



**BCRSP CERTIFICATION MAINTENANCE PROGRAM WORKSHEET**

Board of Canadian Registered Safety Professionals, 6519B Mississauga Road, Mississauga, ON L5N 1A6

**DECLARATION:** I certify that the CMPs claimed on these worksheets and all documents attached thereto are an accurate reflection of my certification maintenance activities during the audit period.

Name: \_\_\_\_\_ Registration # \_\_\_\_\_

I am identified on List \_\_\_\_\_ Signature: \_\_\_\_\_

- Only those activities completed within your audit period may be claimed. Please identify all CMPs earned in each of the three categories.

1. PROFESSIONAL DEVELOPMENT ACTIVITIES			
A1	Completion of college/university <b>credit</b> courses in ohs&e (including distance education courses) with a formal evaluation process or examination.	5.0 CMPs/course	Points claimed _____ +Maximum allowable-25 CMPs
A2	Completion of short courses/seminars in ohs&e <b>including internal, employer-sponsored courses/seminars.</b>  <i>CRSPs are permitted to accumulate these activities and claim 0.5 CMPs for each six (6) hours of professional development.</i>	1 day – 0.5 CMPs /course 2-3 days - 1.0 CMPs /course 4+ days - 3.0 CMPs /course (with formal evaluation or exam)	Points claimed _____ +Maximum allowable-25 CMPs
A3	Teaching an osh&e related course/seminar ( <b>applies to courses/seminars over and above those that are taught as part of current position description.</b> )  <i>No CMPs are awarded for teaching courses/seminars less than 6 hours long. Multiple presentations of the same course/seminar may only be claimed once in each calendar year.</i>	1 day - 0.5 CMPs /course 2-3 days - 1.0 CMPs /course 4+ days - 3.0 CMPs /course (with formal evaluation or exam)	Points claimed _____ +Maximum allowable-25 CMPs
A4	Developing ohs&e related courses ( <b>applies to courses over and above those that are developed as part of current position description.</b> )	2.0 CMPs/course	Points claimed _____ +Maximum allowable-10 CMPs
A5	Attending ohs&e professional development conferences (minimum two days).	1.0 CMPs/conference	Points claimed _____ +Maximum allowable-5 CMPs
A6	Ohs&e paper presentation at a conference (may not claim CMPs for same paper under C6).	0.5 CMPs/presentation	Points claimed _____ +Maximum allowable-5 CMPs
A7	Developing/teaching an ohs&e college/university credit course ( <b>applies to courses over and above those that are taught as part of current position description.</b> )  <i>Multiple presentations of the same course may only be claimed once in each calendar year.</i>	2.0 CMPs/course	Points claimed _____ +Maximum allowable-25 CMPs
A8	Completion of non-related ohs&e courses/seminars that will enhance a CRSP's skill sets (e.g. management, computer software, etc.).  <i>CRSPs are permitted to accumulate these activities and claim 0.5 CMPs for each six (6) hours of professional development.</i>	1 day - 0.5 CMPs /course 2-3 days - 1.0 CMPs /course 4+ days - 3.0 CMPs /course (with formal evaluation or exam)	Points claimed _____ +Maximum allowable-10 CMPs
A9	Completion of the Board's 2004 Survey on the Competencies of Certified Safety Professionals in Canada	1.0 CMPs	Points claimed _____ +Maximum allowable-1 CMP
<b>TOTAL POINTS CLAIMED SECTION 1</b>			

+ maximum number of CMPs that may be claimed over five years

2. EXAMINATIONS & ADDITIONAL CERTIFICATIONS			
B1	Passing a BCRSP re-examination ( <i>the initial passing of the CRSPEX to earn the CRSP designation may not be claimed</i> ).	25.0 CMPs	Points claimed _____ +Maximum allowable-25 CMPs
B2	Passing a Board of Certified Safety Professionals (U.S.) comprehensive or specialty examination (may not claim CMPs a second time under B3).	25.0 CMPs	Points claimed _____ +Maximum allowable-25 CMPs
B3	Obtaining a BCRSP recognized ohs&e designation, e.g. CSP, CIH ( <i>the designation must have formal education, experience, examination and certification maintenance requirements – please submit details of certification for review by CMP Committee</i> ).	25.0 CMPs	Points claimed _____ +Maximum allowable-25 CMPs
B4	Obtaining an advanced ohs&e related degree/diploma ( <i>beyond that held when first registered</i> ).	15.0 CMPs	Points claimed _____ +Maximum allowable-15 CMPs
<b>TOTAL POINTS CLAIMED SECTION 2</b>			

+ maximum number of CMPs that may be claimed over five years

3. PROFESSIONAL PURSUITS			
C1	Continuing professional practice with greater than 50% ohs&e position duties ( <i>minimum 900 hours/year</i> ).	2.0 CMPs/yr	Points claimed _____ +Maximum allowable-10 CMPs
C2	Personal membership in a provincial/national/international ohs&e-related technical professional society ( <i>BCRSP may not be claimed in this section</i> ).	1.0 CMPs /yr/society	Points claimed _____ +Maximum allowable 10 CMPs
C3	Service on national or international standards committee.	2.0 CMPs /yr/committee	Points claimed _____ +Maximum allowable-10 CMPs
C4	Service to ohs&e related associations and professional organizations at national, international or regional levels as a working committee member or officer.	2.0 CMPs /yr/committee or officer	Points claimed _____ +Maximum allowable-10 CMPs
C5	Service to ohs&e related associations and professional organizations at local level as a working committee member or officer.	1.0 CMPs /yr/committee or officer	Points claimed _____ +Maximum allowable-5 CMPs
C6	Publication of ohs&e related paper (minimum of 1500 words) as first author or co-author. Publication includes journals, magazines, books but does not include internal publications or conference proceedings (may not claim CMPs for same paper under A6).	1.0 CMPs/paper	Points claimed _____ +Maximum allowable-5 CMPs
C7	Publication of ohs&e related textbook as author or co-author.	10.0 CMPs/book	Points claimed _____ +Maximum allowable-10 CMPs
C8	Preparation and acceptance (by BCRSP) of questions for the CRSPEX.	1.0 CMPs /5 questions	Points claimed _____ +Maximum allowable-25 CMPs
C9	Satisfying the requirements of the Board of Certified Safety Professionals' (U.S.) Continuance of Certification Program.	5.0 CMPs	Points claimed _____ +Maximum allowable-5 CMPs
C10	Health and safety "patented inventions" may be considered, on a case-by-case basis, for CMPs. Please attach documentation (including patent number) to support your claim.		
<b>TOTAL POINTS CLAIMED SECTION 3</b>			
<b>TOTAL POINTS CLAIMED SECTIONS 1,2, AND 3</b>			

+ maximum number of CMPs that may be claimed over five years



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***IMPORTANT NOTES:***

1. *Please retain a copy of your CMP Worksheets until such time as you have received notification from the BCRSP advising that you have been granted a continuance of your CRSP certification.*
2. *A continuance of certification confirmation will be mailed to those CRSPs who meet the requirements of the Certification Maintenance Program.*
3. *If during the CMP cycle for which you are submitting worksheets/ documentation, you have been absent from work through parental leave, LTD, lay off, etc., for a period of time greater than:*
  - *3 months in a 1-year cycle*
  - *5 months in a 2-year cycle*
  - *8 months in a 3-year cycle*
  - *10 months in a 4-year cycle*
  - *12 months in a 5-year cycle*

*and if the total CMPs submitted is less than required, please include details of this absence along with supporting documentation for review by the CMP Committee.*

*CRSPs whose designation is revoked for non-submission of CMP worksheets by the December 31, 2006 deadline, must submit documentation for all points claimed as part of the reinstatement process regardless of whether or no they were initially required to supply documentation.*