



Board of Canadian Registered Safety Professionals
Conseil canadien des professionnels en sécurité agréés

Certification Maintenance Program (CMP)

- ▶ The *Certification Maintenance Program (CMP)* has the intent of assisting CRSPs keep pace with changes affecting professional oh&s practice.
- ▶ CRSPs are required to maintain their designation by participating in the Board's *Certification Maintenance Program (CMP)*. The **last digit** of your registration number determines your audit cycle (eg. for the registration number 01-1873, "3" is the audit cycle number).
- ▶ The CMP has 15 categories of activities in three major areas – 1. *Professional Development*, 2. *Examinations and Additional Certifications* and 3. *Professional Pursuits*. Each category provides the opportunity to claim maintenance points. The maximum number of points that may be claimed are identified for each category.
- ▶ Once you have received official notification (ie – certificate) of being awarded your CRSP designation, you may begin accumulating *Certification Maintenance Points (CMPs)*. However, your official CMP cycle does not start until January 1 of the following year in which certification was granted.
- ▶ Your **first** CMP cycle may vary from one to five years depending on the last digit of your registration number. After completion of your first cycle, **all subsequent cycles will be five years in duration**.
- ▶ **On average, CRSPs are required to earn a minimum of five (5) CMPs per year**. There is no mandatory number of CMPs that must be earned each year with the exception of category *C1 (Continuing professional practice with greater than 50% ohs&e position duties - minimum 900 hours/year)* that CRSPs must meet on an annual basis.
- ▶ At the end of your CMP cycle, the BCRSP will advise you that your CMP worksheets are to be submitted. **Only points earned during the current cycle may be claimed**. The BCRSP randomly selects approximately 15% of CRSPs submitting CMP worksheets for audit. The audit procedure requires that you provide supporting documentation for all points claimed. ***It is therefore important that you keep documentation to verify your CMP activities.***
- ▶ Allowances are made if, during the CMP cycle for which you are submitting worksheets/ documentation, you have been absent from work for such things as parental leave or LTD (details are included with the CMP worksheets).
- ▶ CMPs claimed in excess of the maximum allowable for each category will not be counted and **excess points may not be carried over to the next maintenance cycle**.

- ▶ CRSPs who do not submit their worksheets by the deadline (end of June) are placed on probation for the remainder of the year. If at the end of the year, worksheets, and if required, documentation, have not been submitted, the Governing Board, as per Article 16.07 of the bylaws, will suspend the registration certificate.
- ▶ CRSPs whose designation is suspended for non-submission of CMP worksheets by the December 31 deadline, must submit documentation for all points claimed as part of the reinstatement process ***regardless of whether or not they were initially required to supply such documentation.***
- ▶ CRSPs should retain a copy of their CMP worksheets until such time as they have received notification from the Board advising that a *Continuance of Certification* has been granted.
- ▶ Non-practicing CRSPs are exempt from the *Certification Maintenance Program*.
- ▶ Amendments to the *Certification Maintenance Program* are communicated to CRSPs through the newsletter, *Governor's Table* and are also posted on the BCRSP's web site (www.bcrsp.ca).
- ▶ It is important to keep complete and accurate records of your professional development activities. No points should be claimed without the ability to document them properly (see *Acceptable Documentation to Support Certification Maintenance Points Claimed*).

Please do not submit CMP worksheets and documentation until requested to do so by the BCRSP office.

Certification Maintenance Program (CMP) Matrix

If the last digit of your certification number is:	Your current CMP cycle is:	A request will be issued for submission of your CMP worksheets/documentation in:	You must submit your CMP worksheets/documentation by:
0 or 5	January 1, 2007 through December 31, 2011 (or any part thereof)	January 2012	June 30, 2012
1 or 6	January 1, 2008 through December 31, 2012 (or any part thereof)	January 2013	June 30, 2013
2 or 7	January 1, 2009 through December 31, 2013 (or any part thereof)	January 2014	June 30, 2014
3 or 8	January 2005 through December 31, 2009 (or any part thereof)	January 2010	June 30, 2010
4 or 9	January 1, 2006 through December 31, 2010 (or any part thereof)	January 2011	June 30, 2011

Examples:

You were certified in 1979 and your registration number is 79-212.

"2" determines your audit cycle; current cycle is January 1, 2004 through December 31, 2008; minimum CMPs required in that cycle – 25; call for CMP submissions issued by the Board in January 2009; submission deadline is June 30, 2009.

You were certified in 1992 and your registration number is 92-764.

"4" determines your audit cycle; current cycle is January 1, 2006 through December 31, 2010; minimum CMPs required in five year cycle – 25; call for CMP submissions issued by the Board in January 2011; submission deadline is June 30, 2011.

You were certified in 2005 and your registration number is 05-2630.

"0" determines your audit cycle; first cycle starts January 1, 2007 and runs through December 31, 2011; minimum CMPs required in that cycle – 5; call for CMP submissions issued by the Board in January 2012; submission deadline is June 29, 2012. All subsequent CMP cycles will be five years.

Please contact the BCRSP if you have any questions regarding the CMP