



CPSA Eligibility Checklist



BOARD FOR GLOBAL
EHS CREDENTIALING

This is a simple checklist of eligibility requirements for people interested in pursuing the CPSA® credential. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all the boxes below, it may mean that you have an eligibility gap that must be closed.

Academic Degree			
<input type="checkbox"/>	<p>A. I have a degree from an accredited U.S. or Canadian academic institution or an appropriately accredited foreign institution:</p> <p>Path 1: A bachelor’s degree with at least 7 years of general work experience.</p> <p style="text-align: center;">OR</p> <p>Path 2: An associate degree with at least 10 years of general work experience.</p> <p style="text-align: center;">OR</p> <p>Path 3: A secondary school diploma with at least 15 years of general work experience.</p>		
Training			
<input type="checkbox"/>	<p>B. I have evidence of at least 40 hours training in the past three years, 32 hours of which are specific to process safety, and the remaining 8 hours which are relevant to auditing, health and safety, or management systems.</p>		
Professional Practice Experience			
<input type="checkbox"/>	<p>C. I have verifiable professional practice experience gained during the last 10 years in at least two of the following areas:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Implementation of Process Safety programs Process Hazard Analysis Management of Change Pre-start-up safety reviews Mechanical Integrity Process Safety Information </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Product Stewardship; Transportation or Distribution of hazardous products; Requirements of Process Safety laws, regulations, and related documents Process Safety Management systems and standards Process Safety auditing procedures, processes, and auditing techniques. </td> </tr> </table>	<ul style="list-style-type: none"> Implementation of Process Safety programs Process Hazard Analysis Management of Change Pre-start-up safety reviews Mechanical Integrity Process Safety Information 	<ul style="list-style-type: none"> Product Stewardship; Transportation or Distribution of hazardous products; Requirements of Process Safety laws, regulations, and related documents Process Safety Management systems and standards Process Safety auditing procedures, processes, and auditing techniques.
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<input type="checkbox"/>	<p>D. I can document auditing activities for 3 years prior to my planned certification. A minimum of 20 comprehensive process safety audits for a minimum of 100 days. Of the 100 days, a minimum of 20 days may be conducted on-site or virtually.</p>		
<input type="checkbox"/>	<p>E. <i>Character Reference Forms (CRFs)</i> will be submitted on my behalf from two responsible individuals, such as supervisors or managers, who have known me for a minimum of two years and have knowledge of my experience and skills relative to process safety auditing at the professional level.</p>		
Ethical Practice			
<input type="checkbox"/>	<p>F. I have not been involved in any unethical behavior and will adhere to the <i>BGC Code of Ethics</i>.</p>		
Fees			
<input type="checkbox"/>	<p>G. I am able to pay all fees required to obtain and hold the credential including.</p> <ul style="list-style-type: none"> Application/Reapplication Fee Examination Fee Examination Exemption Fee (if needed) Annual Dues (after Passing the exam) 		

Application Steps: (Check the BGC website for any updates.)

1. Review the *CPSA Candidate Handbook* website pages for information on eligibility, the application process, and exam requirements. Complete the eligibility checklist for your own benefit.
2. Complete the online CPSA Application: profile information and education.
3. Pay the non-refundable Application Fee to gain access to next stage.
4. Request *official* transcripts, or secure e-transcripts or, for international applicants, an *official* Evaluation Report.
5. Request that your references complete *Character Reference Forms (CRFs)*.
6. Complete the *Audit Experience Form*, send to supervisor to sign off. Your supervisor submits the form to BGC.
7. Complete the *Work Experience Form*.
8. Complete the *Formal Training Form* with supporting documentation.
9. Upload the completed *Work Experience Form* and *Formal Training Form* with supporting documentation to your assigned SharePoint folder. Check the SharePoint folder for updates, progress, and incomplete documentation.

Please Note: BGC does not offer detailed preliminary reviews of applications/submissions. The review takes place after the application is complete, and the application fee is paid.