Examination Outlines & Certification Process Information Handbook

This handbook provides information for applicants, candidates, and currently certified individuals about topics such as eligibility, application submission, fees, examinations, annual renewal, recertification, continuing education, and certification maintenance. Applicants, candidates, and certificants must be familiar with the information provided herein. Please contact IBFCSM if you need clarification or guidance about any topic. This handbook also provides blueprint outlines for all certification exams.

Revised 12/01/18 © IBFCSM 2018

Contents
## Exam Outline Information

<table>
<thead>
<tr>
<th>Certification</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Healthcare Safety Professional (CHSP)</td>
<td>3</td>
</tr>
<tr>
<td>Certified Hazard Control Manager (CHCM &amp; /CHCM-SEC)</td>
<td>10</td>
</tr>
<tr>
<td>Certified Healthcare Emergency Professional (CHEP)</td>
<td>16</td>
</tr>
<tr>
<td>Certified Patient Safety Officer (CPSO)</td>
<td>22</td>
</tr>
<tr>
<td>Certified Product Safety Manager (CPSM)</td>
<td>28</td>
</tr>
<tr>
<td>Certified Emergency and Disaster Professional (CEDP)</td>
<td>33</td>
</tr>
<tr>
<td>Certified Healthcare Fire Safety Professional (CHSFP)</td>
<td>39</td>
</tr>
<tr>
<td>Certified Healthcare Safety – Nursing (CHSN)</td>
<td>43</td>
</tr>
<tr>
<td>Certified Healthcare Safety – Long Term Care (CHS-LTC)</td>
<td>49</td>
</tr>
<tr>
<td>Certified Healthcare Safety – Environmental Services (CHS-EVS)</td>
<td>55</td>
</tr>
</tbody>
</table>

## Certification Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About IBFCSM</td>
<td>61</td>
</tr>
<tr>
<td>Job Task Analysis &amp; Certification Scopes</td>
<td>61</td>
</tr>
<tr>
<td>Certification Decisions</td>
<td>62</td>
</tr>
<tr>
<td>Fair &amp; Equitable Certification Processes</td>
<td>62</td>
</tr>
<tr>
<td>Candidate Qualifications</td>
<td>62</td>
</tr>
<tr>
<td>Individual Certification Responsibilities</td>
<td>63</td>
</tr>
<tr>
<td>Online Application Process</td>
<td>63</td>
</tr>
<tr>
<td>Signature of Applicant Understanding and Agreement</td>
<td>64</td>
</tr>
<tr>
<td>Certification Fees</td>
<td>64</td>
</tr>
<tr>
<td>Reference Evaluations</td>
<td>64</td>
</tr>
<tr>
<td>Paper &amp; Electronic Exams</td>
<td>65</td>
</tr>
<tr>
<td>Examination Rules</td>
<td>66</td>
</tr>
<tr>
<td>Examination Results</td>
<td>66</td>
</tr>
<tr>
<td>Recertification Process</td>
<td>67</td>
</tr>
<tr>
<td>Recertification Summary Report</td>
<td>68</td>
</tr>
<tr>
<td>Revoking/Suspending Certification</td>
<td>69</td>
</tr>
<tr>
<td>Appeals/Complaints</td>
<td>70</td>
</tr>
<tr>
<td>Issuance of Certification</td>
<td>70</td>
</tr>
<tr>
<td>Certification Fees</td>
<td>71</td>
</tr>
<tr>
<td>Address Change Policy</td>
<td>71</td>
</tr>
<tr>
<td>Accommodation Request Format</td>
<td>72</td>
</tr>
<tr>
<td>Accommodation Documentation Format</td>
<td>73</td>
</tr>
<tr>
<td>Recertification Summary Report Format</td>
<td>74</td>
</tr>
<tr>
<td>Online Application Format</td>
<td>75</td>
</tr>
<tr>
<td>Reference Evaluation</td>
<td>82</td>
</tr>
</tbody>
</table>
The CHSP credential was established in 1978 to focus on the importance of using management principles to improve the safety performance of healthcare organizations. Since 1978, the Board has issued more than 4,000 CHSP credentials. The broad scope of the CHSP Exam attracts Candidates from various healthcare backgrounds including, but not limited to, safety, security, infection prevention, employee health, nursing, quality improvement, administration, risk management, facility management, plant operations, hazardous materials management, emergency management, life safety, biomedical services, environmental services, laboratory operations, nursing homes, surgery centers, insurance loss control, and safety consulting. The CHSP credential continues to attract Candidates desiring to improve their professional practice in healthcare safety and related functions. Earning the CHSP credential provides recognition and documents achievement. Healthcare organizations need certified professionals that understand how proactive safety practice supports operational effectiveness, improves care processes, and reduces organizational costs. The textbook: Healthcare Hazard Control and Safety Management, can help Candidates prepare for the CHSP Exam. The book is available for purchase from the Board.

Sample Questions

1. What best describes the benefit of implementing a patient lifting program?
   a. Improved patient quality of care*
   b. Reduced worker compensation costs
   c. Greater patient satisfaction
   d. Increased worker morale

2. Which NFPA publication exclusively addresses healthcare facility topics?
   a. NFPA 13
   b. NFPA 72
   c. NFPA 99*
   d. NFPA 101

3. What control would be first when protecting workers from airborne contaminants?
   a. Isolating the hazard far from most workers
   b. Providing proper local and general ventilation*
   c. Requiring use of supplied air respirators immediately
   d. Conducting periodic monitoring in all exposure areas

4. What control would be least effective in preventing potential food-borne illnesses?
   a. Requiring food preparation workers to wash hands frequently
   b. Maintaining hot foods on the serving line at 140F or higher
   c. Providing a supply of cloth towels to wipe food prep surfaces frequently*
   d. Maintaining coolers and refrigerators at 40F or lower
## CHSP Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>145-150 Items</th>
<th>145-150 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>A. Leadership &amp; Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>B. Safety Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>C. Organizational Dynamics</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>2. Hazard Control</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>A. Hazard Control Practice</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>B. Accident/Hazard Prevention</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>C. Healthcare Hazards &amp; Risks</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>3. Compliance &amp; Standards</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>A. Accreditation/Voluntary Standards</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>B. Governmental Compliance</td>
<td></td>
<td>36%</td>
</tr>
</tbody>
</table>

### Domain 1 – Safety Management (36%)

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare safety, leadership, and management to promote safety as an operational priority in healthcare organizations. IBFCSM ensures distribution of all exam types of items throughout the exam.

a. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies, and procedures to protect patients, staff, visitors, property, and environment.

b. Implement policies, procedures, and directives in systematic manner to protect patients, staff, visitors, property, and the environment.

c. Determine the effectiveness of safety related function and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement to protect patients, staff, visitors, and contractors.

d. Apply sound management and leadership practices to efficiently use resources to improve safety.

e. Use appropriate methods to ensure stake-holders understand their roles in formulation and implementation of safety.

f. Present technical information to effectively, management, contractors, vendors, and the public about compliance requirements.

g. Accept responsibility to promote safety by providing advice on issues related to accreditation and consensus standards to protect people, property, and environment.

h. Sample topics in domains are listed.

### Domain 1A – Leadership/Management Principles

<table>
<thead>
<tr>
<th>Domains</th>
<th>145-150 Items</th>
<th>145-150 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>A. Leadership &amp; Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>B. Safety Management</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>C. Organizational Dynamics</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>2. Hazard Control</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>A. Hazard Control Practice</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>B. Accident/Hazard Prevention</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>C. Healthcare Hazards &amp; Risks</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>3. Compliance &amp; Standards</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>A. Accreditation/Voluntary Standards</td>
<td></td>
<td>36%</td>
</tr>
<tr>
<td>B. Governmental Compliance</td>
<td></td>
<td>36%</td>
</tr>
</tbody>
</table>
• Communication
• Decision-making
• Facility safety priorities
• Human factors
• Leadership principles
• Management functions
• Management involvement
• Management tools
• Occupational health
• Organizational dynamics
• Safety behaviors
• Safety costs
• Safety responsibilities

Domain 1B–Safety Management Concepts
• Accident/hazard reporting
• Disaster preparedness
• Education/training
• Emergency drills
• Emergency management
• Employee health
• Management concepts
• Patient safety
• Performance improvement
• Risk management
• Quality improvement
• Risk management
• Safety assessment
• Safety authority
• Safety communication
• Safety effectiveness
• Organizational improvement
• Safety process improvement
• Safety improvement methods
• Safety leadership
• Safety management
• Safety policies
• Safety priorities
• Safety responsibilities
• Security management
• System safety
• Training/orientation

Domain 1C –Organizational Dynamics
• Communication effectiveness
• High reliability concepts
• Organizational priorities
• Medical errors
• Operational culture
• Organizational performance
• Patient safety challenges
• Safety improvement
• System safety methods
Domain 2—Hazard Control (28%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to healthcare hazards including the identification, analysis, and control of such hazards to prevent accidents, reduce risks, and maintain a safe environment for staff, patients, and visitors. Healthcare safety items are distributed throughout the examination.

a. Evaluate facilities, products, systems, equipment, workstations, and processes by applying qualitative techniques to identify the hazards and assess their risks.
b. Recommend controls through design and engineering to eliminate hazards and reduce the risks posed by safety hazards.
c. Evaluate controls by analyzing feasibility, effectiveness, reliability, and costs to achieve a best solution.
d. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to people, property, and the environment.
e. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure facility safety.
f. Communicate hazards, risks, and controls to employees, management, and the public.
g. Sample topics in domains are listed.

Domain 2A Hazard Control Practice
- Biohazards
- Chemical hazards
- Departmental hazards
- Equipment risks
- Evaluating risks
- Facility wide hazards
- Healthcare hazards

Domain 2B – Accident/Hazard Prevention
- Accident prevention
- Accident causal factors
- Accident investigations
- Antimicrobial solutions
- Clinical risks
- Employee protection
- Evaluating hazards
- Facility wide risks
- Hazard protection
- Hazardous material controls
- Hazardous material risks
- Infection control
- Job safety
- Medical equipment risks
- Personal protective equipment responsibilities
- Personal protective equipment assessment
- Personnel protective equipment education
- Reporting hazards & injuries
- Support department safety

Domain 2C – Healthcare Hazards Risks
- Clinical area safety
• Implementing controls
• Safety priorities
• Support departmental risks
• Environmental hazards
• Facility assessments
• Clinical department exposures
• Hazard identification
• Facility wide safety issues
• Gases and vapors
• Hazard assessment processes
• Hazardous substances
• Human factor risks
• Infection control response
• Infection prevention education
• Support department safety

Domain 3—Compliance/Accreditation (36%)
This domain, subdivided into two content areas as reflected in 3A and 3B, requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional practice in the application of, and adherence to compliance, accreditation, and voluntary consensus standards. Items are distributed throughout the exam. Develop effective education and training by establishing objectives to impart knowledge and facilitate understanding of compliance, accreditation, and voluntary standards.

a. Evaluate compliance through performance assessments and various forms of feedback in to ensure that training is effective.
b. Maintain a recordkeeping and data capture systems by to acquire, analyze, and distribute accurate data and to meet compliance requirements.
c. Hold paramount protection of people, property, and environment by working with management and government agencies.
d. Adheres to professional conduct by limiting practice to areas of competence and avoiding conflicts.
e. Improve competency through continuing education and maintaining proficiency use of technologies.
f. Refer to appropriate standards to guide compliance and accreditation actions:
   • Accreditation standards (JC, DNV, HFAP, CMS)
   • Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
   • Federal Agencies (CDC, DHS, DHHS, DOT, EPA, FDA, FEMA, NRC, & OSHA)
   • Voluntary Organizations (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, etc.)
g. Sample topics in domains listed.
Domain 3A – Accreditation/Standards
- Accreditation
- Clinical safety
- EOC safety
- Compressed gases
- Consensus standards
- Emergency drills
- Environmental management
- Ergonomic issues
- Facility safety standards
- Facility safety topics
- Facility warnings
- Fire codes
- Life safety issues
- Fire safety risks
- Bio-hazardous materials
- Fire safety management
- Life safety standards
- Flammable/combustible risks
- Hazardous materials disposal
- Patient safety standards

Domain 3B – Compliance Standards
- Antimicrobial/disinfectant regulations
- Biohazards
- Clinical safety
- Compliance inspections
- Emergency preparedness
- Employee injuries
- EPA standards
- Ergonomics and human factors
- Facility compliance
- Federal agency compliance reporting
- Federal agency compliance standards
- Hazardous exposures
- Hazardous materials monitoring
- Hazardous materials training
- Healthcare facility compliance
- Biohazards compliance
- Infection control
- Ionizing & non-ionizing radiation
- Medical equipment requirements
- Medical waste standards
- Occupational risks
- Occupational health
- Occupational safety standards
- OSHA compliance
- Training requirements
- Hazard exposure limits
- OSHA compliance
- OSHA reporting & recordkeeping

CHSP Study Resource List
Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any
candidate to purchase study materials, resources, or attend any review session to qualify for certification. Study references include the following resources:

- OSHA Hospital and Healthcare References, Online at: [www.osha.gov](http://www.osha.gov)
  - Controlling Health Hazards to Hospital Workers: A Reference Guide for New Solutions
  - Hospital & Nursing Home E-Tools: Hazard and Solutions by Location, Function, and Department
  - OSAH Tool Kit for Hospital Staff on Safe Patient Handling
  - OSHA Education & Training for Worker Safety in Hospitals
  - OSHA Safety/Health Management Systems: A Road Map for Hospitals, (PDF) 2013
Certified Hazard Control Manager (CHCM & CHCM-SEC)

The CHCM designation, established in 1976, focuses on the importance of using management and hazard control principles to improve the safety and health of various types of organizations. To date more than 3,400 hazard control personnel have earned the prestigious CHCM credential. CHCM holders work in various settings including, but not limited, to manufacturing, construction, mining, transportation, healthcare, government, education, consulting, insurance, compliance, risk management, and system safety. Organizations need professional hazard control managers that understand how safety and management principles support accident prevention and loss reduction efforts. In 2012, IBFCSM created the CHCM-SEC credential to meet a need in the Private and Industrial Security fields. The CHCM-SEC Exam addresses the same concepts as does the CHCM Exam with the addition of questions that related to private security. CHCM and CHCM-SEC candidates must complete a formal application process and pass a comprehensive closed-book exam of at least 100 multiple choice items. Candidates preparing for the CHCM and CHCM-SEC Exams should refer to the textbook: Introduction to Hazard Control Management, by James Tweedy, and published by CRC Press in 2013. The book is available for purchase from IBFCSM.

Sample Questions

1. Which of the following would contribute most to a hazard control manager’s success?
   a. Development of working relationships with line supervisors and staff function managers*
   b. Providing immediate solutions to all safety related problems when requested
   c. Promoting safety as a profit center and enlisting others to help improve the bottom line
   d. Correcting hazards without help from other members of the organization

2. Which of the following best describes the role of an effective hazard control manager?
   a. Inspector
   b. Analyzer
   c. Advisor*
   d. Technician

3. Which of the following is not a major component of hazard control management?
   a. Engineering
   b. Compliance*
   c. Human Factors
   d. Management

4. Which statement about accidents is true?
   a. Accidents can be classified as random events
   b. Accidents can sometime have only a single cause
   c. Accidents are symptoms of management problems*
   d. Accidents can truly never be prevented only controlled
## CHCM/CHCM-SEC Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>140 - 145 Items</th>
<th>140 - 145 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Management/Leadership Concepts</td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>2. Hazard Control Principles</td>
<td></td>
<td>39%</td>
</tr>
<tr>
<td>3. Compliance/Standards</td>
<td></td>
<td>31%</td>
</tr>
</tbody>
</table>

### Domain 1—Management (30%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to safety and general management. Exam items appear throughout the examination. Exam items are distributed throughout the examination. Knowledge and job practice skills include the following:

a. Design or coordinate implementation of management, plans, policies, and procedures to protect people, property, and the environment.

b. Determine the effectiveness of safety functions, processes, and systems by evaluating performance indicators to ensure the protection of people, property, and the environment.

c. Promote the value of safety by encouraging the effective use of resources and the importance of understanding the concepts and principles contribute to safety function effectiveness

d. Use appropriate methods that will ensure stake-holders understand their roles in formulation, implementation, and adherence to safety policies and directives.

e. CHCM-SEC candidates must answer items that relates to understanding and applying principles and concepts of industrial and private security during the course of managing hazards. These items would not apply the CHCM candidates.

f. Sample topics for domain are listed.
Domain 2 – Hazard Control (39%)

This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to hazard control management. Exam items appear throughout the examination. Knowledge and job practice skills:

a. Evaluate facilities, products, systems, equipment, workstations, and processes by applying qualitative techniques to identify hazards and assess their risks.

b. Recommend controls with design/engineering features to eliminate hazards/reduce risks.

c. Analyze feasibility, effectiveness, reliability, and cost to achieve the best possible solution.

d. Take actions to identify the applicable standards or best practices to address safety issues.

e. Implement strategies by using results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to people, property, and the environment.

f. Sample domain topics are listed.
• Accident n factors
• Accident analysis
• Accident analysis and evaluation
• Accident causal factor analysis
• Accident causes
• Accident prevention principles
• Accident prevention priorities
• Chemical hazards
• Controlling hazards
• Crime risks
• Critical process safety
• Design safety
• Executive security
• Facility risks
• Facility safety
• Fire risks
• Fire safety
• Hazard analysis
• Hazard analysis tools
• Hazard control concepts
• Hazard control effectiveness
• Hazard control management
• Hazard control methods
• Hazard control responsibilities
• Hazard control situations
• Hazard analysis
• Hazard evaluation
• Hazard identification
• Hazardous materials safety
• Human factors safety
• Identifying hazards & unsafe actions
• Improving safe job performance
• Improving safety functions
• Indoor contaminants
• Intelligence security
• Job safety analysis
• Occupational safety hazard
• Operational hazard analysis
• Operational security
• Private security
• Product safety management
• Protecting organizational assets
• Reducing workplace hazardous exposures
• Safety challenges
• Safety effectiveness
• Safety evaluation
• Safety management
• Safety warnings, signs, & tags
• Security concepts & principles
• Security legislation
• Security management
• Security officers
• Security risks
• System safety
• Transportation safety
Domain 3 – Compliance & Voluntary Standards (31%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to compliance and voluntary standards. Exam items are distributed throughout the examination. Knowledge and job practice skills include the following:

a. Assess and develop education/training processes to ensure appropriate personnel complete mandated training and/or understand compliance and other standard requirements.
b. Ensure adherence to relevant standards by performing audits and using various feedback mechanisms to validate compliance, hazard control, and training effectiveness.
c. Disseminate standard related information to leaders, contractors, vendors, workers, and the public about compliance and/or accreditation standards and requirements.
d. Maintain compliance recordkeeping and data collection process to ensure analysis and distribution of accurate information as mandated by compliance and accreditation organizations.
e. Communicate hazards, risks, and control measures to leaders, workers, vendors, and visitors concerning relevant regulations and recommendations made by government compliance agencies.
f. Hold paramount the protection of people, property, and environment by working with voluntary organizations and agencies.
g. Adhere to standards of professional conduct by limiting practice to areas of competence and avoiding conflicts of interest.
h. Accept responsibility to promote safety by providing technical counsel and advice on issues related to accreditation in order to protect people, property, and environment.
i. Conduct professional activities by following organizational protocols in order to assist in making balanced and effective decisions related to safety.
j. Improve competency through continuing education and maintaining proficiency about relevant standards, resources, and guidelines available from voluntary agencies or organizations.
k. Sample topics for domain listed.
   - Building & fire codes
   - Codes & standards
   - Compliance standards
   - Controlling known hazards
   - Disaster management
   - Emergency response
   - Emergency preparedness
   - Evaluating hazard severity
   - Facility hazards
   - Federal agencies
   - Federal agency requirements
   - Federal agency responsibilities
   - Fire & chemical safety
   - Fire and life safety issues
   - Fire safety prevention
   - Fire safety control
   - Fire safety codes & standards
   - Fire safety evaluations
   - Fire safety standards
   - Hazard controls
   - Hazard evaluation standards
   - Hazard identification & communication
   - Hazard substance standards
   - Hazardous materials
   - Hazardous substance evaluation

- Hazardous waste standards
- Ionizing & non-ionizing radiation
- OSHA compliance
- Major OSHA standard
- Medical emergencies
- Occupational injuries & illnesses
- Occupational physical hazards
- Occupational safety
- OSHA standard compliance
- Personal protective clothing
- Safe storage practices
- Safety & emergency management
- Safety warnings
- Transportation safety risks
- Voluntary safety standards
- Consensus standards
- Voluntary standards
- Standard issuing organizations
- Workplace physical hazards
- Workplace safety

**CHCM STUDY RESOURCES LISTING**
This listing provides a guide of informative references that can help candidates prepare for the examination. Candidates must understand that items can come from a variety of resources that address professional healthcare safety practice. Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification.


**Certified Healthcare Emergency Professional (CHEP)**
IBFCSM developed the CHEP credential in 2008 to meet a need for a practical but “professional certification” for healthcare emergency directors, managers, coordinators, and associates. The program relies on information, standards, and best practices from reliable sources including organizations such
NFPA, ASTM, DHS, EPA, OSHA, FEMA, and accrediting organizations such as the Joint Commission. Healthcare organizations need professionals that understand how emergency management principles support the healthcare environment of care and the community. CHEP candidates must complete a formal application process and pass a comprehensive “closed book” exam of at least 125-145 multiple-choice items.

**Sample Questions**

1. Which concept relates to the number of individuals an incident supervisor can manage effectively?
   a. Delegation of authority
   b. Span of control*
   c. Form follows function
   d. Unity of command

2. Which Command Staff position monitors conditions and develops measures for protecting the health of all assigned personnel?
   a. The Public Information Officer
   b. The Liaison Officer
   c. The Operations Section Chief
   d. The Safety Officer*

3. Which incident facility serves as the location where personnel and equipment are kept while waiting for tactical assignment?
   a. Disaster compound
   b. Helicopter support base
   c. Incident command center
   d. Staging area *

4. An effective span of control during incidents may vary from three to seven, which ratio of supervisor to reporting elements is recommended?
   a. One supervisor to four reporting elements
   b. One supervisor to five reporting elements*
   c. One supervisor to six reporting elements
   d. One supervisor to seven reporting elements
## CHEP Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>140-145 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Healthcare Emergency Management</td>
<td>39%</td>
</tr>
<tr>
<td>A. Healthcare Emergency Principles</td>
<td></td>
</tr>
<tr>
<td>B. Emergency Management Concepts</td>
<td></td>
</tr>
<tr>
<td>2. Healthcare Disaster Preparedness</td>
<td>35%</td>
</tr>
<tr>
<td>A. National Response Framework</td>
<td></td>
</tr>
<tr>
<td>B. Disasters, Terrorism, &amp; Resilience</td>
<td></td>
</tr>
<tr>
<td>3. Safety &amp; Compliance</td>
<td>26%</td>
</tr>
<tr>
<td>A. Safety Requirements &amp; OSHA</td>
<td></td>
</tr>
<tr>
<td>B. Compliance/Voluntary Standards</td>
<td></td>
</tr>
</tbody>
</table>

### Domain 1–Healthcare Emergency Management (39%)

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare emergency management concepts to prevent harm, reduce risks, and maintain a safe environment for staff, patients, and visitors. Items are distributed throughout the exam.

- a. Design, implement, and maintain comprehensive management systems by defining emergency preparedness requirements including the development of policies, procedures, and plans needed to protect patients, staff, visitors, and property.
- b. Implement policies, procedures, and directives in systematic manner to support requirement to provide medical care as needed during declared emergencies or disaster events.
- c. Determine the effectiveness of emergency related function and relevant systems using collaboration and communication, and coordination continuous medical operations.
- d. Apply sound management and leadership concepts practices to efficiently use resources to improve all emergency and disaster preparedness functions.
- e. Use appropriate methods that will ensure stake-holders understand their roles in formulation, coordination, and implementation of emergency preparedness actions.
- f. Present and coordinate information to response organizations, government agencies, incident command structures, management, contractors, vendors, and the public about emergency management requirements.
- g. Accept responsibility to promote emergency management by providing counsel and advice on issues related to coordinating all emergency actions necessary to provide services and protect people, property, and the environment.
- h. Sample domain topics are listed.
  - All-hazards preparedness
  - ASPR capabilities
  - Bioterrorism preparedness
  - Capabilities
  - CMS requirements
  - ICS principles
  - Communications
- Community involvement
- Resource management
- Incident action planning
- Federal agency responsibilities
- Disaster legislations
- Drills and exercises
- Stakeholders
- ESF#6
- ESF #8
- ESF#9
- ESF #13
- FEMA capabilities
- FEMA responsibilities
- Building egress
- Preparedness
- Management functions
- Coalitions
- HVA/EOP
- Recovery capabilities
- Healthcare sector preparedness
- Exercise programs
- Hospital response
- Evacuation planning
- Community emergencies
- Incident Command Systems
- Incident commander responsibilities
- Information management
- Accreditation standards
- Management principles
- Managing incidents
- Organizational structure/culture
- Multi-agency coordination
- NIMS and healthcare
- Organizational fundamentals
- Pandemic and other surge events
- Planning priorities
- Preparedness training
- Policy directives
- Strategic planning
- System methods
- Command structure
Domain 2—Disaster Preparedness (35% Items)

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare disaster preparedness to prevent harm, reduce risks, and maintain a safe environment for staff, patients, and visitors. Items are distributed throughout the exam.

a. Evaluate facilities, products, systems, equipment, and processes by applying qualitative techniques to ensure proper planning, protection, response, mitigation, and recovery during emergencies.

b. Recommend actions to minimize hazards and reduce risks posed during emergencies or disasters.

c. Evaluate and coordinate response actions with appropriate agencies, institutions, coalitions, and others to ensure the feasibility, effectiveness, and reliability of healthcare operations to support all types of incidents.

d. Implement strategies by using the results of hazard identification actions, risk analyses, planning, and coordination to reduce the impact of disasters on healthcare operations to provide care.

e. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure facility and community emergency preparedness effectiveness.

f. Communicate emergency and disaster related hazards, risks, and control measures to employees, management, vendors, and the public.

g. Sample domain topics are listed.
   - Terror threats
   - Bioterrorism emergencies
   - Terror agents
   - Manmade threats
   - Biohazards
   - Capabilities planning
   - Domestic preparedness
   - Chemical exposures
   - Chemical threats
   - Terror threats
   - Community involvement
   - Technology emergencies
   - Sector capabilities
   - Comprehensive preparedness guidance
   - Operational effectiveness
   - Cyber security threats
   - Emergency operations management
   - Natural disasters
   - Service sector capabilities
   - Support function annexes
   - Federal operational plans
   - Weather emergencies
   - FEMA planning methods
   - Emergency communications
   - Hazard and risk assessments
   - Healthcare and public health sector challenges
   - Integration of information
   - Disaster security
   - Incident actions
   - Industrial hazards
   - Natural/manmade disasters

   - Mitigation
   - Disaster medical capabilities
• Exercises and drills
• Exercise simulation
• Fire safety preparedness
• National disaster response
• Disaster notifications
• Disaster educational resources
• Nuclear hazards
• Activity reporting
• NIMS operations
• Prevention
• Protection
• Recovery
• Response
• Lessons learned
• Information collection/analysis
• Risk assessment
• Types of planning

Domain 3—Safety/Compliance (26%)
This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare emergency related safety and compliance to prevent harm, reduce risks, and maintain a safe environment for staff, patients, and visitors. Items are distributed throughout the exam.

a. Develop effective emergency related education and training by establishing objectives to impart knowledge and facilitate understanding of compliance and voluntary standards.
b. Evaluate compliance through performance assessments and various forms of feedback in to ensure assure the effectiveness of emergency training, education, exercises, and drills.
c. Maintain a recordkeeping and data capture systems by to acquire, analyze, and distribute accurate data and to meet emergency management and safety compliance requirements.
d. Hold paramount the protection of people, property, and environment by working with management and government agencies to improve all phases of disaster preparedness and emergency management.
e. Adhere to standards of professional conduct by limiting emergency professional practice to areas of competence and avoid all conflicts of interest.
f. Improve competency through certification, continuing education, and maintaining proficiency in the use of relevant systems and technologies.
g. Demonstrate a knowledge of codes and standards:
   • Code of Federal Regulations (Titles 10, 21, 29, 40, 42, 44, 49)
   • Federal Agencies (CDC, DHS, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC, & OSHA)
   • Voluntary Organizations (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, UL)

h. Sample domain topics listed:
Voluntary standard organizations
Voluntary safety standards
OSH Act
NIOSH responsibilities
EPA regulations
Federal legislation
Federal agency responsibilities
Federal standards
NFPA codes and standards
ANSI standards
Accreditation standards
Life safety
Emergency response requirements
Federal Register
Code of Federal Regulations
Fire safety compliance
Hazardous materials standards
Radiation standards
Emergency related Standards
Major OSHA standards

CHEP Study Resources
Study listing provides a guide of informative references that can help candidates prepare for the examination. Candidates must understand that items can come from a variety of resources that address professional healthcare safety practice. Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification. Study references include the following resources:

- OSHA Hospital and Healthcare Disaster Preparedness and Emergency Management References, Online at: www.osha.gov
- CDC, DHHS, DHS, CMS, EPA, FDA, OSHA & NIOSH Websites

Certified Patient Safety Officer (CPSO)
IBFCSM developed the Certified Patient Safety Officer (CPSO) designation in 2006. The CPSO credential supports a systematic approach to lead efforts to ensure the safety and welfare of patients. The CPSO designations would be appropriate for healthcare executives, risk managers, quality coordinators, nursing supervisors, safety directors, patient safety officers, consultants, physicians, emergency department personnel, pharmacy professionals, biomedical equipment specialists, and other qualified healthcare professionals. The CPSO Exams contains at least 125 multiple choice test questions.

**Sample Questions**

1. Which term does the Institute of Medicine (IOM) use to describe a patient injury resulting from poor medical management rather than underlying disease?
   a. An adverse event*
   b. Near miss
   c. An error
   d. An incidental injury

2. Which of the following would be a model for culture change that focuses on factors other than those involved in a patient caregiver event?
   a. The Swiss-Cheese Model
   b. The Blunt and Sharp End Process*
   c. Hindsight Bias
   d. Hazard Analysis

3. Which of the following would be the primary purpose for identifying and analyzing a medical error that does not produce any patient injury or harm?
   a. To report the error to state medical and nursing boards
   b. To identify and hold accountable the person or persons responsible
   c. To notify the liability insurance carrier about possible future adverse events
   d. Help identify flaws within the system and any associated sub systems*

4. Which of the following actions would contribute the most to reducing risks of organizational acquired infections in a hospitalized patient?
   a. Use disposable medical supplies at all times in treatment areas
   b. Establish a multi-disciplinary infection control committee to evaluate risks
   c. Require staff to follow established hand sanitizing protocols*
   d. Implement appropriate the CDC isolation precaution(s) as necessary
CPSO Exam Outline

## Domains

<table>
<thead>
<tr>
<th>Domains</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Patient Safety Fundamentals</td>
<td>40%</td>
</tr>
<tr>
<td>2. Patient Safety Processes &amp; Methods</td>
<td>30%</td>
</tr>
<tr>
<td>3. Patient Risks, Agencies, &amp; Standards</td>
<td>40%</td>
</tr>
</tbody>
</table>

**Domain 1 — Patient Safety Fundamentals (40%)**

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to patient safety and medical/healthcare hazards. Exam items can focus on the identification, analysis, and control of hazards to prevent accidents, reduce risks, and maintain a safe environment for staff, patients, and visitors. Items appear distributed throughout the examination. Knowledge and job practice skills include the following:

a. Evaluate facilities, products, systems, equipment, workstations, and processes by applying qualitative techniques to identify the hazards and assess their risks.

b. Recommend controls through design and engineering to eliminate hazards and reduce the risks posed by processes and human errors.

c. Evaluate controls by analyzing feasibility, effectiveness, reliability, and costs to achieve a best solution.

d. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to patients and the care environment.

e. Obtain certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure patient safety.

f. Communicate hazards, risks, and controls to patients, their families, care staff, senior management, care providers, and the public.

g. Sample domain topics are listed:
   - Causes of medical errors
   - Change analysis
   - Clinical communication
   - Collecting patient safety information
   - Common patient safety never events
   - Deferring to medical expertise
   - Defining adverse events and medical errors
   - Defining human error
   - Discipline and non-punitive cultures
   - Duty of care requirements
• Evidenced based medicine
• Facilitating change
• Frontline medication safety
• Functions of management
• Harm free care
• Healthcare organizational priorities
• History of patient safety
• Human error reduction
• Importance of transparency
• Improving reliability
• Leading others
• Management techniques
• Medical error prevention
• Medical ethics
• Medical malpractice
• Medical staff issues
• Need for change
• Operational issues
• Organizational assumptions
• Organizational climate
• Organizational learning
• Organizational safety cultures
• Organizational structures
• Organizational transition challenges
• Patient care risks
• Patient data and information
• Patient participation in care
• Patient safety and leadership
• Patient safety and risk management
• Patient safety challenges
• Patient safety education
• Patient safety fundamentals
• Patient safety goals
• Patient safety hindrances
• Patient safety information
• Patient safety leadership concerns
• Patient safety officer duties
• Patient safety terms
• Personal accountability
• Personnel behaviors
• Preventing patient harm
• Promoting teamwork and understanding
• Reducing adverse events
• Reducing patient risks
• Senior leadership and transparency
• Senior leadership duties
• Trust and transparency
Domain 2 – Patient Safety Processes, Methods, & Systems (30%)
This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to patient safety processes and tools that can promote patient safety as an operational priority in healthcare organizations. IBFCSM ensures distribution of exam item types throughout the examination. Knowledge and job practices:

a. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies, and procedures to protect patients, staff, visitors, property, and environment.

b. Implement policies, procedures, and directives in systematic manner to protect patients, property, and the environment.

c. Determine the effectiveness of safety related function and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement to protect patients, staff, visitors, and contractors.

d. Apply sound management and leadership practices to efficiently use resources to improve safety.

e. Use appropriate methods to ensure stakeholders understand their roles in formulation and implementation of safety.

f. Present technical information to patients, care staff, medical providers, management, contractors, vendors, and the public about compliance requirements.

g. Accept responsibility to promote safety by providing technical counsel and advice on issues related to accreditation and consensus standards to protect patients, property, and environment.

h. Sample domain topics are listed.
   - Communicating during a patient safety crisis
   - Culture change
   - Defining and refining trusting cultures
   - Defining reliability science
   - Delegation, authority, and responsibility
   - Evaluating human factors
   - Types of errors
   - High reliability characteristics
   - High reliability methods
   - High reliability organizational impact
   - HRO principles
   - Human factors
   - Implementing safety cultures
   - Implementing strategic initiatives
   - Improvement processes
   - Improving patient safety
   - Need for change
   - Patient outcome improvement
   - Patient safety advancement
   - Patient safety assessment
   - Patient safety initiatives
   - Patient safety investigations
   - Patient safety staff education
   - Performance improvement
   - Prioritizing corrective actions
   - Proactive patient safety efforts
   - Proactive safety objectives
   - Problem solving processes
   - Promoting system safety
   - Reporting errors
   - Reporting patient safety events
   - Analyzing incidents
   - Risk and quality management
Domain 3—Patient Risks, Agencies, & Standards (30%)

This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional practice in evaluating patient risks including the application of, and adherence to compliance, accreditation, and voluntary/consensus standards. Items appear distributed throughout the exam. Knowledge and job skills include:

a. Evaluate compliance through performance assessments and various forms of feedback to assure that training is effective.
b. Develop effective education and training by establishing objectives to impart knowledge and facilitate understanding of compliance, accreditation, and voluntary standards.
c. Maintain recordkeeping and data capture systems to acquire, analyze, and distribute accurate data that meets compliance requirements.
d. Hold paramount the protection of patients, property, and environment by working with management, voluntary, and government agencies.
e. Adhere to professional conduct by limiting practice to areas of competence and avoiding conflicts.
f. Improve competency through continuing education and maintain proficiency by using appropriate methods, processes, and technologies.
g. Refer to appropriate standards to guide patient safety, compliance and accreditation actions.

- Accreditation standards (JC, DNV, HFAP, CMS)
- Federal Agencies (CDC, DHS, DHHS, DOT, EPA, FDA, FEMA, NRC, & OSHA)
- Voluntary Organizations (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, UL)

h. Sample domain topics are listed.
- Accreditation and patient safety
- Accreditation organizations
- Adverse organizational events
- Adverse patient outcomes
- Care environmental risks
- Communicating patient safety issues
- Diagnostic errors
- Disasters and patient safety
- Emergency management
- Facility safety
- Hazardous drug safety
- Healthcare worker safety
- Infection control issues
- Infection prevention methods
- Infectious diseases and risks
- Key adverse patient events
- Maintaining care levels
- Medical equipment exposures
- Medical equipment safety
- Medical equipment standards
- Medication management processes
- Medication safety
• Occupational safety risks
• Overcoming safety barriers
• Patient care environmental risks
• Patient care objectives
• Patient care priorities
• Patient care processes
• Patient clinical hazards
• Patient discharge issues
• Patient evacuation
• Patient fall prevention
• Patient harm incident
• Patient medical risks
• Patient routines
• Patient safety organizations
• Patient safety responsibilities
• Pharmacy hazards
• Pharmacy safety
• Safety committee involvement
• Security management
• Sharp-end medical issues
• Support function safety
• Types of medication errors

CPSO Study Resources
Certified Product Safety Manager (CPSM)

The CPSM designation was established by IBFCSM in 1980 to focuses on the importance that safety engineering, effective management practices, and system methods can improve the field of product safety. The program stresses the importance of identifying, evaluating hazards, and reducing risks involving development, manufacture, distribution, and maintenance of products of all types during their total life cycle. Product safety management has world-wide implications because of our global economy. The CPSM credential is a viable option for any professional working in a product safety environment including those with responsibilities in traditional settings and those serving in emerging fields such as pharmaceuticals, biologics, medical equipment production, food manufacturing, electronics, import/export companies, and consulting. CPSM Candidates should contact IBFCSM for additional information about CPSM Self-Study Materials and other study references.

Sample Questions

1. Which statement best describes the reason or reasons for a product legal liability claim?
   a. The misuse or poor application of safe products
   b. Design, manufacture, distribution, or sale of products*
   c. Purchase and use of illegal products
   d. Ownership and distribution of dangerous products

2. Which statement best describes the fundamental philosophy of a system safety process?
   a. A system approach requires a complete safety staff including analysts
   b. System safety methods emphasize a reactive approach rather than a proactive approach to risk
   c. Complexity of safety systems requires a safety manager experienced in systems
   d. System safety approaches always improve the bottom line*

3. Which of the following statements is most accurate as related to a manufacturer=s duty to warn users about a product?
   a. Duty exists for products designated as hazardous by a regulatory/consensus organization
   b. Duty ends in most situations once the product has been sold*
   c. Duty to warn exists after the sale of the product
   d. Duty can be waived with a properly developed disclaimer

4. Which of the following is the key issue about the general theory of negligence in product safety?
   a. Reasonableness of the manufacturer=s conduct at the time the product left its hands*
   b. Reasonableness of the product in the environment for which it was designed
   c. Reasonableness of product usage prior to an incurred injury
   d. Availability to the manufacturer of reasonably safe alternative product designs
# CPSM Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>140-145 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Product Safety Management Concepts</td>
<td>46%</td>
</tr>
<tr>
<td>2. Product Development Systems/Methods &amp; Methods</td>
<td>31%</td>
</tr>
<tr>
<td>3. Compliance, Regulations, &amp; Standards</td>
<td>23%</td>
</tr>
</tbody>
</table>

## Domain 1—Product Safety Management Concepts (46%)

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to answer items related to product safety, leadership, and management. IBFCSM ensures distribution exam items throughout the examination. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies, and procedures. Implement policies, procedures, and directives in systematic manner. Determine the effectiveness of product safety related function and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement. Apply sound management and leadership to efficiently use resources to improve product safety. Use appropriate methods to ensure stakeholders understand their roles in formulation and implementation of product safety processes. Accept responsibility to promote product safety by providing technical counsel on issues related to safety regulation, compliance, standards to protect people, property, and environment. Sample domains are listed.

- Accident costs
- Centralized safety
- Concept of strict liability
- Consumer product certification
- Consumer product hazard control
- Consumer product negligence
- Consumer product risk regulation
- Defective product liability
- Defective product litigation
- Defend and indemnify liability cases
- Disclaimers
- Employee product safety training
- Flammability risks
- Food safety hazard control
- Food safety risks
- Hazard and danger warnings
- Hazardous materials
- History of product safety
- Human behavior and motivational issues
- Ignoring product safety procedures
- Improving organizational stewardship
- Independent safety reviews
- Industrial accident generation
• In Legal negligence
• Management safety commitment
• Management functions
• Injury due to negligence
• Negating a warranty
• Preventing product adverse events
• Potential product liability
• Product instructional information
• Product liability
• Product liability claims
• Product liability coverage
• Product safety literature
• Product manufacturer liability
• Product promotional campaigns
• Product recall information
• Product records and control
• Product review processes
• Product risk management
• Product and safety audits
• Product safety audits
• Product safety information
• Product safety intervention
• Product safety legal theories
• Product safety management functions
• Product safety manager roles
• Product safety management responsibilities
• Product safety litigation
• Product safety responsibilities
• Reasonably safe products
• Product warranty
• Recall direct costs
• Records documentation
• Records retention
• Safety behaviors
• Safety committee
• Safety hazard evaluation
• Safety training
• Strict liability injury claims
• Voluntary recalls
• Warranty statements

Domain 2—Product Development Systems and Methods (43 Items/31%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to healthcare hazards including the identification, analysis, and control of such product hazards to prevent accidents and reduce risks related to the use of products. Exam items are distributed throughout the examination. Evaluate facilities, products, systems, equipment, workstations, and processes by applying qualitative techniques to identify the product hazards and assess their risks. Recommend controls through design and processes to eliminate hazards and reduce the risks posed by safety hazards. Evaluate controls by analyzing feasibility, effectiveness, reliability, and costs to achieve a best solution. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to people, property, and the environment. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure product safety. Communicate hazards, risks, and controls to employees, management, and the public. Sample domain topics listed.
• Assessing hazard severity
• Audit and inspection process
• Basic elements of product design
• Benefit analysis
• Compliant safety system
• Conditional product related events
• Consumer product analysis
• Controlling production hazards
• Cost effectiveness analysis
• Ensuring design of safe products
• Evaluating existing product hazards
• Field disassembly or reassembly
• Flowcharting benefits
• Hazard Analysis
• Hazard analysis of complex systems
• Human factors
• Human factors and ergonomics hazards
• Medical product risks
• Modifications to existing products
• Potential user behaviors
• Preventing hazardous products from reaching consumers
• Product design
• Product design review
• Product failure assessment
• Product field reports
• Product hazard analysis
• Product manufacturing processes
• Product production sequence
• Product quality control functions
• Product safety assessment
• Product safety evaluation method
• Product safety hazard categories
• Product sampling plan
• Product specification limits
• Product testing criteria
• Risk and hazard severity assessments
• Safe design objectives
• Substantially equivalent definitions
• System safety science
• System safety applications
• System safety methodologies
• System safety precedence
• System safety process analysis

Domain 3—Compliance Regulations and Standards (32 Items/23%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional practice in the application of, and adherence to compliance and voluntary consensus standards. Items are distributed throughout the exam. Develop effective education/training by establishing objectives to impart knowledge and facilitate understanding of compliance and voluntary standards. Evaluate compliance through performance assessments and various forms of feedback in to ensure assure that training is effective. Maintain a recordkeeping and data capture systems by to acquire, analyze, and distribute accurate data and to meet compliance and voluntary standard requirements. Hold paramount protection of people, property, and environment by working with management and government agencies. Perform in a professional manner by limiting practice to areas of competence. Improve competency through continuing education and maintaining proficiency use of technologies.

Sample domain topics listed.
• Code of federal regulations
• Consumer product safety compliance
• Consumer product safety standards
• CPSC enforcement standards
• Defective product reporting standards
• Federal agency responsibilities
• Federal compliance standards
• Good reporting procedures
• Import product safety
• Laws related to sale of goods or products
• Manufacturer duty to warn
• Medical device regulations
• Medical equipment regulation
• Product complaint investigations
• Product safety compliance
• Product safety legislation
• Product safety signs
• Product safety warnings
• Product warning label
• Product warnings and cautions
• Radiation compliance standards
• Regulator jurisdiction
• Regulatory responsibility
• Reporting consumer product injuries
• Safety and hazard warnings
• Standards enforcement
• System safety process risks
• Voluntary agency standards
• Voluntary product safety codes
• Voluntary safety standards

CPSM Examination Study Resources
• Product Safety Management Guidelines, 2nd Ed. Laing, P; Editor, NSC, Chicago, IL, 1996
• Human Perspectives on Warnings, Laughery, K. & Young, S, Human Factors & Ergonomics Society, Santa Monica, CA, 1994
• System Safety Engineering & Management, Roland, H. & Moriarty, B, John Wiley & Sons, NY, 1990
Certified Emergency & Disaster Professional (CEDP)

IBFCSM, established the CEDP credential in September 2014 to meet the need for a practical but “professional credential” for those working in the public, private, and governmental positions related to emergency/disaster management. Candidates without a four-year degree can qualify by documenting relevant experience, training, and achievement. Personnel serving in any of the following related functions may qualify to sit for the CEDP Exam: (1) emergency/disaster managers or coordinators, (2) public health department personnel including infection prevention professionals, (3) federal, state, and local governmental personnel performing emergency related responsibilities, (4) hazardous material managers, (5) first responders including fire and law enforcement professionals, (6) emergency medical technicians, (7) emergency, safety, and management consultants, (8) occupational safety and health managers, (9) hazard control professionals, (10) private security officers, (11) emergency volunteers, and (12) any others who work in functions related to emergency and disaster management. The exam addresses emergency planning, management, response, and mitigation concepts. It also addresses emergency related standards and/or best practices from reliable sources including organizations such as: FEMA, DHS, DHHS, NFPA, ASTM, ANSI, NRC, CDC, EPA, and OSHA. The exam also addresses the current FEMA planning objectives.

Sample Questions

1. Which concept relates to the supervisory structure of the organization and pertains to the number of individuals or resources one incident supervisor can manage effectively?
   a. Delegation of authority
   b. Span of control*
   c. Form follows function
   d. Unity of command

2. Which agency regulates transport of hazardous materials through pipelines?
   a. The Occupational Safety and Health Administration
   b. The Department of Commerce
   c. The Environmental Protection Agency
   d. The Department of Transportation*

3. Homeland Security Presidential Directive 5 required DHS to create which of the following?
   a. Federal Response Plan
   b. Incident Command System
   c. National Incident Management System*
   d. Integrated Emergency Management System

4. Which of the following actions would have the most impact on how an organization responds to emergency situations in their community?
   a. Conducting and evaluating disaster drills as required by DHS and FEMA
   b. Conducting a thorough Hazard Vulnerability Analysis to ensure proper planning*
   c. Appointing an organizational emergency coordinator as a liaison with the local EMA
   d. Appointing a representative to participate in LEPC meetings and exercises
# CEDP Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>140-145 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Emergency Management</td>
<td></td>
</tr>
<tr>
<td>A. Emergency Fundamentals</td>
<td>38%</td>
</tr>
<tr>
<td>B. Disaster Management</td>
<td></td>
</tr>
<tr>
<td>2. Disaster Preparedness</td>
<td>35%</td>
</tr>
<tr>
<td>A. National Response Framework</td>
<td></td>
</tr>
<tr>
<td>B. Disasters, Terrorism, &amp; Resilience</td>
<td></td>
</tr>
<tr>
<td>3. Safety &amp; Environmental Issues</td>
<td>27%</td>
</tr>
<tr>
<td>A. Safety &amp; OSHA Requirements</td>
<td></td>
</tr>
<tr>
<td>B. Compliance/Voluntary Standards</td>
<td></td>
</tr>
</tbody>
</table>

## Domain 1—Emergency Management (38%)

This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to emergency and disaster management. Exam items appear throughout the examination. Exam items are distributed throughout the examination in Domains 1A and 1B. Knowledge and job practice skills include the following requirements:

a. Design, implement, and maintain comprehensive management systems by defining emergency preparedness requirements including the development of policies, procedures, and plans needed to protect patients, staff, visitors, and property.

b. Implement policies, procedures, and directives in systematic manner to support requirement to provide medical care as needed during declared emergencies or disaster events.

c. Determine the effectiveness of emergency related function and relevant systems using collaboration and communication, and coordination continuous medical operations.

d. Apply sound management and leadership concepts practices to efficiently use resources to improve all emergency and disaster preparedness functions.

e. Use appropriate methods that will ensure stake-holders understand their roles in formulation, coordination, and implementation of emergency preparedness actions.

f. Present and coordinate effectively to response organizations, government agencies, incident command structures, management, contractors, vendors, and the public about emergency management requirements.
g. Sample domain topics listed.
  • Disaster response
  • Emergency management
  • Emergency planning
  • Emergency planning techniques
  • Emergency preparedness
  • Federal agency responsibilities
  • Hazard analysis
  • Healthcare emergency management requirements
  • Leadership and decision making
  • Leadership and management
  • Medical services
  • Medical services and systems
  • Medical support
  • Medical treatment planning
  • National preparedness
  • Organizational communication
  • Preparedness risks
  • Resource acquisition
  • Response sector collaboration
  • Supply chains and resources
  • Sustaining response operations
  • System methods and processes
  • Emergency planning & coordination
  • Planning coordination
  • Agency coordination/collaboration
  • Authority and responsibility
  • Coalitions
  • Communications
  • Coordinating response actions
  • Disaster recovery
  • Disaster response actions
  • Drills and exercises
  • Emergency coordination
  • Emergency management models
  • Emergency planning effectiveness
  • Emergency supplies
  • Exercises and drills
  • FEMA defined terms
  • Governmental agency coordination
  • Healthcare emergency management standards
  • Human resource management
  • Identifying hazards
  • Incident command systems
  • Information and data management
  • Lessons learned
  • Mitigation analysis
  • Mitigation and recovery
  • Natural risks and hazards
  • Operational planning
  • Organizational structures
Domain 2—Disaster Preparedness

This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to disaster preparedness. Exam items are distributed throughout the examination in Domains 2A and 2B. Knowledge and job practice skills include the following requirements:

a. Evaluate facilities, products, systems, equipment, and processes by applying qualitative techniques to ensure proper planning, protection, response, mitigation, and recovery during emergencies. Recommend actions to minimize hazards and reduce risks posed during emergencies or disasters.

b. Evaluate and coordinate response actions with appropriate agencies, institutions, coalitions, and others to ensure the feasibility, effectiveness, and reliability of healthcare operations to support all types of incidents.

c. Implement strategies by using the results of hazard identification actions, risk analyses, planning, and coordination to reduce the impact of disasters on healthcare operations to provide care.

d. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure facility and community emergency preparedness effectiveness.

e. Communicate emergency and disaster related hazards, risks, and control measures to employees, management, vendors, and the public.

f. Sample domain topics are listed.
   • Command and control
   • Coordination among agencies
   • Disaster command and control
   • Disaster readiness
   • Disaster response actions
   • Disaster response planning
   • Emergency response support
   • Emergency support function responsibilities
   • Federal agency capabilities
   • Federal agency responsibilities
   • Federal response structure and commands
   • Federal response structures
   • FEMA core capabilities
   • FEMA defined sector capabilities
   • Information technology
   • Infrastructure security and resilience
   • Management and authority models
   • Mass care issues
   • National incident planning
   • National preparedness
   • National preparedness and response
   • Natural disaster risks
   • Protecting infrastructures
   • Resource delivery effectiveness
   • Sector drills and exercises
   • Organizational response to emergency incidents
   • Standards compliance
   • Supply and resource priorities
   • Transportation disasters
   • Cyber security
   • Cyber threats
   • Disaster crime prevention
   • Hazardous agents
   • Information collection and sharing
• Incident lessons learned
• Disaster response learned
• Mass care and medical services
• Mitigation activities
• Mitigation and threat assessment
• Natural disasters and weather risks
• Natural hazards
• Nuclear hazards and risks
• Organizational priorities
• Public safety
• Resilience
• Threat assessment
• Risks from hazardous agents
• Terror weapons
• Terror threats

Domain 3—Safety and Environmental (39 Items)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to the ethical and professional practice of a healthcare emergency professional. Exam items are distributed throughout the examination in Domains 3A and 3B. Knowledge and job practice skills include the following:

a. Develop effective emergency related education and training by establishing objectives to impart knowledge and facilitate understanding of compliance and voluntary standards.
b. Evaluate compliance through performance assessments and various forms of feedback in to ensure the effectiveness of emergency training, education, exercises, and drills.
c. Maintain a recordkeeping and data capture systems by to acquire, analyze, and distribute accurate data and to meet emergency management and safety compliance requirements.
d. Hold paramount the protection of people, property, and environment by working with management and government agencies to improve all phases of disaster preparedness and emergency management.
e. Adhere to standards of professional conduct by limiting emergency professional practice to areas of competence and avoid all conflicts of interest.
f. Improve competency through certification, continuing education, and maintaining proficiency in the use of relevant systems and technologies.
g. Demonstrate knowledge of codes and standards: Code of Federal Regulations (Titles 10, 21, 29, 40, 42, 44, 49); Federal Agencies (CDC, DHS, DHHS, DOT, EPA, FDA, FEMA, NRC, & OSHA); Voluntary Organizations (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH, UL)
h. Sample domains topics are listed.
• Chemical safety
• Disaster related safety and risks
• Disaster related hazards
• Emergency action plans
• Environmental hazards
• Federal agency emergency requirements
• Federal standards and guidelines
• Hazard identification and analysis
• Hazardous materials and substances
• Hazardous materials response
• Hazardous materials safety
• Human safety risks
CEDP EXAMINATION STUDY RESOURCES LISTING

Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification.


WEB SITE REVIEW DESTINATIONS

- NIOSH
- CDC
- FDA
- EPA
- CMS
- NRC
- AHRQ
- DHHS
- DHS
- FEMA
- ATSDR

KEY VOLUNTARY & CONSENSUS STANDARDS ORGANIZATIONS

- ANSI, ASTM, ASME, NFPA, ASHRAE, ACGIH, UL, FM, NSF

Certified Healthcare Fire Safety Professional (CHFSP)

IBFCSM initially developed the FSM as an endorsement designation to the Certified Healthcare Safety Professional (CHSP) and Certified Healthcare Emergency Professional (CHEP) credentials. However, in
2018 after surveying FSM holders the decision was made to make the FSM a stand-alone certification. Current CHSP or CHEP members qualify to sit for the exam by completing an on-line application and paying the current examination fee. There is no application fee for current CHSP or CHEP certificants. Candidates not holding the CHSP or CHEP must meet the education and relevant experience requirements and pay the published application and exam fee. The exam contains a least 110 multiple choice questions. The exam is challenging but does not contain questions requiring math or engineering calculations. The exam content has been developed with the assistance of practicing healthcare fire safety professionals and subject matter experts. Contact IBFCSM for information about self-study materials.

**Sample Questions**

1. What is the best method of identifying potential workplace fire and related hazards?
   a. Conducting comprehensive work site analyses and surveys*
   b. Reviewing hazard control publications and journals
   c. Analyzing accident and injury data for the five previous years
   d. Understanding the application of regulatory standards and codes

2. Which of the following statements about carbon monoxide is most accurate?
   a. An odorless gas that inhibits the blood from carrying oxygen to the brain*
   b. An indoor pollutant generated from the arcs of electrical motors
   c. OSHA does not regulate carbon monoxide exposures
   d. It can cause breathing problems but is not fatal

3. What type of fire extinguisher, known to be effective on computer fires, has been declared as environmentally dangerous?
   a. Carbon dioxide
   b. Dry powder
   c. Type: ABC
   d. Halon*

4. What National Fire Protection Association (NFPA) publication addresses electrical grounding requirements for patient areas in healthcare facilities?
   a. NFPA 70
   b. NFPA 99*
   c. NFPA 101
   d. NFPA 110
CHFSP Exam Outline

The exam contains 110-125 Items and is challenging but does not contain questions requiring math or engineering calculations. The exam content has been developed with the assistance of practicing healthcare fire safety professionals. Concepts can include the following:

- Air handling equipment
- Aisles, corridors, and ramps
- Alarm system standards
- Alternative approaches to life safety
- Automatic fire extinguishing systems
- Automatic sprinkler systems
- Battery-powered emergency lighting
- Building construction types
- Building rehabilitation requirements
- Built structure fire risks
- Classes of fire
- Commercial cooking operations
- Compressed gas safety
- compressed gases
- Consensus fire related standards
- Construction and life safety
- Contingency planning
- Corridors
- Dead-end corridors
- Door locking in patient areas
- Electrical grounding and bonding
- Electrical hazards and fire risks
- Electrical occupational hazards
- Electrical safety
- Elevator and escalator safety
- Emergency drill monitoring
- Emergency exits
- Emergency power systems
- Emergency procedures for visitors
- Evaluating fire related hazards
- Evaluating the explosive risk of flammables
- Exhaust systems designed for vapors and gases
- Exit passageways
- Facility communications
- Facility fire extinguishing
- Fire alarm master controls
- Fire alarm systems
- Fire and smoke doors
- Fire codes and standards
- Fire confinement
- Fire drills
- Fire extinguisher management
- Fire extinguishing systems
- Fire hydrant maintenance
- Fire rated barrier

- Fire related consensus standards
- Fire related signage
• Fire related terms
• Fire risks in healthcare facilities
• Fire safety cans
• Fire safety evaluation
• Fire safety inspections
• Fire safety symbols
• Fire testing of roof surfaces
• Fire-related deaths and injuries
• Flammable gases
• Flow testing on standpipes
• Foot candle requirements for emergency lighting
• Hazardous material fire risks
• Hazardous materials
• Healthcare facility hazards
• Healthcare occupancies
• Heat detectors
• Horizontal exits for egress
• Hospital department fire prevention
• Hospital evacuation
• Hot work processes
• Impairment of a facility fire alarm system
• Incident command system
• Inspecting fire and smoke walls
• Intelligent fire alarm systems
• Kitchen fire safety
• Laboratory hazards
• Laundry facility fire safety
• Life safety requirements
• Maximum permitted travel distances
• NFPA 101 and NFPA 99
• Occupancies
• Off-site notification devices
• Out of service alarms
• Outpatient services
• Personal protective equipment
• Portable fire extinguishers
• Portable fire extinguishers
• Prioritized emergency response procedures
• Requirement non-sprinklered area separation?
• Respirators
• Safety signs
• Separations for businesses and healthcare occupancies
• Smoke barriers
• Smoke compartment requirements
• Smoke dampers
• Smoke detectors in corridors
• Sprinkler deflectors
• Sprinkler heads
• Sprinkler inspections
• Sprinkler protection
• Sprinkler system installation
• Standpipe hoses
• Storing combustibles
• Supervised fire alarms
• Surgical fire risks
• Surgical fire prevention
• Testing fire hoses
• Testing of emergency generators
• Thermal barriers
• Types of extinguishing systems
• Welding safety

References
• American National Standards Institute (ANSI)
• American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)
• American Society Testing Materials (ASTM)
• American Welding Society (AWS)
• Automatic Sprinkler Systems (NFPA 25)
• Bonding, Grounding, and Electrical Fire Hazards (NFPA 70/70E)
• Bulk Oxygen Systems (NFPA 50)
• Compressed Gas Association (CGA)
• Electrical Power Standby Power Systems (NFPA 110, NFPA 111)
• Emergency Management Principles (FEMA, TJC, DHS)
• Environment of Care Standards (TJC)
• Environmental Protection Agency (EPA)
• Federal Emergency Management Agency (FEMA)
• Fire Hoses (NFPA 1962)
• Fire Protection for Laboratories Using Chemicals (NFPA 45)
• Flammable and Combustible Liquids (NFPA 30)
• Healthcare Facilities (NFPA 99)
• Healthcare Facility Requirements (NFPA 99)
• Healthcare Flammable/Combustible Materials (NFPA 30)
• Inspection, Testing, & Maintenance of Water-Based Protection Systems (NFPA 25)
• Installation of Smoke Door Assemblies (NFPA 105)
• Installation of Sprinkler Systems (NFPA 13)
• Kitchen Hood Extinguishing (NFPA 96)
• Life Safety and Egress (NFPA 101, 101A)
• Occupational Safety and Health Administration (OSHA)
• Portable Fire Extinguishers (NFPA 10)
• Prevention Activities, Fire Planning & Egress (NFPA, OSHA 1910 CFR)
• Smoke Control (NFPA 92 & NFPA 92A)
• Standard for Fire Doors and Fire Windows (NFPA 80)
• Standard for Fire Safety and Emergency Symbols (NFPA 170)
• Standard for Fire Walls and Fire Barrier Walls (NFPA 221)
• Standard for Laser Fire Protection (NFPA 115)
• Statement of Conditions and Interim Life Safety (TJC, CMS)
• Underwriters Laboratory (UL) and Factory Mutual (FM)
• Uniform Fire Code (NFPA 1) and International Fire Code (ICC)
• Ventilating System Dampers and Controls (NFPA 90A)
• Welding, Cutting, and Brazing (NFPA 51B)

Certified Healthcare Safety—Nursing (CHSN)

IBFCSM developed the CHSN designation in 2014 to provide nursing personnel with an opportunity to earn a practical safety credential that addresses both patient safety and nursing
occupational safety issues. CHSN Exams contain at least 125 multiple choice questions. A qualified must hold one of the following nursing designations:

- Registered Nurse (RN) – Master Level Candidate
- Licensed Practical Nurse (LPN) – Master or Associate Level Candidate Depending on Qualifications
- Licensed Vocational Nurse (LVN) – Master or Associate Level Candidate Depending on Qualifications
- Certified Nursing Assistant/Aide (CAN) – Associate Level Candidate Only

**Sample Questions**

1. Which of the following best describes the benefit of implementing a patient lifting program?
   a. Improved patient quality of care*
   b. Reduced workers’ compensation costs
   c. Greater resident satisfaction
   d. Increased morale for employees

2. Which NFPA publication exclusively addresses healthcare facility topics?
   a. NFPA 13
   b. NFPA 72
   c. NFPA 99*
   d. NFPA 101

3. What control should be considered first when protecting workers from airborne contaminants?
   a. Isolating the hazard far from most workers
   b. Providing proper local and general ventilation*
   c. Requiring use of supplied air respirators immediately
   d. Conducting periodic monitoring in all exposure areas

4. Which of the following processes is considered a rapid change method?
   a. Fishbone Causation Analysis
   b. Plan-Do-Check-Act*
   c. Root Cause Analysis
   d. Failure Mode & Effect Analysis
## CHSN Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Patient Safety Fundamentals</td>
<td>40%</td>
</tr>
<tr>
<td>2. Healthcare Safety Management</td>
<td>40%</td>
</tr>
<tr>
<td>3. Accreditation/Compliance Standards</td>
<td>20%</td>
</tr>
</tbody>
</table>

### Domain 1 — Patient Safety Fundamentals (40%)

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer exam items related to nursing-related safety practice. Exam items can focus on identification, analysis, and control of risks/hazards related to patient safety fundamentals including maintaining a safe environment for staff, patients, and visitors. Items are distributed throughout the examination. Knowledge and job practice skills include the following:

- a. Evaluate facilities, medical equipment, products, systems, equipment, workstations, and processes by applying qualitative processes to ensure patient safety by identifying hazards and assessing risks.
- b. Adhere to recommended controls to prevent patient harm during medical procedures and on-going care.
- c. Eliminate hazards and reduce the risks posed during care processes and human errors.
- d. Evaluate controls by analyzing feasibility, effectiveness, reliability, and costs to achieve a best solution.
- e. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to patients and the care environment.
- f. Obtain certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure patient safety.
- g. Communicate hazards, risks, and controls to patients, families, staff, senior management, care providers, and the public.
- h. Sample domain topics are listed
Domain 2 – Safety Management (40%)
This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare facility and occupational safety. Candidates must understand the importance of safety leadership and management to promote safety as an operational priority. IBFCSM ensures distribution of all exam types of items throughout the examination. Knowledge and job practice skills include the following:

a. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies and procedures to protect patients, staff, visitors, property, and environment.

b. Implement policies, procedures, and directives in systematic manner to protect patients, staff, visitors, property, and the environment.

c. Determine the effectiveness of safety related function and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement to protect patients, staff, visitors, and contractors.

d. Apply sound management and leadership practices to efficiently use resources to improve safety. Use appropriate methods to ensure stake-holders understand their roles in formulation and implementation of safety.

e. Present technical information to patients, care staff, medical providers, management, contractors, vendors, and the public about compliance requirements.

f. Accept responsibility to promote safety by providing technical counsel and advice on issues related to accreditation and consensus standards to protect people, property, and environment.

g. Sample domain topics listed

- Accident causal factors
- Biohazard exposures
- Costs of accidents
- Deferring to expertise
- Disaster preparedness
- Education
- Training
- Emergency management
- Employee safety hazards
- Ergonomic hazards
- Establishing priorities
- Facility hazards
- Fire safety
- Hazard analysis
- Hazard control management
- Hazard controls
- Hazardous materials
- Hazardous substance risk
- Hazardous materials management
- Hospital worker hazards
- Human and process errors
- Human behaviors
- Identifying facility hazards
- Improving job performance
- Incident investigations
- Information analysis
- Management concept
- Management functions
- Management theories
- Management principles
- Managing risks
- Operational reliability
- Personal protective equipment
- Quality management
- Risk management
• Safe job accomplishments
• Safety accountability
• Safety agendas and objectives
• Safety committees
• Safety decisions
• Safety function effectiveness
• Safety improvement
• Safety inspections and audits
• Safety investigations
• Safety leadership
• Safety management
• Safety leadership
• Safety management functions
• Safety controls
• Safety priorities
• Safety reporting
• Supervising safety
• Support department safety
• Workplace injuries

Domain 3—Accreditation/Compliance Standards (20%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional practice in the application of, and adherence to compliance, accreditation, and voluntary/consensus standards. Items are distributed throughout the exam. Knowledge and job practice skills include the following:

a. Evaluate compliance through performance assessments and various forms of feedback in to ensure assure that training is effective.

b. Conduct effective education and training by establishing objectives to impart knowledge and facilitate understanding of compliance, accreditation, and voluntary standards.

c. Maintain a recordkeeping and data capture systems by to acquire, analyze, and distribute accurate data and to meet compliance requirements.

d. Hold paramount protection of patients, property, and environment by working with management, governmental agencies, and voluntary standards organizations.

e. Improve competency through continuing education and maintaining proficiency in the use of technologies.

f. Refer to appropriate standards to guide compliance and accreditation actions:
   o Accreditation standards (JC, DNV, HFAP, CMS)
   o Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
   o Federal Agencies (CDC, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC, & OSHA)
   o Voluntary Organizations (ANSI, ASTM, ASHRAE, ASME, CGA, NFPA, NIOSH, UL)

g. Sample domain topics are listed.
This study listing provides a guide of informative references that can help candidates prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification. Study references include the following resources:

Certified Healthcare Safety—Long Term Care (CHS—LTC)

The CHS-LTC credential was established in 2014 to focus on the importance of using management principles to improve the safety performance of nursing care facilities. The CHS-LTC credential would be appropriate for Candidates desiring to improve their professional practice in long term care facilities. Earning the CHS-LTC credential provides recognition and documents achievement. Long term care and other nursing care facilities need certified personnel that understand how proactive safety practice supports operational effectiveness, improves resident care processes, and reduces organizational costs. The textbook: Healthcare Hazard Control and Safety Management, can help CHS-LTC Candidates prepare for the CHSP Exam. The book is available for purchase from the Board. Contact IBFCSM for information about other self-study materials.

**Sample Questions**

1. Which of the following best describes the benefit of implementing a resident lifting program?
   a. Improved quality of care*  
   b. Reduced workers' compensation costs  
   c. Greater resident satisfaction  
   d. Increased morale for employees

2. Which NFPA publication exclusively addresses healthcare facility topics?
   a. NFPA 13  
   b. NFPA 72  
   c. NFPA 99*  
   d. NFPA 101

3. Which control measure should be considered first when protecting workers from chemical airborne contaminants?
   a. Isolating the hazard far from most workers  
   b. Providing proper local and general ventilation*  
   c. Requiring use of supplied air respirators immediately  
   d. Conducting periodic monitoring in all exposure areas

4. Which dietary hazard control would be least effective in preventing potential food-borne illnesses?
   a. Requiring food preparation workers to wash hands frequently  
   b. Maintaining hot foods on the serving line at 140F or higher  
   c. Providing a supply of cloth towels to wipe food prep surfaces frequently*  
   d. Maintaining coolers and refrigerators at 40F or lower
# CHS—LTC Exam Outline

<table>
<thead>
<tr>
<th>Domains</th>
<th>100 - 130 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Management Principles</td>
<td>(31%)</td>
</tr>
<tr>
<td>2. Hazard Control Concepts</td>
<td>(46%)</td>
</tr>
<tr>
<td>3. Compliance/Standards</td>
<td>(23%)</td>
</tr>
</tbody>
</table>

**Domain 1— Safety Management (31%)**

This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare safety, leadership, and management to promote safety as an operational priority in healthcare organizations. IBFCSM ensures distribution of all exam types of items throughout the examination. Knowledge and job practice skills include:

a. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies, and procedures to protect patients, staff, visitors, property, and environment.

b. Implement policies, procedures, and directives in systematic manner to protect residents, patients, staff, visitors, property, and the care environment.

c. Determine the effectiveness of safety related functions and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement to protect patients, staff, visitors, and contractors.

d. Apply sound management and leadership practices to efficiently use resources to improve safety.

e. Use methods to ensure stake-holders understand their roles in formulation and implementation of safety.

f. Present information effectively to management and contractors, and public about compliance requirements.

g. Take the responsibility to promote safety by providing technical counsel and advice on issues related to accreditation and consensus standards to protect people, property, and environment.

f. Sample domain topics are listed.

- Proactive safety
- Safety priority
- Safety coordinator
- Worker stress
- Organizational culture
- Safety culture
- Working relationships
- Safety improvement
- Emergency operations planning
- Team performance
• Challenges to safety coordinators
• Accident events
• Change analysis
• Continuous improvement process
• Rapid-change method
• Accident prevention
• Safety policy statement
• Promoting resident safety
• Risk management
• Resident safety
• Reporting safety success
• Safety functions effectiveness
• Human behaviors
• Accident analysis
• Personal motivation
• Safety function issues
• Emergency preparedness planning
• Workers’ compensation
• Communication effectiveness
• Healthcare facility safety success
• Result of an accident event
• Conducting safety analysis
• Disaster related communication restoration
• Safety foundational element
• Safety priorities
• Employee safety
• Second order change
• Resident safety concerns
• Enforcing employee safety rules
• True safety cultures

Domain 2—Hazard Control (46%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to healthcare hazards. Exam items can focus on the identification, analysis, and control of hazards to prevent accidents, reduce risks, and maintain a safe environment for staff, residents, patients, and visitors. Items are distributed throughout the examination. Knowledge and job practice skills includes:

a. Evaluate facilities, products, systems, equipment, workstations, and processes by applying appropriate qualitative techniques to identify the hazards and assess their risks.

b. Recommend controls through design and engineering to eliminate hazards and reduce the risks posed by safety hazards.

c. Evaluate controls by analyzing effectiveness, reliability, and costs to achieve the best solutions.

d. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to people, property, and the environment.

e. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure facility safety.

f. Communicate hazards, risks, and controls to employees, management, and the public.

g. Sample domain topics are listed.

• Accident causation factors
• Accident generation
• Accident trend analysis
• Analyzing injuries and illnesses
• Bloodborne pathogens
• Chemical exposures
• Common area disinfecting
• Compressed gas safety
• Cost benefit analysis
• Delegation of safety-related responsibilities
• Disinfecting targeted pathogens
• Documenting causal factors
• During healthcare facility safety inspections
• Electrical safety
• Employee orientation
• Environmental service personnel hazards
• Environmental services function
• Ergonomics
• Evaluating fire and explosive hazards
• Evaluating the exposure to a chemical substance
• Excessive noise levels?
• Facility renovation safety
• Fire-extinguishing systems
• Food contamination
• Hand sanitation
• Hazard control management
• Hazard reduction efforts
• Healthcare facility hazards
• Healthcare facility hazards
• Healthcare hazard categories
• Healthcare workers experience allergic reactions
• Human error
• Implementing hazard controls
• Improve job and safety performance
• Improving worker performance
• Indoor contaminants
• Infection transmission
• Kitchen fire hazards
• Kitchen hazards
• Life safety
• Maintenance function hazards
• Nursing facility occupational hazards
• Nursing safety
• Occupancy types
• Opportunistic infection risks
• Periodic safety inspections
• Personal protective equipment
• Portable fire extinguishers
• Preventing food contamination
• Preventing slip, trip, and fall incidents
• Prioritizing safety interventions
• Safe resident lifting
• Safety self-inspections
• Slips and falls
• Sprinkler alarm system
• Storing hazardous materials
• System safety hazards
• Unsafe behaviors
• Use of safety checklists
• Ventilation hazards
Domain 3—Compliance/Standards (23%)
This domain requires candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional healthcare safety practice including adherence to compliance, accreditation, and voluntary consensus standards. Develop effective education and training by establishing objectives to impart knowledge and facilitate understanding of compliance, accreditation, and voluntary standards. Job related knowledge and practice skills include:
   a. Evaluate compliance through performance assessments and various forms of feedback in to assure that training is effective.
   b. Maintain a recordkeeping and data capture system to acquire, analyze, and distribute accurate data and meet compliance requirements.
   c. Hold paramount protection of people, property, and environment by working with management and government agencies.
   d. Adhere to professional conduct by limiting practice to areas of competence and avoiding conflicts.
   e. Improve competency through continuing education and maintaining proficient use of technologies.
   f. Refer to appropriate standards to guide compliance and accreditation actions including Federal agencies, and Voluntary standards. Sample domain topics are listed.
   • Air quality and ventilation
   • Bloodborne Pathogens
   • Confined spaces and lockout hazards
   • Electrical safety
   • Emergency management
   • EPA compliance
   • Evacuation and egress
   • Federal regulations and standards
   • Fire alarm systems
   • Fire extinguishing systems
   • Fire sprinkler and alarm systems
   • Hazardous material controls
   • Hazardous material exposures
   • Hazardous material regulations
   • Healthcare worker injuries
   • Infection control
   • Injury reporting and recording keeping
   • Medical device safety
   • Occupational safety hazards
   • OSHA inspection priorities
   • OSHA inspections and citations
   • Pesticide safety
   • Resident care standards
   • Respirator safety
   • Safety signs
   • Security and workplace violence
   • Slip, trip, and fall hazards
   • Tool and equipment safety
   • Waste disposal
   • Weather related risks
CHS-LTC Study Resources

This listing provides a guide of informative references that can help candidates prepare for the examination. Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification. Study references include the following resources:


OSHA Nursing Facility and Healthcare References, Online at: [www.osha.gov](http://www.osha.gov)
  - Controlling Health Hazards to Hospital Workers: A Reference Guide for New Solutions
  - Hospital & Nursing Home E-Tools: Hazards/Solutions by Location, or Function
  - OSAH Tool Kit for Hospital Staff on Safe Patient Handling
  - OSHA Education & Training for Worker Safety in Hospitals
  - OSHA Safety/Health Management Systems: A Road Map for Hospitals, (PDF) 2013


Certified Healthcare Safety – Environmental Services (CHS-EVS)

The CHS-EVS credential was established in 2014 to focus on the importance of using management principles to improve the safety performance of hospitals, nursing care facilities, and other healthcare locations. The CHS-EVS credential would be appropriate for Candidates desiring to improve their safety contributions during their professional practice of cleaning and maintaining built environments. Earning the CHS-EVS credential provides recognition and documents commitment to cleaning for safety and health. Hospitals, long term care and other nursing care facilities need certified personnel that understand how proactive safety practice supports operational effectiveness, improves resident care processes, and reduces organizational costs. The textbook: Healthcare Hazard Control and Safety Management, can help CHS-EVS Candidates prepare for the CHS-EVS Exam. The book is available for purchase from the Board. Contact IBFCSM for information about other self-study materials.

Sample Questions

1. Which of the following would be the best reason to conduct trending analysis?
   a. Determining accident costs
   b. Determining training needs
   c. Identifying problem areas*
   d. Analyzing work standards

2. A supervisor can best help safety efforts by doing which of the following?
   a. Purchasing safe equipment and tools
   b. Training employees on safe work procedures*
   c. Meeting with the hospital safety manager
   d. Cooperating other department on safety matters

3. According to Hazard Communication Standard, who has the responsibility for having hazardous material information available to the employees, upon request?
   a. The manufacturer
   b. The employer*
   c. The hospital safety officer
   d. The selling company

4. What is the first action that should be taken when a fire is discovered at the facility?
   a. Find the closest fire extinguisher
   b. Activate the fire alarm*
   c. Notify security
   d. Close all of the doors and windows
<table>
<thead>
<tr>
<th>Domains</th>
<th>100 to 130 Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Safety Management</td>
<td>38%</td>
</tr>
<tr>
<td>2. Hazard Control</td>
<td>38%</td>
</tr>
<tr>
<td>3. Compliance/Voluntary Standards</td>
<td>24%</td>
</tr>
</tbody>
</table>

**Domain 1– Safety Management (38%)**
This domain requires exam candidates to demonstrate competency by using recall, recognition, comprehension, and application of knowledge to correctly answer items related to healthcare safety, leadership, and management to promote safety as an operational priority in healthcare organizations. IBFCSM ensures distribution of all exam types of items throughout the examination. Knowledge and job practice skills include the following:

a. Design, implement, and maintain comprehensive management systems by defining requirements, developing policies, and procedures to protect patients, staff, visitors, property, and environment. Implement policies, procedures, and directives in systematic manner to protect residents, patients, staff, visitors, property, and the care environment.
b. Determine the effectiveness of safety related functions and relevant systems by measuring and evaluating performance indicators to ensure continuous improvement to protect patients, staff, visitors, and contractors.
c. Apply sound management and leadership practices to efficiently use resources to improve safety.
d. Use appropriate methods to ensure stake-holders understand their roles in formulation and implementation of safety.
e. Present technical information effectively to management, contractors, vendors, and the public about compliance requirements.
f. Take responsibility to promote safety by providing technical counsel and advice on issues related to accreditation and consensus standards to protect people, property, and environment.
g. Sample domain topics are listed
• Accident, injury, and illness prevention and accident costing
• Inspections, audits, surveys, investigations, and root cause analysis
• Safety policies, safety plans, and reporting procedures
• Understanding safety cultures
• Management and leadership concepts/principles
• Human relations and understanding organizational cultures
• Accident management
• Accident prevention
• Accident reporting
• Classifying accident factors
• Cleaning profession
• Cleaning science
• Disaster planning
• Education, orientation, and training
• Emergency preparedness
• EVS management
• EVS roles accident prevention
• Functions of management
• Green cleaning solutions
• Hazard control management
• Healthcare worker risks
• Human behaviors
• Human relations
• Identifying risks
• Improving safety
• Incident collection systems
• Incident investigations
• Injury and accident reporting
• Inspections and audits
• Job safety analysis
• Knowledge and understanding
• Management decisions
• Motivating people
• Organizational cultures
• Orientation
• Preparing for cleaning tasks
• Resource management
• Safety behaviors
• Safety checklists
• Safety colors
• Safety cultures
• Safety design
• Safety evaluations
• Safety information sources
• Safety leadership
• Safety leadership
• Safety management issues
• Safety methodologies
• Safety related responsibilities
• Supervising safety
• System safety
• Training and education
• Worker safety responsibilities

Domain 2—Hazard Control Concepts (38%)
This domain requires exam candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to healthcare hazards. Exam items can focus on the identification, analysis, and control of hazards to prevent accidents, reduce risks, and maintain a safe environment for staff, residents, patients, and visitors. Items are distributed throughout the examination. Knowledge and job practice skills include the following:

a. Evaluate facilities, products, systems, equipment, workstations, and processes by applying appropriate qualitative techniques to identify the hazards and assess their risks.

b. Recommend controls through design and engineering to eliminate hazards and reduce the risks posed by safety hazards.

c. Evaluate controls by analyzing effectiveness, reliability, and costs to achieve the best solutions.

d. Implement strategies by using the results of hazard identification and risk analyses to eliminate and/or reduce harmful exposure to people, property, and the environment.

e. Obtain compliance certifications, listings, approvals or authorizations by identifying applicable regulations, and standards to ensure facility safety.

f. Communicate hazards, risks, and controls to employees, management, and the public.

g. Sample domain topics are listed.

- Accident causal factors
- Accident response
- Analyzing processes
- Biohazards
- Building contaminants
- Change analysis
- Chemical exposures
- Chemical safety
- Chemical storage and disposal
- Cleaning agents
- Disinfectant efficacy
- Disinfectant selection
- Disinfecting and sterilizing
- Disinfecting effectiveness
- Disinfecting, sterilizing, and sanitizing
- Electrical hazards
- Emergency drills and exercises
- Emergency response
- Ergonomic hazards
- Evaluating floor hazards
- Evaluating hazardous chemicals
- Facility and building safety
- Facility evacuations
- Fire response
- Fire risk evaluation
- Fire safety audits
- Fire safety evaluations
- Hazard analysis
- Hazard categories
- Hazard controls
- Hazardous human exposures
- Hazardous wastes
- Healthcare facility security
- Healthcare hazards
- Healthcare work risks
- Human hazard exposures
- Indoor air contaminants
Domain 3—Compliance & Voluntary Standards (24%)
This domain requires candidates to demonstrate competency by using recall and recognition, comprehension, and application of knowledge to correctly answer items related to ethical professional healthcare safety practice including adherence to compliance, accreditation, and voluntary consensus standards. Develop effective education and training by establishing objectives to impart knowledge and facilitate understanding of compliance, accreditation, and voluntary standards. Exam items appear throughout the exam. Job knowledge and practice skills include the following:

a. Evaluate compliance through performance assessments and various forms of feedback in to assure that training is effective.
b. Maintain a recordkeeping and data capture system to acquire, analyze, and distribute accurate data and meet compliance requirements.
c. Hold paramount protection of people, property, and environment by working with management and government agencies.
d. Adhere to professional conduct by limiting practice to areas of competence and avoiding conflicts.
e. Improve competency through continuing education and maintaining proficient use of technologies.
f. Refer to appropriate standards to guide compliance and accreditation actions.
g. Sample domain topics are listed.

- Bloodborne pathogens
- Disinfectant regulation
- Disinfecting levels
- Emergency showers and eyewashes
- Environmental laws
- EPA standards
- Federal safety regulations
- Federal standards and regulations
- Fire extinguishers
- Hazardous material regulations
- Human chemical exposure levels
- Life safety
- Lost-time injury categories
- OSHA Bloodborne Pathogen Standard
- OSHA healthcare facility emphasis topics
- OSHA inspections
- OSHA safety enforcement
- PPE training
- Protective clothing and equipment
- Radiation safety
- Regulating antimicrobial products
- Safety regulations
- Safety warning and cautions
- Training requirements
Study Resources
This listing provides a guide of informative references that can help candidates prepare for the examination. Studying the resources listed does not guarantee that a candidate will pass the examination. Candidates must personally decide how they can best prepare for the examination. IBFCSM does not require any candidate to purchase study materials, resources, or attend any review session to qualify for certification. Study references include the following resources:


  o Controlling Health Hazards to Hospital Workers: A Reference Guide for New Solutions
  o OSHA Education & Training for Worker Safety in Hospitals
About IBFCSM

IBFCSM established in 1976 operates as an independent not-for-profit 503 (c6) organization that oversees personal certifications in the areas of healthcare safety, emergency management, product safety, and hazard control management. The IBFCSM mission statement, “Upgrading Professions” remains unchanged since its founding. This handbook contains information related to earning and maintaining individual certifications. IBFCSM maintains relevant certification information on the website at: www.ibfcsm.org. Eligibility, exam outlines, and certification maintenance requirements are addressed in the handbook. IBFCSM offers 10 certifications. A scheme describes the big picture about certifications and includes the following elements:

- Scope relates to the description of the profession being certified and area of practice
- A job task analysis validates competency and underlying professional knowledge
- Blueprint describes an exam outline by the main examination domains related to
- Examination development adheres to a blueprint to determine competency of applicants
- Qualifying criteria includes education, accomplishments, and relevant job experience
- Certification serves as the process that verifies eligibility and practice related skills
- Recertification ensures individuals maintain the competencies published in the blueprint
- Code of conduct summarizes required behaviors related to professional practice and ethics

Job Task Analysis

Job Task Analysis enables development of an Exam Blueprint Outline that is used to ensure exams assess a candidate’s competency for certification. Exam results then can be used in concert with experience, education, and professional accomplishment to award Certification. The certification Code of Conduct outlines the expectations related to professional performance of duties. The JTA considers the following:

- Documentation of expert involvement
- Professional job practice
- Competence indicators
- Task prerequisites
- Exam content and appropriateness
- Recertification requirements

Certification Scope Titles

1. Certified Healthcare Safety Professional (CHSP)
2. Certified Hazard Control Manager (CHCM) & CHCM-Security (CHCM-SEC)
3. Certified Healthcare Emergency Professional (CHEP)
4. Certified Patient Safety Officer (CPSO)
5. Certified Product Safety Manager (CPSM)
6. Certified Emergency and Disaster Professional (CEDP)
7. Certified Healthcare Fire Safety Professional (CHFSP)
8. Certified Healthcare Safety Nurse (CHSN)
9. Certified in Healthcare Safety—Long Term Care (CHS-LTC)
10. Certified in Healthcare Safety—Environmental Services (CHS-EVS)

Certification Decisions
The certification examination provides an audit trail for making the pass/fail decision. The exam answer sheet provides evidence of a candidate’s choices of every exam item. This provides evidence of how a candidate answered each examination question. IBFCSM makes all decisions on certification by using exam results and the certification scheme criteria. Pass or fail decisions are made solely on the information collected in a candidate’s application process. Certification decisions are made by highly qualified experts including determination of cut point or passing scores. Award of certification will be made after an audit of each candidate record to ensure all requirements are met. IBFCSM retains ownership of the original certification Certificate. IBFCSM uses a Certificate designed to prevent fraud or counterfeiting. The IBFCSM certificate contains a raised seal along with background watermark of the certifying body logo. The proof of certification is the Certification Certificate containing the following information:

- Name of Certificant & Assigned Certification Number
- Name of Certifying Body & Scheme Name
- Scope of Certification
- Date of Certification Issuance & Expiration

Fair and Equitable Certification Processes
IBFCSM does not discriminate against any person regardless of age, race, religion, gender, national origin, veteran status, or disability. Professional certification processes use fair processes to evaluate applicant knowledge, skills, and competencies. Applicants must document relevant experience and/or education in the field in which seeking certification. Applicants must meet requirements outlined in the applicable certification scheme. Certification does not require/provide specialized training to qualify applicants as a candidate. Assessments conducted during a certification process remain independent of any applicant of attending education sessions or training programs. The certification exam determines if a candidate possesses the broad range of knowledge and skills required for professional practice. It is imperative than applicants, candidates, and current credential holders read through the Handbook and become familiar with certification processes and requirements. Special accommodation shall be provided for candidates with a disability as defined by the Americans with Disabilities Act, Title III. Candidates must submit a written explanation of their needs along with appropriate medical documentation.

Candidate Qualifications
All professional-level certifications require applicants to document eight years (8) years of relevant experience in the area in which seeking certification and documented college education combined. To meet the eight (8) year requirement an applicant must document a minimum of two (2) years of verifiable relevant experience. Associate level candidates must document at least four (4) years of relevant experience and education combined with at least one (1) year of verifiable experience. Each 30 semester hours of college equals one year. IBFCSM can evaluate college externships and internships on a case-by-case basis to possible award creditable experience. When schemes change, the application form will be updated to reflect new or changed requirements. This Handbook and the Website will also be updated to reflect the changes. Applicants must have two formal Reference Evaluations submitted by individuals aware of their fitness/qualification for certification. Applicants can qualify using experience only.
Individual Certification Responsibilities

Certified persons must meet continuing and ongoing requirements to maintain certification. Earning a certification goes beyond the earning of an education certificate for mastering limited content about a specific topic or subject. IBFCSM requires certified individuals to meet three (3) annual requirements in addition to the Five Year Recertification.

- Annual Maintenance Fees are due December 31 of each year. IBFCSM sends a reminder in mid-October. Annual Fees not received by January 31 incur a late fee. Payment in issuance of a new Annual ID Wallet Card which validates a person’s continued certification.
- Certified individuals must adhere to the Code of Professional Conduct as published in the formal Application.
- Certified individuals must ensure that IBFCSM maintains current contact information including a current business mailing address, home mailing address, two email addresses, and two contact phone numbers.

Annual Renewal Fees

Payment of the Annual Renewal is a condition of continued certification. Do not confuse Annual Renewal with the five (5) year recertification which is addressed below. Annual Certification Maintenance Fees are due by December 31 of each year. Certification holders must remit the Annual Certification Maintenance Fee for the Calendar Year following the year of initial certification. IBFCSM renews all certification holders on a Calendar Year basis (January 1-December 31) and not on the anniversary of the initial certification award.

IBFCSM Online Application Process

Applicants must submit an online application by providing all requested information. Each applicant must request two persons that are not relatives, close friends, or direct reporting subordinates to submit online Reference Evaluations that recommend them for certification. Please note, Applicants can’t submit their Reference Evaluations. IBFCSM suggests that Applications, Reference Evaluations, Application Fees, and Exam Fees be received by the Board at least 15 days prior to a desired examination date. In some circumstance the Board may be able to make exceptions to the 15-day rule. Contact the Board for approval. IBFCSM will attempt to notify applicants submitting their application if they do not meet the minimum certification eligibility criteria. Candidates must complete the entire online Application. Do not leave any area on the Application blank. Enter none or N/A, as appropriate on the Application. IBFCSM does not accept other documents as a substitute for completing the entire online Application. Ensure all entries are appropriate and accurate. Provide detailed information regarding job history and college level education. Official transcripts may be required by the Board when educational level can’t be verified. Applicants must list degrees earned and enter the exact name and location of the credit granting institution. You can list other non-credit education but do not submit copies of training certificates unless requested. Applicants signing and submitting the IBFCSM Application grant IBFCSM the right to verify all entered information. IBFCSM does not accept faxed Applications or Reference Evaluations unless previously coordinated. Applicants must remit the current non-refundable Application Fee. Examination Fees must be paid before scheduling an examination.
Signature of Applicant Understanding and Agreement

Applicants for certification must attest to reading/understanding the following statement. “I attest by my signature below, that I made no false statements or misrepresentations when completing my Application. My signature further attests to the veracity of all information submitted and grants IBFCSM permission to independently verify all personal and professional information provided. My signature frees IBFCSM from all liability should my application be declined on basis of information provided by me or discovered by IBFCSM. I understand that providing false or misleading information can result in disqualification for certification or revocation of a previously issued certification. My signature attests to my agreement with the requirements of: Code of Professional Conduct; Acknowledgement of Need for Accommodation; and Improper Use of Marks/Logos. I hereby apply to IBFCSM and certification issuance depends on eligibility to meet all established requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge. I submit this application in good faith. I hereby release, discharge, and exonerate IBFCSM, its directors, officers, representatives, and agents, from any actions, suits, obligations, damages, claims, or demands arising out of, or relating to, any aspect of the application process including results or other decisions that may result in a decision to certify me”.

Reference Evaluations

Applicants must ensure the online submission of two (2) Reference Evaluations from persons aware of their fitness for certification. IBFCSM requires Applications and Reference Evaluations to be submitted online at: www.ibfcsm.org. Candidates and Reference Evaluators unable to make online submissions should contact IBFCSM by email at info@ibfcsm.org or call 205-664-8412.

Application/Exam Fees

Please review the IBFCSM website to determine the current Application and Exam Fee. All Candidates can pay online can at the Secure E-Pay Portal found at www.ibfcsm.org. IBFCSM accepts VISA, Master Card, or American Express. Candidates can also pay by check by remitting the correct amount to: IBFCSM, P.O. Box 515, Helena, Alabama 35080-0515. IBFCSM can send an I invoice for payment of fees when a valid Purchase Order Number is provided. If you have a question about the Application/Exam Fee contact IBFCSM by phone at 205-664-8412 or email: kristi@ibfcsm.org.

General Exam Information

Content of exams adhere to the current blueprint outline. IBFCSM Examinations contain 100 to 150 multiple questions depending on the exam. Exam questions contain four possible alternatives. IBFCSM offers examinations in English only. The IBFCSM Application Fee is non-refundable. Exam Fees are refundable when a candidate notifies IBFCSM at least 15 work days prior to a scheduled exam. Candidates not requesting a refund by this deadline will forfeit their entire exam fee. IBFCSM uses stringent exam security measures for paper and pencil exam administrations. Candidates must find an acceptable proctor in their area. IBFCSM can send examinations to college testing centers, profit testing centers, licensed secondary teachers, education administrators, college faculty members, military/government education centers, and libraries. IBFCSM approves all proctors. Candidates retain responsibility for paying any proctor fee required by an arranged or local proctor. IBFCSM permits paper and pencil exam administration by independent authorized proctors at scheduled workshops. Candidates may take an online electronic exam by registering with TesTrac. Contact IBFCSM for the current registration procedures. IBFCSM issues an electronic coupon which a candidate will use to schedule their exam directly with TesTrac. Electronic exams require high-speed internet with a webcam device. Exams are administered consistently in all venues. IBFCSM develops examination outlines for each certification scope. These exam outlines are posted on the website at www.ibfcsm.org and are included in this handbook.
Paper Exams
Candidates wishing to take a paper and pencil exam must coordinate the administration with their selected proctor and then complete the online Proctor Form. The online Proctor Form must provide complete contact information about the proctor. IBFCSM will then mail securely send exams to the address on the Proctor Form. Candidates must select a specific date for the exam administration. The candidate may reschedule the exam with the local proctor provided that the exam can be completed and returned to IBFCSM within 30 days of exam receipt by the designated proctor. Candidates taking a paper exam must present a government-issued photo ID such as a valid driver’s license or military ID. The name on the photo ID must match the name on the Exam Roster previously sent to the Authorized Independent Proctor. Candidates without a photo ID will NOT be permitted to test. Seating, distribution of exam materials, and testing instructions will be addressed before the examination time begins. Authorized Proctors will follow local and IBFCSM exam instructions.

Electronic Exams
TesTrac provides online exam delivery services with Examity providing a certified proctor for each online exam administration to ensure LEVEL 3 SECURITY which is the most stringent in the industry. TesTrac can deliver examinations around the clock and on any day of the year. Exam candidates must have a computer with a webcam and high-speed internet service. Exam candidates must contact IBFCSM to request a Test Voucher Number is required to register for exams. IBFCSM provides a link to the TesTrac Exam Portal that must be accessed to formally register for an examination using the coupon. Candidates must complete all application requirements before IBFCSM will send an exam coupon. Candidates must register for online examinations at least 10 days prior to a desired exam date. The remote proctor will take actions to ensure the security of the computer during an exam. Examinees must not leave the computer area. Candidates must complete the exam in the time allotted. Proctors will file a report to IBFCSM for any observed irregularities observed during the administration of the exam and have real time intervention authority. Each exam session is video-taped. Failure to adhere to security protocols results exam invalidation.

Cancelling/Rescheduling Exams
If a candidate misses a paper and pencil examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; or military duty, he or she will be permitted to reschedule the examinations at no additional charge if a candidate submits written verification and supporting documentation of the situation to IBFCSM within 7 days of the original exam date. If such a request is not made, the candidate will forfeit the full examination fee. Contact TesTrac to determine their cancellation and reschedule policy for online electronic examinations. If any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, natural disaster, or other unforeseen emergencies beyond control as determined by IBFCSM, the candidate will be allowed to take the next regularly scheduled examination without being charged a re-examination fee. If for any reason the exam is unable to be administered, then the examination will be rescheduled within a reasonable period. Candidates will be responsible for their own associated expenses for future testing.
Exam Rules
Any candidate observed engaging in misconduct risks dismissal from the exam session. Examinees dismissed for cause will forfeit the current examination fee and period of eligibility. Rules may differ depending on the examination mode (paper or electronic). Candidates must adhere to all examination rules as briefed and enforced by the assigned proctor. IBFCSM provides examination security rules for all paper and pencil proctors. Local proctors may enforce more stringent requirements and candidates must adhere to all local exam rules. B-Virtual establishes and enforces stringent examination rules for online exam administration. Candidates taking online examinations must adhere to all examination procedures as enforced by the B-Virtual Proctors. All candidates must adhere to these in all examination sessions:

- Adhere to local protocols regarding individual breaks
- Never bring electronic devices of in to any testing area
- Never communicate with others during an exam session
- Never copy, record, or transmit exam content to others
- Present a proper photo identification when requested
- Proctors retain authorization to enforce all exam procedures

Exam Results
IBFCSM will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare or extreme case in which an exam is lost or unreadable, candidates will be required to undergo retesting without being charged an examination fee. Candidates will be responsible for their own travel-associated expenses for future testing. IBFCSM will send examinees official exam results in writing results within 21 days of an electronic exam administration or from the date a paper exam was received from an authorized proctor. Candidates not passing an examination will receive a diagnostic report outlining areas needing additional study before retaking the examination. The exam diagnostic report cannot address any specific examination items. IBFCSM scores all exams electronically and then validates during an audit process. Candidates passing the exam and meeting scheme requirements will receive credentials via mail or courier awarding certification. IBFCSM notifies pass/fail status using the email address provided by the applicant. Exam results are only reported to the examinee. Candidates will receive their official examination Standard Scaled Score along with their ID Wallet Card and Certification Wall Certificate. Please note that IBFCSM reports scores using a Standard Scale which does not reflect percentages since exams contain various numbers of items which can be weighted differently. IBFCSM uses total points achieved on the exam and then converts results to a Standard Scaled Score.

Example #1
Date: August 23, 2017
Candidate Name: John Doe
Standard Scaled Score: 440
Passing Score Required: 490
Results: Failing

Example #2
Date: September 6, 2017
Candidate Name: Jan Doe
Standard Scale Score: 530
Passing Score Required: 490
Results: Passing
Five-Year Recertification
IBFCSM requires recertification of individuals at five-year intervals. Recertification candidates must document 5,000 hours of professional practice and 50 hours of continuing education for each five-year recertification period. Candidates not documenting the five thousand hours of practice must document an additional twenty-five (25) hours of continuing education a total 75 hours for the five-year recertification period. Recertification is a foundational element of professional certification. Recertification candidates may elect to retake the formal examination in lieu of documenting continuing education. Candidates choosing to take the exam must pay the current examination fee and achieve a passing score. Recertification provides the opportunity for certified individuals to stay current in the areas of regulations, standards, job practices, technologies, procedures, and processes. IBFCSM focuses on a recertification process that is practical and impartial for everyone. IBFCSM does not favor any association, member group, or educational provider. IBFCSM permits certified individuals several options to meet the 50-contact hour requirement such as documenting educational clock hours, continuing education units, academic college credits, publications, conference attendance, special work projects, and education/training program development and delivery. All education, training, seminar, and workshop hours require some type of written validation or documentation of completion. IBFCSM does not recognize organizational annual or recurring education and training as appropriate to meet recertification requirements. IBFCSM considers this type of education and training as job related. IBFCSM does recognize one-time special education and training if the content is relevant to the Current Exam Outline. IBFCSM will accept course development hours and serving as an instructor as continuing education if the content is relevant to the Exam Outline. Instructor and course development credit can only be granted once for each course. IBFCSM recognizes preparation time for off-the-job consulting or teaching if related to the Exam Outline. Contact IBFCSM for clarification as needed.

Recertification Examples

**Example #1:** John Doe initially earned his certification during 2011. His initial five-calendar year recertification cycle began December 31, 2011 and ended December 31, 2016. John Doe completed and submitted his initial Recertification Summary Report to arrive at IBFCSM not later than August 31, 2017. The Recertification Summary Report must document professional practice and continuing education achievements for the five calendar years since initial certification.

**Example #2:** Jane Doe initially earned her certification during 2006. Her initial five-calendar year recertification cycle began on December 31, 2006 ended December 31, 2011. Jane Doe recertified by completing and submitting her Recertification Summary Report prior to August 31, 2012 which documented her professional practice and continuing education for the period. Jane Doe’s next recertification cycle ended on December 31, 2016. She would need to complete and submit her Recertification Summary Report for the period January 1, 2012 to December 31, 2016. The report should arrive at IBFCSM no later than August 31, 2017.
Recertification Summary Report

Candidates for recertification are encouraged to complete the Summary Report using the online submission method. The Recertification Fee can be paid using a credit card through the Online Secure E-Pay Portal. Candidates may opt to scan and email a completed Summary Report to info@ibfcsm.org. Remit mail payments to IBFCSM, P.O. Box 515 Helena, AL 35080. Recertification actions will not take place until both the Summary Report and payment are received. Do not submit any education documents unless requested by IBFCSM. The Board uses the term Continuing Education Contact Hours (CECHs) based on educational clock hours. Fifty (50) minutes of education equals one (1) CECH. IBFCSM recognizes other continuing education terms such as international Continuing Education Units (CEUs) which defines 1 CEU as equal 10 hours of education. Please convert all continuing education to simple clock hours for reporting purposes. Describe the qualifying continuing educational experience and activities for the last five (5) years including college or university courses, seminars, workshops, documented educational experience at conferences, presentations, and panel discussions, etc. All continuing education hours must be related to topics listed on the current Exam Content Outline for the credential(s) being recertified. IBFCSM can conduct audits of any submitted Recertification Summary Reports and require submission of documentation.

Documenting Continuing Education

- Completing a college course related to the current exam outline can be used to meet requirements. One (1) semester hour credit would equal 10 hours of continuing education.
- Developing and/or instructing a topic related to the current exam outline can be used to meet requirements. However, such credit can be awarded only once.
- IBFCSM recognizes continuing education achieved to meet requirements of other held certifications, as long, as the topics meet the current IBFCSM examination outline
- Recertification candidates may keep their documentation or spread sheet of continuing education. If so, please provide a copy along with this report.
- Completing or teaching college credit courses relevant to the certification scheme as reflected in the certification examination outline (each 1 semester hour credit equals 10 hours of continuing education)
- Completing non-credit courses on in topics in Outline (1 clock hour equals 1 hour of education)
- Writing professional articles related to the Exam Outline for journals and magazines
- Authoring a textbook related to topics in the Exam Outline

Professional Certification

The primary purpose of a professional certification process is to assess knowledge, skills, and competencies of Candidates. These assessments must be independent of any class, session, self-study course, and other education or training sessions. Certification processes determine the competency of an individual Candidate. IBFCSM adheres to standards addressed in ISO/IEC/ANSI Standard 17014:12 which address personal certifications. Certificate-based education consists of instruction and training that helps participants acquire specific knowledge or skills. Most certificate programs involve one-time events that lead to a certificate documenting completion. Professional certifications involve ongoing processes that ensure individuals maintain competency. This can be accomplished by documenting relevant continuing education or mandating periodic retaking of an examination to maintain a credential. The practice of awarding designations for completion of a certificate program is now prohibited by ANSI/ICE 1100, Standard for Assessment-Based Certificate Programs.
Revoking/Suspending Certification

IBFCSM can take actions for Suspending, Withdrawing, or Changing Scope of a Certification when warranted. Certification rights to an individual involve the ability to claim certification and communicate that fact by use of the certification title, certification acronym, or logo. Suspending is the act of cancelling a certificant’s right to claim certification for a specified period. Revoking a certification is the act of indefinitely terminating an individual’s right to claim certification. Actions regarding suspension or revocation will be taken based on clear, objective, and impartial criteria. Failure to remedy causes of a suspension would result in revocation. When a complaint is received by IBFCSM which upon investigation appears to be due to negligence or intentional malpractice or violation of the Code of Professional Ethics, the Board may withdraw certification from a certified individual. That person must refrain from further use of all references to holding certified status. When IBFCSM receives a complaint which investigation reveals was due to accidental causes, unintentional negligence or oversight, the Board may suspend the certificant’s certification for a specific period. The Board can establish monitoring procedures during suspension which requires individual conformance. During the time of suspension, the certificant shall refrain from an additional promotion of his or her certification. If the certificant does not remedy the conditions of suspension within the time allotted by IBFCSM, the certificant’s certification will be withdrawn.

Reasons for Revocation

- Failure to remedy the reason for a previous suspension
- Failure to maintain certification standards or comply with restraints during a suspension
- Second infraction of publically impugning the Board’s reputation
- Second infraction of unprofessional conduct
- Making a false claim regarding professional competency
- Intentionally falsifying professional information, data, or records
- Requested by the certified individual

Reasons for Suspension

- Publicly impugning the Board’s reputation
- Making false or misleading statements about certification
- Neglect of performing duties in a professional manner
- Unprofessional conduct
- Failure to maintain standards of certification (Annual Renewal, Recertification)

Summary of Certification Requirements

IBFCSM requires adherence to proper use of certification titles, acronyms, marks, and logos. Certified individuals must renew annually by remitting an Annual Renewal Fee by December 31 of each year. The fee is for the new Calendar Year. This Annual Renewal begins the year after the year of initial certification. For example: if a Candidate certified on August 15, 2018, that person would be assessed an Annual Maintenance Fee for the Calendar Year 2019. Fees are due 31 December of each year for the following year. Certified individuals must re-certify every five years after the year of initial certification. IBFCSM notifies certification holders when their five-year Recertification Summary Report is due.

Appeals & Complaints
An appeal is a confidential challenge to change a certification process decision. Candidates may appeal the results of eligibility determination or examination session dismissal within 30 days of the date of notification. Individuals wishing to make an appeal should contact IBFCSM to obtain information on how to proceed. Candidates can’t appeal examination results but may request that the exam be rescored to verify results. Appeals for eligibility and examination session dismissal will be considered by different persons than those who initially decided the issue. IBFCSM does not discriminate against anyone making a proper appeal. IBFCSM will send formal correspondence to the person making an appeal acknowledging the appeal and the time/steps involved in the appeal process. Appellants will be notified of the result of their appeals. IBFCSM takes complaints seriously and all complaints will be handled by individuals not related to the complaint. IBFCSM employs a timely and impartial complaint process. IBFCSM will respond to certification related complaints over which IBFCSM exercises control. IBFCSM does not discriminate against anyone making a complaint. IBFCSM will send formal correspondence to the person making a complaint acknowledging receipt and the time or steps involved in the complaint resolution process. Complainants will be notified of the result of their appeals. Complaints about a certified person will be referred to that person unless the complaint involves a serious certification related issue such as professional misconduct or misuse of their certification. All complaints will be handled in a confidential manner for persons involved.

**Issuance of Certification**

The certificate validating certification status on remains the property of IBFCSM, Incorporated, which may withdraw, cancel, revoke change the scope of, or otherwise annul the certification for cause. A sample of the IBFCSM Certificate is displayed below. Any IBFCSM certified individual may request additional copies of his or her certification certificate. Requests must be made in writing by mail or email to IBFCSM. The current replacement fee must be included with the request or paid online. Individuals earning a certification may list title and designation on stationary, websites, business cards, and other media. When IBFCSM suspends or withdraws a certification for any reason, the individual must immediately cease the use of the certification title and the acronym designation on all stationary, websites, business cards, and all promotional materials. Applicants for certification must attest to reading and understanding the following statement as a part of the formal application process. “I agree to abide by the IBFCSM policy regarding the improper use of certification marks and logos. Should IBFCSM suspend my certification for any reason, I agree that during the time of suspension I will not use the IBFCSM or CHSP logo or marks of certification. Should IBFCSM revoke my certification, I will return my certificate and cease use of the certification designation and logo. I will abide by the restrictions and conventions published by IBFCSM. If notified of misuse by IBFCSM, I will correct use of my certification designation and logo as requested”.
**Certification Fees**

Application Fees cover costs associated with processing, assessing, validating, and evaluating information provided by applicants and reference evaluators. Examination fees cover costs associated of registration, exam delivery, reporting of results, analysis of exam performance, psychometric exam analysis, ongoing test maintenance/development, and related maintenance costs. Annual Renewal Fees cover costs related to organizational governance, staff, facility, equipment, supplies, operational support services and expenses, as well as promotion and improvement initiatives. Annual Renewal Fees are critical to Board operations and make continued growth and improvement possible. IBFCSM certificants must pay Annual Renewal Fees beginning the calendar year after the year of initial certification, regardless of the month certified. IBFCSM operates as a not-for-profit organization and currently receives no direct funding from any outside sources. For more than 40 years our fees have remained below the national average for those charged by other professional certification organizations. IBFCSM strives to make access to certification opportunities fair and equitable for all applicants when changing fees. The Annual Renewal Maintenance Fee remains one of the lowest of any national certification. Please review the Fee Schedule below:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (Non Refundable)</td>
<td>$130.00</td>
</tr>
<tr>
<td>Paper &amp; Pencil Examination Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Online Electronic Examination Fee</td>
<td>$300.00</td>
</tr>
<tr>
<td>Reexamination Fee (Paper or Electronic Online)</td>
<td>$175.00</td>
</tr>
<tr>
<td>Annual Renewal Fee (Per Certification)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Annual Renewal Late Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Retired Annual Renewal Fee</td>
<td>$45.00</td>
</tr>
<tr>
<td>Wall Certificate Replacement</td>
<td>$35.00</td>
</tr>
<tr>
<td>Wallet Card Replacement</td>
<td>$20.00</td>
</tr>
<tr>
<td>Master Certification Pocket Seal</td>
<td>$95.00</td>
</tr>
<tr>
<td>Master Certification Hand Stamp</td>
<td>$80.00</td>
</tr>
<tr>
<td>Damaged Paper Examination Booklet</td>
<td>$10.00</td>
</tr>
<tr>
<td>Five (5) Year Recertification Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Recertification Late Fee</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Address Change Notification**

If your address changed since you submitted the application or after you become certified, you must provide IBFCSM with a change of address as soon as possible. Keeping your address accurate in our database ensures you receive important information about your certifications. Send written change of address to notifications to: IBFCSM (Change of Address), P.O. Box 515, Helena, AL 35080-0515. Candidates and certification holders may also provide change of address by emailing info@ibfcsm.org by placing Change of Address in the subject line. Additionally, candidates and credential holders may update their information online at [http://www.ibfcsm.org](http://www.ibfcsm.org) and click on the Update Contact Link. Provide the following minimum new information for all update actions:

- Complete Name, Certification Designation(s) and Certification Number(s)
- Complete New Personal Mailing Address (Be Specific To Meet New Postal Regulations)
- Two Email Addresses (Work, Personal)
- Two Telephone Numbers (Work, Home, Mobile)
- Work Organization/Address/Contact Info
Examination Accommodation Request

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs form so your examination accommodations can be processed efficiently. The information you provide and any documentation regarding your disability and your need for examination accommodations will be treated with strict confidentiality.

Candidate Name: _____________________________________________________________

Mailing Address: ______________________________________________________________

City/State/Zip: _________________________________________________________________

Phone Number: _______________________________________________________________

Email Address: ________________________________________________________________

Special Accommodations

☐ Reader ☐ Reduced distraction environment

☐ Extended examination time ☐ (please specify below)

Other special accommodations are needed

Comments:____________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

PLEASE READ AND SIGN: I give my permission for my diagnosing professional to discuss with IBFCSM staff my records and history as they relate to the requested accommodation.

Candidate Signature __________________________ Date ____________________________

Return this form:

- Mail to IBFCSM, P.O. Box 515, Helena, AL 35080
- Email to info@ibfcsm.org
- Fax to 205-663-9541
Qualified Provider Documentation of Disability-Related Needs

This form must be completed by a licensed healthcare provider or an educational/testing professional. The nature of the disability, identification of the evaluation(s) or exam(s) used to confirm the disability, description of any past accommodations made for the disability, and the specific testing accommodations requested must be documented.

I have known___________________________________ since ____________ in my capacity as_________________________________________________________

_________________________________________________________

Special Accommodations

The candidate discussed with me the nature of the exam being administered. It is my opinion that because of this candidate’s disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Name/Title ____________________________________________
Organization: __________________________________________
Address____________________________________________________________________
License Number (if applicable) _______________________________________________

Signature: _____________________________________________ Date____________________
Sample
Online Recertification Summary Report Format

1. List Credential Being Recertified______________________________________________

2. Payment Type: (Fee: $60.00)
   __Personal Check
   __Employer Check
   __Money Order
   __Credit Card Online

3. Full Name and Certification/Number_____________________________________________

4. Current Contact Information: (Home & Work Address, Phone, Email)

____________________________________________________________________________

5. Current Position/Job Title: ______________________________________________________

6. Previous Job Title (If Changed) During Last 5 Years:

____________________________________________________________________________

7. Total Job-Related Hours Experience for Past Five (5) Years: _______________________
   (Recertification candidates should document a minimum 5,000 hours for the five (5) year period).

8. Documenting Continuing Education (List Topic, Date Completed, Clock Hours, & Type of Experience)

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Clock Hours</th>
<th>Type of Experience</th>
</tr>
</thead>
</table>

Signature______________________________________   Date_____________________


Sample Online Application Format

Please note that actual online format may differ slightly from this sample format.

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION BY PROVIDING ALL REQUESTED INFORMATION.
EACH APPLICANT MUST ALSO REQUEST TWO PERSONS THAT ARE NOT RELATIVES, CLOSE FRIENDS, OR
DIRECT REPORTING SUBORDINATES TO SUBMIT ONLINE REFERENCE EVALUATIONS. IBFCSM SUGGESTS
THAT APPLICATIONS, REFERENCE EVALUATIONS, APPLICATION FEES, AND EXAM FEES BE RECEIVED BY
THE BOARD AT LEAST 15 DAYS PRIOR TO ANY DESIRED EXAMINATION DATE. SEE ADDITIONAL
INSTRUCTIONS PROVIDED IN SECTION 4.

NON REFUNDABLE APPLICATION FEE: $130.00
PAPER & PENCIL EXAM FEE: $200.00
ONLINE ELECTRONIC EXAM FEE: $300.00

STANDARD APPLICATION

APPLICATIONS REMAIN VALID FOR 18 MONTHS.
ENTER NAME OF TRAINER/COMPANY CONDUCTING THE REVIEW/EXAM SESSION (IF ANY):
ENTER EXAM DATE:
ENTER EXAM LOCATION:

CHECK ALL CERTIFICATION(S) DESIRED:

- CERTIFIED HEALTHCARE SAFETY PROFESSIONAL (CHSP)
- CERTIFIED HEALTHCARE EMERGENCY PROFESSIONAL (CHEP)
- CERTIFIED HEALTHCARE FIRE SAFETY MANAGER (CHFSP)
- CERTIFIED PATIENT SAFETY OFFICER (CPSO)
- CERTIFIED HAZARD CONTROL MANAGER (CHCM)
- CERTIFIED HAZARD CONTROL MANAGER-SECURITY (CHCM-SEC)
- CERTIFIED EMERGENCY AND DISASTER PROFESSIONAL (CEDP)
- CERTIFIED PRODUCT SAFETY MANAGER (CPSM)
- CERTIFIED IN HEALTHCARE SAFETY—LONG TERM CARE (CHS-LTC)
- CERTIFIED IN HEALTHCARE SAFETY—NURSE (CHSN)
- CERTIFIED IN HEALTHCARE SAFETY—ENVIRONMENTAL SERVICES (CHS-EVS)
EXAM PREPARATION PREFERENCE (CHECK ALL THAT APPLY)

IBFSM DOES NOT REQUIRE CANDIDATES TO PURCHASE STUDY MATERIALS OR ATTEND ANY
TRAINING OR PREPARATION COURSES TO QUALIFY FOR CERTIFICATION. IBFCSM TREATS ALL
CANDIDATES IN A FAIR AND EQUITABLE MANNER.

PURCHASE OPTIONAL SELF-STUDY MATERIALS____

STUDY PERSONALLY ON MY OWN_____

TAKE THE EXAM WITHOUT ANY STUDY_____

ATTEND CERTIFICATON REVIEW/EXAM SESSION_____

DESCRIBE OTHER PREPARATION METHODS:

EXAM ADMINISTRATION PREFERENCE

______ LOCALLY PROCTORED PAPER EXAM: The published IBFCSM exam fee paid by all
applicants covers the cost of sending paper exams to local proctors. Candidates must submit an
online proctor form to IBFCSM to ensure that exams are sent to local proctors. Candidates are
also responsible for paying any local fees charged by their proctor.

______ ON-LINE ELECTRONIC EXAM: TESTRAC can provide exam downloads 365 days a
year on 24/7 basis. Candidates must have a computer with high speed internet and webcam
capability. Exams are remotely proctored by B-Virtual. Candidates desiring to take their exam
electronically online must complete the application process and then contact IBFCSM to obtain
a Special Coupon required to register for the exam.

______ PAPER EXAM ADMINISTERED AT THE CONCLUSION OF AN APPROVED
CERTIFICATION REVIEW AND EXAMINATION SESSION.

INSTRUCTIONS

Candidates must complete the entire application form. Do not leave an area on the application
blank. If no information is entered—please enter none or n/a. IBFCSM does not accept other
documents as a substitute for completing this application. Ensure all entries are appropriate and
accurate. Provide detailed information regarding job history and college level education. Official
transcripts are only required when requested by IBFCSM. Applicants must list degrees earned
and granting institution name/location. Do not submit copies of any training certificates unless
specifically requested by the board. Applicants signing and submitting this application grant
IBFCSM the right to verify all information. A separate application and exam fee is required for
each credential for which application is made. Applicants must also ensure the online
submission of two (2) reference evaluations from persons aware of their fitness for certification.
APPLICANT IDENTIFICATION INFORMATION

LEGAL NAME (FIRST, MIDDLE, LAST): _____________________________

ACCURATELY ENTER THE NAME YOU WISH PRINTED ON YOUR CERTIFICATE: ______________________________________LAST 4 OF SSAN: ______

MAIL CONTACT INFORMATION

STREET ADDRESS OR P.O. BOX NUMBER:

LINE 2 OF ADDRESS (IF NEEDED):

CITY:        STATE/PROVINCE/REGION:

ZIP/POSTAL CODE/ COUNTRY:

PHONE AND EMAIL INFORMATION

PRIMARY PERSONAL PHONE AREA CODE AND NUMBER:

SECONDARY/ALTERNATE PHONE AREA CODE AND NUMBER:

PRIMARY EMAIL ADDRESS:

SECONDARY EMAIL ADDRESS:

ENTER EMAIL ADDRESS TO RECEIVE A PASS/FAIL NOTIFICATION:

(FAILURE TO PROVIDE THIS EMAIL ADDRESS WILL DELAY YOUR PASS/FAIL NOTIFICATION)

WORK RELATED INFORMATION

NAME OF EMPLOYER OR ORGANIZATION:

ADDRESS AND STREET:

LINE 2 ADDRESSES (IF NEEDED):

CITY:

STATE/PROVINCE/REGION:

ZIP CODE:

COUNTRY:

WORK PHONE:
PROFESSIONAL EXPERIENCE

CURRENT POSITION TITLE:

TIME IN POSITION:

DATES OF EMPLOYMENT AT CURRENT ORGANIZATION (FROM--TO):

NUMBER OF EMPLOYEES YOU PERSONALLY SUPERVISE:

NAME OF IMMEDIATE SUPERVISOR & TITLE:

SUPERVISOR’S PHONE NUMBER:

DETAILED DESCRIPTION OF CURRENT JOB DUTIES & LIST PERCENTAGE OF TIME ALLOCATED TO MAJOR DUTIES

LIST JOB TITLES WITH DATES SERVED IN EACH POSITION

IBFCSM requires each candidate to enter all relevant qualifying job-related experience and history in the space below. Failure to provide a complete job history will delay application approval. Do not leave this area blank!

PERSONAL ACCOMPLISHMENTS

Candidates Must List All Relevant Achievements Including Publications, Awards, & Honors, (Please Enter None Or N/A If Appropriate. Do Not Leave Blank.)

EDUCATION

High School Graduate or Equivalent:  YES  NO

List All Colleges Attended (List Institution/City/State/Semester Hours Achieved & Degrees Earned with Majors)

LIST OTHER RELEVANT EDUCATION AND TRAINING ACCOMPLISHMENTS

Non-Degree Programs, Certificates Earned, Military, Vocational, & Trade Schools, Etc.

CURRENTLY HELD CERTIFICATIONS, LICENSES, & REGISTRATIONS

(List Each Designation, ID Number, & Issuing Organization)
CURRENT MEMBERSHIP IN PROFESSIONAL & VOLUNTARY ORGANIZATIONS

(List Each Organization & Positions Held)

REFERENCE EVALUATIONS
Please have two (2) individuals complete online Reference Evaluations assessing your fitness to for certification. Reference evaluators can’t be family members, close personal friends, or direct report subordinates. Evaluations must be submitted by the referencing persons. Applicants can’t submit their own Reference Evaluations. See the bottom of this form for the link to send to reference evaluators. IBFCSM included the Reference Evaluation Format in this handbook.

SPECIAL ACCOMMODATION UNDERSTANDING
I understand that I may submit a Request for Accommodation based on a verifiable disability. If you need accommodation within reason for special needs, disabilities, or other such arrangements in taking the exam please explain below:

CODE OF PROFESSIONAL CONDUCT AGREEMENT
I agree to abide by the IBFCSM Code of Professional Conduct as enumerated below. I understand my responsibility to notify IBFCSM should I become incapable to perform or carryout my professional certification responsibilities. My application signature verifies I will:

• Accept and diligently carry out all responsibilities related to my position of trust
• Serve the profession and community with integrity and practice honesty in all matters
• Promote the value of “my certification” to my peers, subordinates, and superiors
• Endeavor to foster excellence by keeping current of issues in my area of certification
• Enhance my professionalism through lifelong learning and continuing education
• Avoid situations which could result in improper gain/advantage, or perception thereof
• Maintain the confidentiality of all personal and privileged information entrusted to me
• Strive to share my knowledge and expertise with others to improve the profession
• Provide only the services for which I am qualified to perform in a professional manner
• Act in a manner free of bias and discrimination against peers, clients, or customers
• Maintain privacy of all information obtained unless such disclosure is required by law
• Adhere to certification policies, procedures, and requirements published by IBFCSM

CERTIFICATION DESIGNATIONS, MARKS, & LOGOS
I agree to abide by the IBFCSM policy regarding the improper use of certification marks and logos. Should IBFCSM suspend my certification for any reason, I agree that during the time of suspension I will not use the IBFCSM or CHSP logo or marks of certification. Should IBFCSM revoke my certification, I return my certificate and cease use of the certification designation and logo. I will abide by the restrictions and conventions published by IBFCSM. If notified of misuse by IBFCSM, I will correct use of my certification designation and logo as requested.
IBFCSM EXAM CONFIDENTIALITY AGREEMENT
My signature on this Application attests that I understand and agree to abide by the provisions of this IBFCSM Exam Confidentiality Agreement:

- Exam questions and answers are confidential and protected by IBFCSM intellectual property rights.
- I will not disclose exam questions or answers or reveal any exam content with anyone.
- I will not remove from the test area any materials related to the exam including any notes or doodles.
- I will not copy in any form including written, photocopied, or by other means any exam related materials.
- I will not sell, distribute, provide, or obtain from any source IBFCSM exam related information or materials.
- I agree to abide by this agreement and any obligations under this Agreement shall continue in effect after the examination session and after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

IBFCSM ONLINE EXAM CONFIDENTIALITY AGREEMENT
My signature on this Application attests that I understand and agree to abide by the provisions of this IBFCSM Online Exam Confidentiality Agreement. TesTrac serves as the online examination vendor for IBFCSM Online Certification Examinations. IBFCSM and TesTrac require online exam candidates to agree to the Confidentiality Statement described below. Exam candidates will acknowledge the statement below before proceeding with any TesTrac delivered IBFCSM examination. Examity a world leader in online exam security provides Level 3 Security during each remotely proctored IBFCSM online exam provided by TesTrac. Remotely proctored exam administration adheres to the strictest security measures available for online examinations. Examity Proctors can intervene at any time during an online remotely proctored examination to take appropriate measure to ensure the utmost security of IBFCSM examinations. The following statement is presented to each IBFCSM Exam Candidate prior to beginning any online examination.

- I agree to the following conditions before taking any TesTrac Online IBFCSM Examination:
- When taking this online examination and any future online exams provided at this site are the exclusive property of IBFCSM a TesTrac vendor client.
- IBFCSM online exams and all items contained therein are protected by federal copyright law. No part of this examination may be copied, reproduced, or shared in any manner, in part or in whole, by any means whatsoever, including memorization or electronic transmission.
- Multiple persons viewing or responding to the examination at the same time is prohibited.
- Violation of this honor pledge agreement will result in immediate removal from the TesTrac Online Testing Site
AFFIRMATION STATEMENT & APPLICANT SIGNATURE

I attest by my signature below, that I made no false statements or misrepresentations when completing my Application. My signature further attests to the veracity of all information submitted and grants IBFCSM permission to independently verify all personal and professional information provided. My signature frees IBFCSM from all liability should my application be declined on basis of information provided by me or discovered by IBFCSM. I understand that providing false or misleading information can result in disqualification for certification or revocation of a previously issued certification. My signature also attests to my agreement with the following requirements: (1) Code of Professional Conduct; (2) Acknowledgement of Need for Accommodation; (3) Improper Use of Marks/Logos, (4) IBFCSM General Exam Confidentiality Agreement, and (5) IBFCSM Online Exam Confidentiality Agreement. I hereby apply to IBFCSM and my eligibility will be based on meeting established scheme requirements for the certification(s) sought. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge. I submit this application in good faith. I hereby release, discharge, and exonerate IBFCSM, its directors, officers, representatives, and agents, from any actions, suits, obligations, damages, claims, or demands arising out of, or relating to, any aspect of the application process including results or other decisions that may result in a decision to certify me.

lease Sign Below.

Signature: ________________________________ Date: __________

ADDITIONAL INFORMATION

All candidates must provide the number, expiration date, and issuance entity of government issued ID card. Applying also requires submission of two (2) Reference Evaluations and the payment of the currently established Non-Refundable Application Fee. Applicants must also pay the currently established Examination Fee before taking the appropriate Certification Examination. Fees can be paid by Checks or Money Orders made out to IBFCSM or to the International Board for Certification of Safety Managers. All payment must be in U.S. Funds. IBFCSM accepts Master Card, Visa, and Amex cards through our Secure Online Payment Page. Remit Address: IBFCSM, P.O. Box 515, Helena, AL 35080

NON REFUNDABLE APPLICATION FEE: $130.00
PAPER & PENCIL EXAM FEE: $200.00
ONLINE ELECTRONIC EXAM FEE: $300.00

PAYMENT OF APPLICATION & EXAM FEES

______I wish to pay fees by sending a personal check or money order
______I wish to pay fees online by credit card through the IBFCSM Secure E-Pay portal
______I will contact IBFCSM to discuss payment by organizational check or credit card

IBFCSM ACCEPTS AMEX, VISA, & MASTER CARD (CALL IBFCSM FOR PAYING BY DISCOVER)
Sample Reference Evaluation Format

EACH APPLICANT MUST REQUEST TWO PERSONS THAT ARE NOT RELATIVES, CLOSE FRIENDS, OR DIRECT REPORTING SUBORDINATES TO SUBMIT ONLINE REFERENCE EVALUATIONS THAT RECOMMEND THEM FOR CERTIFICATION. PLEASE NOTE, APPLICANTS CAN’T SUBMIT THEIR OWN REFERENCE EVALUATIONS.

1. CHECK ALL CERTIFICATIONS FOR WHICH APPLICATION IS BEING MADE

   CHSP  CHCM  CHCM-SEC  CHEP  CHS-EVS  CHFSP
   CHSN  CPSO  CPSM  CEDP  CHS-LTC

2. APPLICANT NAME

3. REFERENCE EVALUATOR NAME

4. KNOWN APPLICANT SINCE (PROVIDE MONTH & YEAR)

5. BRIEFLY EXPLAIN CIRCUMSTANCES UNDER WHICH YOU FORMED JUDGMENT OF APPLICANT’S CAPABILITIES

6. IF YOUR RELATIONSHIP/ASSOCIATION RELATED TO OBSERVING APPLICANT’S JOB RESPONSIBILITIES, BRIEFLY DESCRIBE HOW APPLICANT PERFORMED

7. LIST ANY APPLICANT ACHIEVEMENTS IN AREAS RELATED TO CERTIFICATION SOUGHT

8. CANDIDATE RATINGS: SELECT THE RATING THAT EXPRESSES YOUR APPRAISAL FOR EACH COMPETENCY BY USING THE RATING KEY.

   0=Not Observed----1=Excellent----2=Satisfactory----3=Poor

   1. Decision Making  0 1 2 3
   2. Oral Expression  0 1 2 3
   3. Writing Skills  0 1 2 3
   4. Supervisory Effectiveness  0 1 2 3
   5. Problem Solving  0 1 2 3
   6. Job Initiative/Innovation  0 1 2 3
   7. Working Relationships  0 1 2 3
   8. Leadership  0 1 2 3
   9. Teamwork  0 1 2 3
   10. Management Technique Use  0 1 2 3
   11. Codes/Standards Application  0 1 2 3
   12. Inspection/Observation Ability  0 1 2 3
   13. Technical/Professional Knowledge  0 1 2 3
9. PROVIDE APPRAISAL RATING COMMENTS IF DESIRED

10. APPLICANT RECOMMENDATION

YES (PROVIDE OPTIONAL COMMENTS)

NO (PROVIDE EXPLANATION)

11. EVALUATOR CONTACT INFORMATION

NAME/TITLE
ORGANIZATION
ADDRESS
CITY/STATE/ZIP
PHONE
E-MAIL

SIGNATURE