

TAKE YOUR EXAM

BCSP recommends you complete the tutorial at the beginning of the exam to help familiarize yourself with the computer-delivered examination process. You must agree to comply with BCSP's Code of Ethics, examination security, and non-disclosure rules before you can begin the exam. Once you complete these steps, your examination clock starts.

EXAMINATION	TIME ALLOWED
CSP	5.5 hours
SMS	4.5 hours
ASP	5 hours
OHST	4 hours
CHST	4 hours
STS	2 hours
STSC	2 hours
CET	4 hours

You will schedule your own breaks, which must be taken outside the secure testing room, but inside the building (or part of the building) controlled by Pearson VUE. You must sign out and comply with any/all security measures when you leave your workstation for any reason. Your examination clock continues to run during these self-scheduled breaks.

BCSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing center staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing center.

ABOUT BCSP

Headquartered in Indianapolis, Indiana, BCSP is a not-for-profit corporation recognized as a leader in high-quality, accredited credentialing for safety, health, and environmental (SH&E) practitioners. BCSP establishes standards and certifies competency criteria in professional safety practice. Since 1969, over 68,000 of BCSP's CSP, SMS, ASP, OHST, CHST, STS, STSC, or CET certifications have been achieved.

Visit the BCSP website to browse online applications, career information, certification/recertification requirements, a comprehensive list of U.S. academic programs, the BCSP academic database and more!

If you have questions, please email us: bcsp@bcsp.org.

BCSP.ORG



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CERTIFICATIONS & ACCREDITATIONS

BCSP has third party accreditation for all certifications: National Commission for Certifying Agencies (NCCA) and the American National Standards Institute (ANSI).

CERTIFIED SAFETY PROFESSIONAL®

American National Standards Institute (ANSI)
National Commission for Certifying Agencies (NCCA)

SAFETY MANAGEMENT SPECIALIST

American National Standards Institute (ANSI)

ASSOCIATE SAFETY PROFESSIONAL®

American National Standards Institute (ANSI)
National Commission for Certifying Agencies (NCCA)

OCCUPATIONAL HYGIENE & SAFETY TECHNICIAN®

National Commission for Certifying Agencies (NCCA)

CONSTRUCTION HEALTH & SAFETY TECHNICIAN®

National Commission for Certifying Agencies (NCCA)

SAFETY TRAINED SUPERVISOR®

National Commission for Certifying Agencies (NCCA)

SAFETY TRAINED SUPERVISOR CONSTRUCTION®

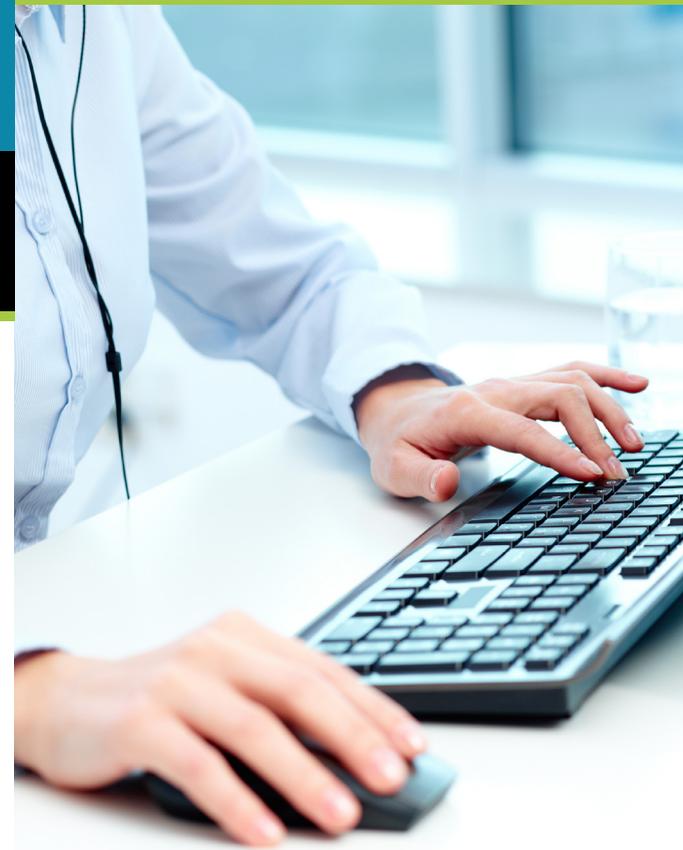
National Commission for Certifying Agencies (NCCA)

CERTIFIED ENVIRONMENTAL, SAFETY & HEALTH TRAINER®

National Commission for Certifying Agencies (NCCA)



TAKING BCSP EXAMINATIONS



The Board of Certified Safety Professionals (BCSP) partners with Pearson VUE to deliver its computer-based certification examinations at testing centers available throughout the world.

This brochure will guide you through the process from scheduling to completing your BCSP examination.

GET STARTED!
pearsonvue.com/BCSP



**NO WAITING
SAME DAY RESULTS!**

You will receive examination results immediately after you submit the exam at the testing center.

BCSP | Board of Certified
Safety Professionals

— Since 1969 —

OBTAIN

YOUR EXAMINATION AUTHORIZATION

BCSP's Certification Management System (CMS) allows candidates to complete certification applications online at [bccsp.org](https://www.bccsp.org). Once your application has been submitted and approved, you will be eligible to purchase your examination. You may visit [youtube.com/BCSPTube](https://www.youtube.com/BCSPTube) and use the BCSP CMS Tutorial | Purchasing Your Examination video for instructions.

If you need special examination facilities or accommodation arrangements for documented disabilities (consistent with the Americans with Disabilities Act and the American Disabilities Amendment Act), you must request the accommodation with BCSP at the time you purchase your exam. Accommodation requests should be emailed to accommodations@bccsp.org. Failure to request at the time of exam purchase may impact your ability to have the accommodation provided at the testing center. Pearson VUE has a listing of items that are considered comfort aids and do not require preapproval.

This list is available at <https://home.pearsonvue.com/test-taker/Test-accommodations/Comfort-aids.aspx>.

After your payment is processed, you will receive the Examination Authorization Letter, which will remind you of the eligibility end date. This date is very important, because you must sit for your examination by that date. You may purchase another Examination Authorization if you are eligible and wish to take the exam again.

SCHEDULE

YOUR EXAM

To ensure examination time and location availabilities, BCSP recommends you schedule the exam at least six (6) to eight (8) weeks in advance. Please visit [pearsonvue.com/bccsp](https://www.pearsonvue.com/bccsp) to schedule online or by phone. You will need your Candidate ID, on your Examination Authorization Letter. You can only change your examination date if you contact Pearson VUE at least one full business day prior to your already scheduled date.

United States/U.S. Territories,
Canada Phone Numbers:
+1 866-717-3653; 8:00AM-8:00PM ET, M-F
TDD: +1 866-717-3653; 9:00AM-6:00PM ET, M-F

NOTE: *International Pearson VUE testing locations will be found at www.pearsonvue.com/BCSP. You must call and schedule your test appointment in the region in which you will test.*

Do NOT call a local testing center to schedule your appointment. Local testing centers are not authorized to schedule, reschedule, cancel, or confirm BCSP examination appointments. Save all examination appointment confirmation emails until after you complete your examination.

If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization. Candidates who do not pass a BCSP examination are required to wait six (6) weeks before retaking the exam.

ARRIVE

FOR YOUR EXAM

You are expected to arrive early at the testing center. If you are 15 or more minutes late, you will not be allowed to enter and will forfeit your non-refundable Examination Authorization.

You must bring a valid, unexpired, government-issued ID bearing your name as on file with BCSP, a photo, and signature. A government-issued ID that is missing a visible signature, or one that has an embedded signature, must be supplemented with an original (not photocopied), valid (unexpired) ID that has at least a matching name and recent photograph or a matching name and signature. If you are testing in a country NOT of your citizenship, your passport will be required.

Acceptable identifications include a permanent North American state or provincial driver's license/identification card, military identification card, national identification card, permanent resident card, European Identity card, Permanent Account Number (PAN) ID (India only), or passport.

Candidates testing in Japan may use a valid unexpired government-issued ID that does not include a signature as their primary ID, such as a Japanese Driver's License, National Identity Card (My Number Card), Basic Resident Register Card (Juki Card), Residence Card (Alien Card), Special Permanent Resident Certificate, or Physical Disability Certificate. Other IDs with a photo issued by the government of Japan are acceptable if they contain the issuer's name and official seal.

NOTE: *Your name on the provided ID must exactly match your name on file with BCSP.*

You may bring one or two calculators into the secure testing room as long as they both are among the brands and models listed:

- Casio models FX-115, -250, -260, or -300
- Hewlett Packard models HP 9, 10, 12, or 30
- Texas Instruments models TI-30, -34, -35, or -36

Different versions of the above models will be permitted. For example, the HP-30S and TI-30X calculators will be permitted, as they are versions of these models.

If the candidate does not have one of the approved calculators, he or she can use the online calculator that is part of the exam. Test centers do not provide calculators or allow candidates to bring in non-approved models.

You must comply with all security processes (i.e., biometric scanning, etc.) at testing centers. Please contact the location prior to the exam to learn about their specific procedures.

As you sign in, the testing center staff will provide you with materials for working out calculations by hand. You are not allowed to take any notes, books, papers, purses, hats, coats, jackets, pagers, mobile phones, electronic devices or other materials into the secure testing room. You may not access other personal belongings until you complete your examination. The only exceptions are comfort aids and approved accommodations consistent with ADA/ADAA.