

Board of Certified Site Safety and Health Officers



Certified Site Safety and Health Officer

Applicant Handbook

Version II.O

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Please direct all communications in writing to:

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Certified Site Safety and Health Officer Handbook

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Introduction

Welcome, and thank you for your interest in the Site Safety and Health Officer Certification Program. This Candidate Information Handbook details the policies and procedures involved in earning the CSSHO credential. It contains the Application, describes the eligibility and experience requirements, the Examination content outline, reference recommendations, and information about registering for, and taking the CSSHO examinations. The CSSHO program is administered by the Board of Certified Site Safety and Health Officers (BCSSHO).

The BCSSHO is dedicated to the promotion of legal and professional recognition of individual training and experience as Site Safety and Health Officers for, federal contractors, military safety personnel, federal sub-contractors, safety professionals, engineers, technologist, and technicians. This recognition is supported by the BCSSHO Registry, offering a central source for the public, government, and insurers to confirm CSSHO professional credentialing.

Founded in 2010, the BCSSHO continues to grow to meet the demand of federal contract requirements for agencies requiring compliance with US Army Corp of Engineers EM 385-1-1 Site Safety and Health Requirements Manual. The BCSSHO provides a platform for the sharing of information.

Philosophy

The BCSSHO created the SSHO Certification Board in 2010, with the charter to serve as the formal body responsible for the testing and certification program for CSSHO. The CSSHO program is designed and operated to meet the highest International Standards established for certification examinations.

The goal of the CSSHO certification program is to:

- I. Provide a Testing, Certification and Registry process for CSSHOs.
- II. Provide a means for safety personnel to demonstrate the critical knowledge, skills, and abilities necessary to perform safely and competently.
- III. Establish legally defensible criteria against which CSSHO competency may be measured.
- IV. Encourage personal and professional growth.
- V. Recognize CSSHOs demonstrating and maintaining competency as a CSSHO.

Becoming a CSSHO

To be considered for candidacy to take the CSSHO or CSSHO Associate exam you must:

- Submit the processing/examination fee of \$250.00;
- Submit the **Application and Endorsement Form**;
- Complete and sign the Certification Agreement, attesting to the truth of assertions; and
- Successfully answer six questions regarding criminal history and related background.

Applications will be processed within 14 days of receipt, must be submitted in writing, filled out completely, and signed by the candidate. Payment must accompany all applications.

Once an application is approved, candidates will receive email or USPS mailed instructions concerning examination registration procedures. All correspondence, scores, and certificates will be mailed to the candidate's preferred address indicated on the application. Applicants are responsible for notifying the BCSSHO in writing of any change of name or address.

Eligibility Requirements

To be eligible to for the CSSHO program, candidates must be able to document the following:

Certified Site Safety and Health Officer	Requirements
Education	Bachelors or higher
Experience working on construction projects*	5 years or more
Pass the CSSHO Examination	Within 12 months of application

Certified Site Safety and Health Officer Associate	Requirements
Education	High School or equivalent
Experience working on construction projects*	3 to 5 years
Pass the CSSHO Associate Examination	Within 12 months of application

To qualify for CSSHO Certification, candidates must pass the CSSHO Associate examination or the CSSHO examination. Exams are graded as pass or fail by the BCSSHO Examination Committee or a Third Party-Examination Service.

Education: A Bachelor's degree or higher in a safety-related discipline. Recognized majors include the physical, biological and health sciences; engineering and safety majors. *

*Candidates who do not meet the Education Requirements may substitute 3 years of recognized safety management work experience for one year of education.

Work Experience: Candidates must document a minimum of 3-years safety work experience at a professional level, related to construction safety engineering, health, science, or management. Examples of recognized experience follow:

Agency Safety Personnel	Construction Quality Management
Construction Safety Supervision	Construction Safety Team Members
Military Safety Officers	Site Safety and Health Officer
Industrial Hygienist	Safety Professional

Questions concerning eligibility should be directed to the BCSSHO Director of Operations at (202) 697-3328, or via email correspondence to bcssho@bcssho.org. Candidates denied approval for the CSSHO program may submit a written request for an application review which will be performed by the CSSHO Certification Board. Responses will be provided in writing.

Verification of Candidate Eligibility

The CSSHO Certification Board reserves the right to verify the experience and/or education attested to by the applicant.

Ethics, Certification and Attestation

Candidates are required to attest and certify to the veracity and accuracy of the application, and to agree to abide by the BCSSHO Code of Ethics, available for download from the BCSSHO website at www.bcssho.org. Candidates must also provide the BCSSHO with permission to audit the veracity of their education and experience.

Fee Schedules

CSSHO Application: \$250.00 (\$50.00 non-refundable)

Regular (paper-pencil) CSSHO exam admin. No Charge

Special exam admin – paper/pencil proctor, site rental and shipping fees

Withdrawal from consideration \$50.00 (\$200 of Application fee will be refunded)

CSSHO Associate Application: \$250.00 (\$50.00 non-refundable)

Regular (paper-pencil) Associate exam admin. No Charge

Special exam admin – paper/pencil proctor, site rental and shipping fees

Withdrawal from consideration \$50.00 (\$200 of Application fee will be refunded)

Upgrade Application from Associate Level to CSSHO

Request for upgrade from Associate level (3 - 5 year) to Certified level (5+ years) – submit request and documentation – Processing and exam fee \$250.00.

Rescheduling an Examination within 12 months of Application Submission Date:

Regular (paper-pencil) exam admin. \$50.00

Special exam admin. \$100.00

Failure to reschedule with a one-year window of the originally scheduled exam date will result in forfeiture of fee.

Annual Maintenance/Recertification \$90.00

Annual Renewal Fee \$90.00

Reactivation of delinquent credential \$ 45.00

Reactivation of retired credential \$120.00

Refunds

Should an application be denied, the application fee will be reimbursed, less a processing fee of \$50.00. Likewise, refunds are available to candidates who wish to withdraw from consideration, if the request is put forth in writing within ten (10) days of their postmarked CSSHO application. The refund for withdrawal from consideration is the application fee less the \$50.00 processing fee. Candidates suspecting that they may not meet CSSHO eligibility requirements are encouraged to contact the BCSSHO prior to application submission.

Statement of Non-Discrimination

The CSSHO Certification Board shall admit applicants regardless of age, sex, sexual orientation, race, religion, ethnicity, national origin, handicap, or marital status, and provide all rights and privileges, as well as open access to programs, examinations, and certifications.

Accommodations

The BCSSHO grants reasonable special accommodations for candidates with documented disabilities, in compliance with the Americans with Disabilities Act. If special assistance or arrangements are required, the following protocol must be followed:

1. A request for accommodations must be made by the candidate, in writing, at the point of CSSHO application submission. This request must include a complete description of the requested accommodation.
2. Documentation of the disability from a qualified health care professional must accompany the accommodation request.

Candidates requesting accommodations will be contacted by the BCSSHO Operations Manager to discuss the situation. In conference with applicable specialist and with consideration of examination security and examination administration guidelines, a reasonable accommodation will be made.