam. CSU partners with SPAN International Safety Workshops to offer CSU students and other interested persons several opportunities per year to attend an ASP or a CSP Prep Course. If you elect to take a prep course, David Wheeler at SPAN International recommends that you allow 100 hours to study the suggested materials after the course, and before you sit for your exam. The prep course curriculum is covered over three days, and 2.2 CEU’s are awarded for completing the course.

4. After taking the test, you will receive immediate preliminary results on your score. Official results take up to three weeks. Once you become a Certified Safety Professional, you are then subject to the appropriate annual renewal fees, and also must obtain 25 recertification points every five years to maintain your status.

In summary, the process is:
1. SUBMIT APPLICATION TO BCSP (w/ Official Transcript)
2. OBTAIN APPROVAL FROM THE BCSP
3. SCHEDULE A TESTING DATE, with Pearsonvue.com
4. TAKE AN EXAM PREP CLASS. (Optional)
5. SCHEDULE 100 HOURS OF STUDY TIME
6. SIT FOR THE EXAMINATION
7. CELEBRATE YOUR SUCCESS

Once you have passed the ASP and have accumulated 96 points, you can then sit for the second test, the Comprehensive Practice exam. If you pass the ASP and do not yet have 96 points, the BCSP will issue you an estimated date of eligibility, based on your continued employment. As this date nears, you must submit a Professional Safety Experience Update form to the BCSP to document your work experience, and to verify that you have reached the 96 points required to sit for the second test. Candidates may be dropped from the CSP process if they have not passed the Comprehensive Practice exam within three years from the initial projected eligibility date.

ASP / CSP Exam Prep classes offered by Columbia Southern University, when scheduled, will be posted on our events page on the CSU website. [http://www.columbiasouthern.edu/About-CSU/CSUNews/Events](http://www.columbiasouthern.edu/About-CSU/CSUNews/Events) Good luck on your CSP Journey !!! For the most complete, accurate, and up to date information on any aspect of CSP certification, be sure to visit the BCSP website. [www.bcsp.org](http://www.bcsp.org)