



## **APPLICATION & EXAMINATION FEES & POLICIES**

### **CERTIFICATION / QUALIFICATION REQUIREMENTS**

The International Association of Safety, Health & environmental Professionals (IASHEP) accredited professional certifications recognizes your expertise and opens new possibilities for you to make a significant impact on your community and your country. Corporations, universities and government agencies depend on the International Association of Safety, Health & environmental Professionals (IASHEP) to identify professionals like you.

By earning the IASHEP professional credential, you join together with a community safety, health & environmental professionals who have demonstrated their personal commitment to professional excellence, and protecting the safety, health and the environment of others and the public's safety, health and the environment. You also join the ranks of other safety, health & environmental professionals who are certified by other professional organizations around the world.

The IASHEP professional certification / qualification covers the foundations of process safety, health and environmental related risks and controls in the many fields of employment such as but not limited to:

- Government
- General Industry
- Construction
- Environmental
- Agricultural
- Maritime and other types of employment

Our certification and qualifications are developed based on extensive research with safety, health & environmental professionals, employers, professional bodies and regulators to ensure that they remain relevant and rigorous as well as achievable and practical.

You will be assessed on your ability to apply your skills and knowledge to a wide range of issues and how to deliver positive change to a real workplace. IASHEP recognizes various safety, industrial hygiene, and occupational certificates from more than 30 organizations.

## **PROFESSIONAL LEVEL CERTIFICATION PREREQUISITES**

All candidates must meet one of the two prerequisites to sit for any International Association of Safety, Health or Environmental examination:

**Professional Level Certifications** – CEHSP, CSHEA, CSHEM, CSHERM., (CSHE-Trainer)

1. **Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.
2. **Full-Time/Part-Time – Eight (8) years** full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities. Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

## **SPECIALIST LEVEL CERTIFICATIONS PREREQUISITES**

1. **Baccalaureate degree** (or higher) from an accredited college or university
2. **Full-Time / Part-Time – Four (4) years** full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities.

Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

## **TECHNICIAN LEVEL CERTIFICATIONS PREREQUISITES**

1. **Associates Degree** from an accredited college or university
2. **Full-Time / Part-Time – Two (2) years** full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities.

Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

## **COLLEGE TRANSCRIPT REQUIREMENTS**

A copy of your official transcript or diploma must be uploaded to your application before it can be submitted. To find out whether a college in the U.S. is accredited, check with the Council for Higher Education Accreditation ([CHEA](#)).

Degrees acquired through foreign colleges or universities are acceptable if they are documented as equivalent to an BS/BA degree issued in the United States. Candidates with degrees from colleges and universities outside the U.S. must upload a copy of their statement of equivalency from a recognized evaluating agency.

For a list of recognized agencies, see [www.naces.org/members.htm](http://www.naces.org/members.htm). If the applicant holds an additional degree in a relevant field from an accredited U.S. college or university, only the U.S. college transcript needs to be uploaded, and a degree equivalency report will not be required.

### **Fees:**

All applications require a non-refundable \$175 application fee, an uploaded copy of your official college transcript or diploma, and two electronic reference evaluations. Applications to take International Association of Safety, Health & Environmental Professionals (IASHEP) examinations expire 12 months from the date your application is approved.

**Military and ex-military personnel are exempt from paying the application fees as long as they present a military DD-214 or other proof of military service.**

There is a \$200 examination fee payable at the time you are ready to take the exam.

Should you not pass on your first attempt; the exam retake fee is \$150 per examination. You will have two additional chances to retake the IASHEP examination. You must pass all IASHEP certification test with an 80 percent test completion score.

Extension Fee: \$100

### **Annual Renewal Fees**

Professional Level Certifications: \$180.00 U.S. per year

Specialist Level Certifications: \$125.00 U.S. per year

Technician Level Certifications: \$100.00 U.S. per year

## **CERTIFIED ENVIRONMENTAL, HEALTH & SAFETY PROFESSIONAL (CEHSP)**

Certified Environmental, Health & Safety Professional (CEHSP) is the highest level of certification within IASHEP. CEHSP's are persons who perform at least 75% of professional level safety, health or environmental duties, including serving as the company

or organizations senior representative, developing and implementing company or organization policies and procedures, conducting worksite assessments to determine risks, assessing potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans.

Other duties could include hazard recognition, fire protection, regulatory compliance, health hazard control, ergonomics, hazardous materials management, environmental protection, training, accident and incident, investigations, advising management, record keeping, emergency response, managing safety programs, product safety and/or security.

## **Requirements:**

### **Professional Level Certifications – CEHSP**

**Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.

**Full-Time/Part-Time – Eight (8)** years full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities. Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the CEHSP examination.
- Retain your certification - Pay Annual Renewal Fee: \$180.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and be a member in good standing.

## **CERTIFIED SAFETY, HEALTH & ENVIRONMENTAL ADMINISTRATOR**

Certified Safety, Health & Environmental Administrator (CSHEA) is the second highest level of certification within IASHEP. CSHEA's are persons who perform at least 50% of professional level safety duties, including serving as the company or organizations senior or mid-level representative. The main task of a safety, health & environmental administrator is to ensure that the areas within his / her responsibility are kept hazard-free for maximum efficiency. To this end, safety, health & environmental administrators conduct safety checks on work areas and equipment. When administrators locate unsafe equipment or procedures, they make a note of this in writing and inform higher level management staff. Management can then take steps to mitigate risks in the future.

**Duties:** Safety, Health & Environmental Administrators keep abreast of current occupational legislation and requirements to bring their workplaces into compliance. Administrators may also serve as the company or organizations mid-level representative, developing and implementing company or organization policies and procedure, conducting worksite

assessments to determine risks, assessing potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans, conduct safety drills with workplace staff and train workplace personnel to deal with any kind of emergency.

## Requirements

**Professional Level Certifications** – Certified Safety, Health & Environmental Administrator (CSHEA)

**Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.

**Full-Time/Part-Time – Eight** (8) years full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities. Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental Administrator (CSHEA) examination.
- Retain your certification - Must pass the (CSHEA) examination.
- Retain your certification - Pay Annual Renewal Fee: \$180.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and must be a member in good standing

## CERTIFIED SAFETY, HEALTH & ENVIROMENTAL MANAGER

Certified Safety, Health & Environmental Manager (CSHEM) is the third highest level in the International Association of Safety Health & Environmental Professionals (IASHEP). Safety, Health & Environmental Managers are also known as occupational safety, health and environmental specialist, corporate safety directors, safety, health and environmental protection officers or safety, health and environmental consultants. They prevent and eliminate injury and illness to employees and assist companies to comply with safety laws.

### Duties

Safety, health and environmental managers inspect and evaluate the environment, equipment and processes in working areas to ensure compliance with government safety regulations and industry standards.

Their chief goal is to protect the employees, customers and the environment. They identify potentially safety, health and hazardous biological, chemical and radiological materials and may collect samples of them for analysis.

They recommend changes to protect workers, and educate employees on how to prevent safety, health, health and environmental problems through the use of safety training programs. They also investigate accidents to identify their causes and find ways to prevent them in the future.

## Requirements

**Professional Level Certifications** – Certified Safety, Health & Environmental Manager (CSHEM)

**Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.

**Full-Time/Part-Time – Eight** (8) years full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities. Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental Manager (CSHEM) examination.
- Retain your certification - Pay annual renewal fee of \$180.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and must be a member in good standing

## CERTIFIED SAFETY, HEALTH & ENVIROMENTAL RISK MANAGER

Certified Safety, Health & Environmental Risk Manager (CSHERM) also ranks as the second highest level of professional credentials. The role of a Risk Manager is to communicate risk policies and processes for an organization.

They provide hands-on development of risk models involving market, credit and operational risk, assure controls are operating effectively, and provide research and analytical support. Risk Managers must have excellent quantitative and analytical skills, along with the ability to apply those skills across a variety of business processes.

Duties: The duties under a Risk Management job description include the following:

- Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur.

- Performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the company
- Performing a risk evaluation: Evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- Establishing the level of risk the company are willing to take
- Preparing risk management and insurance budgets
- Risk reporting tailored to the relevant audience. (Educating the board of directors about the most significant risks to the business; ensuring business heads understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks)
- Explaining the external risk posed by corporate governance to stakeholders
- Creating business continuity plans to limit risks
- Implementing health and safety measures, and purchasing insurance
- Conducting policy and compliance audits, which will include liaising with internal and external auditors
- Maintaining records of insurance policies and claims
- Reviewing any new major contracts or internal business proposals
- Building risk awareness amongst staff by providing support and training within the company

## Requirements

**Professional Level Certifications** – Certified Safety, Health & Environmental Risk Manager (CSHERM)

**Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.

**Full-Time/Part-Time – Eight (8)** years full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities.

Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental risk Manager (CSHERM) examination.
- Retain your certification - Pay annual renewal fee of \$180.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and must be a member in good standing

## CERTIFIED SAFETY, HEALTH & ENVIRONMENTAL TRAINER

The Certified Safety, Health & Environmental Trainer (CSHE-Trainer) credential is a professional designation accredited by the International Association of Safety, Health & Environmental Professionals (IASHEP). By achieving the (CSHE-Trainer) credential professionals prove their expertise in developing, designing, and delivering health, safety, and environmental (HSE) training. The (CSHE-Trainer) certification exam will measure the knowledge an individual has regarding the theories and practices of basic adult education.

Further, the (CSHE-Trainer) certification exam will confirm the knowledge and experience in the specialized safety, health and environmental field the individual teaches.

An IASHEP Trainer (CSHE-Trainer) will only be given a specific (CSHE-Trainer) designation for the subject that they are teaching and cannot be used to teach other safety, health & environmental topics.

Am I Eligible to Become a Certified Safety, Health & Environmental Trainer?

All IASHEP certified safety, health & environmental trainer candidates must meet certain educational experience requirements in the specific-field for which they are teaching an IASHEP professional credential subject.

All IASHEP trainers must be familiar with the American National Standards Institute (ANSI Z-490.1) The ANSI/ASSP Z490.1 standard which provides guidance on how to manage overall safety training programs, as well as criteria for developing training that incorporates adult learning principles. Part of your certification test for all trainer subjects will cover portions of the ANSI/ASSP Z490.1

### Requirements

**Professional Level Certifications** – Certified Safety, Health & Environmental Trainer (CSHE-Trainer)

**Baccalaureate degree** (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.



**Full-Time/Part-Time – Eight (8) years** full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities. Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental risk Manager (CSHERM) examination.
- Retain your certification - Pay annual renewal fee of \$180.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and must be a member in good standing.

## **CERTIFIED SAFETY, HEALTH & ENVIRONMENTAL SPECIALIST DESIGNATIONS**

Certified Safety, Health & Environmental Specialists typically demonstrate strong communication skills and attention to detail. People in this career also have a working knowledge of complex equipment used to measure the safety. Health and environmental work areas. Physical stamina is important, along with a willingness to work on call in emergency cases.

### **PREREQUISITES**

All candidates must meet one of the two prerequisites to sit for any International Association of Safety, Health or Environmental examination:

**Professional Level Certifications** – Must meet one other prerequisites listed below. .

Baccalaureate degree (or higher) from an accredited college or university plus a minimum of four years of relevant experience in the field of safety, health or environmental.

**Full-Time/Part-Time – Eight (8) years** full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities.

Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental Specialist topic; i.e. Certified Hazwoper Specialist, Certified Forklift Operator, Certified Accident Investigation, Certified Electrical Safety Worker, examination.

- Retain your certification - Pay annual renewal fee of \$170.00 per year.
- Meet recertification requirements – Must recertify every three years and must be a member in good standing.

## **CERTIFIED SAFETY, HEALTH & ENVIRONMENTAL TECHNICIAN DESIGNATIONS**

### **Technician Level Certifications**

The safety, health and environmental technician is on the front line of implementing policy and equipment that contribute towards general environmental quality. While not responsible for deciding on organizational policy, they will act under the instructions of those who do make decisions such as environmental health & safety managers. Together, they will report back to line managers on such issues as compliance, devices to install, methods and implementation. They may act as a go-between for front-line employees and the decision makers in an advisory capacity or consulting.

They will need to understand and keep up with modern developments in environmental health & safety engineering. Although they do not design the technology, one of their roles may be to implement, install, repair and replace technology - being qualified and experienced enough to do so. They will be licensed where necessary to implement such changes and repairs. With environmental health & safety training being so important today in all organizations in all sectors, they may either double up as or work alongside trainers to ensure that employees understand their obligations.

They will have extensive knowledge of health & safety policy and law as it pertains to the environment in which they work and will develop procedures for the implementation.

### **PREREQUISITES**

All candidates must meet one of the two prerequisites to sit for any International Association of Safety, Health or Environmental examination:

**Associates Degree** from an accredited college or university

**Full-Time / Part-Time** – Two (2) years full time professional safety, health or environmental management or supervisory experience acceptable to IASHEP requires position duties with 50% or greater safety and health management related activities.

Two years of part-time experience (25% or greater safety and health management related activities) may be substituted for one full time year.

- Must pass the Certified Safety, Health & Environmental Specialist topic; i.e. Certified Hazwoper Specialist, Certified Forklift Operator, Certified Accident Investigation, Certified Electrical Safety Worker, examination.

- Retain your certification - Pay annual renewal fee of \$150.00 U.S. per year
- Meet recertification requirements – Must recertify every three years and must be a member in good standing.

### **Information About Testing Accommodations**

Reasonable testing accommodations are provided for candidates with documented disabilities (recognized under the Americans with Disabilities Act [ADA] Amendments Act). The ADA mandates that testing accommodations be individualized, meaning that no single type of testing accommodation is adequate or appropriate for all individuals with any given type of disability or health-related need. “Health-related needs” refers to any of a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc.

Test takers with health-related needs may be able to test under standard conditions if ETA determines that only minor adjustments, if any, to the testing environment are required (e.g., wheelchair access, insulin pump, heart rate monitor, etc.).

Test takers who wear an insulin pump do not need to be approved for accommodations unless the pump is especially noisy. In that case, it is recommended that testing take place in a separate room so the noise will not disturb other test takers. Candidates who require food, a beverage or equipment such as glucose testing materials or an inhaler must apply for accommodations also, since a separate room may be necessary.

In most cases, score reports contain no indication of whether a test was taken with accommodations. In rare instances, when an accommodation significantly alters what is tested (for example, if an entire test section must be omitted), a statement may be included with the score report indicating that the test was taken under nonstandard testing conditions. Score recipients are reminded that test scores should be considered only one part of an applicant’s record.

Note: Not all accommodations are available for each test. Please see the specific program page for the test you are taking to learn which accommodations are available for that test.

### **Some accommodations that may be approved include:**

#### **Computer-based Testing**

All International Association of Safety, Health & Environmental Professionals (IASHEP) courses are proctored, timed and open book examinations.

- Extended testing time (all tests are timed)
- Additional rest breaks
- Reader
- Recorder/writer of answers
- Sign language interpreter (for spoken directions only)
- Selectable background and foreground colors
- Alternate test formats: Audio recording; Large print

The following may be made available to those familiar with their use:

- Trackball mouse
- Quill mouse
- IntelliKeys® keyboard
- Screen magnification
- Ergonomic keyboard
- Keyboard with touchpad
- Selectable background and foreground colors

### **Paper-based Testing**

- Extended testing time (all tests are timed)
- Additional rest breaks
- Writer/recorder of answers
- Reader
- Sign language interpreter (for spoken directions only)
- Large print test book
- Large print answer sheet
- Audio recording
- Audio recording with large print figure supplement

### **Impartiality**

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board shall commit to acting impartially in relation to its applicants, candidates, and certified persons. Certification decisions shall be made in accordance with policies and procedures. Policies and procedures affecting applicants, candidates, and certified persons shall be made public and shall fairly and accurately convey information about the certification program.

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board shall understand threats to impartiality that include, but are not limited to, self-interest, activities from related bodies, relationships of personnel, financial interests, favoritism, conflict of interest, familiarity, and intimidation.

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board shall periodically conduct a threat analysis to determine the potential, both real and perceived, of an individual or an organization to influence certification. Confidentiality / Non-Disclosure / Conflict of Interest Statement, Confidential and Proprietary Information

For purposes of this Statement, “Confidential Information” means all information and materials, in whatever form, whether tangible or intangible, disclosed by the International Association of Safety, Health & Environmental Professionals (IASHEP) or any of its authorized representatives to Volunteers, or to which Volunteers otherwise gain access as a result of volunteering for the International Association of Safety, Health & Environmental Professionals (IASHEP).

All proprietary information of the International Association of Safety, Health & Environmental Professionals (IASHEP) that is not known generally to the public is considered Confidential Information.

Without limiting the generality of the foregoing, the following are deemed Confidential Information:

- Ideas for research and development;
- Information submitted in the investigation of complaints or involving ethics cases;
- Computer records and software (including software that is proprietary to third parties);
- Any other information which International Association of Safety, Health & Environmental Professionals (IASHEP) must keep confidential as a result of obligations to third parties;
- Information regarding the administration of components of the certification programs;
- Exam-related technologies and components;
- Item content, characteristics, development or other aspects of the examinations and their development, maintenance and administration;
- Identities of Certificants, candidates, customers, suppliers, or third-party contractors, including without limitation any media, advertising, or public relations firms;
- The International Association of Safety, Health & Environmental Professionals (IASHEP) e-mail distribution list(s);
- Human resources data and information about employees, contractors and other volunteers;
- Cost and other financial data;
- Any other information to which a volunteer may have access while involved in IASHEP's activities.

### **Non-Disclosure**

The International Association of Safety, Health & Environmental Professionals (IASHEP) officers staff, and volunteers will not divulge any Confidential Information to third parties or copy documents containing any Confidential Information. In no event shall officers, staff, or volunteers use Confidential Information in a manner that is in any way detrimental to IASHEP.

The International Association of Safety, Health & Environmental Professionals (IASHEP) officers, staff, and volunteers will maintain the confidentiality of all Confidential Information and not misuse, misappropriate, or disclose in writing, orally or by electronic means, any Confidential Information, directly or indirectly, to any other person or use them in any way, either during the term of this Agreement or at any other time thereafter, except as is required in the course of service to IASHEP.

The International Association of Safety, Health & Environmental Professionals (IASHEP) officers, staff, and volunteers acknowledge and agree that all Confidential Information and similar items whether maintained in hard copy, electronically or on-line relating to IASHEP's business shall remain exclusively the property of IASHEP and shall only be used by said individuals for the purpose(s) permitted by the International Association of Safety, Health & Environmental Professionals (IASHEP).

### **Conflict of Interest**

The International Association of Safety, Health & Environmental Professionals (IASHEP) officers, staff, and volunteers shall avoid personal and professional conflicts of interest in all matters pertaining to IASHEP programs.

Conflicting interests may include but are not limited to such areas as financial, personal relationships, and/or professional relationships. If a situation arises where it is unclear as to whether a conflict of interest exists, the issue shall be discussed with an Officer or employee of IASHEP.

### **Remedies**

Violation of this Agreement will be grounds for termination of service with the International Association of Safety, Health & Environmental Professionals (IASHEP). In the case of a volunteer, a Committee Chair plus any two members of the Executive Committee may elect to remove a volunteer at any time. In cases where a staff member is involved of violating this agreement, IASHEP's personnel policies shall determine the discipline or termination process.

The provisions of this Agreement and Volunteer's obligations hereunder shall survive any expiration, termination, or rescission of this Agreement and remain even after Volunteer's relationship with IASHEP ends. Except as provided herein, IASHEP officers, staff, or volunteers are prohibited from disclosing or using any Confidential Information in all circumstances, including but not limited to subsequent engagements or employment with third parties.

This Agreement shall be binding upon the individual and his/her personal representatives and successors in interest, and shall inure to the benefit of IASHEP, its successors and assigns.

A violation of the terms of this Agreement may cause damage and harm to IASHEP and that any such damage or harm will be difficult if not impossible to calculate in monetary terms and will be irreparable to IASHEP. Upon notice from IASHEP declaring a breach of this Agreement, the officer, staff, or volunteer shall immediately cease all further activities which are, or are claimed by IASHEP to be, a breach of this Agreement. The International Association of Safety, Health & Environmental Professionals (IASHEP) may also avail itself of any other remedies available by law.

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

### **Denial of Eligibility**

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Body maintains an eligibility committee who is responsible to review the eligibility requirements of the applicants and candidates.

### **Responsibilities of the Eligibility Committee:**

The eligibility committee is responsible for reviewing denials or unusual circumstances associated with interpreting eligibility requirements for individuals applying for certification and the certification examination, and for making recommendations to the certification body about the relevance and purposes of the eligibility criteria. The eligibility committee shall have the following duties and responsibilities:

- Review applications for the certification that require special consideration related to an applicant documenting compliance with the eligibility criteria.
- Report any trends or common areas of noncompliance with the eligibility criteria to the certification body or scheme committee.
- Make recommendations for revisions to the eligibility criteria and policies and procedures.
- As additional credentials are developed, or as current certification is revalidated, ensure the eligibility criteria are current, relevant, and reflective of any changes to the credential's requirements.

- Complete all duties as assigned.

**Policies of the Eligibility Committee:**

The eligibility committee shall be responsible for implementing the following policies of the certification program:

- Establishing the eligibility requirements
- When to review the eligibility requirements for currency and relevance to the certification examination and application requirements
- Denial of eligibility
- Confidentiality of applicant information
- Meeting attendance and participation
- Length of term of service on eligibility committee.

**Statement of Qualifications and areas of expertise required for service on the eligibility committee:**

- The members of this committee shall:
  - Collectively represent the stakeholders using the credential, have a wide range of experiences in the industry/field, and be familiar with the requirements of the certification program.
  - Represent the range of years of professional experience typical of the applicant population.
  - Represent the geographic and employment demographics reflective of the certificant/stakeholder population.
  - Understand the content requirements of the examination and the relationship of the eligibility requirements to the examination.
  - Articulate and provide evidence to support denials of eligibility.
  - Commit the time and resources required to perform their functions.



## **Testing Irregularities**

Breaches in test security may severely affect the integrity of the International Association of Safety, Health & Environmental Professionals (IASHEP) certification program, the profession, and the public; therefore, the International Association of Safety, Health & Environmental Professionals (IASHEP) has in place secure processes relative to all aspects of its programs, including general security measures, security during test development, and security during test administration.

Certification Examination Proctors/Monitors/Administrators should record any irregularities such as timing errors, defective exam materials, illness, suspected cheating/misconduct, and emergencies.

The International Association of Safety, Health & Environmental Professionals (IASHEP) will make a final determination regarding whether an investigation is needed. An example of a testing irregularity that would not be considered serious, and therefore not covered by this policy, is a short power outage at the test center. An example of a serious testing irregularity is suspected cheating behavior, which could result in a score validity problem.

An example of a potential breach of security that would be investigated by the International Association of Safety, Health & Environmental Professionals (IASHEP) might include a report of a candidate with possession of examination items.

## **Cheating or Indeterminate Scores**

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Body maintains strict policies to safeguard the security of the examination through the administration. Any individual who removes, or attempts to remove, examination materials from the testing site, including memorizing examination questions, is subject to prosecution in addition to sanctions that may include removal of certification and restrictions on future access to the examination.

Should the International Association of Safety, Health & Environmental Professionals (IASHEP) determine evidence of cheating, it reserves the right to invalidate test scores and mandate retesting.

### **Indeterminate Scores:**

Statistical procedures will be applied routinely, and in response to particular information, to identify scores that may be subsequently classified as indeterminate. Scores identified for potential classification as indeterminate may result from factors such as examinee illness during part of an examination, irregular behavior, or other factors. Classification of scores as indeterminate does not necessarily imply any inappropriate behavior by an examinee.

Irregular behavior is not the only basis upon which scores may be invalidated. The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Body will refer an examinee's scores to the appeals committee if it the International Association of Safety, Health & Environmental Professionals (IASHEP) cannot certify a score as representing a valid measure of the examinee's competence in the domains assessed by the examination.

The appeals committee will perform follow-up action and report results to the International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Body. If otherwise eligible, an examinee whose scores have been declared indeterminate by the appeals committee may take an examination, within a specified period of time, to validate the performance on the examination in question, unless the appeals committee finds that irregular behavior occurred and the examinee is barred from future administrations of the International Association of Safety, Health & Environmental Professionals (IASHEP) examination.

### **Denial, Suspension, or Revocation of IASHEP Professional Certification**

The International Association of Safety, Health & Environmental Professionals (IASHEP) considers misrepresentation and / or noncompliance with eligibility criteria, the rules and guidelines of IASHEP certification, and/or misuse of the IASHEP credential serious ethical issues that require investigation and possible disciplinary action.

Cause for denial, suspension, or revocation of certification includes but is not limited to:

- Falsification of information on the IASHEP examination application
- Misrepresentation of continuing education credits required for recertification;

- Falsification of any material information requested by IASHEP;
- Misrepresentation of IASHEP certification status;
- Suspected individual pre-knowledge of test content, impersonation, cheating on the IASHEP examination, or other evidence of possible examination compromise.
- Serious violation of a provision within the IASHEP Code of Ethics/Conduct.
- The International Association of Safety, Health & Environmental Professionals (IASHEP) investigates alleged misconduct, misrepresentation, and/or noncompliance, beginning with an objective review process in which evidence substantiating the allegations is collected to ensure due process and to protect the rights of candidates / certificant's.

The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certificant. Upon completion of the review process, IASHEP reserves the right to take disciplinary action, for valid cause, against its certification holders, individuals seeking IASHEP certification, or individuals misrepresenting their IASHEP certification status.

### **Challenge Results of Examination**

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board gives any candidate the opportunity to provide feedback on the examination content and procedures about:

- Technical accuracy of the examination.
- Fairness in the administration of the examination. A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct should submit a report in writing within 15 days after taking the examination.
- A candidate who has a question or concern about the reliability, validity, or fairness of the examination may submit the question or concern in writing to IASHEP Certification Board no later than 15 days after taking the examination.
- The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board will not consider reports about improper test

administration procedures or test contents that exceed the 15-day deadline, or are not submitted in writing.

- Candidates who pass the examination are not allowed to challenge their examination results, or to retest to try to improve their scores.

### **Complaints, Reviews, and Appeals**

Any number of situations may arise which may lead an IASHEP member or non-member to file a formal complaint with the International Association of Safety, Health & Environmental Professionals (IASHEP). This may include a complaint regarding a perceived flaw in a question or exam process, or a complaint against an IASHEP certified individual, staff member, or volunteer. This process offers any individual the opportunity to have his or her concerns heard in a fair, objective forum. However, individuals will not be entitled to receive a copy of either the certification examination or the answers to any questions on the examination.

Such individuals may present written evidence of the basis for their complaint. Such evidence shall be reviewed and appropriate action taken. No disciplinary action will be taken against the individual simply because he/she has filed a complaint. All complaints will be treated as confidential.

To ensure an impartial appeals process, a Complaint Review Panel consisting of the IASHEP Executive Director and three (3) IASHEP Certification Board members is formed:

The Chairperson of the panel will be the IASHEP Executive Director serving as the Certification Board Chairperson, who will appoint the other three (3) voting members from the existing IASHEP Board of Directors.

If the IASHEP Executive Director / Chairperson chooses a Complaint Review Panel member who has a personal or financial conflict of interest, that Panel member will be withdrawn from the Panel. If the Executive Director / Chairperson is the subject of the complaint, then the Board of Directors will select another IASHEP Board member who will assume the lead role in this process.

The Complaint Review Panel reviews each case individually and then processes the results of the review directly with the individual filing the complaint. The IASHEP Executive Director grants to the Complaint Review Panel full and final authority to institute corrective action (if any is required).

The chairperson of the Complaint Review Panel will chair all meetings of the Panel, which will be held, as needed, by conference call unless an in-person review is requested and paid for by the complainant.

Dates and times for review will be determined by the Executive Director / Chairperson. Panel members and the complainant will be informed of the date at least one (1) month prior to the conference call. All materials available for the review will be provided in writing to the members in advance of the review.

### **Fees and Refunds**

The International Association of Safety, Health & Environmental Professionals (IASHEP) Certification Board reserves the right to assess fees for all services, including application, examination, recertification, challenging failed examination scores, duplicate certificates, and publications.

- Fees charged for late applications, rescheduling an examination without a valid reason, extensions, and other circumstances may be assessed as deemed appropriate.
- Fees are subject to change, and the candidate is responsible to submit the current and correct fee for any aspect of certification.
- All fees shall be published in the IASHEP recertification handbook.
- Refunds are granted at the discretion of the certification staff for accepted circumstances such as emergency cancellations or withdrawals from the examination process.
- Refunds are not granted to candidates who forfeit or fail the examination, or who are denied eligibility or re-certification.

### **DECERTIFICATION**

#### **CONDITIONS FOR DECERTIFICATION**

An IASHEP Certified Professional has failed to maintain their certification when any of the following conditions occur:

The Certification Maintenance process is not completed because:

- A worksheet is not submitted or approved during the allowed review periods, or
- The examination is not passed in the allowed time periods, or
- A Certification Maintenance worksheet audit is failed
- Annual fees (renewal & late) have not been paid for 2 years
- An ethics review results in a decertification decision. ABIH® may revoke a person's certification at any time for cause related to an ethics sanction.

## Process

When an IASHEP Certified Professional fails to maintain their certification, IASHEP sends a written notice of expiration to the person's current postal mailing address. IASHEP publishes the names of persons whose certification has expired or has been revoked.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

Voluntary surrender takes effect after IASHEP acknowledgment of the Voluntary Surrender form.

I have reviewed and accept the policy and terms as stated above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email or mail to: Email: John F. Podojil Executive Director [johnpodojil@iashep.org](mailto:johnpodojil@iashep.org)

Mail: IASHEP P.O. Box 1608 Maricopa, Arizona 85138

## IASHEP'S VOLUNTARY SURRENDER SUBMITTAL FORM

Per the International Association of Safety, Health & Environmental Professionals, a IASHEP certified member agrees to voluntarily surrender their IASHEP professional credential under the following terms.

The Diplomate:

1. Must submit this form prior to expiration of their IASHEP Professional credential.
2. Cannot be engaged in an unresolved IASHEP ethics case.
3. Relinquishes their IASHEP certification but is not restricted from practicing In the safety, health or environmental field.
4. Can no longer use the IASHEP certification designation except when also referencing the years of certification, e.g., Certified Environmental Safety, Health & Environmental Professional (CEHSP), 1987-2019.
5. Can no longer use the IASHEP embossing seal or stamp for any professional activity.
6. 7. Is relieved of certification maintenance requirements and fees for this credential.
8. Will be listed in the IASHEP Private Roster<sup>1</sup> as a Former IASHEP Certified Professional, showing name and years of certification.
9. For reactivation rules, see the IASHEP recertification handbook.
10. Will be subject to IASHEP ethics case provisions if found to be in violation of this agreement's terms. Use the following options to share additional information if you are in good standing. You may change these selections at any time in the future by contacting IASHEP.

### **Select one, both or neither.**

◆ Public Roster: Yes, list me as a Former Diplomate, showing my name and years of certification. \_\_\_\_\_

◆ Private Roster: Yes, list my contact information. I will be responsible for maintaining my contact information. \_\_\_\_\_

1. The Private Roster is accessible only to current and former Diplomates in good standing.
2. No unresolved ethics issues and paid up on fees.

## **DECERTIFICATION**

### **CONDITIONS FOR DECERTIFICATION**

An IASHEP Certified Professional has failed to maintain their certification when any of the following conditions occur:

The Certification Maintenance process is not completed because:

- A worksheet is not submitted or approved during the allowed review periods, or
- The examination is not passed in the allowed time periods, or
- A Certification Maintenance worksheet audit is failed
- Annual fees (renewal & late) have not been paid for 2 years
- An ethics review results in a decertification decision. ABIH® may revoke a person's certification at any time for cause related to an ethics sanction.

### **Process**

When an IASHEP Certified Professional fails to maintain their certification, IASHEP sends a written notice of expiration to the person's current postal mailing address. IASHEP publishes the names of persons whose certification has expired or has been revoked.

IASHEP Voluntary Credential being surrendered: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Voluntary surrender takes effect after IASHEP acknowledgment of the Voluntary Surrender form.



I have reviewed and accept the policy and terms as stated above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email or mail to: Email: John F. Podojil Executive Director [johnpodojil@iashep.org](mailto:johnpodojil@iashep.org)

Mail: IASHEP P.O. Box 1608 Maricopa, Arizona 85138

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