



# **Recertification Guide**

## **Certified Safety Specialist (CSS)**

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## Introduction

The purpose of the recertification program is to support continuous competence and professional development of AOSH UK certificants. The Recertification cycle is every five years, which is based on the rate at which practice changes. AOSH UK has determined that five years is a reasonable period to measure the activities in which a certificant engages to remain up-to-date with current trends in practice. This Recertification Guide covers Recertification for Certified Safety Specialist (CSS®)

## Online Submission

Recertification activities can be maintained on your online Recertification Worksheet. To begin recording your activities, go to AOSH UK website, select “My Profile” to log into your account, and select “Recertification.” Online Submission to begin reporting activities, you must select “Start New Recertification Worksheet.” Activities recorded are automatically saved to the worksheet once they are entered. Once a worksheet has started, you can review it at “My Recertification Activity.” Activities can be edited or removed at your discretion until the Worksheet has been submitted for “Online Reporting Review.

## Participation and General Requirements:

If you hold AOSH UK certification, you must participate in the Recertification program and report your activities every five (5) years. The requirements are as follows:

- Certified Safety Specialist (CSS®): 24 Recertification Points
- Failure to meet Recertification requirements will render your certification invalid.

## Activity Categories:

There are 10 activity categories in which you can earn Recertification points. AOSH UK measures all acceptable activities in terms of Recertification points. Information about each category appears on the following pages.

## Schedule:

A Recertification cycle normally extends five (5) years, beginning on January 1 and ending on December 31. For those just achieving certification, your first Recertification cycle is longer than five (5) years. It begins the day you become certified and ends on December 31 of the fifth full year following the start of your cycle. Those who fill out a Recertification Worksheet for their first cycle (over 5 years) can claim points from all activities during that cycle, but must abide by the maximum points allowed in each category.

After your Recertification cycle ends on December 31, you have until March 31 of the following year to submit your online Recertification Worksheet.

## Notification:

Notice is sent to certificants near the end of their Recertification cycle reminding them their requirements are due. Your Recertification cycle end date appears on your annual wallet card and your online Certification History record.

## **Tracking Recertification Points:**

You are responsible for keeping track of your own activities, Recertification points, and supporting documentation. You can log your points as you complete activities on your online Recertification Worksheet in “My Profile.”

Create a file for all Recertification materials. It is very important to establish a personal procedure for tracking Recertification points. You should keep the current Recertification Guide, supporting documents for activities, and a running list of Recertification points earned in your file. Retain original documentation supporting your Recertification activities. If you are audited, you are required to submit supporting documentation for verification of activities and points claimed.

## **Counting Recertification Points:**

Record all Recertification points (including partial points) accurately as they are earned. Certain activities may earn fractional points and they may be critical at the end of your Recertification cycle. For example, a course may earn 1.3 Recertification points. Total points for a cycle are not rounded upward. If you have 23.9 Recertification points for your CSS, this will not meet the minimum Recertification requirement.

You can 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 you claim credit in Category 1 (Professional Safety Practice), you cannot claim credit in Category 7 (Safety-Related Course or Seminar). Similarly, if you teach the same course several times in a cycle, you can claim it for Recertification points only one time in that cycle. Points earned during a cycle may be claimed for that cycle only. Points cannot be carried over to another cycle.

## **Recertification by Examination:**

One way to earn all required points is to retake and pass the examination for your certification. The examination can only be taken during the last year of your Recertification cycle. You may contact AOSH UK to register and pay for the examination. Extensions you may extend your Recertification cycle for one (1) year. You must continue to pay the annual renewal fee.

## **Voluntary Relinquishing of Certification:**

You may request to relinquish your certification if you no longer wish to meet the requirements to hold certification and are in good standing with AOSH UK. Upon relinquishing your certification, you will not be allowed to actively use the Certified Safety Specialists credential. In order to relinquish your certification AOSH UK requires that you submit your request in writing.

## **Criminal Convictions and Unethical Behavior:**

If you have been convicted of a felony or misdemeanor within your 5-year cycle or have a record of any unethical behavior, you must indicate this by completing the “Validation/Attestation” on your Recertification Worksheet. You will be required to send a completed Criminal Conviction and Professional Registration, Certification, or License Information Form after submission of your Recertification Worksheet. Failure to report felonies, misdemeanors, or unethical behavior is a material

omission of significant information and is cause for denial, suspension, or revocation of certification or holding status with AOSH UK.

### **Auditing:**

The auditing process ensures that a certificant verifies the Recertification points claimed. AOSH UK randomly selects 5% of Recertification Worksheets for audit. If selected, AOSH UK notifies you with instructions on how to submit verification and when materials are due.

### **Notification of Results:**

AOSH UK evaluates Recertification Worksheets submitted to determine if Recertification requirements are met.

**Recertification Met:** AOSH UK sends you notice if you earned the required points. You may then retain the certification through the next Recertification cycle, provided annual renewal fees are paid.

**Recertification Not Met:** If you submit a Recertification Worksheet by the March 31 reporting deadline and AOSH UK finds that you did not acquire the required points, AOSH UK notifies you by certified mail that your certification is invalid.

**Failure to Report:** If you fail to report by the March 31 reporting deadline, AOSH UK notifies you by certified mail that your certification is invalid.

### **Reinstating an Invalidated Certification:**

If AOSH UK notifies you that your certification is invalid because you did not meet Recertification requirements, you can choose one of the two options below for reinstatement.

- By December 31 of the year your certification becomes invalid, you can submit your AOSH UK Recertification Worksheet, supporting documentation to meet an audit, and the Reinstatement fee. Upon passing the audit, any delinquent annual renewal fees must be paid.
- By December 31 of the year your certification becomes invalid, you must register, pay for, and pass the respective examination for your certification, and pay the Reinstatement fee. Upon passing the exam, you must pay any delinquent annual renewal fees.

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

### **Appeals Procedure:**

You may appeal decisions related to earning and maintaining AOSH UK credentials. Requests for appeal must be submitted to the Chief Executive Officer in writing and in accordance to the current Appeals Policy procedure.

## Guide to Points by Category

Sr. No.	Category	Maximum Points Allowed per Cycle
1	Memberships in Safety Organizations	5
2	Organizational Service	10
3	Professional Safety Practice	10
4	Publications, Conference Presentations	No Limit
5	Service to AOSH UK	No Limit
6	Professional Development Conferences	No Limit
7	Safety-related Course or Seminar, Other Educational Program, Certificates	No Limit
8	College or University Courses	No Limit
9	Advanced Degree	No Limit
10	Additional Certification or License	No Limit