



# BCSP | Board of Certified Safety Professionals®

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## CSP, SMS, ASP, OHST, CHST, STS, STSC, and CIT AWARDS OF EXCELLENCE SUBMISSION GUIDELINES

Submission forms must be completed at [bcspawardssofexcellence.submittable.com/submit](https://bcspawardssofexcellence.submittable.com/submit). Submissions must be submitted by the award candidate. Physical submissions will not be accepted.

### Required Forms:

- Submission Form
- Three (3) Endorsement Forms

### Forms

All forms are available on and **must** be submitted via Submittable at [bcspawardssofexcellence.submittable.com/submit](https://bcspawardssofexcellence.submittable.com/submit). Handwritten forms will **not** be accepted.

### Instructions

- **Submission Form**  
The submission form **must be completed by the candidate**. There is a place within the form to note who recommended/nominated you for the award, if applicable.
- **Endorsement Forms (3 total)**  
Endorsement forms will be sent to the appointed endorsers via an email from Submittable after completion of the Submission Form. Endorsement forms should be completed by three (3) people (supervisors, associates, and/or clients) who have knowledge of the candidate's professional safety experience. Three (3) complete forms must be submitted to qualify for the award.

To be considered for the upcoming year's awards, completed submissions **must** be received by BCSP no later than **February 28**. Incomplete submissions will **not** be considered.

**NOTE:** Award recipients must submit a high-quality digital headshot to be used for public relations purposes.

### ELIGIBILITY

1. Candidates must be an active (CSP, SMS, ASP, OHST, CHST, STS, STSC, or CIT) certification holder for the past five (5) years by the cut-off date for the award submissions to be eligible for the respective award.
2. Candidates cannot be a former award recipient for the certification category in which they are being nominated and may not receive two (2) awards in the same year.

3. Members currently serving on the BCSP Board of Directors are ineligible. Board Members **are not eligible** for the award until five (5) years after they have left the BCSP Board of Directors.
4. Employees of BCSP are ineligible while employed for BCSP and for five (5) years after having left the employment of BCSP.

### JUDGING

**CSP, SMS, ASP, OHST, CHST, STS, STSC, and CIT** - Only the candidate's activities over the past five (5) years will be considered.

**Awards of Excellence candidates will be evaluated on the following categories. Having responses in all areas will demonstrate the most complete involvement in safety practice. However, categories that include an asterisk must be completed in order to be eligible for the award.**

1. \* Demonstrated technical expertise and successful results in the safety, health, and environmental (SH&E) profession.
2. Voluntary professional contributions to advance the SH&E profession, such as serving as an officer in a safety society or association, public/community services, instructing at educational institutions, influencing codes and legislation, writing articles, etc.
3. Involvement as an SH&E mentor.
4. Received awards, including citations, honors, and plaques for innovations in new SH&E-related procedures or systems developed.
5. Other personal achievements related to the SH&E profession.
6. \* Summary explaining why candidate should be chosen for the award.
7. \* Three (3) endorsements from people (supervisors, associates, and/or clients) who have knowledge of the candidate's professional safety experience.

## GUIDELINES

The following pages will assist you by providing guidelines for the submission process for the Awards of Excellence.

This document also includes criteria by which submissions will be evaluated. Candidates are judged by the scope, depth, quality, and impact of their efforts in the SH&E profession and community.

The BCSP Awards Committee will review each candidate on the basis of the submission and endorsements.

Submissions that are presented to the Award Committee for evaluation are concealed so the reviewers are unaware of whose submission they are viewing. This helps to avoid bias.

Each reviewer assigns point values to each part of a submission and the reviewer's total scores are then averaged together. The person with the highest score (or more than one if a tie occurs) will be reviewed and approved by the Board committee.

The submission will be evaluated based on each of the following areas, and each should be addressed in the order presented below. Please be sure to use precise descriptions of the candidate's achievements.

## CRITERIA

### 1. Demonstrated technical expertise and successful results in the safety, health, and environmental (SH&E) profession.

This area should detail how the candidate has demonstrated SH&E expertise in the employment setting. It should be specific and reflect actual activities performed by the candidate. The submitted job descriptions should indicate a candidate's duties and their ability to perform them, as well as to what degree they have solved a problem and/or achieved success. Only with sufficiently detailed information can the judges award the appropriate amount of points.

When demonstrating the candidate's expertise, be sure to indicate a comprehensive definition of their job functions, including the number of locations and employees for whom the candidate has had safety responsibility or training.

Candidates who are consultants should use representative assignments and projects in place of jobs and job descriptions.

### CSP and SMS Candidates

Detail the candidate's ability to create a safe working environment and develop effective SH&E programs and their effects on the operational aspect of the industry.

- Describe leadership abilities by including a history of promotions to higher levels of responsibility due to the candidate's individual, team, and management-level leadership skills.

- Provide examples of the candidate's skills in this area and any positive impacts or results.
- Describe the candidate's ability to influence others in their company's SH&E programs.

### ASP, OHST, CHST, STS, and STSC Candidates

Detail the candidate's ability to provide and manage effective SH&E programs to create a safe working environment and improve SH&E-related technical programs at the worksite and/or in the profession.

- Describe managing abilities by including a history of promotions to higher levels of responsibility due to the candidate's individual, team, and management-level skills.
- Provide examples of the candidate's skills in this area and any positive impacts or results.
- Describe the candidate's ability to successfully implement his or her company's SH&E programs.

### CIT Candidates

Detail the candidate's ability to develop and implement effective SH&E training content with supporting documentation.

### 2. Made voluntary professional contributions to advance the SH&E profession, such as serving as an officer in a safety society or association, public/community services, instructing at an educational institution, influencing codes and legislation, writing articles, etc.

This area should list the candidate's service to professional societies, safety organizations, and/or any volunteer professional service activities provided to advance the SH&E profession.

Include types of contributions and the results of the contribution.

Examples include:

- Serving as an officer at a national, regional, state, or local level in a safety society or association.
- Developing and/or teaching SH&E-related courses or seminars that are outside of the candidate's job description.
- Participation in BCSP role delineation, item writing workshops, and/or reviewing examination items.
- Volunteering SH&E services to a non-safety organization.
- Presentations about certification at an SH&E conference or training workshop.
- Presentations to students (elementary, high school, college) promoting the SH&E profession.
- Service to an editorial board.

- Publishing an SH&E-related book.
- Describe any significant impact made by the candidate on standards, legislation, or codes that affect the SH&E profession.

### 3. Involvement as an SH&E mentor.

Describe the candidate's involvement as an SH&E mentor and their role in assisting the career development of others.

### 4. Received awards, including citations, honors, and plaques, for innovations in new SH&E-related procedures or systems developed.

Describe awards and honors bestowed upon the candidate; explain the nature and purpose of the award or honor, and how the candidate earned it. Include any local awards or letters of appreciation and regional or national awards in safety, health, or the environment. Please do not send copies of the awards; written notation is all that is required.

List any SH&E-related patents awarded (and how the patented device reduces risk) or methods created to enhance their company's SH&E programs.

### 5. Made other personal achievements related to the SH&E profession.

This area includes participation in any SH&E-related activities not indicated in any other criteria listed above. These activities may include the candidate's achievements in continuing education by pursuing or completing an SH&E-related degree and/or achieving additional certifications or licenses.

### 6. Summary explaining why candidate should be chosen for the Award of Excellence.

Provide explanation describing why the candidate should be chosen for the Award of Excellence. Explanations should be specific to their contributions to the SH&E-related field.

### 7. Endorsements from superiors, associates, and/or clients.

Provide three (3) endorsements from people (supervisors, associates, and/or clients) who have knowledge of the candidate's professional safety experience.

For consultants, this endorsement can be from a major or long-term recipient of the candidate's services.

The quality and scope of any endorsements should be exceptional. Answers to questions should be specific, SH&E-related, and describe the relationship between the two individuals. Three (3) endorsement forms **must** be included in the submission in order to qualify for the Awards of Excellence. Additional endorsements will not be evaluated.

In order for the Award Committee to avoid bias, endorsers should **not** include the candidate's name and gender in their endorsement. Instead, endorsers should refer to the candidate as "candidate" or "nominee" and use neutral they/them pronouns.

## SUBMITTAL

To access and submit the required forms for the Awards of Excellence, you must go to <https://bcspawardsofexcellence.submittable.com/submit> and create an account.

You will then be able to fill out the initial submission form.

Within this form, you will provide the email addresses of your three (3) chosen endorsers.

The endorsers will then be sent an endorsement form to complete via email from Submittable on your behalf. It is your responsibility as the candidate to confirm that your chosen endorsers have completed these forms.

The email that your chosen endorsers will receive comes from notifications@email.submittable.com. If they do not have the email in their inbox, please have them check their spam folder for the email. If it is not there, you may need to resend it from your Submittable account. Before you resend the request, please have them add that email to their whitelist on their email account so it will not go to the spam folder.

Your chosen endorsers can also be changed by request should you need to change the email(s) to another person.

**Complete submissions must be received by BCSP via Submittable no later than February 28. Incomplete submissions will not be considered.**

For questions about the submission process, please contact:

**Lisa Spencer, Senior Analyst, Marketing & Public Relations, BCSP**  
**E: [lisa@bcsp.org](mailto:lisa@bcsp.org)**  
**P: +1 317-960-3840**

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).