



**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**

Doc.024

Last Revision: July 2017

**2017**

# CRSP® Examination Candidate Handbook



**Our Vision:**

Safe and healthy workplaces  
through certification.

**Our Mission:**

The Board of Canadian  
Registered Safety  
Professionals sets  
certification standards<sup>®</sup> for  
occupational health and  
safety professionals.

# About BCRSP

## CRSP® Examination Candidate Handbook

This *Handbook* contains current information about the CRSP® certification examination (CRSPEX) developed by the *Examination Committee* of the Board of Canadian Registered Safety Professionals (BCRSP).

It is your responsibility to read and understand the contents of this *Candidate Handbook* before writing the certification examination (CRSPEX).

**All previous versions of this Handbook are null and void.**

The CRSP® certification is offered to all eligible candidates regardless of age, gender, race, religion, national origin, marital status or disability.

### Who We Are

On February 10, 1976 a Canadian corporation was formed for the purpose of certifying qualified safety practitioners as Canadian Registered Safety Professionals (CRSP)®. With the appointment of the first Board of Governors, the certification of safety professionals became a reality through the new organization. The CRSP® designation is now a widely accepted form of recognition by industry and government in Canada. Many employers require the CRSP® designation to qualify for a safety position. It also allows the BCRSP to ensure that the highest standards of excellence and professionalism are maintained at all times and by all certified individuals. The Board of Canadian Registered Safety Professionals is a public interest, not-for-profit association whose certificants are dedicated to the principles of health and safety as a profession in Canada.

- In 2005, the BCRSP was granted accreditation to ISO/IEC 17024 (Certification of Persons) by the Standards Council of Canada.
- In 2008, the BCRSP was certified to ISO 9001 (Quality Management System) by BSI Management Systems.

### Communication

As an examination candidate you are solely responsible to keep the BCRSP informed of your current mail and email address. You could lose your eligibility status if you miss important notifications related to your application. Please direct all correspondence, address changes, requests for information about the CRSP® certification program to:

BCRSP, 6700 Century Avenue Suite 100  
Mississauga, ON L5N 6A4

Tel: 905-567-7198 / Toll free: 1-888-279-2777  
E-mail: [info@bcrsp.ca](mailto:info@bcrsp.ca)

All eligible candidates will receive notification of the next scheduled CRSPEX prior to the writing windows. **It is the candidate's responsibility to schedule their examination appointment.** BCRSP is not responsible for expenses incurred by the candidate for their examination appointment.



# Table of Contents

About BCRSP .....	1
CRSP® Examination Candidate Handbook.....	1
Who We Are.....	1
Communication .....	1
CRSP® Program Overview .....	6
Introduction to the CRSP® Certification Program.....	6
Consultants.....	6
Management Services.....	6
Testing Services .....	6
Objectives of Certification.....	7
Definition of a Canadian Registered Safety Professional (CRSP)®/Professionnel En Sécurité Agree Du Canada (PSAC)® .....	7
CRSP® Certification .....	8
Eligibility Requirements .....	8
Effective July 1, 2018 Eligibility Requirements are Changing.....	9
Certification Process.....	10
About the CRSP® Examination.....	12
Preparing for the CRSP® Examination .....	13
Self-Study Reference Material .....	13
Preparatory Courses & Study Groups.....	13
Developing an Examination Strategy .....	13
Scheduling Study Time.....	13
Review Sample Examination Questions .....	14
Control Examination Anxiety.....	14
Know What to Expect at a Testing Centre.....	14
Approval Process To Write The CRSPEX.....	14
Examination Registration Process .....	15
Appointment Scheduling .....	15
Special Accommodations and Assistive Devices .....	16
Rules for Your CRSPEX Appointment .....	16

Missed Examinations .....	16
Incllement Weather or Emergency.....	17
Admission to the Examination Testing Area.....	17
Identification Requirements.....	17
Personal Belongings.....	17
Test Misconduct.....	18
Taking Your Examination.....	19
Security.....	20
Obtaining Your Results.....	20
Following the CRSPEX .....	20
Passing Score Determination.....	21
Appeals .....	21
Upon Successful Completion of the CRSPEX .....	21
If Your CRSPEX Writing Is Unsuccessful.....	22
Achieving CRSP® Certification .....	23
Benefits of Obtaining the CRSP® Certification .....	23
Recertification.....	23
Appendices .....	25
Appendix A: 2015 CRSP® Examination Blueprint .....	26
Executive Summary.....	26
Blueprint For The Canadian Registered Safety Professional Examination (CRSPEX).....	26
Preface.....	27
Introduction.....	28
Technical Specifications .....	29
Developing The Set Of Competencies.....	29
Competency Categories .....	30
Structural Variables .....	30
Contextual Variables.....	31
Competency Weightings.....	31
Conclusion .....	32
Summary Chart: CRSPEX Development Guidelines.....	33
Glossary .....	33
CRSPEX Competency Profile .....	34
Appendix B: Process for The Development Of Items for the Certification Examination (CRSPEX).....	41
Case-Based Multiple-Choice Items .....	41

Independent Multiple-Choice Items .....	41
Develop Rationales .....	42
Group Review of Items .....	42
Review of Items By Examination Committee.....	42
Essential Steps to Create Quality CRSPEX Items .....	42
Appendix C: CRSPEX Accommodation Form .....	43
CRSPEX Accommodation Requests.....	43
Guiding Principles .....	43
CRSPEX Accommodation Request Form .....	45
Instructions for Physician or Licensed Health Care Provider .....	46
Types of Accommodation .....	47
CRSPEX Potential Accessibility Barriers .....	47
Manual .....	47
Optical.....	47
Physical Stamina.....	47

# CRSP® Program Overview

## Introduction to the CRSP® Certification Program

The purpose of certification in the occupational health and safety (OHS) field is to promote excellence and professionalism. The CRSP® certification program certifies individuals who have met the program pre-requisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing the Board's examination (CRSPEX).

The CRSP® credential designation represents a personal benchmark that validates knowledge, skill and practice. It also provides a transferrable credential, either domestically or internationally within the profession through Memoranda of Understanding (MOUs) currently with two certification boards, the Board of Certified Safety Professionals (BCSP) in the United States and the Institution of Occupational Safety and Health (IOSH) in the United Kingdom.

Obtaining the CRSP® certification will set you apart from others within the OHS industry and emphasize that you are professionally committed to health and safety within the workplace.

When you see CRSP® after a name, you know that they have been through a rigorous process that verifies their formal education, professional practice and professional development and that they have successfully passed a competency based certification examination. They have also signed and agreed to abide to the Rules of Professional Conduct (Code of Ethics) and maintain ongoing professional development.

The certification program is not designed to determine who is qualified or who shall engage in OHS activities. The goal is to promote excellence and professionalism by documenting individual performance as measured against a predetermined level of knowledge about OHS. BCRSP utilizes the support of experts in examination development, psychometrics, and examination delivery to support the development of the CRSP® certification and examination. This cooperative effort by the BCRSP, it's consultants, and practicing OHS professionals has resulted in defining the body of knowledge significant to the practice of OHS. It is these competencies that are included in the CRSPEX.

## Consultants

### Management Services

The BCRSP contracts with an independent association management company (AMC), Fletcher Wright Associates Inc. (FWA), to provide administrative support for the certification process and Board operations. Visit [www.fw.ca](http://www.fw.ca) for more information.

### Testing Services

Yardstick Assessment Strategies Inc (YASI) is an independent testing company that performs professional assessment services. YASI provides examination services to professional associations and credentialing agencies and independent certification boards. YASI carefully adheres to industry standards for development of practice-related, criterion-referenced examinations to assess competency. Visit [www.asinc.ca](http://www.asinc.ca) for more information.



Pearson VUE offers innovative computer-based testing solutions through secure, electronic test delivery. Visit [www.pearsonvue.com](http://www.pearsonvue.com) for more information.

## Objectives of Certification

The objectives of the certification program for OHS professionals are to:

- Promote professional standards and improve the practice of OHS;
- Provide recognition to those professionals who demonstrate an acquired body of knowledge and expertise in the field through successful completion of the application, interview and examination (CRSPEX) process;
- Identify for employers, the public and members of allied professions, individuals with acceptable knowledge of the principles and practice of OHS; and
- Foster continuing competence and maintain the professional standard in OHS through a mandatory continuing professional development (CPD) program.

## Definition of a Canadian Registered Safety Professional (CRSP)<sup>®</sup>/Professionnel En Sécurité Agree Du Canada (PSAC)<sup>®</sup>

The practice of OHS occurs in all sectors of business, industry and government, is performed by professionals with diverse educational and experience backgrounds and involves the knowledge, skills and abilities needed to perform the tasks significant to practice in the CRSPEX content outline (refer to the *Blueprint for the Canadian Registered Safety Professional Examination* (Appendix A).

The Examination Committee's goal is to produce examinations that test concepts that may be applied to any setting. Candidates who pass the CRSPEX must understand how each of the domains (subject matter) – Applied Safety Fundamentals, Auditing, Ergonomics, Fire Prevention and Protection, Health and Wellness, Law and Ethics, Management Systems, Occupational Hygiene, and Risk Management, integrate together to produce an effective and efficient OHS system.

## What is a CRSP<sup>®</sup>?

A **Canadian Registered Safety Professional (CRSP)<sup>®</sup>** is a person who through the integration of specialized knowledge, abilities, skills, attitude and judgment, applies the expertise of safety science and technology, safety and environment, occupational hygiene, fire prevention and protection, ergonomics, auditing, risk management, health and wellness and other professional safety domains. These domains serve to create or develop, along with other managers and leaders of business, government and academia, those policies designed to reduce the hazards that may harm people and the environment. The policies include the development of procedures, processes, standards, specifications and systems intended to achieve optimal control and maximum reduction of the hazards and/or damage to property, equipment and materials.

Board of Canadian Registered Safety Professionals

# CRSP® Certification

To become certified, eligible candidates must pass the CRSPEX. The CRSPEX is administered via computer-based testing (CBT) three times per year. Once approved by the Governing Board, certified professionals are entitled to use the credential CRSP® and/or PSAC®. The certification is valid from the date of approval by the Governing Board through to the end of the current calendar year. The certification is renewed annually by completing the Declaration of Continuing Practice and by paying an annual fee and every five years (or less as per cycle) by submitting documented proof of continuing professional development (CPD).

Each successful candidate receives a certificate that is suitable for framing, identification card, CRSP® pin and a copy of the *CRSP® Reference Manual*.

## Eligibility Requirements

In order to qualify for the CRSP® certification there are three (3) eligibility factors. Until June 30, 2018 for each eligibility criteria (or Factor) on the application, there are minimum and maximum point requirements against which your application is reviewed. The current minimum eligibility requirements are as follows:

Criteria (Factor)	You are eligible to apply if you:	Minimum Requirement
Formal Education (Factor 1)	Have successfully completed a <u>minimum</u> of a one (1) year occupational health and safety (OHS) college or university certificate or diploma program, <b>OR</b> a two (2) year non-OHS college or university program	minimum points required - 50; maximum points available - 100
Professional Development (Factor 2)	Can demonstrate completion of professional development over the past five (5) years. 6 hour OHS course (1 day) = 1 point	minimum points required - 15; maximum points available - 100
Experience (Factor 3)	Are currently employed full-time at a professional level in OHS and have had three (3) years of continuous full-time OHS experience <u>immediately prior to making application</u>	minimum points required - 50; maximum points available - 100
<p><i>Note: To be eligible you are required to meet the minimum requirements in each factor plus have a point total of 150 over all three factors</i></p>		

## Effective July 1, 2018 Eligibility Requirements are Changing

At the October 2016 BCRSP Governing Board meeting, the Board approved a change to the eligibility criteria for the CRSP certification. The change to the CRSP certification eligibility requirements impacts the level of education and amount of experience an applicant must have prior to pursuing the certification.

This change comes at an important time for the Occupational Health & Safety (OHS) profession. The demand for OHS professionals to support safe and healthy workplaces is growing, and as a result, the need for well-qualified OHS professionals to achieve these goals is paramount. The expectations of employers in today's world is changing, and with this comes an expectation of higher levels of education. The BCRSP believes that the increase in education and experience requirements for the CRSP certification are important and will better position the CRSP of the future. The BCRSP believes that increasing eligibility requirements will lead to greater opportunities for OHS professionals in Canada and increased professional recognition and influence.

Professions have well-defined entry pathways which include robust formal education programs that support career entry. Through the National Education Symposium (NES) in 2013 and 2015, we have been in consultation with representatives from various OHS programs at Canadian Colleges and Universities and they have responded positively to the prospect of change in the BCRSP requirements - and have indicated that they will respond to these change requirements through program development initiatives. We will be communicating with them in the coming months on the BCRSP's program expectations to ensure that programs align with the new requirements.

The Global market is driving change, and the Canadian OHS professional must stay in step with advancing practice elsewhere. OHS Professionals from countries such as the US, UK, Europe, and Australia already have a higher standard of education and experience in place for their OHS professional certification schemes, and Canada is lagging behind. Raising the bar on the CRSP certification standard will further enable opportunities for mobility and transportability of credentials through Memorandum of Understanding (MOUs) with like-minded organizations.

The Board also recognizes that a single designation and single certification process for the OHS profession in Canada does not best serve the profession. In order to support individuals who may not meet the new eligibility criteria for the CRSP certification, the BCRSP is working on a new certification scheme which would create two distinct certification paths. More details on this will be available in the coming months.

### Changes Effective July 1, 2018

Applications for the CRSP certification received on or after July 1 2018 will be required to have the following:

- A minimum of a Bachelor's degree (4-year) in any field OR a 2-year diploma (or certificate) (minimum of 900 hours or 60 credits) in occupational health and safety or a closely related field from a recognized academic institution.
- At least four (4) years of experience where occupational health and safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties.

Please see the BCRSP website at [www.bcrsp.ca](http://www.bcrsp.ca) for more information.

## Certification Process

Overview of the Certification Process:

Step 1	<b>Review Eligibility Requirements</b>
Step 2	<b>Submit Application, Fee &amp; Required Documentation</b>
	•Additional documentation may be requested if your application is incomplete.
Step 3	<b>First review of application by Qualifications Review Committee (QRC)</b>
	•Additional documentation and/or verification may be requested if your application is incomplete.
	<b>Second review of application through Regional Screening Centre (RSC)</b>
Step 4	<b>Interview</b>
	•Additional documentation and/or verification may be requested if your application is incomplete.
Step 5	<b>Determined Eligible for CRSP Examination (CRSPEX)</b>
	•Candidate has 2 years from the date of approved eligibility to write the CRSPEX for the first time
Step 6	<b>Purchase &amp; Self-Schedule Examination</b>
Step 7	<b>Take CRSPEX at Pearson VUE Computer-Based Testing Centre</b>
Step 8	<b>Pass Examination</b>
	•If unsuccessful, return to step 6.
Step 9	<b>Board Approval &amp; Confirmation</b>
	•Certification Fee and Rules of Professional Conduct (Code of Ethics) declaration
Step 10	<b>Maintain Certification - Annual Renewal Fee &amp; Five Year Recertification</b>

To proceed to the writing of the CRSPEX, candidates must have successfully passed through the Qualifications Review Committee's application assessment and the Regional Screening Centre's interview.

Upon the recommendation of the Regional Screening Centre, candidates have two years to write the CRSPEX for the first time. Candidates who are unsuccessful in their first attempt may have up to three supplementary writings over the following two years.

Candidates may apply for a one-year, one-time writing extension by submitting the appropriate form and fee to the BCRSP office. The writing extension may be applied to the first writing period or the supplementary writing period, but not both.

**Effective January 1, 2018 eligible candidates will have one (1) year to complete their first examination writing. If a re-write is required, candidates will have a one-year window from the time of first writing to rewrite the examination. A maximum of three (3) examination writings will be permitted. (This rule will apply to applicants/candidates approved for the examination after January 1 2018 - if you are already approved for the examination, the existing rule will apply).**

Each candidate must take the time to assess and judge his/her own readiness to write the CRSPEX.

A careful review of the nine domains identified in the *Blueprint for the Canadian Registered Safety Professional Examination* is essential before you make the decision to write.

The Examination Committee develops the CRSPEX in conjunction with Yardstick Assessment Strategies Inc. to test the minimum level of knowledge of OHS professionals on the competencies identified in the

*Blueprint for the Canadian Registered Safety Professional Examination.* The CRSPEX is designed to test candidate's knowledge of the competencies expected of a certified OHS professionals.

## About the CRSP® Examination

The CRSP® Examination (CRSPEX) is a criterion-referenced examination (a test that measures the degree of command of a specified content/skills domain or list of instructional objectives. Scores are interpreted in comparison to a predetermined performance standard or as a degree of mastery of a defined domain independently of the results obtained by other candidates). A fundamental component of the development of the CRSPEX is a comprehensive description of the content domain being measured.

In the case of the CRSPEX, the content domain of interest consists of the competencies (behaviour statements that reflect the combined knowledge, abilities, skills, attitudes and judgment) a certified OHS professional is required to possess to practice safely and effectively. These competencies form the basis of the CRSPEX.

The CRSPEX will consist of between 190 and 210 operational multiple-choice questions, i.e., questions appearing on the examination that have been approved by the CRSPEC.

With 113 competencies to measure and a sound sampling approach for these competencies, an examination of between 190 and 210 operational questions is sufficient to make both reliable and valid decisions about an examinee's readiness to practice safely and effectively.

The multiple-choice questions of the CRSPEX are presented in one of two formats, case-based (a set of questions associated with a brief scenario) or independent questions (stand-alone examination questions that contain the information necessary for responding).

CRSP® Examination candidates have access to a practice examination on the BCRSP website. Access is granted once you submit your application and pay the application fee. These questions are items that have been flagged as sample questions within the CRSP® item bank.

Candidates should thoroughly review the *Blueprint for the Canadian Registered Safety Professional Examination*.

The Examination Committee is responsible for determining the CRSPEX content and the examination specifications, maintaining an item bank of approved examination questions, approving individual examinations for administration and setting the passing score.

The Examination Committee members form a representative group of practitioners. This committee reviews all examination questions before they are used and helps to provide the practice-related perspective that underlies valid examinations.

The BCRSP has contracted with YASI, a professional testing company, to provide psychometric guidance for the CRSPEX. YASI is responsible for the scoring, statistical analysis, and test misconduct analysis.

# Preparing for the CRSP® Examination

## Self-Study Reference Material

The BCRSP publishes as a resource, the *CRSPEX Study Guides* and the *Reference Text* listing to assist candidates in preparation to write the CRSPEX. Be sure to review the recommended reference texts for the CRSP® examination posted on the BCRSP website.

The *CRSP® Examination Blueprint* shows how the items on an examination are distributed across domains. The percentage of items per domain is noted on the examination blueprint.

Converting your subject strengths and weaknesses into a study plan is likely to increase your overall examination score. Scoring well in one subject area can compensate for a weaker score in another subject area. However, there may not be enough items in your strong areas to achieve a passing score.

## Preparatory Courses & Study Groups

Several professional membership organizations, colleges, universities, and private companies offer study courses and materials to assist candidates when preparing for the CRSP® examination. Because candidates for CRSP® examination often ask where to locate these providers, BCRSP maintains an online list of preparatory course providers for information only.

Beyond the written materials BCRSP publishes, **BCRSP has no involvement** in the development, content, or distribution of any courses or materials associated with preparing for the CRSP® examination or evaluating readiness. BCRSP neither endorses the providers shown on the online list nor evaluates the providers or the providers' materials for consistency with *CRSP® Examination Blueprint* or with any aspect of any CRSP® examination.

Candidates must contact the sources directly about materials, course schedules, fees, or matters related to satisfaction with their products or services. You are not accepted or approved to take the CRSPEX by registering for a preparatory course offered by any provider.

## Developing an Examination Strategy

Candidates who pass the CRSPEX must understand how each of the nine domains (subject matter) – Applied Safety Fundamentals, Auditing, Ergonomics, Fire Prevention and Protection, Health and Wellness, Law and Ethics, Management Systems, Occupational Hygiene, and, Risk Management, integrate together to produce an effective and efficient OHS system. It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

### Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for the CRSPEX.

## Review Sample Examination Questions

There are some sample questions provided on the BCRSP website that will give you an indication of the style of questions that will be asked, the type of thinking required and the degree of difference between incorrect and correct answers. Answers to the questions along with the rationale are also provided.

## Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

*Prior to the examination:*

- Know your material. Spend adequate time studying for the CRSPEX.
- Ensure you get enough sleep, good nutrition, exercise, personal down time, etc. Think positively.

*On the day of the examination*

- Allow yourself plenty of extra time to arrive at the testing centre so you have adequate time to park, register, etc.
- Dress comfortably – you will be seated for 3 ½ hours.

*During the examination*

- Relax. Practice relaxation techniques such as deep-breathing.
- Do not focus on any anxiety you may be experiencing.
- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyze the question and identify the best possible answer.

## Know What to Expect at a Testing Centre

The BCRSP has partnered with Pearson VUE to deliver computer-based certification examinations. Pearson VUE offers resources on their website to help prepare you.

- **Pearson VUE testing tutorial and practice exam.** This computer-based testing tutorial and practice exam software provides the opportunity for you to learn how to navigate your way through computer-based examinations. It includes a practice exam that gives you an opportunity to become familiar with the operations of computer-based testing.  
<http://pearsonvue.com/athena/athena.asp>
- **Information on Palm Vein Collection.** Some test centres utilize palm vein pattern recognition as a level of security for examination programs. Find out more about this state of the art technology: <https://home.pearsonvue.com/Documents/Deliver-your-exam/palm-vein.aspx>
- **What to Expect in a Pearson VUE test centre.** Short video on security measures utilized at Pearson VUE testing centres: <https://home.pearsonvue.com/test-taker/security.aspx>

## Approval Process To Write The CRSPEX

Once your application is approved through the Regional Screening Centre (RSC) interview process, you will receive an **examination authorization letter** from the BCRSP. This letter will contain your candidate identification number that you will require to book your examination. The Board of Canadian Registered Safety Professionals (BCRSP) has contracted with Pearson VUE to deliver all of its certification examinations at Pearson VUE test centres.



The Examination Authorization Letter you receive from BCRSP, will include information on the upcoming examination writing window and instructions on how to schedule and pay for your examination. You must make an appointment and sit for your examination before the Authorization Expiration date. If you do not schedule an examination, and you remain eligible for the next examination writing window, a new Examination Authorization Letter will be issued to you prior to the next writing window.

## Examination Registration Process

### Appointment Scheduling

**You are responsible for scheduling and keeping your examination appointment with Pearson VUE.** BCRSP recommends you schedule your appointment well in advance of your preferred appointment date. There are two options for scheduling your examination:

#### Online:

You may schedule, pay for and change your examination appointment over the Internet. Visit [www.pearsonvue.com/BCRSP](http://www.pearsonvue.com/BCRSP). You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment online.

#### Phone:

To schedule your examination appointment, you may also contact a call centre at

+1 866-893-1303; 8:00AM-8:00PM EST, M-F  
TDD: +1 866-893-1303; 9:00AM-6:00PM EST, M-F

You will need your Candidate ID from your Examination Authorization Letter to schedule or change your examination appointment over the phone.

**NOTE:** There may not be a testing centre in your immediate geographic location, or availability of testing times may be limited, which may require travel to write the examination. **Any expenditures related to attending an examination appointment are the candidate's responsibility.**

***If you fail to schedule an appointment and sit for your examination, you forfeit your Examination Authorization.*** You must wait to receive another Examination Authorization, if eligible, from the BCRSP for the next writing window.

The CRSPEX is administered via Pearson VUE Testing Centres during specified writing windows three times per year. **No alternate writing locations or times are permitted.** Please note the availability of examination writing times at most test centre locations is Monday-Friday during regular business hours.

Candidates should arrive at the writing location no later than 30 minutes prior to the scheduled start time. Unscheduled or late candidates will not be admitted.

Please give yourself ample time to arrive at the test centre location. As many test centres are located within urban areas, parking may be limited and/or have a pay lot. Please plan accordingly. Some travel may be required as there may not be a test centre in your area.

The BCRSP strongly recommends that candidates do not schedule appointments immediately after the examination.

You are responsible for directly scheduling and keeping your examination appointment with Pearson VUE. BCRSP recommends you schedule your appointment as soon as you receive the Examination Authorization letter.

Save all examination appointment confirmation e-mails until after you complete your examination.

If you have been issued an Examination Authorization letter by BCRSP for the next writing window, and you fail to schedule an appointment and sit for your examination, you forfeit the examination writing opportunity.

If you have scheduled an examination and fail to sit for your examination, you forfeit the examination writing opportunity and fees. You must register and pay for another CRSPEX, if you are eligible. If it is your last writing opportunity your file will be closed.

## Special Accommodations and Assistive Devices

If you require special examination facilities or arrangements because of one or more documented disabilities, you must inform BCRSP of these needs at the time you return your CRSPEX Notice by completing the CRSPEX Accommodation Form (Appendix D) a minimum of 90 days in advance of the examination date. For your testing accommodation to be approved and appropriate arrangements with the testing centre to be made, we require this advance notice.

If you routinely use (or expect to use) external assistive devices or equipment such as crutches, a wheelchair, a cane, an optical prosthetic, or a hearing aid, you must inform BCRSP of your need to use these devices in the secure testing room a minimum of 90 days in advance of the test date by completing the CRSPEX Accommodation Form. If you fail to inform BCRSP of your need to use external assistive devices, you may not be permitted to use those devices in the secure testing room.

## Rules for Your CRSPEX Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Exam Authorization.

You may change your appointment only if there are one (1) or more full business days before your existing appointment date. Appointments being rescheduled are subject to availability at the testing centres.

You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date.

If you need an examination extension, candidates may apply for a one-year, one-time writing extension by submitting the appropriate form and fee to the BCRSP office. The writing extension may be applied to the first writing period or the supplementary writing period, but not both.

## Missed Examinations

If you fail to keep your scheduled examination appointment, if you arrive more than 30 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you may be refused admission, and you may forfeit your examination writing. To sit for the examination after having been refused admission, you must register and pay for another CRSPEX writing. If it is your last writing opportunity your file will be closed.

## Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of the examination, test centre personnel will determine whether circumstances warrant the cancellation of the CRSPEX writing. The examination will usually not be cancelled if the test centre personnel can open the test centre.

Every attempt will be made to administer examinations as scheduled. However, should an examination be cancelled by Pearson VUE, all scheduled candidates will be granted one writing extension if the examination is not able to be rescheduled within the writing window.

You cannot reschedule your appointment to a date beyond the writing window.

## Admission to the Examination Testing Area

Plan to arrive early for your appointment. If you are 30 or more minutes late for your appointment, you may not be able to write your examination and you may forfeit your examination writing.

### Identification Requirements

The examination candidate is required to present two forms of original (no photo copies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo, and signature) and one form as a secondary ID (with name and signature).

The **Primary ID** must be a valid, unexpired government-issued identification document bearing both your picture and signature. Your name on this identification document must exactly match the name used when you applied for certification with BCRSP. Examples of acceptable identification for testing within the country of your citizenship include your valid, unexpired passport or your valid, unexpired, non-temporary provincial driver's license/identification card, military identification card, government issued health identification card (if it bears a photo), or permanent resident card.

Any government issued ID missing a visible signature or that has an embedded signature, can be supplemented with an original (no photo copies), valid (unexpired) ID that has at least a matching name and signature. This would be in addition to any secondary ID requirement.

The **Secondary ID** must be any identification (original, valid) containing at least your name and signature.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

If you fail to bring the appropriate identification and/or examination confirmation email you will forfeit your examination writing.

Some testing centres employ palm vein scanning technology to gain admittance to the testing area. For more information on this technology, visit <http://www.pearsonvue.com/bcrsp/> and refer to the Palm Vein Collection document under related links.

### Personal Belongings

All candidates will be required to leave their personal belongings outside the testing area. While the testing centre will make available to you a secure area to store your belongings, the BCRSP assumes no responsibility for lost, stolen, broken or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will be conducted by the examination proctors.

As you sign in, the testing centre staff provides you with materials for working out calculations by hand.

**Prohibited items include:**

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.
- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases and briefcases
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives
- Hats or headwear of any kind unless provision has been made for specific religious apparel.

Objects worn, or brought into the testing area, because of the candidates sincerely held personal religious belief, practice or observance will be permitted, subject to prior notification and authorization by the BCRSP.

The BCRSP is not responsible for lost, stolen, broken or misplaced property and strongly recommends that candidates do not bring personal, valuable or non-examination items with them to the examination.

You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

## Test Misconduct

Candidates observed doing any of the following, or engaging in similar, dishonest practices during the CRSPEX, will be considered to have engaged in test misconduct and both their application and CRSPEX administration may be dismissed. Candidates engaged in test misconduct may be disqualified from sitting any future CRSPEX.

Such test misconduct includes, but is not limited to, the following:

- Disclosing CRSPEX questions and/or any CRSPEX subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific CRSPEX content or questions before, during, or after the examination administration.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test form prior to the date and time of the test's administration.
- Falsifying your identity or impersonating another candidate.
- Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, Smartphones, iPads, pagers or other cell phones, or

other memory aid devices or communication devices other than those authorized by the BCRSP.

- Looking at another candidate's responses.
- Copying another candidate's responses.
- Removing or attempting to remove CRSPEX material electronically or otherwise from a test centre.
- Violating the Pearson VUE computer-based testing (CBT) examination agreement in any way.
- Falsifying CRSPEX scores.

Prior to the CRSP® Examination launching, candidates must agree to a non-disclosure agreement. It states:

I understand that the BCRSP has expended a considerable amount of time, effort and expense in the development of the CRSPEX that I am about to challenge. I further understand that the validity and integrity of the CRSPEX depends on the questions remaining undisclosed to other potential certification candidates. I hereby agree that I will not disclose any information concerning the content of this BCRSP CRSPEX.

If you do not agree to the non-disclosure agreement, the examination will not launch, and your examination appointment will end.

Where proctors/invigilators have issued an incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may be determined as test misconduct. The BCRSP will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. The investigation will include an assessment of the appropriate penalty. After the investigation, the Board's Professional Conduct Committee will review the information, make a finding and decide on a penalty.

## Taking Your Examination

The on-site proctor at the Pearson VUE Test Centre will familiarize you with the computer-delivered examination process. When the examination is first launched, you must agree to comply with BCRSP's examination security and nondisclosure rules.

The time remaining for your examination appears on your computer screen (top right). You may choose to hide the time clock during your examination if you find it distracting. One examination item at a time appears on the computer screen. You may select an answer for the item, skip the item, or answer the item and flag it for review. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.

If you experience any technical difficulties with the examination software or hardware during the testing event, please notify your proctor immediately so they may try to resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must sign out and sign back in -- the on-site proctor will log your activity. **Your examination clock continues to run during this time.** You are not allowed to leave the building (or part of the building) controlled by Pearson VUE for any reason while your examination clock is running.

The BCRSP will endeavor to ensure that the environment for writing the examination is acceptable. Please be aware that on occasion, candidates may be exposed to minor distractions and the temperature in the testing area may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the proctor.

BCRSP examinations are closed book, except for materials provided by testing centre staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by testing centre staff is prohibited. BCRSP invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing centre staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

The CRSPEX is a proctored examination. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. By participating in the CRSPEX you further agree to NOT disclose any information, content, examination questions or response keys from the BCRSP's CRSPEX by any means. If it is determined at any time that you have accidentally or deliberately disclosed information relating to the CRSPEX, it may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by the Board's Professional Conduct Committee which may result in suspension or termination of your certification.

## Security

The BCRSP, YASI and Pearson VUE maintain test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The BCRSP reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

## Obtaining Your Results

Once you complete your examination the official notification of your results will be issued to you by the BCRSP within 6-8 weeks of the last date in the examination writing window. These results are issued via regular mail (Canada Post) and will **not** be issued over email, by telephone, or by fax. If you do not pass, you receive instructions on how to retake the examination or when you may reapply if you have reached your last writing opportunity. If you pass, you will receive information on the necessary steps to complete the certification requirements. Please note that passing the examination does not mean you are certified as a CRSP®, the Governing Board must approve your certification and the process is not complete until the *Rules of Professional Conduct* (Code of Ethics) and certification payment have been received by the BCRSP office.

If you owe any outstanding fees to the BCRSP related to the application or examination process, your examination results may be withheld until your account is up-to-date.

## Following the CRSPEX

A *CRSP Examination Survey* will be sent to you after the writing window closes. You are encouraged to complete the survey and submit your feedback.

Approximately six to eight weeks following the CRSPEX administration, you will be mailed your results. You will be provided with your overall score and your score for each of the subject areas (domains).

To assure confidentiality, no candidate test scores will be reported over the telephone, by electronic mail or by facsimile.

The BCRSP will not release a copy of individual score results to third parties without your written authorization.

## Passing Score Determination

The standard or pass mark is set in reference to the content and the difficulty of the examination questions. The standard is set by a panel of content experts (all Canadian Registered Safety Professionals) from across Canada who work closely with the Board's examination consultants, Yardstick Assessment Strategies Inc. to ensure that the examination meets the Examination Blueprint guidelines.

The pass mark is set at a level that represents the performance expected of a certified competent safety professional. The standard setting method used to establish the pass mark for the CRSPEX is the modified-Angoff method. Using this method, a panel of representative content experts from across the country and from various areas of practice reviews each examination question and produces ratings based on a common understanding of a competent registered safety professional who has met the eligibility requirements to write the CRSPEX. In addition to these ratings, a variety of relevant data (for example, information on the preparation of candidates, data on results from previously administered examinations) are carefully considered to ensure the standard that candidates must achieve on the examination is valid and fair. Based on this information, an appropriate standard or pass mark is set. This procedure is repeated for every newly-created examination form.

For more information on the Angoff Method, review the article on our website at <http://bcrsp.ca/prospective-certificants/crsp-examination>.

## Appeals

Because the performance of each question on the CRSPEX included in the final score has been pretested, there is no appeal process to challenge individual CRSPEX questions, answers, or a failing score. The BCRSP will not release or discuss individual questions with candidates following the CRSPEX. To do so would require elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of the CRSPEX.

Assessments by the Qualifications Review Committee and Regional Screening Centres affecting the eligibility of a candidate or the points awarded in Factors 1, 2 and 3, may be appealed.

Additionally, appeals may be considered for alleged inappropriate CRSPEX administration procedures or environmental testing conditions severe enough to cause a major disruption of the CRSPEX process which were not satisfactorily resolved at the test centre.

All appeals must be submitted in writing. Eligibility appeals must be received within thirty (30) days of the notification of your assessment results. Appeals for alleged inappropriate administration procedures or severe adverse environmental testing conditions must be received within thirty (30) days of the release of CRSPEX results.

## Upon Successful Completion of the CRSPEX

If you pass the CRSPEX, there are a number of administrative details that must be completed before you may begin using the CRSP® designation.

Once approved to use the Canadian Registered Safety Professional and acronym CRSP®, you are encouraged to use the credential on correspondence, business cards and all forms of address. Certification is for individuals only. The CRSP® credential may not be used to imply that an organization is certified.

## **If Your CRSPEX Writing Is Unsuccessful**

If you do not pass the CRSPEX on your first attempt, you may have up to three supplementary writings over the following two-year period. If you do not pass the CRSPEX after four attempts, your file will be closed and you must wait two years before submitting a new application. A candidate may attempt the CRSPEX a maximum of four times within the specified time period.

**Effective January 1, 2018 eligible candidates will have one (1) year to complete their first examination writing. If a re-write is required, candidates will have a one-year window from the time of first writing to rewrite the examination. A maximum of three (3) examination writings will be permitted. (This rule will apply to applicants/candidates approved for the examination after January 1 2018 - if you are already approved for the examination, the existing rule will apply).**



# Achieving CRSP® Certification

## Benefits of Obtaining the CRSP® Certification

**Wall Certificate.** When you achieve the CRSP certification, BCRSP issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, BCRSP will replace it for you.

**Wallet Card.** Each year when you pay the required annual renewal fee, a wallet card is issued to you which shows you are certified. The card identifies you as a title holder for the calendar year (unless declared invalid).

**BCRSP Governors' Table eNewsletter Subscription.** As a CRSP, you will receive Governors' Table three times per year via email. Governors' Table contains information about important changes which may affect certificants, information about certificants, updates on BCRSP activities and other items of interest. Current issues and back issues are located on the BCRSP website.

**BCRSP Annual Report.** The BCRSP Annual Report is another important publication. It contains summarized data about BCRSP activities over the last year and the annual audited financial report. It can be found on the BCRSP website.

**CRSP Events & Activities.** The BCRSP hosts a meet and greet reception during each Governing Board meeting. CRSPs in the area of the meeting will be notified about the details of the reception. We encourage you to attend. **CRSP Connect Events** are networking receptions held across Canada and certificants are encouraged to attend when an event is held in your area. Watch for details on the website. **Item Writing Workshops** are a CRSP's opportunity to contribute to the Examination process by contributing to the item bank. Attendees are trained in the item writing process, and contribute to the item bank through these workshops. Typically held twice a year in varying regions across Canada. The **Annual General Meeting** is held in June of each year and certificants are encouraged to attend in person or to return their proxy form.

**BCRSP Directories.** BCRSP publishes directories of individuals who currently hold the CRSP certification. An abbreviated format, containing names, cities, and states, appears on the BCRSP website and allows viewers to confirm if a person currently holds a CRSP certification. **Please note that you may opt out of this listing.** CRSPs may also view the directory of other CRSPs within the certificants only area of the website – this listing allows you to contact your fellow CRSPs through the online system. **Please note that you may opt out of this listing.**

**Additional BCRSP benefits and activities are outlined in the Certificants' Reference Manual** which is available from the BCRSP website.

## Recertification

Following successful completion of the CRSP EX, each CRSP® is required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The full details of the Certification Maintenance Program are posted on the website ([www.bcrsp.ca](http://www.bcrsp.ca)).

The CMP is based on the calendar year with each cycle beginning on the first day of January following the date the CRSPEX was passed. The first CMP cycle may be from one to five years – determined by the last digit of the assigned certification number. All subsequent cycles are five years. A minimum of 25 certification maintenance points must be earned over each five-year cycle (points are prorated for cycles less than five years).

For example, if you pass the May 2017 CRSPEX, your first CMP cycle officially begins January 1, 2018. However, CMPs earned in the period between the passing of the CRSPEX and the official start of the CMP cycle may be applied to the first year's accumulation of points.

# Appendices

Appendix A: 2015 CRSP® Examination Blueprint

Appendix B: Process for the Development of Questions (items) for the Certification Examination (CRSPEX)

Appendix C: CRSPEX Accommodation Form

# Appendix A: 2015 CRSP® Examination Blueprint

## Executive Summary

As part of its commitment to ongoing testing excellence, the BCRSP is pleased to provide this revalidated blueprint document that will serve as the basis for the Canadian Registered Safety Professional Examination (CRSPEX). This document outlines the content domain that will be tested on the national examination beginning in 2015.

Compared to the 2010 CRSPEX Blueprint, the following document differs in a number of ways. First, several content domains have been enhanced to provide additional guidance to item writers and to candidates who are preparing to write the CRSPEX. The Accident Theory and Environmental Practices domain have been eliminated, however, several of the competencies have been maintained in other domain areas. The domain of Safety Techniques and Technology has been renamed to Applied Safety Fundamentals. The content areas of Risk Management, and Applied Safety Fundamentals figure more prominently in this document compared to 2010, and as a consequence, are given more weight on the CRSPEX.

Although the basic structure of this document remains consistent with the 2010 document, many of the competencies have been restated or combined, resulting in a reduction in the total number of competency areas from 147 to 113.

## Blueprint For The Canadian Registered Safety Professional Examination (CRSPEX)

*RELEASE DATE: JULY 2014*

Developed by the Board of Canadian Registered Safety Professionals. All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transcribed, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission of the publisher.

© Board of Canadian Registered Safety Professionals  
6700 Century Avenue, Suite 100  
Mississauga, Ontario  
L5N 6A4  
Tel: (905) 567-7198 or 1-888-279-2777  
E-mail: [info@bcrsp.ca](mailto:info@bcrsp.ca)  
[www.bcrsp.ca](http://www.bcrsp.ca)

## Preface

The Board of Canadian Registered Safety Professionals (BCRSP) is pleased to present the *Blueprint for the Canadian Registered Safety Professional Examination* (CRSPEX). Administration of the first examination developed from the new Blueprint is targeted for February 2015.

The Blueprint was developed to guide those involved in the development of the *Canadian Registered Safety Professional Examination* and to provide the public (e.g., examinees, educators, administrators) with practical information about the examination.

The Blueprint has two major components: (1) the content domain to be measured and, (2) the explicit guidelines on how this content is to be measured. The content domain consists of the CRSPEX set of competencies (i.e., the competencies expected of entry-level registered safety professionals), and the guidelines are expressed as structural and contextual variables. The Blueprint also includes: a *Summary Chart* that summarizes the examination guidelines; a *Glossary* that provides definitions of terms appearing in bold throughout the document.

BCRSP wishes to thank all the individuals who have contributed to the creation of this Blueprint. In particular, thanks are extended to registered safety professionals across Canada who responded to the competency validation survey.

A comprehensive review of this first edition of the *Blueprint for the Canadian Registered Safety Professional Examination* is planned for 2018. In addition, the Blueprint will be evaluated annually to reaffirm that the competencies and the guidelines for examination development continue to reflect what is expected of an entry-level registered safety professional beginning to practice.

BCRSP 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:

Executive Director  
Board of Canadian Registered Safety Professionals  
6700 Century Ave, Ste. 100  
Mississauga, ON L5N 6A4

## Introduction

The Board Canadian Registered Safety Professionals develops the Canadian Registered Safety Professional Examination (subsequently referred to as the CRSPEX) for registering purposes. It fulfills this service by working in collaboration with Canadian Registered Safety Professionals (CRSP's) from across Canada who serve as the content experts in developing and validating the examinations.

Registration/licensure/certification examinations have a well-defined purpose: to protect the public by ensuring that those who are licensed possess sufficient knowledge and skills to perform important occupational activities safely and effectively (Canadian Psychological Association, 1987). In the case of the CRSPEX, the purpose is to determine whether or not examinees are prepared to practice occupational health and safety, without risk to the public and to the environment.

The primary function of the Blueprint for the Canadian Registered Safety Professional Examination is to describe how the examination is to be developed. Specifically, this Blueprint provides explicit instructions and guidelines on how the **competencies**<sup>1</sup> (e.g., knowledge, abilities, skills, attitudes, and judgment) are to be expressed within the examination in order for accurate decisions to be made on the ability of examinees to practice safely and effectively.

THE PURPOSE OF THIS  
BLUEPRINT IS TO  
DESCRIBE HOW THE  
EXAMINATION IS TO BE  
DEVELOPED.

Prior to producing this Blueprint, BCRSP undertook an extensive study to identify the competencies required for the safe and effective practice of registered safety professionals in Canada. Individual registered safety professionals from across the country were active participants in all phases of the investigation, which served to identify and validate a comprehensive set of 113 competencies expected of the registered safety professional. With this set of competencies, and the validation data obtained, the essential components of the CRSPEX could be clearly described.

The periodic and comprehensive review of the competencies measured by the CRSPEX assists the BCRSP in maintaining the validity of the CRSPEX, and to develop psychometrically sound and legally defensible registration examinations. Because of changes that occur in the practice of health and safety professionals, a validation study of the competencies is conducted at least every five years, or as needed. In addition to the periodic comprehensive review and validation study, the competencies are reviewed and evaluated annually by content experts. \_\_\_\_\_

<sup>1</sup> The terms appearing in bold are defined in the Glossary.

## Technical Specifications

The following section presents the technical specifications that are to guide the development of the CRSPEX. In the first part, issues related to the competencies are addressed. The second part describes the guidelines to be followed in addressing the structural and contextual variables of the CRSPEX.

The CRSPEX is a **criterion-referenced examination**. That is, a fundamental component of the development of the CRSPEX is a comprehensive description of the content domain being measured. In the case of the CRSPEX, the content domain of interest consists of the competencies a registered safety professional is required to possess in order to practice safely and effectively. These competencies form the basis of the CRSPEX.

This section describes the competencies that were obtained as a result of the validation process, the way they have been grouped, and the manner in which they are to be sampled in the examination development process.

THE COMPETENCIES WERE  
EVALUATED BY  
APPROXIMATELY 1,350  
CANADIAN REGISTERED  
SAFETY PROFESSIONALS.

### Developing The Set Of Competencies

As a starting point for developing a set of competencies, a Committee on Competencies was formed that was representative of all areas of practice of registered safety professionals in Canada. This committee reviewed various competency lists prepared for health and safety professionals. Using the competency lists, the committee developed a preliminary national set of competencies, and a nine-category classification to group these competencies. The competencies in this initial set were then evaluated by a sample of approximately 1350 Canadian Registered Safety Professionals (CRSPs), including practitioners, educators, and administrators, who were asked to rate each competency in terms of its applicability, importance and frequency for the registered safety professional. The Committee on Competencies reviewed the results of the survey. The CRSPEX Set of Competencies has the primary purpose of providing the content domain for the examination.

## Competency Categories

The initial classification of the competencies consisted of the following nine categories defined below (the number and the percentage of competencies are indicated in parentheses following the category name):

Applied Safety Fundamentals (25 competencies or 22% of the set of competencies)

Auditing (9 competencies or 8% of the set of competencies)

Ergonomics (9 competencies or 8% of the set of competencies)

Fire Prevention and Protection (8 competencies or 7% of the set of competencies)

Health and Wellness (11 competencies or 10% of the set of competencies)

Law and Ethics (11 competencies or 10% of the set of competencies)

Management Systems (17 competencies or 15% of the set of competencies)

Occupational Hygiene (13 competencies or 11% of the set of competencies)

Risk Management (10 competencies or 9% of the set of competencies)

Some of the competencies lend themselves to being placed in one or more of the categories, so these nine categories should be viewed simply as an organizing framework. It should be recognized that the competency statements vary in scope, with some representing global activities and others more discrete and specific actions.

## Structural Variables

THERE WILL BE 190 TO 210 OPERATIONAL MULTIPLE CHOICE QUESTIONS ON THE CANADIAN REGISTERED SAFETY PROFESSIONAL EXAMINATION.

In addition to the specifications related to the competencies, other variables must be considered during the development of the CRSPEX. Structural variables include those characteristics that determine the general appearance and design of the examination. They define the length of the examination, the format/presentation of the examination questions (e.g., multiple-choice format). The weightings of the nine categories are also included as structural variables.

Examination Length and Format: The examination will consist of between 190 and 210 operational multiple choice questions. With 113 competencies to measure and a sound sampling approach for these competencies, an examination of between 190 and 210 operational questions is sufficient to make both reliable and valid decisions about an examinee's readiness to practice safely and effectively.

Question Presentation: The multiple choice questions of the CRSPEX are presented in one of two formats, case-based or independent questions



## Contextual Variables

THE CANADIAN REGISTERED SAFETY PROFESSIONAL EXAMINATION REPRESENTS THE DIFFERENT AREAS OF PRACTICE OF REGISTERED SAFETY PROFESSIONALS.

In addition to structural variables, Contextual Variables: Contextual variables qualify the content domain by specifying the contexts in which the examination questions will be set (i.e., professional context).

It is recognized that practice environment of entry-level registered safety professionals can be any setting of circumstance within which occupational health and safety can be practiced. The competencies assessed by the examination are not setting dependent. The practice environment will be specified when necessary.

In each setting, the CRSP may act a consultant or as an in-house safety professional. This will be considered in forming the context of examination items.

## Competency Weightings

To ensure that the examination accurately reflects the profile of the registered safety professional, the competencies were weighted according to their relative importance and frequency based on the survey ratings and a quantitative review by content experts.

These weightings were used to establish the relative emphasis the competencies will receive on the examination. The competencies have been weighted using the importance and frequency ratings obtained in the competency validation study.

THE CRSPEX SET OF COMPETENCIES PRESENTS THE COMPETENCIES GROUPED ON THE BASIS OF THE RATINGS FROM THE VALIDATION SURVEY.

Based on the applicability, importance and frequency data extracted from the 2013 Competency Survey, and with the guideline that the CRSPEX will consist of between 190 and 210 questions, the sampling scheme presented in the table below was developed. The distribution of weights in this sampling scheme was selected: (1) to provide differentiation on the rating variables (importance and frequency); and (2) to conform with the examination length requirement. The following table presents the percentage range of questions in each of the nine categories of competencies.

Competency Categories	Percentage of Questions on the CRSPEX
1. Applied Safety Fundamentals	21-27%
2. Auditing	6-10%
3. Ergonomics	4-8%
4. Fire Prevention and Protection	4-8%
5. Health and Wellness	4-8%
6. Law and Ethics	11-15%

7. Management Systems	11-15%
8. Occupational Hygiene	10-14%
9. Risk Management	10-14%

## Conclusion

The *Blueprint for the Canadian Registered Safety Professional Examination* is the product of a collaborative effort between BCRSP and Canadian Registered Safety Professionals (CRSPs). Their efforts have resulted in a compilation of the competencies required of the entry level registered safety professional to practice and of the guidelines on how the competencies will be measured on the CRSPEX. A summary of these guidelines can be found in the CRSPEX Examination Development Summary Chart.

It is recognized that the health and safety profession will continue to evolve. As this occurs, the Blueprint (i.e., the competencies and the test development guidelines) may require revision so that it accurately reflects the scope of practice, roles, and responsibilities of the entry level safety professional. CRSPEX will ensure this revision takes place in a timely manner and will communicate it in updated editions of this document.

---

## Summary Chart: CRSPEX Development Guidelines

<b>Examination Length and Format</b>	190–210 operational multiple choice questions. Three and a half (3.5) hours will be allocated for the completion of the examination.																		
<b>Question Presentation</b>	Independent questions 70-90% Case-based questions 10-30%																		
<b>Competency Categories and Weightings</b>	<table> <tr> <td>1. Applied Safety Fundamentals</td> <td>21-27%</td> </tr> <tr> <td>2. Auditing</td> <td>6-10%</td> </tr> <tr> <td>3. Ergonomics</td> <td>4-8%</td> </tr> <tr> <td>4. Fire Prevention and Protection</td> <td>4-8%</td> </tr> <tr> <td>5. Health and Wellness</td> <td>11-15%</td> </tr> <tr> <td>6. Law and Ethics</td> <td>11-15%</td> </tr> <tr> <td>7. Management Systems</td> <td>10-14%</td> </tr> <tr> <td>8. Occupational Hygiene</td> <td>10-14%</td> </tr> <tr> <td>9. Risk Management</td> <td></td> </tr> </table>	1. Applied Safety Fundamentals	21-27%	2. Auditing	6-10%	3. Ergonomics	4-8%	4. Fire Prevention and Protection	4-8%	5. Health and Wellness	11-15%	6. Law and Ethics	11-15%	7. Management Systems	10-14%	8. Occupational Hygiene	10-14%	9. Risk Management	
1. Applied Safety Fundamentals	21-27%																		
2. Auditing	6-10%																		
3. Ergonomics	4-8%																		
4. Fire Prevention and Protection	4-8%																		
5. Health and Wellness	11-15%																		
6. Law and Ethics	11-15%																		
7. Management Systems	10-14%																		
8. Occupational Hygiene	10-14%																		
9. Risk Management																			
<b>Item Taxonomy</b>	This exam includes questions falling under three item taxonomy categories: knowledge/comprehension, application and critical thinking.																		

## Glossary

**case-based questions:** A set of questions associated with a brief scenario.

**competencies:** The behaviour statements which reflect the combined knowledge, abilities, skills, attitudes, and judgment expected of an entry-level registered safety professional.

**criterion-referenced (C-R) examination:** A test that measures the degree of command of a specified content/skills domain or list of instructional objectives. Scores are interpreted in comparison to a predetermined performance standard, or as a degree of mastery of a defined domain (e.g., percent correct and mastery scores), independently of the results obtained by other candidates. (Brown, 1983)

**independent items:** Stand-alone objective examination items which contain the information necessary for responding.

**operational questions:** Questions appearing on the examination that have been pre-tested and that are suitable for the examination. The answer to these questions count in the candidate's score.

## CRSPEX Competency Profile

	Applied Safety Fundamentals (ASF)
ASF1	Demonstrate an understanding of workplace inspections.
ASF2	Demonstrate an understanding of incident investigations.
ASF3	Demonstrate an understanding of statistical analysis (e.g., mean, percentage, standard deviation, time weighted average, etc.).
ASF4	Demonstrate an understanding of task analyses/job hazard analyses/job safety analyses.
ASF5	Demonstrate an understanding of material/process flow analyses.
ASF6	Demonstrate an understanding of process hazard analyses (e.g., fault tree analyses, event tree analyses, etc.).
ASF7	Demonstrate an understanding of facility safety (e.g., design, construction, maintenance, etc.).
ASF8	Demonstrate an understanding of the importance of safety in the design and procurement process for tools, equipment and materials.
ASF9	Demonstrate an understanding of the fundamentals of safe use, handling, storage, disposal and risks associated with chemicals, explosives and radioactive material in the workplace (i.e., WHMIS/GHS).
ASF10	Demonstrate an understanding of safeguarding machinery (e.g., point-of-operation, light curtains, interlocks, etc.).
ASF11	Demonstrate an understanding of personal protective equipment.
ASF12	Demonstrate an understanding of electrical safety (e.g., bonding, grounding, circuit interrupter, etc.).
ASF13	Demonstrate an understanding of safe material handling and storage.
ASF14	Demonstrate an understanding of hoisting and conveying equipment safety (e.g., ropes, chains, slings, cranes, conveyors, etc.).
ASF15	Demonstrate an understanding of powered mobile equipment and vehicle safety (e.g., forklifts, scissorlifts, bucket trucks, pickup trucks, vans, fleet safety, etc.).
ASF16	Demonstrate an understanding of hand and portable tool safety.
ASF17	Demonstrate an understanding of shop machinery safety (e.g., lathes, table saws, drill presses, etc.).

ASF18	Demonstrate an understanding of hazards and controls associated with hot work (e.g., welding, cutting, brazing, etc.).
ASF19	Demonstrate an understanding of the control of hazardous energy and harmful substances (e.g. lockout/tagout of hydraulic, pneumatic, steam, mechanical, electrical hazards, etc.).
ASF20	Demonstrate an understanding of hazards and controls associated with automated systems, equipment and processes (e.g., robotics, remote starts, computer controlled systems, nanotechnology, etc.).
ASF21	Demonstrate an understanding of process safety (e.g., chemical, manufacturing, etc.).
ASF22	Demonstrate an understanding of the hazards and controls related to confined space entry.
ASF23	Demonstrate an understanding of the hazards and controls related to elevated work (e.g., ladders, fall protection, platforms, scaffolds, etc.).
ASF24	Demonstrate an understanding of laboratory safety.
ASF25	Demonstrate an understanding of the hazards and controls associated with working alone and working remotely.
<b>Auditing (AUD)</b>	
AUD1	Demonstrate an understanding of auditing principles and techniques.
AUD2	Demonstrate an understanding of how an audit is used to evaluate a management system.
AUD3	Demonstrate an understanding of the role of an auditor (e.g., interviews, verifies, communicates, reports, etc.).
AUD4	Demonstrate an understanding of internal and external audits.
AUD5	Demonstrate an understanding of the audit process (e.g., preparation, pre and post meetings, communication, reporting, continuous improvement, etc.).
AUD6	Identify appropriate audit data collection techniques (e.g., interviews, records, observations, etc.).
AUD7	Demonstrate an understanding of inspections, compliance audits and management system audits.
AUD8	Demonstrate an understanding of how to develop an action plan from an audit report.
AUD9	Demonstrate an understanding of the audit requirements of management systems (e.g., CSA Z1000, OHSAS 18001, etc.).
<b>Ergonomics (ERG)</b>	

ERG1	Demonstrate an understanding of ergonomics (e.g., anatomical, physiological, biomechanical, etc.).
ERG2	Identify the signs and symptoms of musculoskeletal injuries.
ERG3	Apply appropriate ergonomic assessment tools (e.g., surveys, checklists, direct observation, interviews, etc.).
ERG4	Evaluate ergonomic hazards and identify appropriate control measures.
ERG5	Demonstrate an understanding of the abilities and limitations that affect human performance (i.e., cognitive, sensory, and psychomotor).
ERG6	Demonstrate an understanding of regulatory requirements related to ergonomics (e.g., regulations, guidelines, standards, etc.).
ERG7	Demonstrate an understanding of the components of an ergonomics program (e.g., CSA Z412, etc.).
ERG8	Demonstrate an understanding of the role of ergonomics in design and procurement (e.g., workspace layout, tools, equipment, materials, etc.).
ERG9	Demonstrate an understanding of the role of an ergonomist.
<b>Fire Prevention and Protection (FPP)</b>	
FPP1	Demonstrate an understanding of the roles and functions of standard-setting bodies (e.g., National Fire Prevention Association, Underwriters Laboratory, Factory Mutual, Canadian Standards Association, European Union, etc.).
FPP2	Demonstrate an understanding of codes and standards as applied to fire safety (e.g., National Building Code, National Fire Code, etc.).
FPP3	Demonstrate an understanding of life safety (e.g., building design, construction, location, materials, etc.).
FPP4	Demonstrate an understanding of fire chemistry and behaviour.
FPP5	Demonstrate an understanding of fire safety programs.
FPP6	Demonstrate an understanding of fire prevention.
FPP7	Demonstrate an understanding of fire detection systems and devices (e.g., design, application, maintenance, inspection, etc.).
FPP8	Demonstrate an understanding of fire control systems and devices (e.g., design, application, maintenance, inspection, etc.).
<b>Health and Wellness (HW)</b>	

HW1	Demonstrate an understanding of workplace health promotion.
HW2	Demonstrate an understanding of injury, illness, and disease prevention programs (e.g., immunizations, personal protective equipment, hand hygiene, medical screening, etc.).
HW3	Demonstrate an understanding of employee and family assistance programs.
HW4	Demonstrate an understanding of wellness programs (e.g., stress management, physical fitness, weight management, etc.).
HW5	Demonstrate an understanding of disability management programs (e.g., modified work, rehabilitation, return to work, etc.).
HW6	Demonstrate an understanding of addiction control programs (e.g., tobacco, alcohol, drugs, gambling, etc.).
HW7	Demonstrate an understanding of the factors that impact health and wellness (e.g., environmental, social, economic, physiological, lifestyle, etc.).
HW8	Demonstrate an understanding of how factors in the workplace impact worker well-being (e.g., culture, multiple generations, diversity, aging workforce, etc.).
HW9	Demonstrate an understanding of the effects of fatigue on worker health and performance (e.g., shift work, fitness for work, overtime, etc.).
HW10	Demonstrate an understanding of the influence of the psychosocial work environment on worker health and wellness (e.g., leadership, expectations, civility, respect, etc.).
HW11	Demonstrate an understanding of the influence of work/life balance on worker health and wellness.
<b>Law and Ethics (LE)</b>	
LE1	Demonstrate an understanding of the principles of law (e.g., common law, compensation law, product liability, property liability, privacy law, etc.).
LE2	Demonstrate an understanding of occupational health and safety law in Canada (e.g., Internal Response System (IRS), due diligence, criminal liability, general duty clause, etc.).
LE3	Demonstrate an understanding of environmental legislation (e.g., Canadian Environmental Protection Act, Hazardous Products Act, Transportation of Dangerous Goods Act, WHMIS/GHS, etc.).
LE4	Demonstrate an understanding of the duties of workplace parties (e.g., supervisors, workers, joint health and safety committees/representatives, etc.).
LE5	Demonstrate an understanding of the application of ethical theories (e.g., utilitarianism, Kantianism, natural law, etc.).

LE6	Demonstrate an understanding of worker rights (i.e., right to know, right to participate and right to refuse).
LE7	Demonstrate an understanding of the duties and powers of enforcement agencies (e.g., orders to comply, prosecutions, ticketing, administrative penalties, the appeal process, etc.).
LE8	Demonstrate an understanding of the obligations of a CRSP (e.g., with respect to employers, co-workers, public, fellow professionals, contractors, etc.).
LE9	Demonstrate an understanding of the CRSP's obligations with respect to <i>The Rules of Professional Conduct</i> (Code of Ethics).
LE10	Demonstrate an understanding of consequences of professional errors and omissions.
LE11	Demonstrate an understanding of the role of the CRSP and limits of professional practice (e.g., interaction with government agencies, scope of practice, boundaries of competence, etc.).
<b>Management Systems (MS)</b>	
MS1	Demonstrate an understanding of the influence of accident theories on the development of management systems.
MS2	Demonstrate an understanding of the integration of health and safety into organizational structure, function, culture and design.
MS3	Demonstrate an understanding of quality management (e.g. ISO 9001, total quality management, etc.).
MS4	Demonstrate an understanding of the functions of management (e.g., planning, organizing, leading, measuring performance, controlling, etc.).
MS5	Demonstrate an understanding of financial and business processes (e.g., budgeting, business case development, management by objectives, policy and procedure development, etc.).
MS6	Demonstrate an understanding of problem solving processes.
MS7	Demonstrate an understanding of conflict management.
MS8	Demonstrate an understanding of labour relations.
MS9	Demonstrate an understanding of strategic planning.
MS10	Demonstrate an understanding of leadership styles (e.g., directive, supportive, consultative, etc.).
MS11	Demonstrate an understanding of change management.
MS12	Demonstrate an understanding of motivation models.



MS13	Demonstrate an understanding of how to develop, implement, evaluate and continuously improve management systems (e.g., CSA Z1000, OHSAS 18001, ISO 14001, ISO 9001, etc.).
MS14	Demonstrate an understanding of sustainability (e.g., occupational health and safety indicators, resource conservation, resource management, etc.).
MS15	Demonstrate an understanding of training needs analyses (e.g., development, delivery and evaluation, etc.).
MS16	Demonstrate an understanding of adult learning principles.
MS17	Demonstrate an understanding of consultation, facilitation, mediation and arbitration.
<b>Occupational Hygiene (OH)</b>	
OH1	Demonstrate an understanding of anatomy and physiology related to occupational hygiene (e.g., lungs, ears, eyes, skin, etc.).
OH2	Demonstrate an understanding of occupational toxicology and routes of entry (i.e., inhalation, absorption, ingestion, injection).
OH3	Demonstrate an understanding of the characteristics, hazards and controls associated with gases, vapours, solvents, fumes, mists, nanomaterials and dusts.
OH4	Demonstrate an understanding of physical hazards and controls (e.g., noise, ionizing and non-ionizing radiation, thermal stress, vibration, etc.).
OH5	Demonstrate an understanding of biological hazards and controls (e.g., mold, mycotoxins, influenza, viruses, etc.).
OH6	Demonstrate an understanding of indoor air quality.
OH7	Demonstrate an understanding of occupational hygiene measurement and sampling (e.g., air, noise, radiation, chemical, etc.).
OH8	Demonstrate an understanding of ventilation (e.g., local, general, supply, exhaust, etc.).
OH9	Demonstrate an understanding of occupational hygiene prevention and protection programs (e.g., respiratory, hearing, thermal stress, medical surveillance, etc.).
OH10	Demonstrate an understanding of occupational exposure limits (e.g., Threshold Limit Values (TLVs), Biological Exposure Indices (BEIs), action levels, etc.) .
OH11	Demonstrate an understanding of hazards and controls associated with lasers.
OH12	Demonstrate an understanding of occupational illness and disease (e.g., asthma, chemical and environmental sensitivity, dermatitis, cancer, etc.).
OH13	Demonstrate an understanding of the role of an occupational hygienist.

Risk Management (RM)	
RM1	Demonstrate an understanding of risk management principles.
RM2	Demonstrate an understanding of risk assessments (e.g., inventory, risk matrix, prioritization, etc.).
RM3	Demonstrate an understanding of the risk control process (e.g., weight of evidence, precautionary principle, ALARA, etc.).
RM4	Demonstrate an understanding of residual risk management (e.g., monitoring, reassessment, etc.).
RM5	Demonstrate an understanding of emergency preparedness and response planning (e.g., CSA Z731, NFPA 1600, etc.).
RM6	Demonstrate an understanding of incident command systems (ICS).
RM7	Demonstrate an understanding of business continuity planning (e.g., CSA Z1600, ISO 22301, NFPA 1600, etc.).
RM8	Demonstrate an understanding of workplace violence and harassment prevention programs.
RM9	Demonstrate an understanding of the hierarchy of controls.
RM10	Demonstrate an understanding of hazard communication (e.g., symbols, safety data sheets, labeling, database research resources, hazard awareness training, etc.).

# Appendix B: Process for The Development Of Items for the Certification Examination (CRSPEX)

This document outlines the process used by the Board of Canadian Registered Safety Professionals (BCRSP) in the development of CRSPEX questions (items). Multiple-choice questions are developed to assess a sample of the knowledge, skills, abilities, attitudes and judgments (*competencies*) expected of an entry-level registered safety professional. There are two types of multiple-choice questions on the CRSPEX – case-based and independent.

## Case-Based Multiple-Choice Items

A case is a set of two or more multiple-choice items associated with a brief scenario. The scenario (case text) is written prior to formulating the associated items. The following guidelines are used by item writers in developing cases:

- Describe an OHS situation.
- Write the case in simple, concise and precise language.
- Provide all necessary information but do not include extraneous information.

## Independent Multiple-Choice Items

There are four steps followed when multiple-choice items are developed: (1) the competency is examined, (2) the stem is created, (3) the correct response is written and (4) the distracters are formulated.

### Step 1: Examine the Competency

The competency must be read and thoroughly understood.

If the meaning of a competency is not understood, one of the other item writers or the item writing facilitator must be consulted.

The item is written to reflect the competency.

### Step 2: Create the Stem

The stem must be presented as a complete sentence.

As much of the wording as possible is written in the stem, rather than in the options.

The stem must be clear and concise providing all the necessary information to enable the candidate to select an option.

The stem must be stated in a positive form.

### Step 3: Write the Correct Response

Current reference texts/articles must be cited to identify the correct response. If it is difficult to locate a reference that relates directly to the content of a particular item, the reference chosen must support the general principle addressed in the question. References should be well-known and accessible to the candidate.

A response must be provided that experts are likely to agree on as the best of the options provided.

#### Step 4: Formulate the Distracters

An important feature of the correct response is omitted or an incorrect or irrelevant feature is introduced.

- The types of errors less proficient candidates are likely to make should be anticipated.
- All of the distracters must be plausible and homogeneous (e.g., if the stem asks for an action, each option must be presented as an action).

### Develop Rationales

By providing a rationale for why the correct response is correct, the likelihood of creating an inaccurate or ambiguous question will be minimized. The following guidelines are used:

- The rationale must indicate why an option is correct. The explanation does not need to be exhaustive.
- The rationale may be written in point form.

### Group Review of Items

Each item is presented to the item writing group for comments and suggestions. When the group has agreed that an item meets the guidelines for CRSPEX questions, the item is approved. This activity verifies the quality and accuracy of the items that are developed.

### Review of Items By Examination Committee

The Examination Committee reviews and approves items prior to their adoption and use on the CRSPEX.

### Essential Steps to Create Quality CRSPEX Items

- Ensure that the item measures the targeted competency.
- Direct the difficulty level of the question toward the entry-level registered safety professional.
- Avoid textbook language and technical jargon. Use simple language.
- Avoid sex bias and racial or cultural stereotypes.
- Phrase items in the third person (e.g., What should **the registered safety professional** recommend?) because the use of the second person (e.g., What would **you** recommend?) introduces an element of subjectivity into the question.
- Ensure consistency in spelling. If a word does not appear in the dictionary, an accepted current publication may be used as a reference for spelling.
- Express units of measurement according to the International System of Units (SI).
- Avoid the use of abbreviations, except for common, standard ones. When using acronyms, write the term in full, followed by the acronym in parentheses. Subsequent citations of the term within a question need only include the acronym.
- Make the options comparable in length.
- Make the options grammatically consistent with the stem.
- Avoid the repetition of key words or phrases in each option.
- Do not use “All of the above,” “None of the above,” or combined responses (e.g., A and B) as options.
- When developing case-based items, do not put any information in the stem that will guide the candidate in correctly answering other questions within the case.

# Appendix C: CRSPEX Accommodation Form

## CRSPEX Accommodation Requests

### Guiding Principles

For candidates unable to take the BCRSP's examination (CRSPEX) using the standard testing process, the BCRSP will make all reasonable efforts to accommodate candidate needs up to the point of undue hardship. In this regard, BCRSP has adopted the following guiding principles for responding to requests from candidates for exam accommodation.

1. Accommodation requests will be considered on an individualized basis.
2. The accommodation procedures will respect the dignity and privacy of the candidate.
3. Requirements and procedures for test accommodations will ensure fairness for all candidates, both those seeking accommodations and those testing under standard conditions.
4. Accommodations will be appropriate and reasonable for the documented disability and must be consistent with the mandate of the BCRSP to ensure persons holding the CRSP® certification meet the competencies required of registered safety professionals.
5. Accommodations must not result in undue hardship, or fundamentally alter that which the test is designed to measure.
6. Accommodation requests must be made in sufficient detail, and be accompanied by appropriate and verifiable documentation, to ensure that the BCRSP has all the information it requires to determine the most appropriate accommodation.

In making their decision, the BCRSP will consider factors such as undue disruption of the BCRSP's operations, added costs to the Board, human resource availability, maintenance of examination security, and the effect of a particular accommodation on the ability to best ensure that granting the accommodation request will not compromise the validity and integrity of the certification exam.

BCRSP's decision will, if at all possible, be communicated to the candidate at least thirty (30) days prior to the exam. If an accommodation is granted, the BCRSP reserves the right to assign the date, time and location of the examination, taking into account any accommodation needs that may impact the scheduling of the examination.

Prior to writing the exam the candidate will sign an acknowledgement that all agreed to accommodation(s) have been provided.

Post exam writing the candidate will sign a further acknowledgement that all agreed to accommodation(s) have been provided to their satisfaction. If a candidate was not provided with the accommodations as requested and any concerns could not be satisfactorily resolved at the test centre, a candidate may submit an appeal within fifteen (15) days of writing the CRSPEX.

Accommodation arrangements approved by the BCRSP are not transferable from one examination to another. A new accommodation request must be submitted each time the candidate applies to sit the CRSP® examination and will be evaluated independently.

**A request for accommodation must be submitted in writing to the BCRSP Executive Director at least 90 days before the examination date for both, first write and any re-writes of the examination. Late requests**

may be considered in extenuating circumstances but BCRSP cannot guarantee that such requests will be accommodated. All requests will be handled on a confidential and individualized basis.

A written request for disability accommodation must include:

- A completed, signed, request for accommodation form explaining the nature and extent of the candidate's restrictions or limitations in sufficient detail to ensure that the form, along with any supporting documentation, provides BCRSP with all the information it needs to determine the most appropriate accommodation.
- Original letter(s), on office letterhead, from the candidate's fully-licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the existence of the functional limitation(s), the nature of the accommodation requested, and a detailed explanation of why the accommodation is required.
- If applicable and available, documentation demonstrating that similar accommodations were provided to the candidate during any previous education program or other certification examination.

All medical and other supporting documentation submitted will be kept confidential by the BCRSP, and will be used for the purpose of implementing the accommodations necessary for the candidate, if any.

All disability-related documentation must be current within six (6) months of the date of application to write the exam. If the medical documentation, i.e. report or letter is not current within six (6) months of the date of the candidate's application, the applicant must include a letter from a fully-licensed practitioner or other professional with appropriate credentials. The letter shall indicate that they have reviewed the supporting medical documentation and concur that the accommodations set out within it remain valid for the candidate for the purposes of the BCRSP certification exam on the date of the proposed sitting of the exam.

If additional information is required to evaluate the accommodation request, the BCRSP will consult with the candidate.

The final decision regarding an accommodation request lies with the BCRSP Certification & Examination Committee Chair and Vice Chair in collaboration with the BCRSP Executive Director.

A written appeal of the decision may be made within 60 days and will be reviewed by the Governing Board at their next regularly scheduled Board meeting. In cases of appeal, the decision of the Governing Board will be final.

## CRSPEX Accommodation Request Form

Please submit the completed form to the BCRSP to the attention of the Executive Director. Please include in your submission the completed form along with the necessary supporting documentation. The completed form may also be faxed to the Board office (905-567-7191) or sent via courier to BCRSP, 6700 Century Avenue, Suite 100, Mississauga, ON L5N 6A4. ATTN: Executive Director or emailed to [nwright@bcrsp.ca](mailto:nwright@bcrsp.ca).

Name	
Address (including postal code)	
Telephone	
Email	
Candidate ID (if known)	
Examination date and location for which you are requesting accommodation	
<p>Did you receive accommodation on a previous CRSP® Examination?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Grounds for request (please describe):</p>	
<p>Please describe why the grounds that you have listed above prevent you from writing the examination in the usual method and/or environment:</p>	
<p>Please indicate the type of accommodation you are requesting (please mark all that apply)</p> <p><input type="checkbox"/> Accessible testing site (eg. Ramp for wheelchairs)</p> <p><input type="checkbox"/> Amanuensis (recorder of answers)</p> <p><input type="checkbox"/> Extended writing time – identify amount of extra time requested</p>	

<input type="checkbox"/> Extra time for breaks – specify frequency and duration <input type="checkbox"/> Reader (person to read examination items aloud) <input type="checkbox"/> Separate testing room <input type="checkbox"/> Sign language interpreter <input type="checkbox"/> Special chair (specify type) <input type="checkbox"/> Special input device, such as a trackball mouse (specify type) <input type="checkbox"/> Special output device, such as a larger monitor (specify type) <input type="checkbox"/> Other (please describe)	
<input type="checkbox"/> I have enclosed original documentation, on office letterhead, from my fully-licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate) identifying and confirming the existence of the functional limitation(s), the nature of the accommodation requested, and a detailed explanation of why the accommodation is required.	
Signature:	
Date:	

## Instructions for Physician or Licensed Health Care Provider

CRSPEX Candidate:

Please provide the following information to your fully-licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate).

ATTN: Fully-licensed practicing physician, clinical psychologist, other appropriate licensed health care provider, or other appropriate professional or practitioner (the practitioner cannot be a relative or spouse of the candidate).

You are being requested by the CRSPEX Candidate to supply, **an original letter(s), on office letterhead, identifying and confirming the following:**

- Approximate date of when the disability was first diagnosed and/or identified,
- A brief history and description of the functional limitation(s) of the CRSPEX candidate,
- A detailed explanation of why the accommodation is required, (i.e. explain the aspect of the disability which requires testing accommodation, the effect it has on the candidate's daily living and the effect of the disability on the candidate's ability to perform under normal testing conditions)



- The nature of the accommodation requested, (please refer to the listing below for the most common types of accommodation requested),
- Your contact information, capacity in which you are acting (i.e. physician, psychologist, etc), your signature and date.

#### **Types of Accommodation**

- Accessible testing site (e.g. Ramp for wheelchairs)
- Amanuensis (recorder of answers)
- Extended writing time – identify amount of extra time requested
- Extra time for breaks – specify frequency and duration
- Reader (person to read examination items aloud)
- Separate testing room
- Sign language interpreter
- Special chair (specify type)
- Special input device, such as a trackball mouse (specify type)
- Special output device, such as a larger monitor (specify type)
- Other

### **CRSPEX Potential Accessibility Barriers**

The BCRSP's examination presents the following potential accessibility barriers.

#### **Manual**

Candidates must use a mouse to point-and-click and navigate from one question to the next. All questions on the CRSPEX are multiple choice. For further information on the CRSPEX, please review the Examination Blueprint in the Examinations section of the Board's website ([www.bcrsp.ca](http://www.bcrsp.ca)).

#### **Optical**

Reading text – examination questions are written at a reading level appropriate to the content. The computer-based examination (CBT) questions must be read on a monitor. The font can be as small as 10 point.

#### **Physical Stamina**

The examination is 3 ½ hours.

Please contact the BCRSP office if more information is required to determine what accommodation may be necessary

Tel: 905-567-7198. or 888-279-2777

Email: [info@bcrsp.ca](mailto:info@bcrsp.ca)