



ENHANCED CHSC MAINTENANCE PROGRAM

Effective January 1 2010, all CHSC designation holders will participate in an enhanced Maintenance Program.

- Designation holders will be added into the Program as they receive their designation and report ***every five years on their designation anniversary***.
- Based on a point system, points are earned for relevant activities in three key areas: Continuing Education, Professional Practice, and Leadership and Volunteer Activities.
- Online reporting of activities and points will be available through the CSSE website – please read below for more details.
- CHSCs are encouraged to enter or report activities as soon as they are completed rather than waiting until the end of a 5-year reporting period.
- For auditing purposes, CHSCs should also keep appropriate documentation throughout the five-year period to demonstrate proof of the activity, such as the transcript from a course or a seminar program, letters from supervisors, an authored publication, etc.

Overall Requirements for Maintaining Your Designation

- Membership in good standing with CSSE
- [Annual proof of liability insurance](#) (minimum of \$1 million), employer's indemnification or statement of statutory protection from liability for government employees
- Evidence of activities within a 100-point Maintenance Program, undertaken during a five-year period, demonstrating on-going involvement and growth in the safety profession (an audit of a percentage of submissions on a random targeted basis will be performed by the CSSE)
- \$50 recertification fee is payable with maintenance submission, every five years on the anniversary of obtaining the CHSC

Accessing the CHSC Maintenance Portal

Visit the CSSE Website: www.csse.org. Click the "Login" Tab from the top menu. You will be asked to enter your username and password. Forgot your password? Use the "Forgot your password? [Click here](#) to restore it" link to reset it. Please email helpdesk@csse.org if you have problems logging in.

From the left-hand menu, click on "CHSC Maintenance Portal" Here you will find helpful information such as your CHSC number, maintenance period, CHSC status and proof of insurance due date. You will also find information on each activity component of the maintenance program.

Using the links on the left-hand menu, you can enter new or edit previously entered activities.

Maintenance Points Assessment & Documentation

Continuing Education (CE) – Minimum 20 Points

Activities may include attending seminars, workshops and conferences; gaining/maintaining recognized designations, e.g., CHRP, CSP, completing a recognized diploma, degree or other post-secondary education.

Points Assessment:

- Programs must be related to continuing education for an OHS professional
- Full day = 8 hours (unless additional document is submitted)
- 1 instructional hour = 1 point (however, minimum event time is 3 hours)
- University and college programs = 300 hours/full-time year, unless otherwise documented
- Must be documented with certificates, diplomas, transcripts, etc.
- Acquisition of CRSP, CSP, CMIOH, CIH, ROH, CHRP designations are scored at 10 points each, if earned after CHSC was earned.

Acceptable documents for CE:

- identify the provider of the professional development activity;
- describe the nature or content of the program;
- provide the number of contact hours involved;
- indicate when the activity took place, e.g., start date, end date or completion date.

Official documents from the provider of the education program must be copied or scanned and uploaded as one file, to the CHSC Maintenance program and include:

- Certificate of Completion
- Certificate of Attendance or Participation
- Transcript
- Diploma or Certificate
- Description of the professional development activity, e.g., from a calendar, a brochure, or a website

Professional Practice (PP) – Minimum 30 Points

Active practice in the safety profession, with a minimum of 50% or minimum of 900 hours of position duties related to health and safety.

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Points Assessment:

- Each full year of professional practice = 10 points
- must be documented by supervisor letter or equivalent documentation

Acceptable documents for PP:

- identify the employer or confirm the existence of the entity the CHSC is associated with;
- describe the nature of activities or responsibilities associated with OHSE, i.e., a brief job description;
- provide the percentage of work time related to those OHSE activities;
- indicate the start date and end date or completion date (unless on-going, i.e., current practice).

Official documents from the Employer and/or Supervisor or clients must be copied or scanned and uploaded as one file, to the CHSC Maintenance program and include:

for **Internal** Consultants:

- a signed letter on company or organization letterhead, or an email addressed to the Executive Director of CSSE (or designate) using the company's email address;

for **External** Consultants:

- incorporation document or business license with founding or start-up date;
- letter of good standing with the WCB or other equivalent provincial body within the period of the Maintenance Program;
- description of services provided by the CHSC's company and staff if applicable, e.g., from a business website, company brochure;
- letters from clients attesting to the Consultant's services within the same period;

Leadership and Volunteer Activities (LVA)

Possible leadership and volunteer activities include involvement in the safety profession, by chairing and/or serving on association and professional organization boards of directors, committees, task forces, etc., authoring or publishing (books, magazine or journal articles), presenting safety-related topics at conferences, institutes, etc., mentoring such as presentations at high school/college career nights, study groups, etc.

Points Assessment:

- OHSE Association/Professional Organization Executive = 5 points/year
- OHSE Association/Professional Organization Committee Member = 5 points/year
- Author or Publisher of OHS-related paper or article in public media = 5 points

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- Author or Publisher of OHS-related text = 20 points
- Develop university or college-level OHS course = 20 points
- Presenter = 5 points
- Mentor: 1 instructional hour = 1 point
- Each OHS-related volunteer position = 5 points/year
- CHSC Auditor = 5 points/year
- Must be documentable

Acceptable documents for LVA:

- identify the entity the CHSC is associated with or provided volunteer time to;
- describe the nature or objectives of the activity;
- provide the amount of time involved;
- indicate when the activity took place, e.g., start date, end date or completion date
- outline, if a published paper or book, the title, volume, publisher, publication date, etc.

Official documents must be copied or scanned and uploaded to the CHSC Maintenance program as one file, and include:

for a **member of an OHS related volunteer committee or function** as a volunteer (not required as part of Professional Practice) for a minimum of eight continuous hours of service:

- a signed letter from a Chair or colleague on company or organization letterhead, or an email addressed to the Executive Director of CSSE (or designate) attesting to the CHSC's involvement and leadership/volunteerism provided;

for a **course developed/delivered**:

- a signed letter on company or institution letterhead, or an email addressed to the Executive Director of CSSE (or designate) attesting to the CHSC's involvement;
- a description of the course or subject outline and its objectives from a calendar, brochure, or website indicating target audience and delivery of classes or modules;

for a **presentation/seminar/workshop at a conference** or symposium:

- a signed letter on institution letterhead, or an email addressed to the Executive Director of CSSE (or designate) attesting presentation;
- a description of the presentation or subject outline and its objectives from a conference program, brochure, or website;

- institution feedback or summary evaluation form;

for a **published paper or book** (author or editor):

- a signed letter on publisher or institution letterhead, or an email addressed to the Executive Director of CSSE (or designate) attesting to the CHSC's authorship;
- a description of the paper or book from a calendar, brochure, or website indicating its authorship, target audience, availability, etc;

for **mentoring** a colleague or relative newcomer to the OHS field:

- a signed letter on institution letterhead, or an email, from the CHSC's supervisor attesting to the mentorship the CHSC provided;
- a signed letter on institution letterhead, or an email, from the individual(s) having benefited from the CHSC's mentoring

For additional information on points and eligible documentation, download the [CHSC Auditee Tool Kit](#).