

CERTIFICATION MAINTENANCE PROGRAM

QUICK REFERENCE GUIDE TO PROFESSIONAL EMPLOYMENT OR ACTIVITIES

(See Chapter 14 of Certification Maintenance Guide)

SECTION NUMBER	SECTION DESCRIPTION	ACTIVITY	MAINTENANCE CREDIT POINTS PER YEAR		REQUIRED DOCUMENTATION
1	Employment or Professional Product Safety Practice	Professionals for whom at least 50% of the time in their professional capacity is spent on qualified product safety-related responsibilities.	2.5		A letter from your employer describing your position and its responsibilities. For consultants, client documentation or letters outlining your responsibilities within the client scope.
2	Memberships in Organizations	Individual or company membership in a qualifying organization (e.g., SPSP, ICPHSO, ASTM, etc.; others may qualify on approval of CPSCS Board of Governors). Attendance at each organization's events is granted an additional 1 credit per CEU; 1 credit for each day of at least six hours for non-CEU events. Maximum 10 total points for five years.	0.25		A copy of your membership certificate or cards indicating dates of membership, dues receipts, or cancelled checks. Evidence of attendance necessary for additional credit, e.g., minutes or roll sheets reflecting attendance, or similar.
3.1	Organizational Service	Individuals who actively participate (professionally or via volunteer efforts) in the activities (as a board or committee/subcommittee member) of a qualifying professional society, safety organization or safety unit of certain other organizations.	National/International Organization, Committee or Commission	Board: 2 Committee: 1	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. Limit of ten points per five-year recertification cycle;
3.2	Organizational Service	Service on an editorial board of a peer-reviewed safety journal, publication, or online publishing site.	1; 0.25 per journal article peer-reviewed even if not on editorial board.		

3.3	Organizational Service	Service on a trade magazine/website advisory board or editorial committee	0.5		participation must be active.
3.4	Organizational Service	Organizing a safety conference.	Chair (4 credits) or Member (2 credits) of Organizing Committee for a National Conference	2-4	
3.5	Organizational Service	Organizing a session or panel for a safety conference.	Organizing a Session or Panel at a National Conference	1	
4	Publications	Published safety-related paper or article in a <u>peer-reviewed</u> publication that benefits professionals in the product safety field	Single Author	2	Front Page of publication, include date of publication, listing of article within the publication table of contents, first page of article.
			Multiple Author	1	
4	Publications	Published safety-related paper or article, including a paper published in a proceeding benefiting professionals in the product safety field	Single Author	1	Copy of conference proceeding agenda indicating presentation of paper or article, date of conference, first page of article.
			Multiple Author	0.5	
4	Publications	Published safety related book.	Single or Multiple Author or Serving as Editor	Single Author: 5 Multiple Author: 3 Editor: 1 (point value halved if self-published, no editor credit)	A copy of the title page indicating the title, publisher, date of publication, your name as author, and other authors (if applicable).
4	Publications	Published safety-related chapter of a book or article in a trade publication.	Single Author	2	
			Multiple Authors	1	
4	Publications	Publish a review of a safety-related book in a safety and health journal, directory, or magazine.	0.5		

4	Conference Presentations	Presenting at a round table, poster, or similar conference	Organizing annual or regional conference: 8; organizing and moderating a panel: 3; panelist: 1.5; keynote speaker: 3	Presentation documentation indicating your participation. Session Chair: Assignment documentation from the hosting organization leader, or general chair of conference.	
4	Patents	Patent pending or awarded which is safety-related; points awarded only once per patent per certification maintenance cycle; limit nine points per recertification cycle.	Single Inventor	3	Photocopy of full patent document.
			Multiple Inventor	1.5	

5	Professional Development Conferences/ Events/courses	Attending a safety-related conference or event or completion of a college-level safety-related class or course	1 credit per CEU/CLE at events; 0.5 points per hour at non-CEU conferences, seminars, webinars, etc.	Evidence of attendance necessary for additional credit, e.g., minutes reflecting attendance or similar; evidence of course completion with passing grade Limited to ten points per recertification cycle
6	College Courses		two points/credit hour for students in college courses: three points for instructors; no credit if teaching is normal job responsibility	