



## **BGC Verification of Employment for CPPS Exam Applicants**

A Verification of Employment completed by an employer provides information to document the amount of time that an Applicant has been employed in Product Stewardship. The Applicant must request that the current or former employer send a Verification of Employment to the BGC. BGC does not make that request on behalf of the Applicant.

The Verification of Employment must include the elements listed below. Each Verification of Employment will remain confidential between the employer and BGC.

- Each Verification of Employment must be provided on company letterhead or include the name of the employer in the body of the document.
- It must identify the applicant as a current or former employee with:
  - Full name of the applicant
  - The title of the position
  - Dates of employment
  - Confirmation that 50% of duties or more were in product stewardship
  - Official Job Description (a one- or two-paragraph summary of the job from the employer is acceptable if an Official Job Description is not available.)
- It must include the contact information of the author of the document or of someone who can discuss the document in the event of questions from BGC.
- It is preferable that the document include a handwritten signature, but not required.
- It is *unacceptable* for the applicant to prepare the Verification of Employment or send the form.
- Each Verification of Employment must be emailed, faxed, or sent by certified or registered mail directly to BGC by the Employer.

A checklist is provided to assist the employer in preparing a Verification of Employment.

## Verification of Employment Checklist

This check list is designed to help you assure that all the information needed to document that your current or former employee meets our work experience requirements to sit for the Certified Professional Product Steward (CPPS) exam is included in your Verification of Employment.

Questions about this form should be sent to [Info@EHSCredentialing.org](mailto:Info@EHSCredentialing.org).

### Employer Information

1. The Verification of Employment document is provided on company letterhead ...

OR

... includes the name of the employer in the body of the document

2. The Verification of Employment includes the contact information of the author of the document....

OR

... it includes the name and contact information of someone who can discuss the document in the event of questions from BGC

### Applicant (Employee) Information

3. The Verification of Employment documentation states the full name of the applicant

4. The documentation identifies the applicant as a current or former employee

5. The documentation states the title of the position of the applicant

6. The documentation states the dates of employment of the applicant

7. The documentation states the 50% of duties or more were in product stewardship

8. An official Job Description or summary of the job is included with the documentation.

### Preparation and Sending

9. The employer (not the Applicant) prepared the Verification of Employment.

a. The Verification of Employment includes a handwritten signature.

b. The Verification of Employment does NOT include a handwritten signature.

10. The employer (not the Applicant) is sending the Verification of Employment directly to BGC by one of the following :

- Email: [Applications@EHSCredentialing.org](mailto:Applications@EHSCredentialing.org)
- Fax: (517) 321-4624
- Certified or registered mail to

Attn CPPS Applications Manager  
Board for Global EHS Credentialing (BGC)  
6005 W. St. Joseph Highway, Suite 300  
Lansing, MI 48917-4876