WORK AS A
CERTIFY THE
TEAM

BCSP® | **Guide to Group Management**

STS® AND STSC® APPLICANT GUIDE

Together we create a safer workplace...

Thank you for creating a 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 would like to learn more about managing group certification, please contact **Janey Morton** at **+1 317-593-4800** or *groups@bcsp.org*.

Use This Guide

Apply for Certification

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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, and renewal. This guide will walk you through the application process, including linking to your group sponsor.

Once you are certified, the certification belongs to you. If your career goals include seeking a new position, moving up with your current employer, or moving to private practice, holding a BCSP safety certification will help you achieve your goals.

To maintain your certification, it is your responsibility to make sure your annual renewal fee(s) are paid, 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 **Section II — Apply for Certification**. If you already have a record in BCSP's system and need to link your personal record to your sponsor, follow the instructions at the end of **Section II — Apply for Certification**.
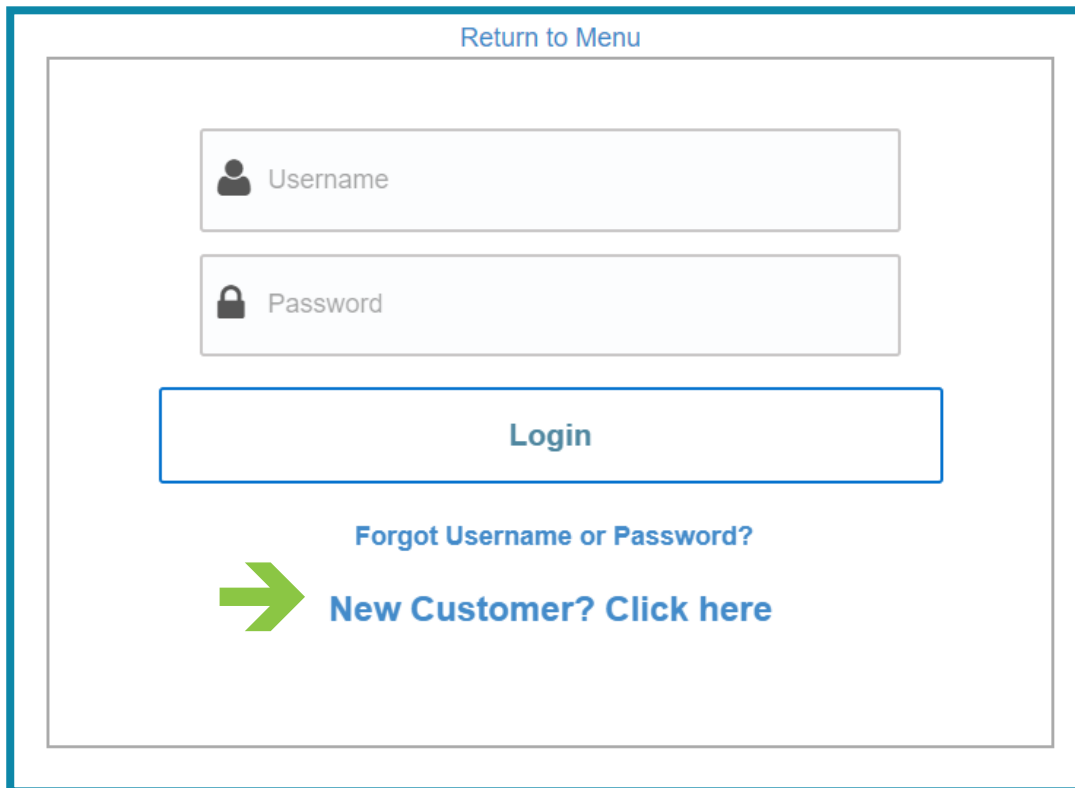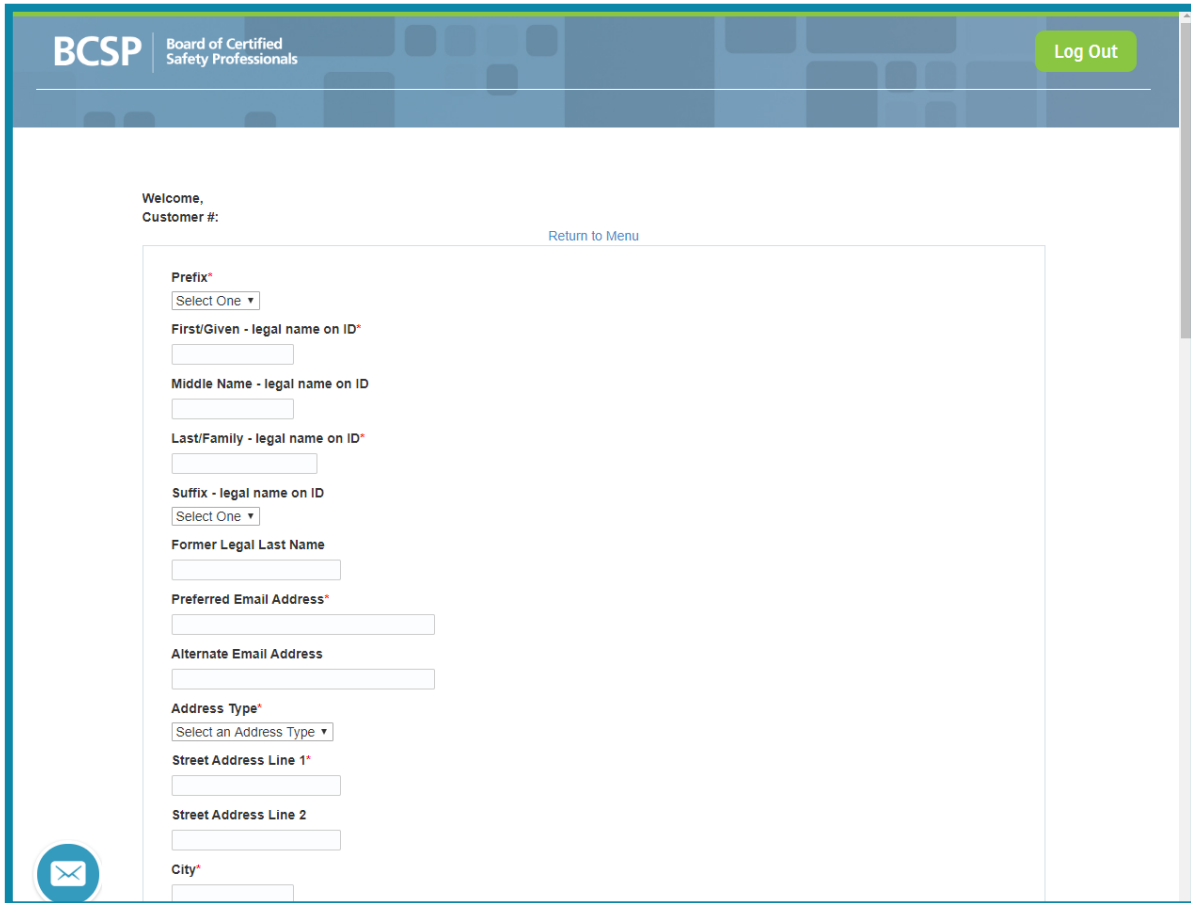
Apply For Certification

1. To apply for the STS or STSC certification, 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.
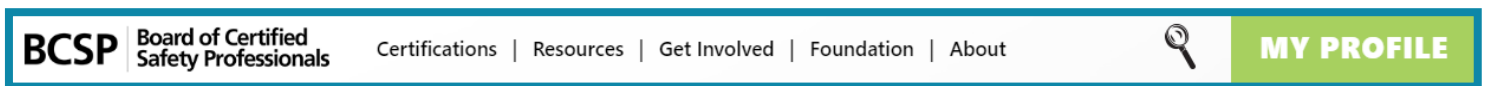
2. As a new customer, click the **New Customer? Click here** link under the **Login** button as shown below.

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 to ensure the applicant/credential holder receives all communication/notifications pertaining to the application or certification.
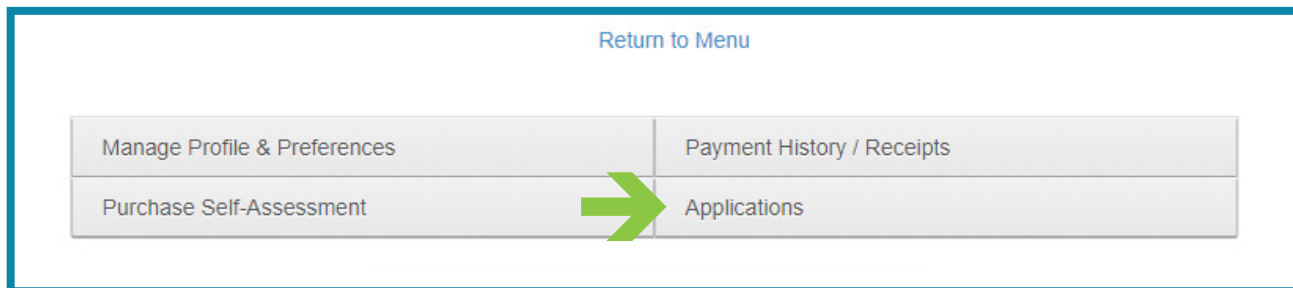
4. Once you complete the basic information, you will be taken to the CMS main menu. Start the application process by clicking **Applications**.

Return to Menu	
Manage Profile & Preferences	Payment History / Receipts
Purchase Self-Assessment	Applications

5. Then, click **Apply for Certification**. This will take you to the certifications that are available to you.

Return to Menu	
Apply for Certification	
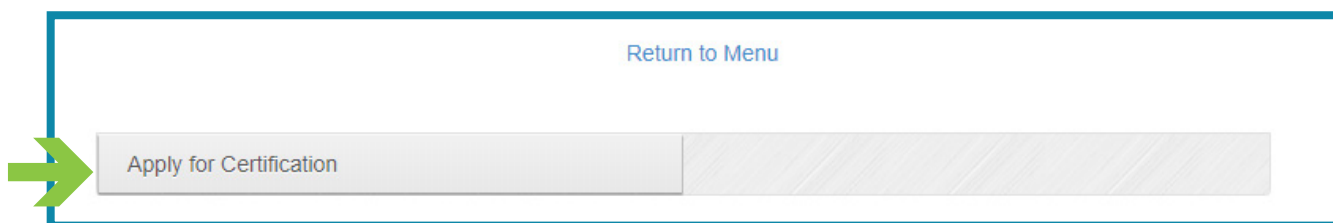
6. Click the certification you would like to apply for to move forward in the online application system.

Certifications available are shown below. Only the STS and STSC will be tracked through your sponsor group affiliation.

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

7. 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 certification.

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.

- **Instructions**
- Training Received
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- Link to Sponsor
- Fee Waiver
- Review

You are applying for the Safety Trained Supervisor Construction (STSC) certification. You will be taking the construction examination. If you wish to take the general exam, you will need to apply for the Safety Trained Supervisor (STS).

The Safety Trained Supervisor Construction (STSC) examination program is intended for managers, first-line construction supervisors, superintendents, foremen, crew chiefs, and craftsmen who have responsibilities to maintain safe conditions and practices on construction job sites.

The STSC certification requires:
- 30 hours of safety, health, and environmental training; and
- Two years supervisory experience; **OR** four years work experience; **OR** an associate degree or higher in occupational safety, risk management, or construction management; **OR** completion of a two-year trade or union training program or apprenticeship

Enter the appropriate information on each application page then click "Next." Once the minimum requirements have been entered, the "**Submit App & Checkout**" option will appear. Please see the *Complete Guide to Safety Certification* at www.bcsp.org/stsc for complete details about the minimum requirements.

Next

Note: If you are employed at the time you are completing your work experience, the end date must be for the previous month. There is not an option for "current," and the system will not accept a partial month; therefore, the end of the previous month will be your end date.

8. When you reach the **Link to Sponsor** page (or go to it from the main menu **Link to Sponsor** option), click the **add new** button to search for your sponsor group record.

- Instructions
- Training Received
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- **Link to Sponsor**
- Fee Waiver
- Review

To link to a Sponsor (company), please click "add new," search your company/employer's name, and select the correct Sponsor. To change the Sponsor you are currently linked to, click the pencil image on the left to make the change. To delete the current Sponsor link and not be linked to any Sponsor, click the circle image in the middle to delete the current Sponsor link. If your employer is not currently a Sponsor, please have your company contact BCSP to become a Sponsor.

add new

You are currently not linked to any sponsor.

Next

9. **①** Type the name of your sponsor company in the **Employer** box (you can ask your employer for the name of your group or the company code), or

② Click the up arrow to search for the name, then

③ Check the box agreeing to the terms, and

④ Click **Save**.

Employment Record   ✕

Employer

① [   ] **✕** **^** **②**

Link to Sponsor

STS and STSC Sponsor Link Individual Approval*

③ ☐ **I understand that certification is an individual credential, which belongs to me, and is not earned or maintained by my organization. I hereby attest that by linking my BCSP customer record to my organization's group record, I authorize BCSP to make my STS and/or STSC application and credential status information (excluding exam results) available to the organization and its successors.**

My organization will be granted access to pay for certification-related fees on my behalf but I understand that I am individually responsible for maintaining my certification fees and recertification requirements. If I change organizations, or if my organization does not pay on my behalf, it is my responsibility to unlink my customer record from the group record, update my contact information, and pay any outstanding balance.

                                                        ④ Save

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Note: When you link your record to a company group record, you will be sent an email notification with the subject line, *You have been linked to a Sponsor Company.*

10. Click the **Next** button to move forward to answer the fee waiver questions.

Fee waivers are available to faculty, veterans, government officials, and for those applying for the STS or STSC who are within the first three (3) months of completing their degree or union training program apprenticeship. Required documentation needs to be submitted in the online application process to redeem the waiver. The name on the required supporting document(s) must appear as it does on the application. Further information about the application fee waiver can be found on our website at **BCSP.ORG/Portals/0/Assets/ DocumentLibrary/App-Fee-Waiver.pdf**.

An example of the fee waiver questions is shown below.

Note: If eligible for a fee waiver, documentation must be uploaded to validate. If not eligible for a fee waiver, answer no to all the questions, and then click **Next/Save**.

If you click **Yes** to one of the fee waiver questions, the **Next/Save** button takes you to the screen below, where you will be able to upload the required documentation.

11. Click the **Choose File** button to attach the required document. When you attach the document, the waiver document and browse button will change to the name of the document you have uploaded (example below). Click the **Next/Save** button.

12. After answering all the fee waiver questions and/or uploading the required documentation, 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.

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

If your employer is paying the application fee, click the **Log Out** button at the top of the screen. Your employer will then be able to pay through the group management functions.
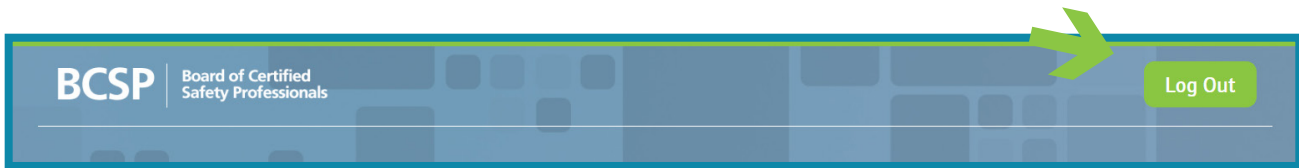
Link an Existing Record to a Sponsor: If you hold or have held either the STS or STSC certification and need to update your record, there is an option on your main menu to **Link to Sponsor**. Further details on linking your record to the company group record can be found in **Section II – 8**.

You may also request a BCSP staff member link your record to your group. Ask your company's group account manager (GAM) to request the link. BCSP will email you for your authorization to be linked to the group. Once you authorize the link, BCSP staff will link your record to the group record.

Pay Your Application Fee and Submit

If you are responsible for paying your application fee, from the pull-down menu under payment options, select **ACH Real Time** (for e-check) 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 application will be reviewed by Certification Services staff, and you will be notified of your eligibility via email sent to the email address used when creating your profile.

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 you are responsible for paying for your exam:

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

2. Click *My Profile* and log in.

3. From the main menu, click **Purchase Exam**.

Manage Profile & Preferences	Payment History / Receipts
Purchase Self-Assessment	Access Your Online Self-Assessment(s)
Applications	Eligibility and Exam Status
Purchase Exam	Link to Sponsor

Then, select the exam you wish to purchase.

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

To submit the required payment information, follow the steps as shown under **Section III – Pay Your Application Fee and Submit**. You will receive a receipt and an email notification that you are authorized to schedule your exam at a Pearson VUE testing center.

Note: The example shows the STSC available to purchase. If you have applied for the STS, you will see the STS as the option to purchase.

Requesting ADAAA Accommodations

Americans with Disabilities Act (ADA)

Applicants needing special 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 ***accomodations@bcsp.org*** and should include the type of accommodation the applicant is seeking for the exam they are planning to take at Pearson VUE. Failure to request at the time of exam purchase may impact the ability to have the accommodations provided at the testing center.

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.

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 / Receipts**. You will find a copy of your receipt for any purchase(s) you have made.

Manage Profile & Preferences	Payment History / Receipts
Purchase Self-Assessment	Access Your Online Self-Assessment(s)
Applications	Eligibility and Exam Status
Purchase Exam	Link to Sponsor

If you have questions, feel free to contact Janey Morton at **+1 317-960-3884** or via email at *groups@bcsp.org*.

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 into your profile and provide the required documentation for your application review.

Acceptable forms of validation documentation for training received are certificates of attendance/completion or 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, you must also have the issuing university send your official conferred transcript to BCSP.

4   If your application required training, 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.

- Training Received
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- Link to Sponsor
- Fee Waiver
- Review
- Re-Submit Application

Digital Badge

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

|	
Manage Profile & Preferences	Payment History / Receipts
Purchase Self-Assessment	Applications
Certification History	**My Badge(s)**
Pay Annual Renewal(s)	Purchase Wall Certificate
Wallet Card	Link to Sponsor
⭐ Earn Recertification Points (KSA)	Recertification

Report Recertification Activity

All BCSP credential holders are required to report a Recertification Worksheet every five (5) years. To begin recording your recertification activities, go to **BCSP.ORG**, click *My Profile* to log into your account, and select **Recertification**.

Manage Profile & Preferences	Payment History / Receipts
Purchase Self-Assessment	Applications
Certification History	**My Badge(s)**
Pay Annual Renewal(s)	Purchase Wall Certificate
Wallet Card	Link to Sponsor
⭐ Earn Recertification Points (KSA)	Recertification

To begin reporting activities, you must select **Start New Recertification Worksheet**. Activities recorded are automatically saved to the worksheet once they are entered.

Return to Menu

Start New Recertification Worksheet	My Recertification Activity
Purchase Recertification Extension	

Once a worksheet has started, you can review it at **My Recertification Activity**. Activities can be edited or removed at your discretion until the worksheet has been submitted for **Online Reporting Review**.

Return to Menu

Start New Recertification Worksheet

My Recertification Activity

Purchase Recertification Extension
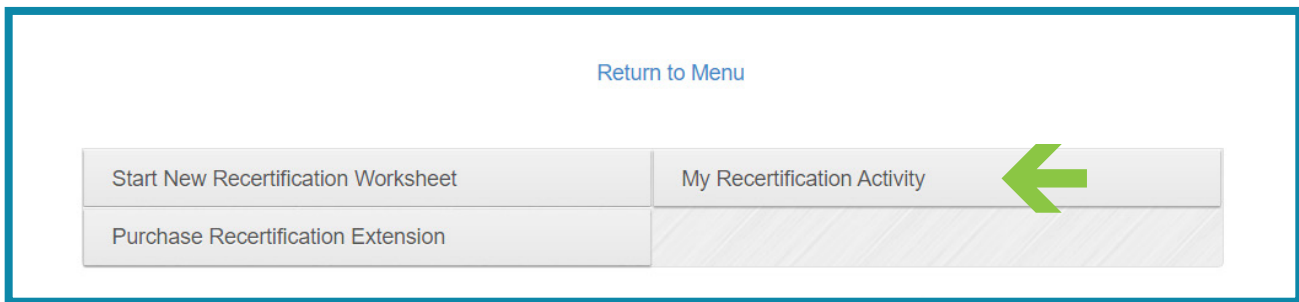
Recertification worksheets must be submitted online no later than the July 31 reporting deadline following the end of your recertification cycle. The online process will only allow you to submit your worksheet six (6) months prior to the end of the cycle through July 31.

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

Three (3) points are required for the STS and STSC certification. 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*.