



## Certified Safety Officer (CSO) **Recertification Guide**

Recertification guide provides comprehensive information, understanding policies & procedures established by AOSH Awarding Body United Kingdom.



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## Preface

AOSH Awarding Body United Kingdom (AOSH UK) is pleased to present the candidate handbook for the Certified Safety Officer (CSO). The candidate handbook was developed to guide those involved in the development of the Certified Safety Officer (CSO) Examination and to provide the public (e.g., examinees, educators, administrators) information about the examination.

AOSH UK wishes to thank all the individuals who have contributed to the creation of this candidate handbook, and a comprehensive review will be evaluated annually to reaffirm the competencies and the guidelines for examination.

AOSH UK encourages all users of this document to provide feedback which may be useful in future revisions of the blueprint. Please forward all such comments to [info@aoshuk.com](mailto:info@aoshuk.com).

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AOSH Awarding Body United Kingdom (AOSH UK) certified status is an indicator that an individual has completed a combination of defined education, experience, or examination requirements. However, certification is not a guarantee or assurance of the competence or ability of any particular individual. Further, given the rapid changes in the field, AOSH UK cannot warrant that the examination and other certification materials will at all times reflect the most current state of the art.

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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 three years, which is based on the rate at which practice changes. AOSH UK has determined that three 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 Officer (CSO).

## Online Submission

To begin recording your activities, go to AOSH UK website, 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 three (3) years. The requirements are as follows:

- CSO 10 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 three (3) years, beginning on January 1 and ending on December 31. For those just achieving certification, your first recertification cycle is longer than three (3) 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 3 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 certificate 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 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. 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 7 (Safety-Related Course or Seminar), you cannot claim credit in Category 2 (Organizational Service). 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 any ATP to register for the examination.

## 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 Officer (CSO) 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 3-year cycle or have a record of any unethical behavior, you must declare along with 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 email that your certification is invalid.

**Failure to Report:** If you fail to report by the March 31 reporting deadline, AOSH UK notifies you by email 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 Certification Manager in writing and in accordance to the current Appeals Policy procedure.

## Guide to Points by Category

Mandatory 10 Points for recertification from following category

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



**aosh** Awarding Body  
UNITED KINGDOM

209 Tower Bridge, 46-48 East Smithfield  
E1W 1AW, London United Kingdom  
Phone: +44 203 514 7170 - +44 203 290 3124  
info@aoshuk.com - www.aoshuk.com