

May 2022

CERTIFICATION MAINTENANCE PROGRAM GUIDE

Developed and Maintained by

Consumer Product Safety Certification Services

For the exclusive use of

The Society of Product Safety Professionals

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CPSCS Policies

CPSCS Applicants for admission, candidates participating in the program, and credential holders must abide by the Bylaws and any applicable governing policies of SPSP and CPSCS. All applicants, candidates, and credential holders must abide by the Product Safety Professionals Code of Ethics and Professional Responsibilities as appearing in this document, as well as the website

www.productsafetyprofessionals.org.

CPSCS Commitment to Impartiality

The Board of Governors of CPSCS is committed to impartiality and objectivity in every aspect of its operation. We have intentionally structured ourselves to segregate responsibilities in our organization to facilitate this impartiality and objectivity. Any individual who has a recommendation on how we can improve implementation of our commitment is encouraged to contact our President with suggestions.

Non-Discrimination Policy

CPSCS evaluates all candidates seeking certification without regard to race, religion, ethnicity, gender, age, national origin, disability, or sexual orientation.

ADA and ADAAA Compliance

It is the policy of CPSCS to comply with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA). Candidates for certification shall not suffer discrimination for having a disability as described in the ADA or ADAAA.

Policy Changes

Information regarding policy updates is recorded in the Current Changes Index as part of CPSCS' effort to announce and archive any changes to CPSCS' certification processes.

1. Introduction:

The purpose of the Certification Maintenance program is to recognize the need for continuing professional development of holders of the Certified Product Safety Professional™ (CPSP) certification during the five-year period following the award of the CPSP designation by the Society of Product Safety Professionals (SPSP). This designation is awarded after the successful completion of the Consumer Product Safety Professional Certification Program designed by the Consumer Product Safety Certification Services (CPSCS) and implemented by our academic partners in cooperation with ADK Information Services, LLC, product safety adviser to the program. The five-year term of the initial certification is based on what is considered a reasonable length of time to measure the activities and continued professional development of holders of the CPSP™ designation.

2. The Society of Product Safety Professional Code of Ethics

The SPSP Code of Ethics spells out the conduct and behavior expected of product safety professionals. This code is intended to establish standards of behavior for SPSP members, certification holders, and anyone else who may represent the SPSP. Any member whose professional behavior conflicts with the Code of Ethics may be subject to individual accountability including possible membership termination, and where appropriate, withdrawal of their designation as a Certified Consumer Product Safety Professional. The code is as follows:

PRODUCT SAFETY PROFESSIONALS CODE OF ETHICS AND PROFESSIONAL RESPONSIBILITIES*

BACKGROUND

In its simplest terms, safety is defined as freedom from unacceptable or unreasonable risk of injury, illness, or death. Every product or system presents some level of risk; there is no such thing as zero risk. Safety is achieved and measured in terms of controlling risks to levels that are at or below what is culturally acceptable, whether set by law, by custom, by contract, by user or consumer expectations, or by an organization's internal standards.

Because consumers, workers, and other users of products or services are the persons exposed to product risks, it is their health and safety that is directly impacted by efforts to reduce risks to acceptable levels. The commitment to achieving this goal by product designers, producers, distributors, and sellers is a fundamental and core principle of a safe and fair marketplace. Product Safety Professionals have a unique and essential responsibility for helping achieve this result.

THE CODE OF ETHICS

1. Product safety professionals hold a deep conviction of the importance of providing their companies and consumers with their best efforts at supporting the design, production, and distribution of products that are safe for consumer use, and when warranted, the prompt and vigorous recall of products that are later deemed defective or unsafe. They seek to possess and implement knowledge and experience that enables them to make a unique contribution to public health and safety. In this regard, “safe” products are characterized by the absence of unreasonable risk. To this end, product safety professionals recognize they have an ongoing obligation to acquire, apply, and share knowledge that will help advance the mission of designing and producing safe products.
2. Product safety professionals have a continuing obligation to develop and improve their knowledge and skills so as to competently manage those systems and processes that contribute to the design and production of safe products. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual integrity.
3. As teachers, product safety professionals recognize an obligation to help inform others about the importance of reducing risks in products and services, and some of the principles of the field that can help broaden understanding. They recognize and embrace the need to help educate co-workers in their business organizations and associates outside of their companies about the role and importance of product safety. Promoting the goals of consumer product safety as organizational values within the supply chain has tremendous value for all stakeholders.
4. Product safety professionals know that their companies will be best served if product safety knowledge and requirements are understood by senior management in the company. They recognize their ongoing responsibility to keep the organization, and particularly senior management, informed about product safety issues and trends, directly or through their immediate superiors. They understand they are advocates for consumers and their safety, and vigorously promote safety at all levels in their organization.
5. Product safety professionals recognize an obligation to hold high standards and a commitment to ethical behavior in their discipline. They hold respect for others in the field and adhere to their proper roles as professionals with knowledge and understanding that are important to share with business, consumer, and regulatory organizations.
6. They respect the confidential nature of the relationship between business professionals, and those with whom they may have contact. They recognize the nature of risk that may exist in a product safety issue, and the obligation to inform their superiors of this situation as fully, professionally, and promptly as possible.
7. As colleagues, product safety professionals have obligations that derive from common membership in the community of product safety professionals. They do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. They acknowledge the experience of others and strive to be objective in their professional judgment of the views of colleagues. They accept their share of responsibility for contributing to the culture of their company or organization insofar as product safety and quality are integrated into that culture.

Product safety professionals recognize the obligation to give back to their community. They do this through participation in the Society of Product Safety Professionals, other professional and community organizations, in various educational and professional development programs, and advancing the overall field of product safety by other means.

**As approved by the Board of Directors of SPSP on May 16, 2017*

3. The Role of the Certification Maintenance Program

Participants admitted to the program will have worked to develop their product safety careers, and worked equally hard in achieving the designation of Certified Product Safety Professional™. This certification represents professional excellence. It demonstrates one's continuing commitment to the product safety field, its critical role, and possession of the knowledge required to make a significant contribution to one's organization's responsibility to the consumers it serves. It is the intent of SPSP and CPSCS to provide a reasonable path to continued professional growth, helping certification holders to maintain a competitive edge in the professional marketplace.

The Certification Maintenance Program was developed to comply with ISO/IEC 17024, *Conformity assessment — General requirements for bodies operating certification of persons*.

The Maintenance Program consequently must ensure that there is an impartial evaluation to confirm the continuing competence and professional growth of the certified individual. To maintain the value and integrity of the certification, CPSCS requires recertification every five years, either by journal or by re-examination. If the certification is not maintained, it will expire along with the designation as a CPSP.

4. Determining Your Path

CERTIFICATION MAINTENANCE BY JOURNAL

Application on page 16

Worksheets on pages 18-20

The process of maintaining certification by journal requires earning a total of 25 credits over five years, or an average of 5 credits per year during the five-year period. Details for submitting credits are summarized in Section 6 (p. 6).

Certification Maintenance documentation and payment may be submitted at any time during the window running from six months before to six months after the Certification Maintenance Date (the Certification Maintenance Date is the date that is five years after the date of the notice from SPSP that the Consumer Product Safety Professional Certification Program examinations have been completed successfully, earning the designation of Certified Product Safety Professional). Example: if the CPSP designation notification letter is dated June 30, 2022, the documentation and payment may be submitted at any time it is offered from January 1, 2027 to December 31, 2027. The next Certification Maintenance Period will run from the Certification Maintenance Date regardless of when acceptable documentation and payment are received. Excess credits earned during any five-year Certification Maintenance Period do not carry over to the next Certification Maintenance period.

CERTIFICATION MAINTENANCE BY EXAM

Application on page 18

Alternatively, one may comply with Certification Maintenance requirements by retaking the entire closing workshop examination. This includes the multiple-choice examination and essay, as well as the case study written document and the case study panel interview. NOTE: If passing scores on all four sections of the examination are not achieved, the certification will expire on the Certification Maintenance Date, requiring application as a new applicant. While one is not required to retake the Consumer Product Safety Certification Program offered by ADK to take the examination, it may be beneficial to do so, as all questions included in the multiple-choice examination will be based on material explicitly covered in the various modules of the course.

Certification may be maintained by examination at any time during the window running from one year before to one year after the Certification Maintenance Date; however, the renewal period will be calculated from the Certification Maintenance Date. Example: if the CPSP designation notification letter is dated June 30, 2022, the examination may be taken at any time it is offered from June 30, 2026 to June 30, 2028, and the subsequent Certification Maintenance period would begin on June 30, 2027.

5. Notification of Maintenance Requirements

Notice will be sent to certificate holders approximately six months prior to the end of their Certification Maintenance cycle reminding them when their requirements for recertification are due. These requirements include the application for Certification Maintenance, the summary of credits earned and recorded by you, and the documentation requirements for each credit.

Any changes to the Certification Maintenance requirements will be published in the SPSP Monthly newsletter and the revised Certification Maintenance Program posted on the SPSP web site (www.productsafetyprofessionals.org). This will include any changes in certificate maintenance requirements and policies, including rulings and interpretations regarding activities and credits as they occur.

The certification holder is responsible for keeping track of their own activities, Certification Maintenance credits and supporting documentation. One can log credits as activities are completed on the Certification Maintenance Worksheet. It is suggested to create a file for all Certification Maintenance materials. It is very important to establish a personal procedure for tracking Certification Maintenance credits. -The current Certification Maintenance Guide, supporting documents for activities, and a complete list of Certification Maintenance credits earned should all be kept in this file.

Retain original documentation supporting Certification Maintenance activities. If an audit is conducted by CPSCS or its designee, recertification applicants may be required to submit additional supporting documentation for verification of activities and credits claimed. Acceptable documentation is listed under each activity category

6. Calculating Certification Maintenance Credits

Record all Certification Maintenance credits (including partial credits) accurately as they are earned. Certain activities may earn fractional credits, and they may be critical at the end of the Certification Maintenance cycle. For example, a course may earn 1.5 Certification Maintenance credits. Total credits for a cycle are not rounded upward. If one earns 24.5 Certification Maintenance credits at the end of the cycle, this will not meet the Certification Maintenance requirement of 25 credits.

One may claim activities only once and in only one category (no “double dipping”). For example, as part of a professional position, you may develop and conduct a company training course or seminar. If credit is claimed in Category 1 (Professional Safety Practice), credit may not be claimed in Category 5 (Safety-Related Course or Seminar) for the same activity. Excess credits cannot be carried over to a subsequent cycle.

7. Extensions

The Certification Maintenance cycle may be extended for one (1) year by purchasing the Certification Maintenance extension before the March 1 which is immediately prior to the Certification Maintenance

Date. This extension fee is separate from and in addition to the recertification fee. Obtaining this extension allows extra time to amass sufficient credits (25), but if successful, the subsequent Recertification Period will begin on the original Recertification Date.

8. Leave of Absence

If you are, or have been, absent from the practice of safety during your Certification Maintenance cycle, you may request, with appropriate documentation, a routine Suspension of Certification (SOC) in writing at any time before the March 1 immediately prior to your Recertification Date. An SOC may be up to three (3) years of the cycle, and the Certification Maintenance date will be extended by the length of the SOC. Additional SOC requests must be approved via formal petition to the CPSCS Board of Governors.

9. Validation

The validation process ensures that a certificate holder verifies the Certification Maintenance credits claimed. CPSCS randomly selects a percentage of Certification Maintenance Worksheets for audit. If selected, CPSCS notifies the submitter with instructions on how to submit requested documents supporting credit claims and when such materials are due. Acceptable documentation is listed under each Certification Maintenance activity.

10. Notification of Certification Maintenance Results

CPSCS sends notice of credits earned upon completion of its review. Assuming confirmation of the required minimum number of credits, certification is renewed through the next Certification Maintenance cycle, provided the Certification Maintenance fee is paid. If a Certification Maintenance Worksheet is timely submitted and CPSCS finds that you did not acquire the required credits, or if a certification holder fails to submit a certification worksheet and/or requested supporting documentation, CPSCS will send notification by certified mail that the certification has expired or will do so on the Certification Maintenance Date.

11. Reinstating an Expired Certification

If CPSCS notifies you that a certification has expired or will expire because the Certification Maintenance requirements have not been met, one may choose one of the two following options.

1. By December 31 of the year the certification expires, one must submit the CPSCS Certification Maintenance Worksheet, supporting documentation to meet an audit, and the reinstatement fee, which is in addition to the recertification fee. Upon passing the audit, any delinquent recertification fees must be paid for recertification to become effective.

2. By December 31 of the year the certification expires, one must register, pay for, and pass the respective examinations for your certification, and pay the Reinstatement fee. Upon passing the exam, any delinquent recertification fees must be paid for recertification to become effective.

After December 31 of the year your certification expires, you must apply as a new candidate and meet all then-current requirements to achieve the certification.

12. Appeals Procedure and Policies

You may appeal decisions related to earning or maintaining SPSP credentials. Requests for appeal must be submitted to the President of the Board of Governors, Consumer Product Safety Certification Services, 4579 Laclede Ave., #326, St. Louis, MO 63108.

13. Educational and Certification Standards

For purposes of Certification Maintenance, continuing education credits and university-level credit and degrees must be earned from accredited institutions. In the case of continuing education courses, credits must be earned from organizations or institutions that comply with national standards for continuing education courses established by the International Association for Continuing Education and Training (IACET). In the case of university-level courses and degrees, credits must be earned from institutions that hold institutional accreditation from an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Schools with CHEA accreditation can be found at chea.org. The U.S. Department of Education's Database of Accredited Programs and Institutions can be found at www.nces.ed.gov/globallocator.

Distance learning programs or courses are acceptable if they are offered by institutions or organizations that are recognized by IACET or the U.S. Department of Education or the Council for Higher Education Accreditation.

Acceptable safety-related subjects

Safety-related subjects must be comprised of a primary focus on the practice of consumer product safety or related disciplines (engineering, legal, business, health, etc.). CPSCS uses "safety-related" as the criterion for deciding whether the content of an activity qualifies for Certification Maintenance credits. A complete delineation of the knowledge required to perform the functions of a product safety professional are available in the Certification Program Guide online at: <https://www.productsafetyprofessionals.org/certification1>.

14. Guide to Professional Employment or Activities

Section 1: EMPLOYMENT OR PROFESSIONAL PRODUCT SAFETY PRACTICE

1. The Consumer Product Safety Professional Certification program is open to professionals in several categories:

A. Individuals employed by companies that develop and market consumer products to consumers, or who are responsible for importing consumer products into the U.S. In this capacity the position's primary responsibility must be the prevention of product-related harm to people directly or through environmental incidents affecting their body and to related property. Such individuals are deemed to have met the background requirement for entry into the certification program, namely, ten years of experience as a product safety professional within a consumer product company, or seven years of such experience, accompanied by an appropriate university or college degree.

Individuals must spend at least 50% of their time within the company focusing on product safety-related responsibilities that are associated with the design, and management of the various components of a

product safety system (see Certification Program Guide “Scope of the Individual Certification Program at the [SPSP website.](#)) The positions held by individuals must be considered professional in nature. This includes the recognition that the individual is managing responsibilities related to product safety at a meaningful level. This is determined by evaluating the degree of authority and accountability for the product safety functions of the employer. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.

The position must have a breadth of professional safety duties. This is determined by evaluating the variety of product safety-related issues about which the candidate must advise or take action, and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skill areas include analysis, synthesis, design, investigation, planning, administration, and communication.

B. Individuals with special areas of expertise who are called upon as consultants or service providers to assist manufacturers, retailers, or importers in the implementation of their product safety programs. This would include, but not be limited to, engineers, attorneys, laboratory experts, technical specialists in chemistry, toxicology, medicine, and human factors or other relevant disciplines, and business process specialists in such areas as product recalls or supply chain management. Such individuals must have met the background requirement for entry into the certification program, namely, ten years of experience as a product safety consultant to consumer product companies in combination with experience in one or more of the other categories, or seven years of such experience, accompanied by an appropriate university or college degree.

Individual consultants must spend at least 50% of their time servicing consumer product client companies, with a focus on product safety-related responsibilities that are associated with the design and maintenance of the various components of a product safety system. The positions held by individuals must be considered professional in nature. This includes the recognition that the individual is managing responsibilities related to product safety at a meaningful level. This is determined by evaluating the type and level of complexity of the work performed, as well as the degree of reliance by clients on the person’s ability to effectively contribute to the design and management of the client’s product safety functions. This also encompasses their recommending how to control hazards or events through engineering and/or administrative approaches.

The position must have a breadth of professional safety duties. This is determined by evaluating the variety of product safety-related issues about which the candidate can advise, and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skill areas include analysis, synthesis, design, investigation, planning, administration, and communication.

Such individuals may hold professional or organizational memberships in their basic industry that are relevant to their area of expertise, and accordingly will be able to claim credits that are consistent with the Guide to Professional Employment and Activities detailed in Section 14 of the Certification Maintenance program.

C. State or federal employees, whose primary job function is specifically focused on consumer product safety. Such individuals must spend at least 50% of their time in this capacity, and have specific knowledge associated with the management of one or more of the components of a product safety system that is appropriate to the position they hold. Such individuals must have 1) ten years of experience as a state or federal employee; or 2) ten years of experience in a state or federal position combined with experience as a product safety professional in a company or as a consultant or service

provider assisting manufacturers, retailers, or importers in the implementation of their product safety programs. Individuals would also be eligible with seven years of such combined state or federal experience and experience as a product safety professional within a company, or as consultants or service providers to assist manufacturers, retailers, or importers in the implementation of their product safety program, accompanied by an appropriate university or college degree.

Within their agencies, they are expected to hold a professional position. This includes the recognition that the individual is managing responsibilities related to product safety at a meaningful level. This is determined by evaluating the degree of responsible charge and reliance of clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards or events through engineering and/or administrative approaches.

The position must have a breadth of professional safety duties. This is determined by evaluating the variety of product safety-related issues or events about which the candidate can advise, and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skill areas include analysis, synthesis, design, investigation, planning, administration, and communication.

Such individuals may hold professional or organizational memberships in their capacity as government officials that are relevant to their area of expertise, and accordingly will be able to claim credits that are consistent with the Guide to Professional Employment and Activities detailed in Section 14 of the Certification Maintenance program.

D. Employees or volunteers of NGO's or similar organizations whose primary job focuses on consumer product safety. Such individuals must be employed or volunteer within the organization at least half time, and have specific knowledge associated with the management of one or more of the components of a product safety system. Such individuals must have 1) ten years of experience in such an NGO position; or 2) ten years of experience in such an NGO position combined with a qualifying state or federal position combined with experience as a product safety professional in a company or as consultants or service providers to assist manufacturers, retailers, or importers in the implementation of their product safety programs. Individuals would also be eligible with seven years of such combined NGO experience, state or federal experience, and experience as a product safety professional within a company, or as consultants or service providers to assist manufacturers, retailers, or importers in the implementation of their product safety program, accompanied by an appropriate university or college degree.

Within their organizations, they are expected to hold a professional position. This includes the recognition that the individual is managing responsibilities related to product safety at a meaningful level. This is determined by evaluating the degree of responsible charge and reliance of their organization on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards or events through engineering and/or administrative approaches.

The position must have a breadth of professional safety duties. This is determined by evaluating the variety of product safety-related issues or events about which the candidate must advise, and the range of skills involved in recognizing, evaluating, and controlling hazards. Examples of skill areas include analysis, synthesis, design, investigation, planning, administration, and communication.

Such individuals may hold professional or organizational memberships in their capacity as volunteers or NGO employees that are relevant to their area of expertise, and accordingly will be able to claim credits that are consistent with the Guide to Professional Employment and Activities detailed in Section 14 of the Certification Maintenance program.

For further clarification or information, candidates described in this section can contact CPSCS by email: info@productsafetyprofessionals.org (on subject line: Attn: Certification Maintenance Program)

Supporting documentation: A letter from your employer certifying your position and its responsibilities. For consultants, client documentation or letters outlining your responsibilities within the client scope.

Section 2: MEMBERSHIPS IN ORGANIZATIONS

This category applies to individual memberships and company memberships if you are one of your company's designated participants in the activities of the membership organization, and you are active in those activities. To receive credit, the organization must meet all the following criteria:

1. It must have a technical or scientific premise, serve as an industry trade association for companies that manufacture, produce, or sell consumer products, or be a recognized association that has relevance to the work of a consumer product safety professional.
2. It must provide educational opportunities for members in the form of webinars, conference(s), seminars, or by other means, with a focus on product safety.
3. The organization's primary functions focus directly or indirectly on areas of product safety, specifically in the design, manufacture, distribution, or selling of consumer products OR it must have a division or section in at least one of these areas that addresses the matter of consumer product safety
4. It must be generally recognized by the safety profession as an organization dedicated to the advancement of the field of consumer product safety and the development of its professionals.

Supporting documentation: A copy of your membership certificate or cards indicating dates of membership, dues receipts, or canceled checks.

Section 3: ORGANIZATIONAL SERVICE

This section allows credit for service to professional societies, safety organizations, and safety units of certain other organizations, and for volunteer professional services that are approved by CPSCS. Included in this category would be organizations such as ICPHSO, IEEE, ASQ, ABA, SPSP, divisions of industry associations that are exclusively devoted to product safety-related topics, meetings, etc. Examples include serving as an officer at a national, regional, state, or local level in a safety society or association. Service on committees, commissions, or councils also receive credit. CPSCS may approve credit for other volunteer activities when there is acceptable safety content.

Service that is part of regular job duties in Section 1 cannot receive credit in both sections. For example, a government employee who administers a commission, council, or committee as part of his or her job duties already receives credit under Section 1 for that role. Serving as an officer of a local chapter of a national organization is considered local credits because it is the local area you are serving. Note: credits in this section have to do with the management and operation of the organization and its conference-related activities. This does not include actual conference presentations which are covered in Section 4 (Publications, Conference Presentations, and Patents)

“National” refers to organizations that cover the entire United States or extend internationally. Regional organizations extend across several states. State and local organizations fall within a single state.

Supporting Documentation: A letter or other documentation from the organization verifying the dates of your committee membership, service as an officer, or other, as well as the type of service.

Section 4: PUBLICATIONS, CONFERENCE PRESENTATIONS AND PATENTS

This section describes Certification Maintenance credits earned from contributions to expanding product safety knowledge through publications, presentations, and patents. See Acceptable Safety-Related Subjects in the section “Educational and Certification Standards”, page 8.

Publications

Peer-Reviewed Publication

Published safety-related paper or article of at least 1,500 words in a peer-reviewed publication (meaning the publication has blind review procedures and at least two people review each proposal). Such publication may be in hard copy print, or available at the website of a recognized product safety organization that publishes documents that can benefit professionals in the product safety field.

Supporting Documentation: Front Page of publication, include date of publication, listing of article within the publication table of contents, first page of article

Published safety-related paper or article of at least 1,500 words, including paper published in a proceeding.

Supporting Documentation: Copy of conference proceeding agenda indicating presentation of paper or article, date of conference, first page of article

Published safety related book.

Supporting Documentation: A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable)

Product Safety Related Meetings or Conferences

This area recognizes participation and presentations in meeting or conference activities that focus on topics that contribute to the advancement of knowledge within the product safety community. This could include meetings convened to address standards development for products, emerging trends such as smart appliances, and regulatory developments. Such conferences would be under the sponsorship of organizations active in the general product safety management field such as ICPHSO, ASTM, ANSI, ISO, and SPSP.

**Supporting Documentation: Presentation documentation indicating your participation.
Session Chair: Assignment documentation from the hosting organization leader, or general chair of conference.**

Patents

Patents must meet the following requirements:

- An original patent (not a duplicate in a different country or jurisdiction)
- Patent must be awarded during the Certification Maintenance cycle under consideration
- Awarded (not pending)
- Must have one patentable feature that is health or safety related, or reduces risks

Supporting Documentation: Photocopy of full patent application or award letter.

Section 5: PROFESSIONAL DEVELOPMENT CONFERENCES AND SEMINARS

Most safety-related conferences or events are acceptable for Certification Maintenance credits, such as those conducted or co-hosted by SPSP and other organizations. This includes topics offered in lecture halls, by webinar, or attendance at product safety educational meetings. Also, regional, state, local, and many employer-sponsored or association-sponsored conferences qualify for Certification Maintenance credits if at least 50% of the conference program is safety-related. See Acceptable Safety-Related Subjects under the Educational and Certification Standards section of this guide.

Seminars and continuing education courses purchased separately, held in conjunction with a conference, and which are not included in the general conference registration, receive separate credit.

Supporting Documentation:

The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (e.g., certificate of attendance, registration receipts, canceled checks, hotel receipts, airline tickets).

*CEUs (continuing education units), must comply with standards set by the International Association for Continuing Education and Training (IACET).

Section 6: COLLEGE OR UNIVERSITY COURSES

Certification Maintenance credits may be earned by completing or instructing safety-related college or university courses. CPSCS will accept courses from U.S. colleges and universities that meet the CPSCS standards. Distance learning courses receive the same credit as live courses. Credit is based on the semester or quarter hours awarded by the college or university as they appear on an official transcript. College and university courses offered outside the U.S. must be evaluated for U.S. equivalence. See Acceptable Safety-Related Subjects are listed near the beginning of this guide.

Courses must be relevant to consumer product safety. One point per credit hour for students; two points per credit hour for instructors. No credit for those for whom teaching is a job responsibility (such as professors or some consultants), as they are provided credit for this activity in Section 1.

Section 7: OTHER CERTIFICATIONS

CPSCS will consider, on a case-by-case basis, awarding Certification Maintenance credits for any certifications earned during the cycle from established certification designations associated with professionals that are in alignment with the product safety field. This could include, for example, engineering certifications, any safety related certifications, or regulatory-related certifications.

Supporting Documentation: Individuals should forward their certification document for consideration by CPSCS. This should be accompanied with a short statement of the relevance of the certification to the consumer product safety field. Credits may vary from 3-10 credits for the cycle.



APPLICATION | CERTIFICATION MAINTENANCE

Name: _____

Address: _____

Address 2: _____

City _____ State/Province _____ Zip _____

Country _____

Email: _____ Telephone _____

Date of Original Certification Notification: _____

Method of Certification Maintenance: By credits earned ___ By examination ___

CERTIFICATION MAINTENANCE BY ACTIVITY CREDITS

Proceed to the following pages (p. 18) where you will record information under the section titled CREDIT CALCULATION FOR CERTIFICATION MAINTENANCE:

Use the form to record the following summary: 1) the category of activity, 2) description of the activity generating the credit, 3) date(s) of activity associated with the credit, and 4) credits specified in the section "Guide to Professional Employment or Activity" (p. 9).

Record one summary block for each activity for which you are claiming a credit. The total credits that you must earn is 25 during the certification cycle period specified in the Certification Maintenance Guide. CREDIT CALCULATION FOR CERTIFICATION MAINTENANCE:

CERTIFICATION MAINTENANCE BY EXAMINATION

You may achieve Certification Maintenance by taking a multiple-choice examination offered by SPSP or one of its service providers. If you wish to take advantage of this option, please proceed to the next page in order to complete the application and payment process. You will be notified by email when your application has been approved, and next steps for scheduling your examination.

(Complete payment information on next page)

CERTIFICATION MAINTENANCE FEES:

Certification Maintenance fee by credits earned: \$200

Certification Maintenance fee by examination: \$395

Fees (in U.S. \$): Please make check/money order payable to Society of Product Safety Professional and mail to 4579 Laclede Ave. #326, St. Louis, MO 63108

To pay by credit card, go to www.productsafetyprofessionals.org/maintenance, or forward credit card information by email (info@productsafetyprofessionals.org):

Select one: Visa__MasterCard__American Express__

Credit Card #: _____ CW# ___ Exp. Date: _____

Cardholder Name (Print)_____

Cardholder Signature: _____

Card Billing Address: _____

**Please read the Code of Ethics of the Society of Product Safety Professionals,
www.productsafetyprofessionals.org.**

___I have read, understand, and agree to comply with the SPSP Code of Ethics.

APPENDIX 1

CREDIT CALCULATION FOR CERTIFICATION MAINTENANCE:

(To be filled in and submitted 60 days prior to the annual anniversary of certification designation. Each activity reported must be accompanied by designated documentation as detailed in: Chapter 14: **Guide to Professional Employment or Activities**)

Name: _____
Organization _____
Month/Year Certification Awarded _____
Year Period for which following credits were earned and claimed (e.g., 2019/2020) *:

Section of Activity: _____
Description of Activity: _____

Dates covered by Activity: _____
Credits Specified in Activity section: _____

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Section of Activity: _____
Description of Activity: _____

Dates covered by Activity: _____
Credits Specified in Activity section: _____

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Section of Activity: _____
Description of Activity: _____

Dates covered by Activity: _____
Credits Specified in Activity section: _____

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Section of Activity: _____
Description of Activity: _____

Dates covered by Activity: _____
Credits Specified in Activity section: _____

.....

(use additional sheets if necessary)

*Include all documentation as required of the particular category in which credit is recorded.

Section 1: Employment or Professional Product Safety Practice

Section 2: Memberships in Organizations

Section 3: Organizational Service

Section 4: Publications, conference presentations and patents

Section 5: Professional Development Conferences

Section 6: College or University Courses

Section 7: Other Certifications

ADDITIONAL ACCOUNTING OF CREDITED ACTIVITIES:

Section of Activity: _____

Description of Activity: _____

Dates covered by Activity: _____

Credits Specified in Activity section: _____

Section of Activity: _____

Description of Activity: _____

Dates covered by Activity: _____

Credits Specified in Activity section: _____

Section of Activity: _____

Description of Activity: _____

Dates covered by Activity: _____

Credits Specified in Activity section: _____

Section of Activity: _____

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Description of Activity: _____

Dates covered by Activity: _____

Credits Specified in Activity section: _____
