CPPS™ Exam Blueprint

Effective September 2019. Based on the Board for Global EHS Credentialing's 2019 Job Analysis for the development of the Certified Professional Product Steward™ Credential (CPPS™).

The test specifications, below, identify four domains of performance and seventeen tasks. A domain is a major area of responsibility that defines the role of a Certified Professional Product Steward™. A task is an activity performed within a performance domain. Knowledge and skills candidates should possess in order to perform the tasks are also included.

Domain I: Assessment, Impact Analysis, & Risk Management

This section comprises 33% of the exam.

Task 1: Assess, identify, and interpret hazard, exposure, and risk of substance, process, or system.

Knowledge of:
a. Advanced math (e.g., algebra, statistics)
b. Advanced science (e.g., toxicology, biology, chemistry)
c. Assessment methodologies (e.g., hazard, exposure, risk)
d. Hazard classifications (e.g., GHS, dangerous goods)
e. Regulatory frameworks

Skill in:
f. Recognizing potential hazards
g. Extracting critical information (e.g., literature, standards, guidelines)
h. Reading, understanding, and interpreting regulations

Task 2: Integrate and actively participate in product development and modification to ensure product stewardship issues do not adversely impact supply chain continuity.

Knowledge of:
a. Raw material selection
b. Product and process design
c. Hazard classifications (e.g., GHS, dangerous goods)
d. Industry process, supply chain, and end use
e. Sustainability principles
f. Emerging regulations/issues
g. Regulatory frameworks
h. Materials science
i. Industry and third-party standards
j. Change management principles

Skill in:
k. Recognizing potential issues
l. Extracting critical information (e.g., literature, standards, guidelines)
m. Reading, understanding, and interpreting regulations
n. Cross-functional collaboration

Task 3: Manage product stewardship issues associated with adverse events.

Knowledge of:
a. Supply chain
b. Risk assessment principles
c. Impact analysis
d. Reporting/notification
e. Emergency procedures/protocols (e.g., recalls, spills, exposure)

Skill in:
f. Recognizing potential hazards
g. Responding to emergencies

Task 4: Integrate product stewardship into change management activities to ensure business compliance and continuity.

Knowledge of:
a. Supply chain
b. Product-related processes and procedures (new and existing)
c. Regulatory frameworks
d. Customer specifications/restrictions
e. End use
f. Notifications (internal and external)

g. Change management principles

Skill in:
h. Deductive reasoning
i. Identifying potential opportunities

Task 5: Conduct and/or interpret life cycle analysis (LCA) to determine final fate and environmental impacts of the product or product packaging.

Knowledge of:
a. Sustainability principles
b. Regulatory frameworks
c. Supply chain
d. End uses
e. Final fate/end of life (e.g., disposal, recycling practices)
f. Advanced math (e.g., algebra, statistics)
g. Advanced science (e.g., toxicology, biology, chemistry)

Skill in:
h. Recognizing potential hazards
i. Extracting critical information (e.g., literature, standards, guidelines)
j. Reading, understanding, and interpreting regulations

Task 6: Ensure adequacy of product stewardship program through the development and execution of an audit program.

Knowledge of:
a. Auditing programs and principles (e.g., ISO, ANSI, ASTM, Responsible Care)
b. Product relevant policies and procedures
c. Regulatory frameworks
d. Professional ethics
e. Quantitative and qualitative analyses

Skill in:
f. Gathering information
g. Identifying and implementing corrective actions
h. Collecting and analyzing data

Domain II: Communication

This section comprises 20% of the exam.

Task 1: Demonstrate the value of product stewardship to stakeholders.

Knowledge of:
a. Key aspects of product stewardship
b. Key aspects of product life cycle
c. Product stewardship value (e.g., business, societal)
d. Influential stakeholders

Skill in:
e. Effective communication (e.g., verbal, written)
f. Translating technical information

Task 2: Communicate product stewardship requirements, potential risks, hazards, and value-added opportunities to stakeholders.

Knowledge of:
a. Key aspects of product stewardship
b. Key aspects of product life cycle
c. Requirements, risks, and hazards (e.g., business, environment, society, health)

Skill in:
d. Effective communication (e.g., verbal, written)
e. Translating technical information
f. Recognizing potential hazards
g. Extracting critical information (e.g., literature, standards, guidelines)
h. Reading, understanding, and interpreting regulations

Task 3: Prepare and maintain product stewardship responses, statements, and assurance claims.

Knowledge of:
a. Regulations, legislation, and customer requirements
b. Potential impacts of responses, statements, and assurances

Skill in:
c. Effective communication (e.g., verbal, written)
d. Translating technical information

Task 4: Advocate and educate internal business and industry working groups; trade associations; and government, NGO, and academic panels/workshops in support of product stewardship.

Knowledge of:
a. Technical aspects of potential issues
b. Key aspects of product stewardship
c. Key aspects of product life cycle
d. Product stewardship value
e. Emerging issues
f. Relevant trade associations and working groups

Skill in:
g. Effective communication (e.g., verbal, written)
h. Translating technical information

Domain III: Data and Information Management

This section comprises 19% of the exam.

Task 1: Collect and manage data for internal metrics and/or compliance with market and regulatory requirements.

Knowledge of:
a. Data collection and management principles
b. Data analysis techniques (e.g., statistics)
c. Data storage policies (e.g., regulatory compliance documents, test data)
d. Appropriate metrics
e. Regulatory frameworks
f. Stakeholders

Skill in:
g. Project management
h. Data organization
i. Knowledge transfer and data delivery
j. Effective communication (e.g., verbal, written)

Task 2: Collaborate with responsible departments to ensure data security, privacy, and data integrity measures are in place and implemented.

Knowledge of:
a. Security, privacy, and confidentiality principles (e.g., business sensitive information, employee data, formulation disclosure)
b. Data protection program objectives
c. Relevant laws, regulations, and corporate policies regarding records management, retention, legal holds, and destruction practices

Task 3: Validate data integrity as required by company policy, standards, regulations, or certifying organizations.

Knowledge of:
a. Regulatory requirements
b. Indicators of reliability
c. Quality management system (QMS)

Skill in:
d. Assessing information and source credibility
e. Continuous assessment and improvement processes

Domain IV: Regulatory Compliance

This section comprises 28% of the exam.

Task 1: Monitor legislative and regulatory landscape, and public perception that can affect the business, disrupt the supply chain, and/or impact product viability.

Knowledge of:
a. Advanced science (e.g., toxicology, biology, chemistry)
b. Regulatory and non-regulatory requirements (e.g., standards, guidelines)
c. Product life cycle
d. Trends in policies and stakeholder approaches

Skill in:
e. Researching regulatory information (e.g., online/electronic materials, public hearings/meetings, industry groups)
f. Performing data and literature searches
g. Determining product or process applicability

Task 2: Interpret existing and emerging regulations to ensure compliance for stakeholders.

Knowledge of:
a. Advanced science (e.g., toxicology, biology, chemistry)
b. Regulatory requirements
c. Product life cycle
d. Available resources (e.g., trade associations, regulators, industry groups)

Skill in:
e. Interpreting information
f. Translating technical information
g. Determining product or process applicability

Task 3: Prepare and submit reports, registrations, or other documents required for statutory or regulatory compliance.

Knowledge of:
a. Regulatory requirements
b. Regulatory documentation (e.g., SDS)
c. Data sources
d. Relevant stakeholders

Skill in:
e. Effective communication (e.g., verbal, written)
f. Translating technical information
g. Project management
h. Performing data and literature searches

Task 4: Represent product stewardship interests in the development of corporate communications, marketing claims, and legal documents to ensure technical accuracy and regulatory compliance to minimize liability.

Knowledge of:
a. Key concepts around determining the accuracy of environmental and relevant product stewardship claims
b. "Duty of care" and relevant liability theories and their applicability to product stewardship
c. Regulatory requirements
d. Stakeholders and their respective objectives

Skill in:
e. Interpreting information
f. Effective communication (e.g., verbal, written)
g. Assessing validity of data or information

Other Information

CPPS Eligibility Checklist

This is a simple check list of eligibility requirements for people interested in pursuing the CPPS™ credential. Please complete this form before contacting BGC™, so that we can better assist you. If you are unable to check all of the boxes below, it may mean that you have an eligibility gap that must be resolved.

Academic Degree
☐ **A.** I have at least a 4-year Bachelor's degree from a U.S. college or university that is accredited by a U.S. Department of Education (USDE) recognized regional or national accreditation agency, or a degree from an appropriately-accredited foreign institution that is academically equivalent to a U.S Bachelor's degree.

Professional Practice Experience
☐ **B.** I can document that I have worked 4 years (48 months through one of the following one of the following options: Option 1: I have supervisors who have overseen my work over 48 months who are willing to send references on my behalf. OR Option 2: (a) I have a supervisor who can provide a reference for work within the last 12 months, and (b) my current or previous employers can verify the duration and scope of my employment. .
☐ **C.** The documentation for my Professional Practice Experience shows that I worked for at least 50% of my time over a total of 48 months in product stewardship.
☐ **D.** The documentation for my Professional Practice Experience shows independence of actions, depth of work, level of interaction and responsibility for work outcome to demonstrate that I have been practicing product stewardship at the professional level (not as a technician) over a total of 48 months.

Ethical Practice
☐ **E.** I have not been involved in any unethical behavior and I am willing to adhere to the BGC Code of Ethics.

Fees
☐ **F.** I am able to pay all fees required to obtain and hold the credential including. • Application/Reapplication Fee • Examination Fee • Annual Fee (after Passing the exam)

Important Dates

The table, below, shows the dates for the Spring and Fall Examination Windows.

CPPS Test Window	Application Deadline	Examination Dates
Spring	January 15	March 1 - 31
Fall	July 15	September 1 – 30

BGC's Decision-Making Body and Committees

BGC is governed by a board of 13 voting members. New board members are elected by the current board. The BGC chair appoints members of the BGC board to the following standing committees: Nominations, Quality Improvement, Financial Oversight/Audit, Bylaws/Policies (ANSI), and Awards.

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Retired

Volunteer Opportunities

If you are interested in serving on a BGC committee or the BGC Board of Directors, please contact us at Info@EHSCredentialing.org.

BGC Staff, Services and Information

Staff members of the Board for Global EHS Credentialing are available to provide consultation, guidance and support for you to achieve eligibility to sit for BGC credentialing examinations and maintain your credential. Please email applications@EHSCredentialing.org or call (517) 3121-2638. Normal business hours are 8:00 AM to 5:00 PM Eastern Time, Monday through Friday.

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More Information

For more information or access to documents and forms for obtaining and maintaining your BGC certifications, please visit our website: http://www.EHSCredentialing.org