

2008 | ANNUAL REPORT



**BOARD OF CERTIFIED
SAFETY PROFESSIONALS**

Advancing the Safety, Health and Environmental
Professional Since 1969

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CHALLENGE AND TRIUMPH

CHALLENGE AND TRIUMPH

The national presidential election in 2008 promised CHANGE. 2008 was also a year for change at BCSP. One significant change was the purchase of the ABIH interests in CCHES and its para-professional certifications. Prior to the purchase, CCHES was a 50/50 joint business venture of BCSP and ABIH, with BCSP administering CCHES on a fee basis. As CCHES grew, it became apparent that the structure of CCHES and its relationship with its parent organizations needed to change in a manner that would foster growth and ensure future success. Discussions between BCSP and ABIH had been continuing for the last few years. The solution finally agreed upon was for BCSP to purchase ABIH business interests in CCHES. This approach will provide a seamless transition and continued service from the perspective of CCHES certification holders, a priority for BCSP. BCSP and ABIH will continue to collaborate in a number of other areas, such as the OSHA Alliance Agreement.

BCSP completed preparations for new Safety Fundamentals and Comprehensive Practice examinations that went into use on January 1, 2009. Accreditation standards require that the content of examinations be based on studies of practice and new studies updated changes in practice from those BCSP derived in 1999. These changes ensure the quality of the examinations and the CSP.

The sinking economy impacted BCSP as well. While investments of operating reserves are very conservative, BCSP experienced some losses, along with almost every entity trying to manage long-term funds. Fortunately, sound business practices in previous years had placed BCSP on a sound financial footing, and these losses are not expected to affect ongoing operations.

BCSP continues to pursue new certification management software. Very few vendors produce software for certification management. During 2008 BCSP experienced a performance failure by one of these vendors and needed to change direction with different vendor. This resulted in the delay of software implementation and a significant financial write-off, but new system will ultimately provide a better product and significantly improved services for applicants, candidates and certificants.

In other changes, BCSP pursued an updated web site design that will be implemented in 2009. BCSP reimplemented salary surveys and in 2009 will be able to provide access to salary data derived from CSPs and ASPs on a regular basis.

BCSP strives to make those changes that improve the CSP and its expanded portfolio of credentials, their value and the services BCSP provides to its customers.



Paul S. Adams,
Ph.D., CSP,
P.E., CPE
2008
BCSP PRESIDENT



Roger L. Brauer,
Ph.D., CSP,
P.E., CPE
EXECUTIVE
DIRECTOR

A handwritten signature in cursive script that reads "Paul S. Adams".

Paul S. Adams

A handwritten signature in cursive script that reads "Roger L. Brauer".

Roger L. Brauer

PURPOSE AND HISTORY OF BCSP

BCSP was founded in 1969 as a not-for-profit corporation in the state of Illinois. It functions solely as a peer-operated certifying organization. It is not a member organization and does not provide services usually offered by member organizations. Membership in any organization is not a requirement for certification.

BCSP sets standards related to competency in professional safety practice. Safety professionals identify hazards and evaluate them for the potential to cause injury or illness to people or harm to property and the environment. Safety professionals recommend administrative and engineering controls that eliminate or minimize the risk and danger posed by hazards. They work with professionals in other disciplines in many different job settings. Safety professionals work for companies, government agencies, and private organizations or offer individual professional services. They may engage in design, planning, program management, training, auditing, and other aspects of practice. They apply knowledge and skills for recognition, evaluation and control of hazards in equipment, systems, facilities and processes, or in operations, manufacturing, transportation, construction, insurance services, and other enterprises.



VISION

The Board of Certified Safety Professionals (BCSP) is recognized domestically and internationally by practitioners and stakeholders as the premier certification body for the highest quality of safety, health, and environment (SH&E)-related certification products and services, dedicated to the protection of people, property, and the environment.

MISSION

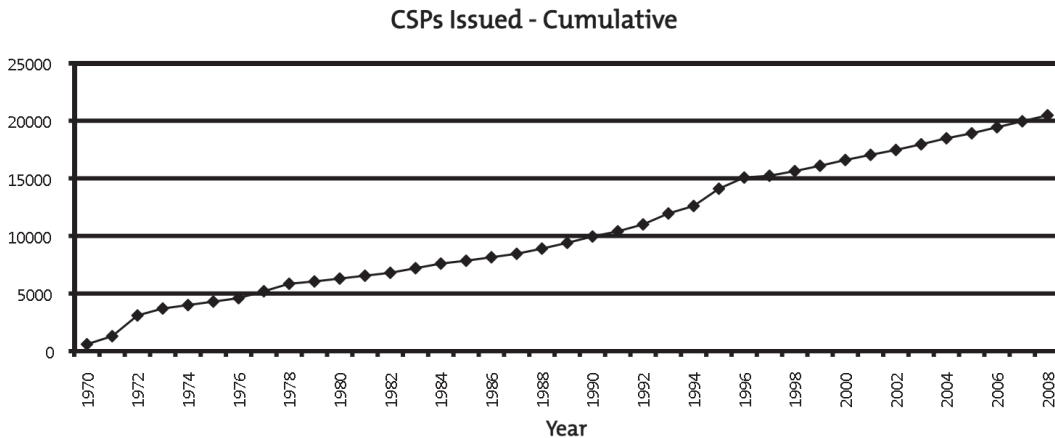
BCSP is the premier certification body providing domestic and international credentialing services to practitioners, technologists, technicians, supervisors, and workers through its recognized excellence, financial strength, continuous improvement and accredited products and services by offering career advancement paths to those persons in safety, health, and environmental practitioners.

The *BCSP Bylaws* state the purpose of BCSP:

- Establish the minimum academic and experience requirements necessary to receive certification as a Certified Safety Professional® (CSP®), the designation of Associate Safety Professional (ASP), or other such designations established pursuant to resolution by the Board of Directors.
- Determine the qualifications of applicants and arrange, control, and conduct investigations and examinations to verify the qualifications of candidates for certificates to be issued by BCSP.
- Grant and issue to qualified applicants a certificate and maintain a directory of the holders of all valid certificates.
- Establish requirements for the continuance of certification.
- Represent its certificate holders in communication and, where appropriate, in negotiations with public and private agencies, groups, and individuals with respect to matters of common interest; and it will inform employers, specifiers, public officials, the public, and engineering and related practitioners of the benefits of certification.

CERTIFICATIONS

The chart below illustrates the growth in the number of certifications issued by BCSP over the years. During 2008, BCSP certified 703 individuals as new CSPs.



Below are statistics which summarize BCSP certification activity. Data is either for calendar year 2008 or reflect counts at the end of 2008.

Number of Certified Safety Professionals (CSPs) issued in 2008	703
Number of current CSPs	11,789
Number of Associate Safety Professionals (ASPs) issued in 2008	654
Number of current ASPs	1,004
Number of Graduate Safety Practitioners (GSPs) issued in 2008	113
Number of current GSPs	634
Number of CSPs electing CSP-Retired status in 2008	89
Number of persons currently holding CSP-Retired status	742
Number of CSPs invalidated during 2008 for:	
Failure to pay annual fee	283
Failure to meet Continuance of Certification (COC)	55

Over two-thirds of current CSPs achieved their certification through the Comprehensive Practice examination. Less than 1% of CSPs achieved certifications through a waiver (prior to 1972). The remaining certificate holders achieved the CSP certification through the Management Aspects examination, a single examination or other specialty examinations.

APPLICATIONS

Applicants must meet academic and professional safety experience requirements in order to qualify for the Safety Fundamentals and Comprehensive Practice examinations leading to the CSP certification. The minimum academic qualification is an associate degree in safety and health or a bachelor’s degree in any field. The minimum amount of professional safety experience is three years (depending on the degree major). Individuals apply only once.

During 2008, BCSP received 1087 applications for the CSP certification.

EXAMINATIONS

Candidates for the CSP certification must pass two examinations: Safety Fundamentals and Comprehensive Practice. Individuals possessing certain other certifications and licenses by examination may apply for a waiver of the Safety Fundamentals examination; however, all CSP candidates must pass the Comprehensive Practice examination.

National and international accreditation standards for peer certifications require that examination content be validated periodically against the professional practice the examination intends to measure. The last content validity research project was completed in 2008. The next validation study is scheduled for 2015.

The minimum passing scores rely on a modified Angoff criterion reference procedure to ensure that all candidates have the same opportunity to pass the examinations. This procedure also ensures that minimum passing scores are based on those candidates who meet minimum qualifications.

A summary of examination performance for 2008 appears below. BCSP’s examination reliability is acceptable for high-quality certification examinations, according to good psychometric practices.

Safety Fundamentals Examination		Comprehensive Practice Examination	
Number of Candidates (All Forms):	919	Number of Candidates (All Forms):	1109
Mean Score (All Forms):	66.7%	Mean Score (All Forms):	59.8%
Candidate Passing Rate (All Forms):	72.4%	Candidate Passing Rate (All Forms):	66.1%
Standard Deviation:	15.7	Standard Deviation:	13.52
Standard Error of Measurement:	6.02	Standard Error of Measurement:	6.26
Internal Reliability [KR(20)]:	0.85	Internal Reliability [KR(20)]:	0.79
Decision Consistency [$K^2_{(x,t)}$]:	0.89	Decision Consistency [$K^2_{(x,t)}$]:	0.82

CONTINUANCE OF CERTIFICATION

CONTINUANCE OF CERTIFICATION

Individuals holding the CSP certification must be recertified every five years by gaining 25 points through ten activity categories in the Continuance of Certification (COC) program. Some categories have upper limits for points that can be earned. CSPs report how they earned points at the end of each five-year cycle. BCSP randomly selects a portion of those submitting COC reports for an audit to verify points claimed. The table below summarizes COC activities processed during 2008.

Number of CSPs whose COC cycle ended 12/31/07	1,640
Number of CSPs failing to meet COC requirements	73

CSPs reporting in 2008 earned COC points in the following categories. Results are based on a sample of those reporting.

Category	Average Points Earned	Percent of Total Points	Percent of People
1. Professional Safety Practice	9.76	27.06	98
2. Safety Organization/Division Membership	4.53	12.56	92
3. Professional Service	2.28	7.17	38
4. Professional Publications, Papers, Technical Presentations, and Patents	0.68	1.9	22
5. Writing Examination Items	0	0	0
6. Professional Development Conference Attendance	4.71	13.07	78
7. Continuing Education Courses/Seminars	7.69	21.32	84
8. College/University Courses	1.40	3.88	6
9. Advanced Degrees	1.50	4.16	6
10. Certification/Registration Examinations	3.20	8.87	24
AVERAGE POINTS EARNED	35.75		

ACCREDITATION AND RECOGNITION

ACCREDITATION AND RECOGNITION

BCSP holds accreditation from an international organization and national organization that set standards for peer certification boards. The **National Commission for Certifying Agencies (NCCA)** grew out of a U.S. Department of Education grant in the 1970s. The CSP certification has held accreditation from NCCA since 1994. In 2003, the CSP credential became one of the first five certifications anywhere in any field to achieve accreditation under ISO/IEC 17024. The **American National Standards Institute (ANSI)** administers this international program in the United States. Standards cover governance, audited financial disclosure, fairness in testing, validity and reliability of examinations, use of acceptable methods to set minimum passing scores, independence from membership organizations, public participation, security, recertification, and many other factors. BCSP's current five-year accreditations extend as follows: NCCA through 2009 and ANSI through 2008.

The Department of Veterans Affairs (VA) recognizes the ASP designation and CSP certification and reimburses examination fees of qualified active duty and reserve component military and veterans.

BCSP MEMBERSHIP ORGANIZATIONS

The primary role for BCSP membership organizations is to nominate safety professionals for potential service on the BCSP Board of Directors. Membership organizations do not contribute to the operations of BCSP and the CSP certification. Membership organizations help ensure broad representation from the profession in the governance of BCSP affairs. They do not have direct involvement in the governance of BCSP and its policies. Membership organizations may endorse the value and significance of the CSP certification as a means to identify competency in professional safety practice.

Current BCSP membership organizations, and the year each became one, are as follows:

- | | |
|--|------|
| • American Industrial Hygiene Association (AIHA) | 1974 |
| • American Society of Safety Engineers (ASSE) | 1974 |
| • System Safety Society (SSS) | 1977 |
| • Society of Fire Protection Engineers (SFPE) | 1984 |
| • Institute of Industrial Engineers (IIE) | 1994 |
| • National Safety Council (NSC) | 1994 |
| • National Fire Protection Association (NFPA) | 2007 |

GOVERNANCE

BCSP has 13 directors who oversee BCSP affairs. BCSP is not a member organization. BCSP has candidates who have applied and are pursuing certification and certificants who must meet requirements to retain their certification. Directors on the BCSP Board are the only BCSP members.

BCSP directors volunteer their time and services to attend semi-annual Board meetings, participate in committee meetings and activities, review candidate application materials to determine eligibility, and oversee other BCSP matters. Directors do not receive compensation, but are reimbursed for direct expenses.

Directors may serve two three-year terms. The BCSP Board of Directors is comprised of 13 members who represent a cross-section of the safety profession and the public. One member is a public director, not involved with the safety profession, who represents public interests. Six of the remaining 12 members are chosen among nominations from BCSP's membership organizations. The Board of Directors also elects six additional members from across the safety and health profession. All but the public director must hold the CSP certification.

The standing committees of the Board of Directors include:

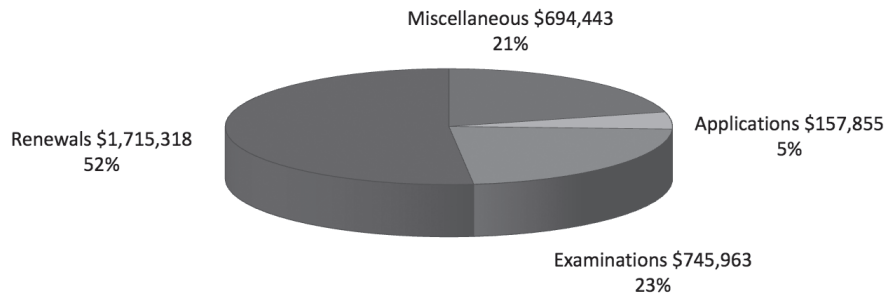
- Continuation of Certification Committee
- Examination Committee
- Executive Committee
- Finance Committee
- Nominating Committee
- Professional Development Committee
- Professional Standards Committee
- Strategic Planning Committee

GENERAL FINANCIAL CONDITION

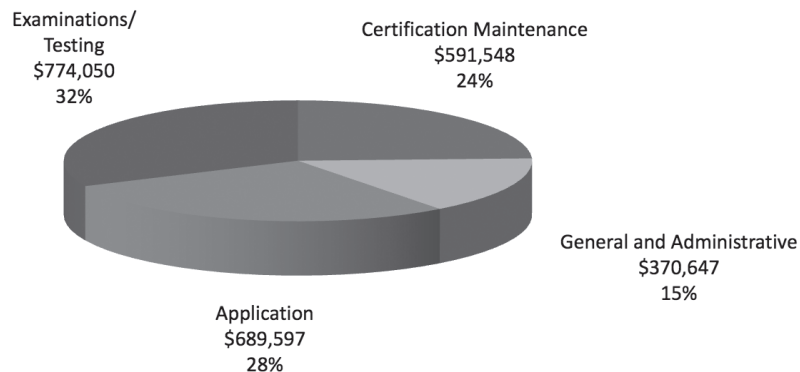
BCSP receives funds through four means: **application fees** that cover application and evaluation processing costs, **examination fees** that cover basic costs for registration, examination delivery, reporting of results, and analysis of examination performance, **annual renewal fees** that cover governance, examination development and maintenance, facilities, equipment, supplies, and other support services and expenses, and other **miscellaneous income** derived from the sale of time extensions, self-assessment examinations, etc.

The Board and staff continually strive to improve customer service and increase certification value, while minimizing expenses. During 2008, BCSP exceeded the net revenue forecast in the 2008 budget and contributed to reserves at a rate beyond the annual goal. The charts below show how income and expenses are distributed in general. The 2008 audited financial statement appears on pages 8 and 9.

BCSP Income



BCSP Expenses



AUDITED FINANCIAL STATEMENT

AUDITED FINANCIAL STATEMENT

McGladrey & Pullen
Certified Public Accountants

Independent Auditor's Report

To the Board of Directors
Board of Certified Safety Professionals
Savoy, Illinois

We have audited the accompanying statements of financial position of Board of Certified Safety Professionals as of December 31, 2008 and 2007, and the related statements of revenue and expenses and changes in net assets, and cash flows for the years then ended. These financial statements are the responsibility of BCSP's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Board of Certified Safety Professionals as of December 31, 2008 and 2007, and the results of its operations and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information is presented for additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

McGladrey & Pullen, LLP

Champaign, Illinois
April 23, 2009

McGladrey & Pullen LLP is a member firm of RSM International – an affiliation of separate and independent legal entities.

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Board of Certified Safety Professionals

**Statements of Revenue and Expenses and Changes in Net Assets
Years Ended December 31, 2008 and 2007**

	2008	2007
Revenues:		
Renewal fees	\$ 1,715,318	\$ 1,443,141
Examination fees	745,963	481,957
Management fee	453,089	384,793
Interest and dividends	116,168	130,267
Application fees	157,855	120,595
Capital gains on mutual funds	21,770	57,568
Self assessment test sales	63,175	44,049
Time extension fees	30,700	25,100
Service revenue	4,890	5,160
Other	4,651	4,541
	<u>3,313,579</u>	<u>2,697,171</u>
Expenses:		
Applications for certification	689,597	663,059
Examinations and testing	774,050	640,707
Certification maintenance	591,548	535,842
General and administrative	370,647	417,486
	<u>2,425,842</u>	<u>2,257,094</u>
Equity in net income of joint venture	116,160	39,766
Excess of fair value of CCHES assets over purchase price	42,993	-
Impairment loss on certificate management system	(449,261)	-
Unrealized (loss) on investment in mutual funds	(536,266)	(26,473)
	<u>116,160</u>	<u>39,766</u>
Increase in unrestricted net assets	61,363	453,370
Net unrestricted assets at beginning of year	<u>3,854,733</u>	<u>3,401,363</u>
Net unrestricted assets at end of year	<u>\$ 3,916,096</u>	<u>\$ 3,854,733</u>

See Notes to Financial Statements.

3

Board of Certified Safety Professionals

**Statements of Financial Position
December 31, 2008 and 2007**

	2008	2007
ASSETS		
Current Assets:		
Cash and cash equivalents	\$ 1,448,462	\$ 565,305
Certificates of deposit	1,300,000	1,500,000
Mutual funds	1,100,540	1,280,694
Receivables:		
Management fee	-	384,793
Interest and other	32,800	18,471
Prepaid expenses	49,277	46,906
Total current assets	<u>3,931,079</u>	<u>3,796,169</u>
Property and Equipment:		
Building	559,543	552,866
Furniture and fixtures	463,887	439,213
Land	377,281	377,281
Computer software	179,846	142,038
Software development costs	-	269,461
	<u>1,580,557</u>	<u>1,780,859</u>
Less accumulated depreciation	741,466	654,191
	<u>839,091</u>	<u>1,126,668</u>
Other Assets:		
Exam development costs	117,333	72,814
Investments:		
Certificates of deposit	600,000	-
Non-profit joint venture	-	246,448
Total investments and other assets	<u>717,333</u>	<u>319,262</u>
Total assets	<u>\$ 5,487,503</u>	<u>\$ 5,242,099</u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$ 156,871	\$ 170,063
Accrued expenses	88,146	172,979
Unearned renewal fees	1,067,780	929,294
Unearned exam fees	258,610	115,030
Total current liabilities	<u>1,571,407</u>	<u>1,387,366</u>
Commitments and Contingency (Note 4)		
Net Assets:		
Unrestricted	3,916,096	3,854,733
Total liabilities and net assets	<u>\$ 5,487,503</u>	<u>\$ 5,242,099</u>

See Notes to Financial Statements.

2

Board of Certified Safety Professionals

**Statements of Cash Flows
Years Ended December 31, 2008 and 2007**

	2008	2007
Cash Flows from Operating Activities:		
Increase in unrestricted net assets	\$ 61,363	\$ 453,370
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities:		
Depreciation	65,823	69,677
Impairment loss on certificate management system	449,261	-
Uncollectible renewal fees	283	390
Equity in net (income) of joint venture	(116,160)	(39,766)
Excess of fair value of CCHES assets over purchase price	(42,993)	-
Unrealized loss on investments in mutual funds	536,266	26,473
Change in assets and liabilities:		
(Increase) decrease in:		
Receivables	378,598	(170,668)
Prepaid expenses	1,992	(12,831)
Exam development costs	(39,904)	(72,814)
Increase (decrease) in:		
Accounts payable and accrued expenses	(229,396)	79,392
Unearned renewal fees and exam fees	40,286	(11,882)
Net cash provided by operating activities	<u>1,105,419</u>	<u>321,341</u>
Cash Flows from Investing Activities:		
Net cash received in purchase of CCHES	561,357	-
Purchase of property and equipment	(227,507)	(329,351)
Proceeds from maturity of certificates of deposit	1,700,000	1,900,000
Purchase of certificates of deposit	(1,900,000)	(1,700,000)
Purchase of investments in mutual funds	(356,112)	(419,708)
Net cash (used in) investing activities	<u>(222,262)</u>	<u>(549,059)</u>
Increase (decrease) in cash and cash equivalents	883,157	(227,718)
Cash and Cash Equivalents:		
Beginning	565,305	793,023
Ending	<u>\$ 1,448,462</u>	<u>\$ 565,305</u>

(Continued)

4

AUDITED FINANCIAL STATEMENT

AUDITED FINANCIAL STATEMENT

Board of Certified Safety Professionals

Statements of Cash Flows (Continued)
Years Ended December 31, 2008 and 2007

	2008	2007
Supplemental Disclosures of Cash Flow Information:		
Non-cash investing and financing activities:		
Software development costs acquired through accounts payable	\$ -	\$ 62,254
Purchase of CCHES:		
Assets acquired:		
Cash and cash equivalents	\$ 876,357	
Certificates of deposit	200,000	
Prepaid expenses	4,363	
Other receivables	8,417	
Exam development costs	4,615	
	1,093,752	
Liabilities assumed:		
Payables and accrued expense	131,371	
Unearned renewal and exam fees	241,780	
	373,151	
Net assets acquired and liabilities assumed	\$ 720,601	
Cash paid	\$ 315,000	
Previous 50% equity interest in CCHES	362,608	
Excess of fair value of CCHES assets over purchase price	42,993	
	\$ 720,601	

See Notes to Financial Statements.

Board of Certified Safety Professionals

Notes to Financial Statement

Note 1. Summary of Significant Accounting Policies (Continued)

Income taxes: BCSP qualifies for tax-exempt status under Section 501(c)(6) of the Internal Revenue Code as a business league not organized for profit.

Use of estimates in preparation of financial statements: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Fair value measurements: BCSP adopted Statement of Financial Accounting Standards No. 157 (SFAS 157), *Fair Value Measurements*, effective January 1, 2008. SFAS 157 defines fair value, establishes a framework for measuring fair value and expands disclosure of fair value measurements. The adoption of SFAS 157 did not have a material impact on the consolidated financial statements or results of operations of BCSP. In accordance with Financial Accounting Standards Board (FASB) Staff Position (FSP) No. 157-2, *Effective Date of FASB Statement No. 157*, BCSP will delay application of SFAS 157 for non-financial assets and non-financial liabilities such as goodwill, other intangibles, real estate owned, and repossessed assets until January 1, 2009. SFAS 157 applies to all assets and liabilities that are measured and reported on a fair value basis. BCSP is currently assessing the potential effect of the adoption of the remaining provisions of SFAS 157 on its financial position, results of operations and cash flows. See Note 6 for additional information.

Reclassification of certain balances: Certain balances as previously reported in the statements of revenue and expenses and changes in net assets as of and for the year ended December 31, 2007 have been reclassified, with no effect on net unrestricted assets, to be consistent with the classifications adopted as of and for the year ended December 31, 2008.

Note 2. Retirement Plans

BCSP has a 401(k) plan covering all employees who meet the eligibility requirements. BCSP is required to provide a safe harbor contribution of 3% of the participant's compensation. BCSP will also provide a "matching" contribution up to 4% of the participant's compensation. BCSP also has the option to provide an additional 1% discretionary profit sharing match. BCSP's contributions, including payment of administrative expense, amounted to \$101,350 and \$79,992 for the years ended December 31, 2008 and 2007, respectively.

Note 3. Investment in Non-Profit Joint Venture

In June 1985, BCSP became a 50% venturer in a non-profit joint venture known as Council on Certification of Health, Environmental and Safety Technologists (CCHES). The other joint venturer is The American Board of Industrial Hygiene, Inc. (ABIH). CCHES is a non-profit organization to provide certification of health, environmental and safety technologists.

BCSP performs the administrative duties related to the CCHES's operations. For the years ended December 31, 2008 and 2007, BCSP charged CCHES \$453,089 and \$364,793, respectively, to cover direct staff support and overhead. During 2008, management fees were based on an estimated number of total hours worked for CCHES based on historical information multiplied by an effective rate that included overhead expenses. During 2007, the management fees were based on total actual hours worked for CCHES multiplied by an effective rate that included overhead expenses.

Board of Certified Safety Professionals

Notes to Financial Statement

Note 1. Nature of Organization and Summary of Significant Accounting Policies

Nature of organization: The Board of Certified Safety Professionals (BCSP) is a nonprofit corporation organized to provide peer certification of safety professionals.

A summary of BCSP's significant accounting policies is as follows:

Revenue: Revenue from renewal fees is recognized in the calendar year to which they apply. Revenue from examination fees is recognized when the examinations are given, or when the time allowed to take the exam expires. Unearned renewal fees and unearned exam fees represent revenue applicable to future periods.

Revenue from application fees and time extension fees are recognized as received. Service fee revenue are fees earned for providing consulting and exam delivery services. These fees are recognized when the service is performed.

Cash and cash equivalents: For purposes of reporting, BCSP considers money market accounts to be cash equivalents.

Certificates of deposit: Includes certificates of deposit with original maturities in excess of 90 days.

Investments: Mutual funds are carried at fair value. Fair value is based upon quoted market prices as listed on various national markets. Realized and unrealized gains and losses are reflected in the statement of revenue and expenses and changes in net assets.

Investment in non-profit joint venture: BCSP accounted for its investment in CCHES (a non-profit joint venture) by the equity method. Accordingly, BCSP recorded its share of net income (loss) of the joint venture, the amount of which was added to (subtracted from) the investment account.

On December 31, 2008, BCSP purchased all of the business assets of CCHES for \$315,000. CCHES is engaged in the business of providing certifications of health, environmental and safety technologists and will continue to operate as a division of BCSP.

Property and equipment: Property and equipment are stated at cost less accumulated depreciation. Depreciation is computed by the straight-line method over the following estimated useful lives:

	Years
Buildings	5 - 40
Furniture and fixtures	5 - 7
Computer software	3 - 5

Exam development costs: Examination development costs are capitalized when incurred and amortized over the period of time the exams are expected to generate revenue before the exam items need to be updated. The exam development costs are amortized over five years.

Impairment of long-lived assets: BCSP reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amount of an asset to future net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment is recognized as the amount by which the carrying value of the assets exceeds the fair value of the assets. Assets to be disposed of are reported at the lower of the carrying amount or the fair value less costs to sell.

Board of Certified Safety Professionals

Notes to Financial Statement

Note 3. Investment in Non-Profit Joint Venture (Continued)

BCSP purchased all of CCHES's assets and assumed all of its liabilities for \$315,000 on December 31, 2008. BCSP acquired net assets with a fair value of \$357,993. The fair value of the acquired assets and liabilities exceeded the purchase price by \$42,993. BCSP has recognized the excess as an increase in unrestricted net assets during the year ended December 31, 2008.

Investment in the CCHES, as reported in the balance sheet at December 31, 2007, is as follows:

Beginning balance	\$ 206,682
Board's share of CCHES's increase in unrestricted net assets	39,766
Ending balance	\$ 246,448

The balance sheet of CCHES as of December 31, 2007, was as follows:

Cash and cash equivalents	\$ 770,724
Certificates of deposit	299,221
Prepaid expenses	10,947
Other receivables	10,922
Exam development costs	21,517
	\$ 1,113,331
Accounts payable and management fee payable - BCSP	\$ 438,982
Unearned renewal and examination fees	181,453
Net assets - unrestricted	492,896
	\$ 1,113,331

Increase in unrestricted net assets was \$232,320 and \$79,533 for the years ended December 31, 2008 and 2007, respectively.

Note 4. Software Development and Impairment Cost Recognized

BCSP had a significant software development project for development of a certificate management system (Umbrella Management System) for which a contract had been signed in the amount of approximately \$500,000. Total cost incurred on this project through December 31, 2008 and 2007, totaled \$449,261 and \$269,461, respectively. During 2008, BCSP learned that the software development project was going to cost significantly more than the original contract, therefore BCSP decided to suspend work on this project and embark upon a plan to purchase a new software system from a different vendor. All cost incurred on the original project had become impaired and BCSP recognized an impairment loss of \$449,261 for the year ended December 31, 2008.

AUDITED FINANCIAL STATEMENT

AUDITED FINANCIAL STATEMENT

Board of Certified Safety Professionals

Notes to Financial Statement

Note 4. Software Development and Impairment Cost Recognized (Continued)

On January 27, 2009, BCSP signed a \$78,000 contract with a project manager whom will oversee the purchase and implementation of the new system.

Note 5. Line of Credit

BCSP has a \$100,000 line of credit with a bank which is secured by substantially all of BCSP's assets. The interest rate is at prime plus .5%, an effective rate of 3.75% at December 31, 2008. There was no outstanding balance as of December 31, 2008 and 2007.

Note 6. Fair Value of Financial Instruments

On January 1, 2008, BCSP adopted Statement of Financial Accounting Standards No. 157 (SFAS No. 157), *Fair Value Measurements*, except for nonfinancial assets and liabilities that are not recognized or disclosed at fair value in the financial statements on a recurring basis. This statement enables the reader of the financial statements to assess the inputs used to develop those measurements by establishing a hierarchy for ranking the quality and reliability of the information used to determine fair values. The statement requires that assets and liabilities carried at fair value be classified and disclosed in one of the following three categories:

- Level 1: Quoted market prices in active markets for identical assets or liabilities.
- Level 2: Observable market based inputs or unobservable inputs that are corroborated by market data.
- Level 3: Unobservable inputs that are not corroborated by market data.

For the fiscal year ended December 31, 2008, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

Investment Securities

The fair value of investment securities is the market value based on quoted market prices.

Fair Value on a Recurring Basis

The table below presents the balances of assets and liabilities measured at fair value on a recurring basis by level within the hierarchy at December 31, 2008:

	Total	Level 1	Level 2	Level 3
Assets:				
Mutual funds	\$ 1,100,540	\$ 1,100,540	\$ -	\$ -

Board of Certified Safety Professionals

Statement of Functional Expenses

Year Ended December 31, 2008, with Comparative Totals for 2007

	Examinations and Testing	Applications for Certification	Certification Maintenance	General and Administrative	Total 2008	Total 2007
Salaries	\$ 249,082	\$ 348,714	\$ 249,082	\$ 149,449	\$ 996,327	\$ 1,027,766
Employee benefits	74,093	103,731	74,093	44,456	296,373	238,416
Examination expense	251,173	-	-	-	251,173	219,671
Travel	24,903	37,355	24,903	37,355	124,516	109,733
Consulting	34,660	17,330	17,330	17,331	86,651	54,230
Payroll taxes	19,324	27,053	19,324	11,593	77,294	77,745
Bank charges	18,983	7,593	49,354	-	75,930	57,015
Depreciation	16,456	16,456	16,456	16,455	65,823	69,677
Legal and accounting	8,675	20,242	23,134	5,783	57,834	32,913
Postage	10,928	8,196	27,321	8,196	54,641	44,718
Printing supplies	4,433	22,164	15,515	2,216	44,328	30,558
Telephone	5,245	13,986	8,742	6,983	34,966	28,923
Building repairs	8,306	8,306	8,306	8,307	33,225	28,976
Accreditation expense	8,176	3,270	21,256	-	32,702	14,000
Miscellaneous	-	-	-	28,454	28,454	12,102
Exhibit expense	4,785	14,356	4,785	-	23,926	15,073
Office supplies	4,213	6,320	4,213	6,321	21,067	28,138
Utilities	5,012	5,012	5,012	5,012	20,048	16,773
Marketing	4,523	4,523	4,523	4,523	18,092	56,357
Promotions	3,537	10,612	3,538	-	17,687	20,864
Real estate tax	4,212	4,212	4,212	4,213	16,849	17,687
Dues/subscriptions	6,329	3,164	3,164	3,165	15,822	17,123
Insurance	4,576	4,576	4,576	1,526	15,254	14,819
Equipment repair	2,426	2,426	2,426	2,426	9,704	12,808
Recruiting expense	-	-	-	4,258	4,258	-
Temporary clerical	-	-	-	1,745	1,745	6,213
Sales tax	-	-	-	870	870	8,406
Uncollectible renewal fees	-	-	283	-	283	390
	\$ 774,050	\$ 689,597	\$ 591,548	\$ 370,647	\$ 2,425,842	\$ 2,257,094

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ACHIEVEMENTS AND MILESTONES

ACHIEVEMENTS AND MILESTONES

During 2008, some of the achievements and milestones of BCSP included the following:

- Completed validation of the Safety Fundamental (SF) and Comprehensive Practice (CP) examinations leading to the CSP.
- New editions of SF and CP examinations.
- Completed studies to set passing scores for SF and CP examinations.
- Purchased interests of the American Board of Industrial Hygiene (ABIH) in the Council for Certification of Health, Environmental and Safety Technologists.
- Renewal of the Alliance agreement with the Occupational, Safety, and Health Administration (OSHA).
- Renewed the agreement with the American Board of Occupational Health Nurses (ABOHN) to provided examination services for their Safety Management Specialty.
- Awarded the first BCSP funded scholarship through the ASSE Foundation.
- Extended the contract for psychometrics servicing from CASTLE Worldwide, Morrisville, NC.
- Recognized standards and accreditation of bachelor's degrees conducted by the Aviation Accreditation Board International (AABI) for participation in the Graduate Safety Practitioner (GSP) program.
- Recognized accreditation under the Environmental Safety and Health criteria of the Applied Science Accreditation Commission of ABET Inc. for participation in the GSP program.
- Approved changes in handling of ethics knowledge that will require CSP applicants, candidates, and certificants to pass an online quiz every 5 years.

CONTRACTED SERVICES

CONTRACTED SERVICES

BCSP obtains a variety of services through contracts. A summary of services appears below.

CASTLE Worldwide, Inc., Morrisville, NC

(www.castleworldwide.com)

Columbia Assessment Services (CAS) was merged into CASTLE as a subsidiary in 2000. CASTLE stands for CAS Testing & Learning Enterprises. It remains a global provider of services in support of peer certification organizations like BCSP. CASTLE services include examination development, item editing, examination and item analysis, minimum passing point studies, job analysis and validation studies, special examination administration, and expert psychometric consulting. CASTLE has several nationally-recognized psychometricians on its staff.

Pearson VUE, Bloomington, MN

(www.pearsonvue.com)

Pearson VUE delivers over 4 million high-stakes tests a year across the globe for clients in the licensure, certification, academic admissions, regulatory, and government testing service markets. It boasts the world's leading test center network, with over 5,200 test centers in 162 countries, 230 of which are fully-owned and -operated Pearson Professional Centers. Pearson VUE performs services related to candidate appointment scheduling and appointment management, examination encryption and production, computer-based examination delivery and examination security, and examination results management for BCSP.

Other Contracted Services

BCSP obtains services from a variety of local businesses. Included are legal services, audit services, temporary help, computer and network setup, maintenance and administration, computer and Internet programming, technical editing of draft examination items, printing and publication, mailing services, graphic design, photography, and other business services. Major providers include:

- General Legal Services
Erwin, Martinkus & Cole, Ltd.
- Intellectual Property Legal Services
Leydig, Voit & Mayer, Ltd.
- Audit Services
McGladrey & Pullen, LLP
- Systems and Programming Services
KSC Systems
Riverwatcher, Inc.
- Design and Graphic Arts Services
Image Graphics
- Mailing Services
Quicksilver Mailing Services
- Printing Services
Crouse Printing
Insty-Prints Business Printing Services

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Applied Safety & Ergonomics, Inc.
(Institute of Industrial Engineering)



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OSHA Safety Consultant and Instructor
Indiana University of Pennsylvania
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Environment, Safety, Health & Security
Washington Division of URS Corporation
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Manager - Technical Training
Insurance Services Office, Inc.
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Environmental Health
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(At-Large Director)



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V.P. and Deputy Operations Manager
Science Applications International
Corporation (SAIC)
(System Safety Society)



David F. Coble, CSP
President
Coble, Taylor & Jones
Safety Associates LLC
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Mendoza College of Business
University of Notre Dame



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President/Owner
Eddie Greer & Associates
(At-Large Director)

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BCSP CURRENT STAFF



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Executive Assistant

Linda Charles



EXAMINATION DIRECTOR

Steven G. Schoolcraft, CSP, P.E.



Examination Assistant

Andrea Nolan



FINANCE AND HR DIRECTOR

Dennis Archer, PHR



Financial Assistant

Jana Pflugmacher



Administrative Service Coordinator

Kimmy Farris



BUSINESS SYSTEMS MANAGER

Bharat Philip-Patel



Systems Administrator

Martin Bargon



MARKETING MANAGER

Lisa Spencer



Communications Specialist

Sean McDevitt



BCSP CUSTOMER SERVICE MANAGER

Christy Uden



BCSP GSP & COC Coordinator

Michelle Sutherlin



BCSP Customer Service Associate

Amanda Hemming



BCSP Customer Service Associate

Kathie McMaster



BCSP Customer Service Clerk

Kathleen Melchior



CCHEST CUSTOMER SERVICE MANAGER

Barbara Patterson



CCHEST Customer Service Associate

Alicia Neils-Millsap



CCHEST Customer Service Associate

Janey Morton

BCSP STAFF FORMER 2008 STAFF



CCHEST PROGRAM DIRECTOR

Patrick J. Conroy, OHST, CHST



OPERATIONS MANAGER

Mary Hosier



MARKETING & COMMUNICATIONS MANAGER

Heather Murphy

NEW CSPs IN 2008

NEW CSPs IN 2008

Skandakumar Harshanath
 Abeysekere
 Ethan B Abraham
 Jacqueline M Accetta
 Debra C Ackerman
 Andrew C Ackerson
 Forrest L Adams
 Robert S Adams
 Bala Siva Srikanth Adivi
 Kendra Aguilar
 Tariq Alauddin
 Corey C Albaugh
 Lucas J Albrecht
 Thomas A Aldstadt
 Eric Scott Allen
 John C Anderson
 Michael S Andrew
 Sathar A Ansari
 Jason P Anthony
 Brad R Aragon
 Vicki L Arneson-baker
 Sammy Lynn Arnold
 Kwasi O Asare
 John K Ashcraft
 Jon M Atteberry
 Jean Claude Aurel Jr
 Christopher N Austin
 Guillermo S Avolevan
 Susan E Baird
 Ian C Baker
 Julie A Baker
 Kevan N Bakewell
 Ryan E Baldwin
 James C Ballew
 Joseph E Barger
 Steven C Baril Jr
 Gary W Barsness
 Julie M Barth
 Christopher R Bartku
 Cyril T Bastian
 Leischen A Bauke
 Margaret A Baumann
 Frank E Baxter
 Brady M Baylor
 Kevin D Beauregard
 Charles H Beck
 Tami A Behnke Warren
 Thomas K Bennington
 Thomas E Bernard
 Nicole M Berney
 Michael E Bertrand
 Mark R Betz
 Chris M Bidmead
 Eddie W Bills
 Andrew A Birr
 Mark J Bishop
 Leo A Bisson
 Alan D H Black
 Christopher L Black
 Robin L Blair
 Linda K Blais
 Andrew T Boehm
 Dawn M Bolstad-johnson
 Seth T Boltz
 Clint G Boman
 Troy W Boonstra

Donald C Booth Jr
 Jonathan W Borntreger
 Gary L Bosgraaf
 Scott E Boulden
 Chad Catherine Bradley
 Terence J Bradley
 Charles W Brandt II
 Scott B Brehmer
 Vicky D Broadnax
 John J Brocato
 Melissa L Brooks
 Robert L Brooks
 Horace Neil Brown
 Jaime L Brown
 Michelle T Brown
 Karen B Bujak
 John J Burke
 Richard P Burnis
 Andy W Burns
 Amarnath Burugapalli
 Greg A Butler
 Gwennetta M Butler
 Sheryl E Butler
 Ann A Byar
 Cipactly Caballero
 Daniel Caceres-riano
 Christopher Jg Cachero
 Jeff L Campbell II
 Lori A Campbell
 Paul A Carbone
 John S Carmichael
 Stephen C Carpenter
 Richard G Carter
 Laura A Casey
 Norman R Cattoni
 Cecil W Chapman Jr
 David J Cherven
 Fred S Choy
 Dan L Christensen
 Craig R Churchick
 Andy J Cline
 Mark G Cline
 David A Clinger
 Michell E Coats
 Jeremy N Cockrum
 Kenneth P Coke
 Kevin W Colburn
 Daniel L Cole
 Frank G Coleman
 Gerard M Coley
 Kevin J Collins
 Christine I Connelly
 Thomas F Connor
 Benjamin T Cook
 Brian T Cook
 Todd J Cook
 Christopher L Corea
 Paul N Cottrill
 Robyn T Covington
 Jeremy S Cox
 Rebecca L Cox
 Bryon L Craig
 Scott L Creasey
 Karen J Cronin
 Lane Louis Cross
 Scott G Crosser

Richard M Crossman
 Johnny R Cruz
 Thomas E Cubler Jr
 Leslie J Cunningham III
 David J Cusumano
 Anthony J Cygan
 Alexander D Dajero Jr
 Bruce W Dallin
 Kelley A Dalton
 Ranjit Kumar Dash
 Jason W Dashney
 Dustin R Davis
 Fred R Davis
 Donald G Dawson
 Douglas A Dean
 Duane M Deboo
 Dirk D Decker
 Sean C Dei
 Laurie R Deitrich
 Thomas F Delaney
 Christopher A Demas
 Patricia L Dentler
 Anthony J Depietro
 Daniel L Dibono Jr
 Samuel E Diggins
 Vincent S Dimenno
 Jason D Dingle
 John F Dizer
 John A Docalovich
 Timothy J Doddo
 Kenneth S Doherty
 Matthew B Donatucci
 Daniel J Donovan
 Melinda F Dorf
 Brian E Dougherty
 Susan M Drgos
 David M Driscoll
 Vincent T Driscoll
 Michael C Drodody
 Kenneth R Dryier Jr
 Jesse R Dubbs
 Jonathan B Duffy
 Steven J Dugent
 Jeffrey P Durand
 Muhammad Z Khan Durrani
 Donald L Dustin
 Dinesh K Dutta
 Peter D Dwan
 George A Dwiggin
 John D Eckel
 Beatrice N Egbejimba
 Jeff A Eldridge
 Boyd Lane Ellison
 Jessica Kate Ellison
 David M Emeigh
 David A Epstein
 Darin E Ernst
 Keith W Ewing
 Anna Fannin
 Michael J Farlow
 Michael G Farnham
 Timothy M Feeley
 Kenneth R Fennel
 Benjamin J Ferguson
 John K Ferguson
 Jeffrey S Field

Stephen R Fields
 Rudolph K Fillingim
 Brent L Fisher
 Russell Thomas Fisher
 Daniel R Fitzpatrick
 Joseph P Flanagan
 Franklin P Flatten II
 Scott A Fleming
 Delaine L Fletcher
 Kellee C Fletcher
 Todd D Flippin
 Keith A Forbes
 Matthew A Forck
 Paul W Fowler
 Craig A Fox
 Jeffrey J E Freeman
 Joseph J Frydenger
 Mark C Frye
 Bryan W Fuhr
 Barbara A Fuller
 Frank J Gallo
 Peter Garger
 Ashok Garlapati
 Alanna M Garrison-kast
 David M Gazda
 Edward A Gazzdik
 Dominic Giambri Jr
 Ryan A Gibson
 Robert D Gilchrist
 Matthew M Gilmore
 Bradly P Giltz
 William T Goff Jr
 James W Golden
 John M Golightly
 Andrew W Gondzur
 Joseph B Goode
 Larry R Goode
 Darryl D Gorman
 Joann H Goshorn
 George N Gough
 Susan A Gould-collyer
 William J Gradie
 Eric S Grant
 Glenn R Gratz
 Steven B Gray
 John S Greely
 Jason B Green
 Ryan W Green
 Scott L Greenstein
 Stephen C Gremillion
 John M Grohs
 Rene R Grossnickle
 Keith M Groth
 Jerad J Grove
 Michael W Groves
 Richard W Gruca Jr
 Susan C Gulbrandsen
 Christopher J Gullace
 Gary A Gustafson
 Carolyn M Gutowski
 Leslie J Haaf Jr
 Duane E Hagelgans
 Scott M Hager
 Prabhat Ranjan Hait
 Jennifer J Haley
 Carl F Hamann Jr

NEW CSPs IN 2008

NEW CSPs IN 2008

Christopher Hansen
 Brian T Hanson
 Vaughan Hargrave
 David M Harman
 Michelle A Harms
 Eric J Harmston Sr
 Sandra J Harris
 Matthew S Harrison
 Troy S Hart
 Duane S Hartman
 Mark J Hartney
 Neva Lyn Hascall
 Christopher Hause
 Christopher J Haux
 Jason W Havard
 Dennis J Haydel Jr
 Mollie K Hayes
 Jeffery D Haynes
 Tony J Hebert Jr
 Derrick J Hellinga
 Tara D Henderson
 Ted R Hendrix
 Brandon M Herdman
 Steven J Herman
 William R Hertzog
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 Sean P Hickey
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 Patrick M Hinds
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 Peter C Hoefler
 Franklin Jay Hoffman Jr
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 Leslie H Holland
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 Winifred J Hom
 Brandon J Honea
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 Hui Min Hou
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 Mark J Hudson
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 Robert L Johnson
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 Joseph F Johnston

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 Corrinne R Jones
 John K Jones
 Leslie D Jones
 Eleesa J Jorgensen
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 Loren D Kaehn
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 Brian Karlovich
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 Robert T Kenny
 Devin R Kent
 Tiffany M Keys
 Wael A Khalil
 Kanwer A Khan
 Jerry F Kidwell
 Nathan R Kimball
 Paul F Klein
 Mark J Knighton
 Susan M Knowles-berry
 Brian D Knutson
 Myron D Ko
 Sharon C Kohler
 Kevin J Kolesa
 Joseph A Kopko
 Jason K Kravik
 Robert E Kreye
 Kent R Kringen
 Karen Ann Thomas Kubiak
 Donald Ross Kunde
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 James R Lange
 Scott D Lasky
 William H. Leaders
 Lynn M Lechner
 Sue M Lee
 Thomas W Lee
 John Robert Leed
 Frank A Licari
 Michael G Lightsey
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 David E Link
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 Jack S Lyle
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 Sharlene R Majors
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 John R Mallino
 Mark L Mandel

Douglas J Manno
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 Clark E Mccoy
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 Harry H Miller
 Nathan M Miller
 Paul J Miller
 Emily J Millikin
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 Scott Christopher Mladic
 Jeffrey S Mocalis
 Erin M Modiano
 Michael J Monson
 James P Moore
 Jeffrey W Moore
 Rose Ann Moorman
 Pedro F Moreira
 Annette M Morris
 Jenelle M Morris
 Jerrod E Moser
 Becky D Mosshammer
 Shawn J Mozzani
 Emmanuel M Mulenga
 John R Mulhausen
 Trecia Y Mullings
 Eric J Munsell
 Christopher D Murphy
 Maria L Murphy-perez
 Bryan J Murray
 Kevin M Murray
 Stevenson H Murray
 Erin E Mutert
 Nader C Nader
 Sophie Naftalovich
 Robert A Napier
 Brian D Neill
 Sean M Nelson
 Bruce W Neumann

Patrick J Neuzil
 Bryan M Newton
 T Jason Niemiller
 Christopher T Noll
 Norbert J Norman
 Allison L Norris
 Rodney N North
 David C Novak
 James P Novella
 Cheryl M O'brien
 Robert E O'connor
 Troy D Ogen
 Janeth C Okoronkwo
 Gregory C Oliver
 Stephen J Oliver
 Jarvis L Olsen
 Michael C O'neill
 Deborah J O'reilly-morshead
 Ulysses Orozco
 Roy J Osborne
 Pamela Osburn-thomas
 Terrence E Overland
 Glenn D Owens
 Luther C Oxendine III
 Susan M Pacciorini
 Paul E Pack
 Cynthia M Palfrey
 Gregory P Parana
 Brody S Parker
 Leigh C Parker
 Sonya G Patton
 Hernando R Perez
 Andrew D Perkins
 Erik B Perrin
 Richard A Perry
 Tonu E Petersoo
 Richard M Petite
 Norman Picker Jr
 Angelo B Pinheiro
 Thomas J Pitts
 Christian R Pizarro
 Vincent J Plank
 Patrick G Plate
 Kevin J Platt
 Jamie S Plouff
 Michael L Poffinbarger Jr
 William M Polta
 Nathan S Pommier
 Dale J Powell
 Mitchell E Powell
 John A Primozich
 John A Principe III
 Dale W Pritchett
 Rick A Puckett
 Edward S Puhala II
 Charles Puma
 John D Pyle
 Joseph M Quartemont
 Christopher D Quinn
 Joe Rajan
 Robert A Rambaud
 Scott W Ray
 Sean L Reagan
 Golamari Sampath Reddy
 Bramwell Reed
 Kyle R Reedy

NEW CSPs IN 2008

NEW CSPs IN 2008

William M Reeves
Brian A Reichert
Damon L Repine
Chadwick T Replogle
Teresa A Reuter
Myron L Reyes
Jason L Reynolds
Syed A Reza
Lance W Richards
Forrest P Richardson
Joshua J Richey
Raymond R Ricker Jr
Stephen L Rihel
Brian H Ripple
Ann Rivers
Elizabeth A Rodgers
Jose A Rodriguez Jr
Douglas A Rommeck
Jennifer L Rose
Robert A Rosenstiel
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Michael P Roth
Kipp R Rowland
Daniel M Ruane
Eric C Rudolph
Darren R Rudowsky
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Edward J Ryczek
Chris M Sahn
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Paul J Samson
Christopher E Sanchez
Brian J Saparito
Brian E Satterfield
Brian E Saunders
Kenneth R Saunders
Karen D Saurage
Shaun W Savage
Eric J Schermerhorn
Travis S Schexnaydre
Abigail M Schimenek
Kurt W Schmidt
Sheila A Schmidt
Todd M Schoonover
Dale E Schotts
Gregory E Schrab
Anneke M Schultz
Troy G Schwartz
Matthew W Schweitzer
Perry B Scott
Tipton A Scruggs
Seth M Sedgwick
Hillary B Sencer Edelstein
Sarath Seneviratne
Glenn R Severance
Ronald W Severson
Evan J Shackelford
Jigar M Shah
Gary M Sharpe
George B Shaw
George W Shawver
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Laura N Shemanski
Weizhe Peter Shen
Michael G Shephard
Arcot Shivakumar

Valeria Denise Shropshire
Paul C Shuey
Dwayne T Sibille
Carla S Silver
Margaret A Simons
Latchman Singh
Prabhakar Singh
Steve A Singleton
Kelly P Skeels
Stuart Skeeter
Paige O Skidmore
Robert A Slack
Timothy J Slone
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Kevin E Smith
Ronald E Smith
Sally S Smith
Todd J Smith
Egrington M Soares
Lisa M Spacht
Kathleen J Spanjer
Nathan H Spencer
Charles D Stansbury III
Ryan M Starling
Richard N Steiskal
Tamra L Stevens
Chad G Stewart
Lucretia Stewart
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Cory S A Stolworthy
Timothy L Stoner
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Charles Strong
Christopher M Stroz
Robert W Strynar
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Shawn M Sunderlin
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Suzanne R Swanson
Wayne K Taketa
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Mark R Taylor
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Douglas J Updike
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Brian E Van
Nohora Lizzette Vargas-malpica
Narayanan Vasudevan
Christopher S Veazey
Gary L Vernon
Robert D Vezeau
Dennis E Vige
Elizabeth A Volkmer
Joseph J Vollaro
Carl C Voss
Glenn E Vreeland
Michael S Walls
Patrick J Walsh
Lawrence L Warkel
Eric S Waterkotte
Khari O Watkins
Brad E Watson
Jack C Watson
Brian A Weatherly
Robert E Weatherly
Hartley B Webb
James W Webber
Kimberly L Weeks
Talbert P Weimer Jr
Brent W Weisbrod
Robert E Weissman
Josh J Welp
Eric H Wannerth
James J West
Robert W Weston
Patrick J Whelple
Stephen C White
Thomas R White
Colby S Whitfield
Jennifer E Williams
Robert T Williams
Leon B Williamson
Branden R Wilson
Christine P Wilson
Robert E Wilson
Kyle A Wingate
Brian C Winsor
Jason T Wolf
Brian H Wood
Jason L Woods
Eric K Worley
David A Wynn
Ersin M Yalcin
David B Yarbrough
John A Yasenachak
Erike J Young
Deli Yu
Yaniv Zagagi
Jessie R Zapata
Xiangyi Zeng

RESPONSIBILITIES OF CSPs

RESPONSIBILITIES OF CSPs

Ethics and Professional Conduct

In applying for and achieving the CSP certification, candidates and certificants agree to abide by the *CSP Code of Ethics and Professional Conduct*. Practicing ethically can be difficult sometimes; however, CSPs are required to protect people, property, and the environment while keeping the interests of employers and clients in mind. The *CSP Code of Ethics and Professional Conduct* is a guide for making professional safety practice decisions.

When there are substantiated violations of the *CSP Code of Ethics and Professional Conduct*, BCSP acts through its disciplinary procedures to reprimand individuals or suspend or revoke certifications. BCSP publishes the disciplinary procedures, along with the rest of the *BCSP Bylaws*, on the BCSP web site (www.bcsp.org).

Keeping BCSP Informed

CSPs have an obligation to keep BCSP informed of their current mail and email addresses. BCSP must be notified when certificate holders move or change employment. BCSP can provide the best support for candidates and certificants when their data is current and accurate. Address changes can be made at www.bcsp.org. Name changes require documented proof of the change before BCSP can change an individual's record.

Authorized and Unauthorized Use of the CSP Certification

CSPs engaging in professional safety practice must meet the requirements to retain the certification or they will lose it. CSPs must pay an annual renewal fee and meet continuance of certification requirements by achieving 25 points every five years to retain their certification. Individuals failing to meet these two requirements lose the right to use the CSP certification.

A CSP who is no longer engaged in professional safety practice may choose CSP-Retired status. The status does not mean that an individual is retired from regular employment or a long-held position. CSP-Retired indicates that a person once held the CSP credential and no longer meets the requirements to retain it, but wishes to retain a connection to the CSP certification. Someone electing CSP-Retired status is not allowed to use the CSP or Certified Safety Professional credential. BCSP considers claiming to be a CSP as an unauthorized use of the certification when the requirements to achieve or retain the CSP credential have not been met.

BCSP takes action against individuals who claim to hold BCSP certifications or designations but have never achieved them or have lost the right to use them. BCSP will act against such individuals when there is clear evidence that they have used BCSP certifications or designations on business cards, resumes, letters or other documents and BCSP has an address by which to contact the unauthorized user. Employers, those holding the CSP credential, and others provide assistance in identifying individuals who may be using the CSP certification without authority. A list of individuals who have used the CSP certification without authority is published at www.bcsp.org.

A list of those meeting current certification requirements (updated daily) appears at www.bcsp.org within the online directory.

Board of Certified Safety Professionals

CODE OF ETHICS AND PROFESSIONAL CONDUCT



This code sets forth the code of ethics and professional standards to be observed by holders of documents of certification conferred by the Board of Certified Safety Professionals. Certificants shall, in their professional safety activities, sustain and advance the integrity, honor, and prestige of the safety profession by adherence to these standards.

Standards

1. Hold paramount the safety and health of people, the protection of the environment and protection of property in the performance of professional duties and exercise their obligation to advise employers, clients, employees, the public, and appropriate authorities of danger and unacceptable risks to people, the environment, or property.
2. Be honest, fair, and impartial; act with responsibility and integrity. Adhere to high standards of ethical conduct with balanced care for the interests of the public, employers, clients, employees, colleagues and the profession. Avoid all conduct or practice that is likely to discredit the profession or deceive the public.
3. Issue public statements only in an objective and truthful manner and only when founded upon knowledge of the facts and competence in the subject matter.
4. Undertake assignments only when qualified by education or experience in the specific technical fields involved. Accept responsibility for their continued professional development by acquiring and maintaining competence through continuing education, experience and professional training.
5. Avoid deceptive acts that falsify or misrepresent their academic or professional qualifications. Not misrepresent or exaggerate their degree of responsibility in or for the subject matter of prior assignments. Presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, or past accomplishments with the intent and purpose of enhancing their qualifications and their work.
6. Conduct their professional relations by the highest standards of integrity and avoid compromise of their professional judgment by conflicts of interest.
7. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, sexual orientation, or disability.
8. Seek opportunities to be of constructive service in civic affairs and work for the advancement of the safety, health and well-being of their community and their profession by sharing their knowledge and skills.

Approved by the BCSP Board of Directors, October 2002.

Interpretation #1

In 2007, BCSP implemented a policy that states it is unethical and a violation of the *CSP Code of Ethics and Professional Conduct* to use an unaccredited degree. This policy, Interpretation #1, is located in its entirety on the BCSP web site (www.bcspp.org).



**BOARD OF CERTIFIED SAFETY
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