Submission forms must be completed at bcspawardsofexcellence.submittable.com/submit. Submissions must be submitted by the award candidate. Physical submissions will not be accepted.

Required Forms:
- Submission Form
- Petition Form
- Three (3) Endorsement Forms

Forms
All forms are available on and must be submitted via Submittable at bcspawardsofexcellence.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.

- **Petition Form**
  The petition form must be completed by the candidate and will be sent to them via an email from Submittable after BCSP receives the initial submission form.

- **Endorsement Forms (3 total)**
  Endorsement forms will be sent to the appointed endorsers via an email from Submittable after completion of the petition form. Endorsement forms should be completed by the 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 award, completed submissions must be received by BCSP no later than June 30, 2020. 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:
   - **CSP** - be an active certification holder for the past 10 years to be eligible for the award.
   - **ASP, OHST, CHST, STS, and STSC** - be an active certification holder for the past five (5) years to be eligible for the respective award.

2. Candidates cannot have received this award in the past for the certification category in which they are being nominated and may not receive two 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 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.

JUDGING
**CSP** - Only the candidate’s activities over the past 10 years will be considered.

**ASP, OHST, CHST, STS, and STSC** - 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 a BCSP 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 certification of the year 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 judge each candidate on the basis of the submission and endorsements.

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 activity by the candidate. The submitted job descriptions should indicate a candidate’s duties and his or her ability to perform them, as well as to what degree he or she has 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 his or her job functions, including the number of locations and employees for whom the candidate has had safety responsibility.

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

CSP 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 his or her 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 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.

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 a 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 a BCSP mentor.

Describe the candidate’s involvement as a BCSP 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 awarded patents and how it reduces risk through the general function of the patented device or method to successfully implement his or her 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 a 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 nominee should be chosen for the certification 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.

SUBMITTAL

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

You will then be able to fill out the initial submission form. After submitting this form, BCSP will send you an email via Submittable to complete the petition form. In 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.

Complete submissions must be received by BCSP via Submittable no later than June 30, 2020. Incomplete submissions will not be considered.

For questions about the submission process, please contact:

Jennifer Cedarstaff, Marketing Specialist, BCSP
E: jennifer.cedarstaff@bcsp.org
P: +1 317-960-3844

For technical assistance regarding Submittable.com, please contact:

Submittable Technical Support
Monday-Friday, 9am-5pm MST
E: support@submitable.com
P: +1 855-467-8264 x4

For FAQs on how to use Submittable.com, please visit submitable.help/en.