



# BCSP | Board of Certified Safety Professionals®

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## LIFETIME ACHIEVEMENT AWARD SUBMISSION GUIDELINES

Submission forms must be completed at [bcspnominations.submittable.com/submit](https://bcspnominations.submittable.com/submit). Submissions must be submitted by a third-party. Mailed submissions will not be accepted.

### Required Documents:

- Submission form
- Resume/Bio

### Submission

Submissions are submitted via Submittable at [bcspnominations.submittable.com/submit](https://bcspnominations.submittable.com/submit). Mailed or emailed submissions will not be accepted.

### Instructions

Submission Form

- The submission form **must be completed by a nominator**.  
**The nominee will be asked to submit a brief resume.**

To be considered for the upcoming year's award, completed submissions **must** be received no later than **September 29, 2023**. Incomplete submissions will **not** be considered.

**Note:** Awarded recipient must also submit a high-quality digital headshot to be used for public relations purposes.

### ELIGIBILITY

1. Nominees must:

- Hold or have held the CSP in good standing for at least 20 years. (this information can be found at [directory.BCSP.ORG](http://directory.BCSP.ORG))\*
- Have worked in safety for at least 30 years.\*
- Have sat on Boards of safety organizations, government committees, regional committees, etc.\*
- Be published (books, peer-reviewed articles, magazine article, etc.).\*

2. Nominees cannot be a former award recipient.

3. Members currently serving on the BCSP Board of Directors are ineligible. Board Members are not eligible for the award until five years after they have left the BCSP Board of Directors.

4. Employees of BCSP are ineligible while employed for BCSP and for five years after having left the employment of BCSP.

### EVALUATION

Lifetime achievement nominees will be evaluated in the following categories. Providing responses for all areas will demonstrate the most complete involvement in safety practice. Categories that include an asterisk(\*) must be met in order to be eligible for the award.

1. \*Hold or held the CSP in good standing for at least 20 years
2. \*Worked in safety for at least 30 years

3. \*Voluntary professional contributions to advance the SH&E profession, such as serving on Boards of safety organizations, government committees or national/regional committees
4. \*Published (books, peer-reviewed articles, magazine articles, etc.)
5. Instructed at educational institutions as an adjunct professor, instructor, or CIT
6. Demonstrated lifelong mentoring of safety certifications
7. Received awards, including citations, honors and plaques by other organizations
8. Other personal achievements related to the SH&E profession
9. Summary explaining why the nominee should be chosen for the award

### GUIDELINES

The following guidelines will assist you during the submission process for the Lifetime Achievement Award.

The BCSP Awards Committee's review relies on the nominator's words and examples to see the nominee's attributes and contributions to the profession.

The submission will be evaluated based on each of the following areas. Please be sure to use precise descriptions of achievements.

### SUBMISSION AND CRITERIA

All submissions must be completed by the nominator. The nominee will be asked to provide a resume or background sheet containing an overview of their experiences, education, and/or other pertinent information at the link provided.

#### Research and Innovation Section:

Describe the nominee's involvement in developing and advancing environmental, health, and safety management through their research, innovation, concepts, policies, standards development, guidelines, and/or curriculum.

#### Service and Mentorship Section:

Describe the nominee's contribution and demonstrated impact through service or other volunteer activities that helped build a sustainable culture in safety (e.g., by being a leader in local, county, state, and national organizations, serving on relevant boards or committees, and/or mentoring others).

#### Presentations and Publications Section:

Provide an overview of the nominee's meaningful contributions to the body of knowledge of safety through conference presentations, articles, books, etc.

**Section on received awards, including citations, honors, and plaques by other organizations, and other personal achievements related to the SH&E profession:**

Describe awards and honors bestowed upon the nominee. Explain the nature and purpose of the awards or honors and how the nominee earned them. Include any local awards or letters of appreciation and regional or national awards in SH&E. Please do not provide copies of the awards; written notation is all that is required.

Describe any additional personal achievements related to the SH&E profession not indicated in any other criteria listed above.

**Summary Section:**

Explain why the nominee should be chosen for the Lifetime Achievement Award. Explanations should be specific to their contributions to an SH&E-related field.

**Resume or Background Sheet (Submitted by Nominee):**

A detailed resume or background sheet, no more than two pages, containing an overview of the individual's experience, education, or other pertinent information.

## SUBMITTAL

To access and submit the required information for the Lifetime Achievement Award, visit <https://bcspnominations.submittable.com/submit> and create an account.

You will then be able to complete the initial submission form.

**Completed submissions must be received by BCSP via Submittable no later than September 29, 2023. Incomplete submissions will not be considered.**

For questions about the submission process, please contact:

Linda Charles, Sr. Executive Assistant/Governance Manager,  
BCSP E: [linda.charles@bcsp.org](mailto:linda.charles@bcsp.org)

For technical assistance regarding Submittable.com, please contact:

**Submittable Technical Support**  
**Monday-Friday, 9am-5pm MST**  
**E: [support@submittable.com](mailto:support@submittable.com)**  
**P: +1 855-467-8264 x4**

For FAQs on how to use Submittable.com, please visit [submittable.help/en](https://submittable.help/en).

