1. **What is the purpose of this course / what are the student benefits?**
   a. This course primarily serves as the ASP certification examination prep. Students would take this course in order to prepare for the certification exam that is NOT included within this course. Additionally, a student might also be interested in earning elective college credit if they are approved through the evaluators.

2. **What is the ASP?**
   a. ASP stands for Associate Safety Professional. The Board of Certified Safety Professionals (BCSP) awards the ASP to individuals who demonstrate competency and work full time in professional positions where at least 50% of the duties are tasks devoted to the prevention of harm to individuals in the workplace environment.

3. **How much does this course cost?**
   a. $550.00

4. **Am I eligible to receive a learning partner discount?**
   a. NO Continuing Education courses are NOT eligible to receive a learning partner discount.

5. **Is Financial Aid available for this course?**
   a. No, this course is not eligible for Financial Aid because it is not a degree program requirement. Also, this course is a “per course” enrollment platform, and at CSU, a course must be structured in “term” enrollment platform, to be eligible for Financial Aid.

6. **Will my GI Bill, VA / TA benefits pay for this course?**
   a. Typically, NO, military benefits do not cover Continuing Education courses, as they are not college credit courses. However, you should always double check with your benefits representative.

7. **What forms of payment can I use to pay for this course?**
   a. Currently, we are only accepting credit card, check or money order, or corporate billing.

8. **Do you offer payment plans for this course?**
   a. We offer the option for students to utilize split pay. To be eligible, a student must be willing to pay with credit card. A student will immediately be charged half of the payment and will be charged the remaining balance 4 weeks later. If a student completes the course before the entire course is paid for, he/she will not receive his/her certificate of completion or the additional workbook with practice problems until the course is completely paid for.

9. **Does the course tuition include the certification exam application and fees?**
   a. NO, the course tuition includes the online curriculum and course learning materials. The certification exam expenses are separate and paid to the Board of Certified Safety Professionals (BCSP). To learn more about the ASP certification, we recommend visiting [www.bcsp.org/asp](http://www.bcsp.org/asp) and view the “Complete Guide to the ASP” which contains applications and exam information that all candidates need to be aware of to sit for this examination.

10. **Is this course totally online?**
    a. YES! This course is 100% online and offered through Columbia Southern University’s learning platform, Blackboard.
11. How long is this course?
   a. The course is 10 weeks long, self-paced.

12. Is there a textbook required for this course?
   a. There is not a textbook required for this course. All material needed to successfully complete the course is provided in Blackboard or found within the course presentations.

13. What will be required of me as far as course assignments, projects, exams, etc.?
   a. Each unit covers different competencies that are tested within the exam utilizing lecture-based modules with detailed topic descriptions and practice problems for working through.

14. Will students have access to the course instructor?
   a. This is a self-pace course without an “active” instructor. Students will be provided with instructor’s contact information and appropriate times to contact.

15. Are there any prerequisites to enroll into the course?
   a. While there are no prerequisite documents needed to take this course, there is a recommended calculator that students should have. The BCSP Approved TI-30XIIS and HP 10BII+ Calculator is used and instructed throughout the unit lessons of the course.

16. What are the prerequisites need to qualify to sit for the ASP exam?
   a. There are both education and work experience required to qualify for the ASP certification. One must hold a minimum Bachelor’s degree in any field or an Associate’s degree in safety, health, environmental, or a closely related field. Additionally, one must have at least 1 year of experience where safety is at least 50% preventative, professional level with breadth and depth of safety duties.

17. Is there a minimum passing grade that I must have in order to complete the CE course?
   a. This course is designed in such a way that students must earn a 70% or higher in each unit before being able to progress on to the next unit. Once all units have been successfully completed, CSU will issue a Certificate of Completion awarding 3.6 CEUs.

18. Can I transfer this course into a degree program at CSU?
   a. Transfer credit is not guaranteed, but will depend on degree program requirements, as well as other academic credit submitted for evaluation. Transfer policies and guidelines, set by our accrediting agency and the institution, will determine final transfer decisions. Submission of the Certificate of Completion is required for evaluation.
   b. If a student does qualify to transfer this course in, it will transfer in as 2 elective credits.

19. How do I determine if a CE course will transfer into college course credit?
   a. Students can submit the necessary information and apply for a degree evaluation by going to http://www.columbiasouthern.edu/admissions/transfer-credit/transfer-credit-to-csu

20. How do I enroll in CE 1103?
    a. Visit www.columbiasouthern.edu/safetyceu and click on the CE 1103 course. Complete the enrollment form and a continuing education coordinator will contact you once payment is processed.