

# The CPPS<sup>SM</sup> Handbook

Your guide to Maintaining the Certified Professional Product Steward<sup>SM</sup> (CPPS<sup>SM</sup>) Credential  
April 15, 2021



**Please visit the BGC Website for the most up-to-date version of this handbook.**

**April 15, 2021.**

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## Welcome...

I and the Directors of the Board for Global EHS Credentialing™ (BGC™) would like to thank you for your interest in advancing your career by obtaining a BGC credential. We wish you success in achieving this tangible expression of your dedication to the health of your community.

The Certified Professional Product Steward<sup>SM</sup> (CPPS<sup>SM</sup>) certification program enables you to establish your professional level knowledge and skills in EHS Auditing. My BGC credential has provided opportunities that would not have been possible if I had not taken the time and effort required to achieve it. A BGC credential is a globally respected standard that is only granted to those who meet our education and experience requirements along with successfully completing an examination. Once granted you can proudly use your BGC designation as long as you follow our certification maintenance process and uphold the BGC *Code of Ethics*.

Our staff is here to help you with any questions that might arise during your journey to join the BGC family. We are committed to world class customer service and value your feedback on any areas of excellence or where we can improve.

Alan Leibowitz, CIH, CSP, FAIHA  
BGC Chair (2021)



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# **Maintenance Requirements**

## **Purpose of the CM Program**

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The purpose of the BGC™ Certification Maintenance (CM) program, which began in 1979, is to ensure that Diplomates develop and enhance their professional-level product stewardship knowledge and skills during the time period that they are certified by BGC. The CM program primarily emphasizes technical advancement but does make allowances for some professional development activities when there is an environment, safety or health aspect. Generic career skills development or career advancement may occur as a result of being a Diplomat but it is not a focus area for the BGC CM program.

Diplomates are required to recertify every five years in order to maintain their BGC certification. BGC believes that the five-year cycle allows ample time for the Diplomat to develop new knowledge/skills as well as enhance or refresh on previously acquired knowledge/skills. This can encompass maintaining technical knowledge and skills in regulations and standards, and updating their knowledge and skills related to improvements and current developments in practice, procedures, and techniques.

The CM cycle length of five years. This approach is also consistent with the CPPS<sup>SM</sup> Job Analysis which is done every five to seven years and used to identify the current knowledge and skills possessed by a professional level product steward with three to four years of broad scope professional level practice. If the Job Analysis indicates a fundamental change in the PS Domains, or Tasks, the CM program would be evaluated for both the recertification frequency and methodologies (i.e., CM Categories and approved activities).

## **Diplomate Identification**

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A BGC Diplomat is a person who has met the qualifications for education, experience, and examination; and, has continued to meet the obligations for CM which include: practicing ethically; paying annual fees; submitting an acceptable CM Submission or passing the Exam; and, passing a CM audit (if audited).

It is BGC policy that the names and certification types of all Diplomates in good standing will be listed in a BGC Public Roster. The term in *good standing* means that the Diplomat is paid up on all fees and is not involved in an ethics dispute. Diplomates in good standing and former Diplomates who voluntarily surrendered or retired their certification will be given access to a BGC Private Roster, a location where additional contact information can be privately shared amongst other professional colleagues. As a new credential under the BGC umbrella, the Private Roster for CPEAs is under development. When the Private Roster becomes available, contact information will be managed by you, the Diplomat.

A practitioner with a product stewardship certification from the BGC is allowed to use the BGC-awarded certification term:

Certified Professional Product Steward<sup>SM</sup> (CPPS<sup>SM</sup>)

The above term is registered with the U.S. Patent and Trademark Office as is the BGC logo and the terms Board for Global EHS Credentialing<sup>®</sup> and BGC™.

## **Code of Ethics**

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During the applications process, each Diplomate agreed to adhere to the BGC Code of Ethics which is available on the BGC website. Diplomates are asked to sign a similar commitment each time that a CM cycle is completed. It is a condition of CM that all Diplomates practice ethical behavior to the best of their abilities.

Any individual may file an ethics complaint. The form and process to do so are provided on the ethics portion of the BGC website. All complaints are treated seriously and where warranted, further investigated by the BGC Ethics Review Committee, which may include the use of Legal Counsel. The Committee is appointed by the BGC CEO. A Diplomate found to be in violation of the BGC Code of Ethics will be subject to a range of sanctions up to and including decertification.

## **Notice of Felony Convictions**

Please note that any practitioner who has been convicted of a felony must report it to the BGC within 90 days of the conviction.

## **Contact Information & Communications**

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Diplomates are responsible to maintain up-to-date contact information in the BGC roster to ensure that communications are sent to a current address. Once a year, BGC asks that all Diplomates verify their contact information on record. Diplomates should do this as often as needed, not necessarily waiting for the annual prompt.

BGC communicates with Diplomates on a regular basis, primarily using email. If the Diplomate does not have an email address on file, some but not all communications may be sent via postal mail. For email, the Diplomate must use an email address that is not blocked or filtered (which can sometimes occur with company, military or academic IT systems). When this occurs, a personal email address may be more effective for ensuring that electronic communications are received by the Diplomate.

Changes to CM program requirements are announced on the BGC website. In addition, as the change warrants, email or postal communication may also be sent directly to the Diplomates.

It is the responsibility of the Diplomate to read the communications and ensure understanding.

## **Annual Fees**

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Payment of annual fees is a condition of maintaining certification. Fees are paid in advance of the upcoming year. Annual fees are non-refundable.

Diplomates are sent several email notices of payment beginning in September. During this time period, it is important to have up-to-date contact information for the Diplomate.

Fees must be postmarked or paid online by the due date. If not paid on time, the Diplomate will owe an additional late fee and will be classified as “not in good standing” with BGC. The Diplomate will be removed from the public roster and will also have reduced functionality on the BGC private website.

If fees are unpaid for two successive years, the Diplomate will be decertified in the third year.

Each year, BGC evaluates the need for a fee increase. Annual fee increases are set primarily based on an annual cost of living adjustment, but additional costs may be factored in each year.

## Recertification by Examination

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Every five years, BGC Diplomates are required to recertify in order to maintain their certification. This can be accomplished by submitting a CM Points (CMP) Submission (see next section) or by retaking the Exam, if eligible. Individuals who are CPPS certified may take the exam during the three exam periods immediately preceding their certification expiration date. To be eligible to sit for the Exam, CPPSs must:

- Be in good standing with BGC (i.e., current on fees and no ethics complaints)
- Have completed at least two hours of ethics during their CM cycle
- Pay the examination fee
- Apply for Recertification by Exam

CPPSs can only take the exam during the normal exam windows from March 1 to 31 and September 1 to 30. CPPSs are not held to the deadline dates for new Applicants which are January 15 and July 15.

Successful examination earns 40 CM points in Category 6 and the CPPS is recertified. A CM point submission does not need to be completed.

## Recertification by CM Point Submission

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A Diplomate recertifies via CM point submission by meeting the minimum requirements as listed in the next section. CM credit is required in Category 4, but all the other Categories are optional, providing a flexible, customizable way for the Diplomate to accrue the required overall CM Points. Each Category is further explained in the Appendices 1-7.

- CPPS Category 1 – Active PS Practice
- CPPS Category 2 – PS Technical or Professional Committee Service
- CPPS Category 3 – Publication of PS Materials
- CPPS Category 4 – Attendance at Educational Programs
- CPPS Category 5 – Teaching or Presenting of PS Information
- CPPS Category 6 – CPPS Examination
- CPPS Category 7 – Other Approved Activities

## Minimum Point Requirements (for Recertification by CM Point Submission)

During a CM cycle, Diplomates must accrue the minimum amount of CM credit in order to be recertified. There is no maximum number of overall CM points that can be earned during a CM cycle. There are a few maximums in some of the individual Categories (see Appendices). Diplomates can check their CM cycle on the BGC website.

Diplomate	CM Cycle Length	CPPS Category 4 - Points (Hours)		Overall Points (Hours) <sup>2</sup>
		PS	Ethics <sup>1</sup>	
CPPS	60 months	5 (30 hrs)	0.33 (2 hrs)	40 (240 hours)

<sup>1</sup> The *Ethics* points do not count as *PS* points.

<sup>2</sup> Category 4 points also count toward the Overall points.

Diplomates can submit more than 40 points, but they are not required if the first 40 points meet all requirements. Excess points cannot be transferred to another recertification cycle.

## CM Point Submission Process

CM point submission is available through the BGC website. BGC will only accept CM worksheets that have been issued by BGC. Diplomates are expected to follow the most current CM rules as posted on the website or in the *CM Program Handbook*.



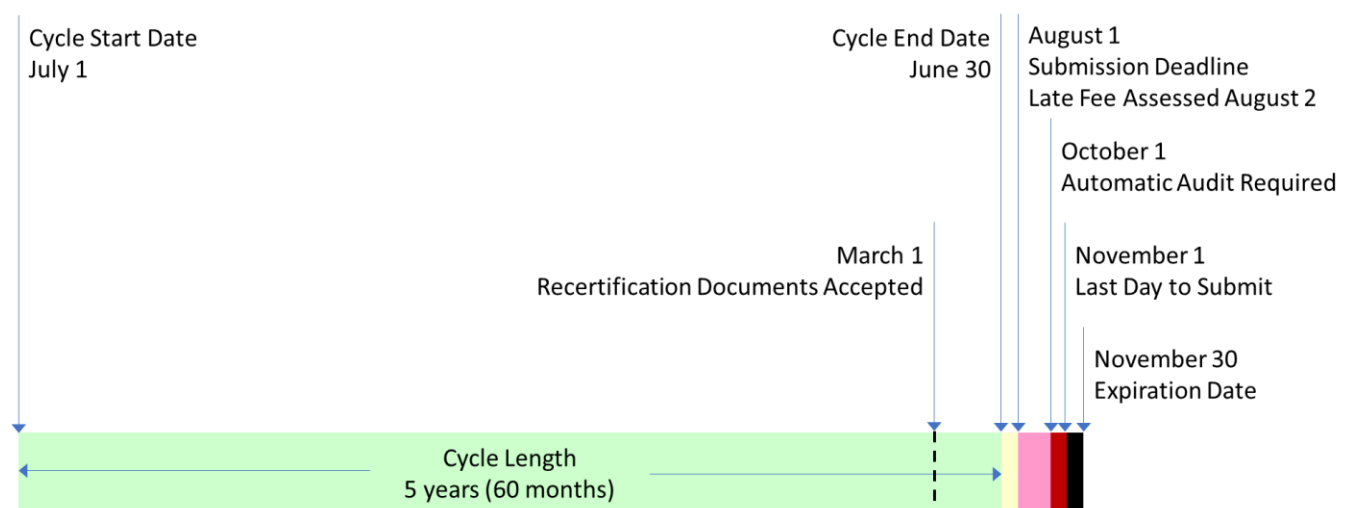
BGC sends several reminder communications during the last 6 months of the CM cycle. During this time period, it is important that the Diplomate's contact information is up-to-date.

Submissions should be completed at the end of the CM cycle according to the reporting calendar (listed in next section). Diplomates can check their CM cycle Submission Deadline/Due Date by checking the BGC website. (Note: The expiration date on the Diplomate's paper certificate is not the CM Cycle End Date or CM Point Submission Due Date.)

There are four Key Dates that each Diplomate should know:

1. **CM Cycle Start Date:** The first day to earn CM credit during the cycle. Must be manually calculated from the CM Cycle End Date.
2. **CM Cycle End Date:** The last day to earn CM credit. It is 60 months after the CM Cycle Start Date unless the person is on a cycle extension.
3. **CM Point Submission Due Date:** The CM Point Submission is submitted before this date without penalty. It is always 1 month after the Cycle End Date. See My Account on the BGC website.
4. **Certificate Expiration Date:** Diplomate is decertified unless recertified (by CM Point Submission or Exam), granted a cycle extension or voluntarily surrenders the certification. It is 5 months after the Cycle End Date. Can be found on the Diplomate's paper certificate.

#### Example of Timeline of Key Dates in the June Recertification Cycle



All submissions must be reviewed and approved by BGC no later than 5 months after the CM Cycle End Date or the Diplomate is subject to decertification.

Activities claimed on the submission must be supported through a written impartial record. **If a written, objective record is not available, the Diplomate should not list the item on the worksheet.** Examples of satisfactory records are listed in each of the Category sections (see Appendices). CM Point Submissions are initially submitted without proof-of-participation records.

Submissions are reviewed in the order in which they are received. The review process can take 4 weeks. Allow ample time if you need to align your BGC re-certification with other certifications. There is no charge for reviewing submissions; however, if a Diplomate is in fees arrears, the submission will not be processed until the fees are paid.

BGC reviews each submission until the minimum requirements are achieved. BGC will contact the Diplomate if the minimums are not achieved or if there is anything unclear or missing on the submission. CM credit earned in excess of the minimum requirements does not earn extra credit nor does it carry over to a future CM cycle.

Being re-certified does not mean that everything listed on the submission was acceptable for CM points. If a Diplomate has questions about what was or was not acceptable (for purposes of future submissions), the Diplomate should contact BGC.

## CMP Submission Reporting Calendar

Diplomates can check their CM Cycle End Date and CMP Submission Deadline/Due Date on the BGC website.

Cycle Duration <sup>1</sup>	Passed the Exam	Cycle Start/End Dates <sup>2</sup>	Submit CMP <sup>3</sup>	Penalties		
				\$100 Late Fee <sup>3</sup>	Include Audit Records <sup>3</sup>	Last Day to Submit <sup>4</sup>
60 months	Spring/March	July 1 – June 30	Mar 1 – Aug 1	Aug 2 – Nov 1	Oct 1 – Nov 1	Nov 1
60 months	Fall/September	Jan 1 – Dec 31	Sept 1 – Feb 1	Feb 2 – May 1	Ap 1 – May 1	May 1

<sup>1</sup> Diplomates are assigned to a 60-month reporting period that starts with the first CM cycle immediately after passing the exam or completing their previous cycle.

<sup>2</sup> CM credit can only be accrued between the Cycle Start and End Dates.

<sup>3</sup> The CMP Submission must be completed by Midnight EST on the final day in order to avoid the next penalty phase.

<sup>4</sup> The CMP Submissions after this day likely will not be processed due to limited time before certificate expiration.

## CM Audits

During each CM cycle, some Diplomates are randomly selected for a CM audit. Activities claimed on the CMP Submission are verified through written, impartial records.

The purpose of the audit is to:

- Verify that the Diplomate has achieved the minimum requirements necessary for recertification.
- Identify areas where Diplomates have difficulty in providing records so that BGC may continuously improve its programs.

Diplomates selected for an audit are notified regarding which records are required. The provided records must be consistent with the dates and activities listed on the CM submission. Examples of satisfactory records are listed in each of the CM Category Appendices.

Diplomates are normally allowed four weeks to send the records to BGC. This may occasionally be adjusted to account for holiday time periods. Additional time can be granted in some cases due to circumstances where the Diplomate does not have access to the records, e.g., extended business or personal travel, location shutdowns, medical or family illnesses. The Diplomate must contact BGC to request additional time, which may or may not be granted.

Audit results are reported to the Diplomate. If the provided records support that the Diplomate achieved the required minimum CM credit, a re-certification letter and new certificate is mailed.

If the provided records do not support that the required minimum points were achieved, the Diplomate will be contacted to secure other records or look for additional, overlooked CM point opportunities.

The Diplomate will have failed to maintain certification if:

- the audit records were not submitted, or
- the audit records do not support that the minimum requirements were achieved

## Record Retention

Records acceptable for CM are described in each of the Appendices for the various Categories. Ideally, the Diplomate should establish a records folder which can be built throughout the cycle. A single storage folder or location will also increase the chance that documentation will be available when needed. You can also upload your documentation to your online account however make sure you retain original copies. CPPSs often leave valuable records at a previous employer when changing jobs.

After the Diplomate has received the recertification letter and certificate from BGC, records pertaining to the previous CM cycle will not be needed by BGC. Records can be retained for personal, professional and tax purposes but BGC does not require they be kept for purposes of its certification.

Persons who have retired or voluntarily surrendered their certification or have had their certification revoked should retain their records to accommodate future re-activation efforts.

## Hardship Help

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BGC offers two options to help with hardship case situations. Only one hardship help option will be granted per CM cycle with the exception that a 1-year Leave of Absence may be extended to 2 years upon written request.

Option	Implication
CM Cycle Extension	An additional six months to earn CM credit to meet the recertification requirements.
Leave of Absence	The Diplomate is "inactive" for 1 or 2 years, thus, the recertification requirements are reduced by 20% or 40%. Also, CM credit can only be earned in Category 4 during the LOA time period.

Diplomates should notify BGC as soon as the need exists. Requests can be sent via email, fax or postal mail.

To be eligible, the Diplomate must be in good standing (i.e. current on fees and no ethics charges).

### Cycle Extension

The CM cycle extension provides an additional six months to earn CM credit. The Diplomate will be assigned a new CM cycle end date and will follow the CMP submission schedule for their new CM cycle.

### Leave of Absence (LOA)

The Leave of Absence (LOA) is available in 1-year increments for up to two years (maximum) for those who are unable to practice product stewardship due to circumstances such as:

- Medical or health related (personal or family)
- Military assignment
- Educational pursuit
- Family care

Note: Unemployment is a circumstance that is excluded from the LOA program because there are many no-cost or low-cost ways to achieve the CM requirements.

During the LOA period, the Diplomate's minimum requirements are proportionately reduced for the total CM points and the PS CM Credit in Category 4. For example, for Diplomates on a 60-month CM cycle, a 12-month LOA will reduce the minimum requirements by 20% (12/60). This means a proportionate reduction in the minimum requirements for the Overall CM points (from 40 points to 32) and in the PS CM Credit in Category 4 (from 10 points to 8 points). The Ethics requirement of 2 hours (0.33 points) in Category 4 per CM cycle is not affected.

Up to two LOAs will be granted during a CM cycle as long as the sum of the two LOA periods is less than the 2-year maximum. A LOA of one year can be extended (during the same CM cycle) upon written request to BGC. Additional supporting documentation may be required.

During the LOA, the Diplomate:

- Is listed as CPPS-Inactive in the BGC roster
- Is restricted from using their certification designation (e.g., CPPS), embossing seal or stamp on any new efforts but does not need to remove the designation from previous materials, e.g. business cards, resumes
- Continues to pay fees
- Can earn CM credit only in Category 4 - Education

Diplomates may submit an acceptable CMP Submission or retake the Exam (if eligible) in order to recertify. If the requested LOA period ends at or near the end of the normal CM cycle, the Diplomat has three timing options for CMP Submission:

1. Pre-LOA – before the start of the LOA, or
2. Post-LOA – within 90 days of the LOA end date, or
3. The regularly scheduled cycle calendar window.

## **Giving Up Your BGC Certification**

BGC offers two methods for individuals who wish to intentionally give up their certification before it expires unless involved in a BGC ethics case:

- Voluntary surrender
- Retirement Status

## **Voluntarily Surrendering the Certification**

Diplomates may voluntarily surrender their certification before their certification expires unless involved in a BGC ethics case. If voluntary surrender is chosen, the individual is no longer referred to as a “Diplomat.” The voluntary surrender form is on the BGC website. BGC publishes the names of persons who have elected to voluntarily surrender their certification.

Diplomates who surrender their certification:

- Can continue to practice PS
- Can use the BGC certification designations only when referencing the years of active certification, e.g., Certified Professional Product Steward<sup>SM</sup>, 1990-2009
- Cannot use the BGC embossing seal or stamp
- Are removed from the BGC email distribution list
- Are relieved of CM requirements and fees
- Can reactivate at any time (See Reactivation)
- Are subject to BGC ethics case procedure provisions if found to be in violation of the voluntary surrender terms

Former Diplomates can continue to be listed in the BGC online roster depending upon their status.

If the Diplomat is	Then the person
In good standing <sup>1</sup>	<ul style="list-style-type: none"> <li>○ will continue to be listed in the online public roster, showing years of certification</li> <li>○ will have access to the online private roster</li> <li>○ may choose to be deleted from the roster at any time</li> <li>○ can be re-listed in the roster at any time but may be subject to a nominal processing fee<sup>2</sup></li> </ul>
Not in good standing	<ul style="list-style-type: none"> <li>○ will be removed from the online public and private roster</li> <li>○ can be re-listed in the roster (showing years of certification) by paying back fees (due at the time of surrender) and a nominal processing fee<sup>2</sup></li> </ul>

<sup>1</sup> No unresolved ethics issues, and current on all fees (due before the end of a CM cycle).

<sup>2</sup> Current fee is posted on the BGC website.

## Retirement Status

Retirement status (either Annual or Lifetime) is available after completing one, 5-year recertification/credential maintenance cycle in good standing. Designed for diplomates at the end of their careers, a retirement designation cannot be used in place of an active BGC credential for work. However, retirement status will provide an opportunity for on-going engagement with the professional community, and will publicly acknowledge the important contribution of a practitioner in the protection of people and the environment.

Diplomates may elect retirement status before their certification expires unless involved in a BGC ethics case. If retirement status is chosen, the individual is referred to as a “certificant” not a “Diplomate.” The retirement status form is on the BGC website. BGC publishes the names of persons who have elected retirement status.

Diplomates who choose retirement status:

- Can continue to practice PS
- May use “CPPS<sup>SM</sup> Retired” outside of work and professional practice situations
- Can use the BGC certification designations, CPPS<sup>SM</sup>, in work situations only when referencing the years of active certification, e.g., Certified Professional Product Steward<sup>SM</sup>, 1990-2009
- Will be assigned a CPPS<sup>SM</sup> Retired badge
- Remain on the BGC email distribution list
- Are relieved of CM requirements and fees
- Can reactivate at any time with on-time fee discounts (See Reactivation)
- Are subject to BGC ethics case procedure provisions if found to be in violation of the retirement status terms

Former Diplomates can continue to be listed in the BGC online roster depending upon their status.

If the Diplomate is	Then the person
In good standing <sup>1</sup>	<ul style="list-style-type: none"> <li>○ will continue to be listed in the online public roster, showing years of certification</li> <li>○ will have access to the online private roster</li> <li>○ may choose to be deleted from the roster at any time</li> <li>○ can be re-listed in the roster at any time but may be subject to a nominal processing fee<sup>2</sup></li> </ul>
Not in good standing	<ul style="list-style-type: none"> <li>○ will be removed from the online public and private roster</li> <li>○ can be re-listed in the roster (showing years of certification) by paying back fees (due at the time of surrender) and a nominal processing fee<sup>2</sup></li> </ul>

<sup>1</sup> No unresolved ethics issues, and current on all fees (due before the end of a CM cycle).

<sup>2</sup> Current fee is posted on the BGC website.

## Voluntary Surrender and Retirement Status

The table, below, compares the benefits of Voluntary Surrender versus Retirement Status:

Benefit	Credential in Good Standing	Retirement Status	Voluntary Surrender
Cost per Credential or Designation	\$150/annual	\$35/Annual or \$350 Lifetime	No Fee
Eligible for BGC committees	Yes	Yes	No
Eligible for BGC Board	Yes	No	No
Listing on Public Roster	"Active"	"Retired"	"Voluntary Surrender"
Listing on Private Roster	Full text listing	Full text listing	"Voluntary Surrender"
Receives BGC Newsletter	Yes	Yes	No
May serve as BGC Ambassador	Yes	Yes	No
Annual Fee Reinstatement Discount	N/A	One-Time \$50	No Discount
Application Fee Reinstatement Discount	N/A	One-Time \$50	No Discount
Recertification/CM Portfolio Fee Reinstatement Discount	N/A	One-Time \$50	No Discount
Write a CPPS reference	Yes	Yes	Yes
Receive digital certification badges	Yes	Yes	No
Allowed as a designation/title for paid or volunteer work <sup>1</sup>	Yes	No	No

<sup>1</sup>Individuals who no longer hold an active BGC credential are only permitted to use the title for paid or volunteer work when it is used in conjunction with their years of service, (e.g., Certified Professional Product Steward<sup>SM</sup>, 1987-2015; Qualified Environmental Professional, 2000-2020, etc.).

## Decertification

Diplomates fail to maintain their certification when any of the following conditions occur:

- CMP submission is not approved prior to the 5th month after the end of the CM cycle, or the
- examination is not passed (in the re-certification time periods)
- Annual fees (renewal & late) have not been paid for more than 2 years
- A CM audit verifies that the minimum CM point requirements have not been achieved
- An ethics review results in a decertification sanction

BGC may revoke a person's certification at any time for cause related to an ethics sanction.

When a Diplomat fails to renew the certification, BGC sends a written notice of expiration to the person's current postal mailing address. BGC will publish the names of persons whose certification has expired.

Decertification decisions can be appealed following the *Certification Appeals Procedure* available on the BGC website.

Except for an ethics-related decertification, a person formerly certified may pursue reactivation (next section).

It is considered unethical conduct for a person to advertise himself/herself as a BGC Diplomat, CPPS, Certified Professional Product Steward if the person:

- Is not currently certified by BGC
- Has allowed the certification to expire
- Has voluntarily surrendered the certification
- Has chosen retired status
- Has been de-certified for cause

BGC reserves the right and does take legal action when a non-credentialed person is found to be advertising himself/herself as a BGC Diplomat.

## Reactivation (After Loss of Certification)

People who were previously certified may want to pursue reactivation:

If you de-certified	And you want to recertify	You may recertify by
For any reason except an ethics sanction	At any time	Examination complete at least 2 hours of ethics training in the previous 60 months; pay reapplication & exam fees and Apply for Recertification.
By Voluntary Surrender	Before your cycle ends	Submitting a written request, paying the annual fees
	≤ 5 months after your cycle ends	Submitting acceptable CM Points for the previous CM cycle. Paying the current annual fees and late CMP submission fee (if due)
	> 5 months after your cycle ends	Submitting acceptable CM Points submission for the previous 60 months. Paying the current annual fees and a processing fee <sup>1</sup>
By failing to submit acceptable CMP records	≤ 12 months after the end of the cycle	<ol style="list-style-type: none"> <li>Submitting CM Points for the previous 60-months immediately preceding the reactivation request</li> <li>Including proof-of-participation records to support that the minimum CMP requirements were achieved (You will be audited)</li> <li>After a CM audit, paying the \$350 reactivation fee plus: any unpaid annual fees, current, back and late fees <sup>2</sup></li> </ol>
Failing to pay annual fees	Before your cycle ends	Submitting a written request. Paying the current annual fee plus all back fees
	After the cycle ends	Submitting acceptable CM Points for the previous 60 months. Paying the current annual fee, all back fees, activation fee and a late CMP submission fee if due.

<sup>1</sup> Current fee is posted on the BGC website.

When a former Diplomate is reactivated, BGC will issue a new certificate, certification letter and will publish the person's name on the public portion of the BGC website.

The Diplomate's previous certification number will be reassigned only if the reactivation request is approved before the expiration date of the most recently issued (but now invalid) BGC certificate. The paper certificate expiration date is five months after the end of the previous CM cycle.



# Appendix

## CPPS Category 1 – Active PS Practice

CPPS Category 1 – Active PS Practice			CM Cycle Points	
	PS practice	Claim <sup>1</sup>	Minimum	Maximum
CPPS	<u>50 to 100%</u>	5 points/12 months PS practice and number of months <sup>1</sup>	None	25
	<u>&lt;50%</u>	Auto-calculated in the CMP Submission Online based on a linear formula <sup>2</sup>		
<p><b>Description:</b></p> <p>BGC does not ask that Diplomates keep precise work history records, but CM credit claimed in Category 1 should be consistent with the Diplomates work activities and job responsibilities.</p> <p>BGC believes that the PS professional boundaries are constantly in flux as CPPSs do more with their knowledge and skills and as the profession adapts to changing business and population needs. Consequently, exact or precise definitions of what is, or is not, PS does not exist. In general, if the work aligns with the <i>CPPS Exam Blueprint</i>, it can be counted as PS. Diplomates are advised to consult with BGC if there are any questions about their professional practice areas.</p> <p><sup>1</sup> Credit provided for PS practice that is 50-100% time is calculated at approximately 0.416 points per month (Months X 0.416 points)</p> <p><sup>2</sup> Credit provided for PS practice that is &lt;50% is calculated at (0.008) X (% PS practice*) (# months)</p>				
<p><b>Records:</b></p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Any documentation showing company logo or letterhead, bearing the Diplomates name and organizational title.</li> <li>• Correspondence from the employer (past or current) attesting the Diplomate's work history dates and job responsibilities in a company.</li> </ul>				

## CPPS Category 2 – PS Technical or Professional Committee Service

CPPS Category 2 – Technical/Professional Committee Service		CM Cycle Points	
		Minimum	Maximum
		None	5
If you are the	Then, for each 12 months of service, you can claim <sup>1</sup>		
<ul style="list-style-type: none"> <li>Chair or President of a PS related member organization</li> </ul>	1 point		
<ul style="list-style-type: none"> <li>Committee Member or elected officer of a PS-related member organization.</li> </ul>	0.5 point		
<sup>1</sup> Points can be pro-rated (e.g., 18 months as Committee Chair = 1.5 points)			
<b>Description:</b> CM points are awarded for PS technical or professional committee service outside of the Diplomate's organization. BGC places no restrictions on how often the committee meets, how much time is invested, or how much progress is made. In general, if the work aligns with the <i>CPPS Exam Blueprint</i> , it can be counted as PS.			
<b>Records:</b> Acceptable records include but are not limited to: <ul style="list-style-type: none"> <li>Documents published by the Committee Sponsor or Society, showing the Committee roster for each year of claimed service</li> <li>Pertinent documents or correspondence, which identifies you as a committee member, e.g., meeting agendas or minutes.</li> <li>If Diplomates served on a committee but their names were not well documented, additional information will be needed, e.g., a letter from the committee chair or the member organization staff.</li> </ul>			

## CPPS Category 3 – Publication of PS Materials

CPPS Category 3 – Publication of PS Papers/Books		CM Cycle Points	
		Minimum	Maximum
		None	None
If you publish in a	And are the	Then you can claim	
Peer-reviewed journal or book <sup>1</sup>	Primary Author	2 points/publication or book chapter	
	Co-Author	1 point/publication or book chapter	
Non peer-reviewed article <sup>2</sup>	Primary Author	0.5 point/publication	
	Co-Author	None	
Editor or Reviewer of a peer-reviewed journal article, column or book chapter		0.5 point/per review	
<p><sup>1</sup> Peer-reviewed journal or book means that the work was subjected to a knowledgeable peer(s) who has authority to accept, edit, or reject the work. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.</p> <p><sup>2</sup> Print media, webcasts, videos, podcasts, etc. outside of one's organization. Must be &gt; 500 words in length, technical in nature, pertain to PS subject matter and contain references.</p>			
<p><b>Description:</b></p> <p>The information must be related to product stewardship. In general, if the publication aligns with the <i>CPPS Exam Blueprint</i>, it can be counted as PS. Diplomates are advised to consult with BGC if there are any questions about their content.</p> <p>Conference Proceedings do not receive Category 3 CM points due to their limited distribution.</p> <p>Product stewardship related chapters in books or similar publications, and patents are treated as peer-reviewed articles.</p>			
<p><b>Records:</b></p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>Copies or links to the published material showing the publication, date, article title and Diplomate's name</li> </ul>			

## CPPS Category 4 – Attendance at Educational Programs

CPPS Category 4 – Attendance at Educational Programs		CM Credit Points (Hours)	
If your CM Cycle is	You can accumulate CM credit in	Minimum	Maximum
60 months	PS Ethics <sup>1</sup> Management <sup>2</sup>	5 points (30 hrs) 0.33 point (2 hrs) None	None 1 point (6 hrs) 5 points (30 hrs)

<sup>1</sup> Ethics - CM credit does not count as PS CM credit and is capped at 1 point (6 hrs) per cycle

<sup>2</sup> Management – General management training, including leadership, is acceptable, and is capped at 5 points (30 hrs) per cycle.

### Education Content Areas

BGC does not prescribe or approve education courses. It allows practitioners to select the courses that best meet their needs. The overriding consideration in determining whether a specific program is acceptable is that it be a formal program of learning with the following characteristics:

- contributes to the professional competence of participants;
- states program objectives, which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the program;
- is developed by individuals qualified in the subject matter and instructional design;
- provides current, professional-level content that is relevant to the expected audience.

**PS:** The subject matter is identified on the *CPPS Exam Blueprint*. Additional areas will be considered if there is a human health aspect to the content.

**Management:** General management training, including Leadership, addresses skill development which is generically applicable to many professionals, not just PS professionals, e.g., communication techniques, technical writing, presentation techniques, organizational effectiveness, media training, computer skills, supervisory skills, quality training, financial or accounting training, expert witness training, project management. (If the general management training has significant EH&S aspects in the content, it can still be claimed in the product stewardship area of Category 4.)

**Ethics:** The subject matter aligns with the BGC Code of Ethics. This type of subject matter concerns topics such as fairness, honesty, truthfulness, integrity, accuracy, objectivity, confidentiality, compliance, legality, conflicts of interest, conflict management, undue influence, equal opportunity, diversity, intellectual property rights/plagiarism, use of certification marks and professional competency/limitations (i.e., when to refer a client).

### Examples of Acceptable Ethics Courses

- The BGC's Code of Ethics (or any component of The BGC's Code of Ethics).
- Developing codes of ethics for the organization (not in the internal audit activity).
- How to resolve ethical dilemmas.
- Ethical cultures.
- Ethics helplines or hotlines.
- The role of ethics in corporate governance.
- Organizational ethics programs.
- Organizational ethics maturity models.
- How to audit organizational ethics programs.
- Collaborating with ethics officers.
- Personal Ethical Choices, Behaviors and Decision Making
- Ethical Choices as required by Organizational Codes of Ethics and Business Conduct
- Ethics focused on Enhancing Stakeholder Confidence and Value

- Ethical Practice improving the organization's contributions to the public at large

#### Examples of Courses Not Fulfilling the Ethics Requirement

- Classes focused on specific compliance obligations.
- Security laws and insider trading regulations.
- Medical claims submission requirements.

#### Credit-Hour Calculations:

**Recertification Areas & Point Values:** A Technical Contact Hour is the time spent in technical sessions. Technical contact hours include technical presentations, lectures, break outs, Q&A, exams, event overview, event recaps, and discussions. It does not include the non-technical activities, e.g., meals, breaks, exhibitor time, networking, participant introductions, social tours, generic welcome speeches, award presentations.

Diplomates can claim CM credit for a PS, ethics or management educational event that is targeted to the professional level (not technician) level and advances the person's technical knowledge and skills. PS and management training must be at least one hour; ethics training can be any length. CM credit is claimed at a rate of 0.167 point per hour of technical content.

PS or management training must be at least one hour; ethics training can be any length.

CM credit is claimed at a rate of 0.167 point per technical contact hour in all CM Areas.

1. **Courses:** The same course may be claimed only one time per CM cycle because the technical content typically does not change significantly. An initial training course and then later, a refresher training course are counted as two different courses. The same course can be repeated and claimed in a later CM cycle. Use the technical contact hours as provided by the Sponsor. Note that 1 CEU = 10 technical contact hours.
2. **Conferences:** Conferences can be claimed for each attendance because it is assumed that the technical content changes for each conference. You may claim 3 hours for each half day of attendance, OR track and report the hours based on actual attendance in the technical sessions.

Note that claiming the maximum time usually means that you attended every possible technical session and did not participate in any non-technical activity, e.g., breaks, meals, networking, Vendor visits, awards, social, etc.

3. **Internal Company Training:** Internal Company training qualifies for CM credit if it's a designated topic on the meeting agenda and meets the specifications of item #1 above.
4. **Academic Coursework:** CM hours can be awarded for credit and non-credit college or university courses. Fifteen (15) CM hours of recertification credit are awarded for each semester hour of college/university credit earned; ten (10) CM hours of Recertification credit are awarded for each quarter hour of college/university credit earned.
5. **Graduate Degrees:** A Doctoral degree completed during the CM cycle, in PS or an PS-related field, can be claimed for 10 PS points (60 hours). CM credit is not awarded for a Master's Thesis (or degree); however, an academic course in the Masters and Doctoral programs can be claimed for CM credit if it meets the specifications of item #1 above.
6. **Distance Learning:** Distance learning events (e.g. virtual seminars/courses/conferences, correspondence courses, home study, etc.) and physical presence events are treated the same for purposes of CM credit calculations.

If the Sponsor does not provide the contact hours, the Diplomat will need to calculate the time from an agenda or schedule. Contact time can be:

- Exact, e.g. 75 minutes = 1.25 hours
- Estimated, using the average hours per half day, e.g., 2.5 hrs/half day X 6 half days = 15 hrs
- Rounded down but not up, e.g. 95 minutes = 1.5 hours

If an event has technical content in more than one CM Area, the Diplomate may:

- Use the one CM Area that is >50% of the technical content, or
- Use each of the CM Areas, assigning the time accordingly

EX: An 8 hour PDC is 75% PS and 25% ethics. This could be claimed as either:

- 1.34 PS CM points (8 PS hours), or
- 1 PS CM point (6 PS hours) and 0.33 Ethics point (2 Ethics hours)

### **Records:**

An acceptable record is one that shows the following:

- Diplomate's name
- Event title
- Date of completion,
- Event Sponsor/Provider
- Duration (e.g. hours or CEUs).

If any of this information is missing or if the subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.

If the event Sponsor or Provider does generate a participation record, then any one of the following will be acceptable:

- Certificate, letter/email, transcript, roster or other Sponsor-generated record showing completion
- Registration receipt if purchased on site, at a single-day event
- Event badge only if issued on site, at a single-day event

If the event Sponsor or Provider does not generate a participation record and there are no other restrictions for use, participation or viewing from the Sponsor, Provider or Content Owner, then the Diplomate may use one of the following:

- Registration record and evidence of physical presence in the city on the day(s) of the event, e.g. approved expense report, purchase receipts
- Attendance Roster
- BGC *Attendance Verification Form*
- CPPS vouching (allowed once per CM cycle)

### **Unacceptable Records**

- Advance Travel Purchases
- Event Agenda, Programs, Conference Schedule, or presentation slides
- BGC Letter of Award (for CM points)
- Event badges if distributed prior to the Event
- Airline boarding passes are acceptable for the days of travel but are not sufficient for a multi-day conference

## CPPS Category 5 – Teaching or Presenting of PS Information

CPPS Category 5 – Teaching/Presenting in PS			CM Cycle Points	
			Minimum	Maximum
			None	20
Scope	Delivered as	and the time is	then claim	
National or international Conference, peer-reviewed <sup>1</sup>	Live presentation <sup>2</sup>	≥ 20 minutes	1 point – Presenter 0.5 point - Co-Author	
	Static Display <sup>3</sup> , e.g. Poster	NA	0.5 point – Primary Author	
All Other (Not a National or international Conference)	Live teaching or presentation and Asynchronous teaching	≥ 20	0.33 point per hour <sup>4</sup>	

<sup>1</sup> Peer-reviewed means that the work was subjected to a knowledgeable peer(s) associated with the event, who had authority to accept, edit, or reject the presentation materials. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.

<sup>2</sup> Typically, a podium style presentation or panel discussion.

<sup>3</sup> A poster session where the author is not required to speak or be present. If required to speak or be present for Q&A, it is considered to be a live presentation, not a static poster session.

<sup>4</sup> For sessions that are 20 minutes or longer, a linear formula is used, multiplying the length of the session by 0.33 points.

### Description:

The subject matter must be PS or PS-related which means that it aligns to the *CPPS Exam Blueprint*. Teaching or presenting must be outside of the Diplomat's organization and primary job responsibilities. For example, an Academic Teacher could not claim Category 5 CM credit when teaching at their university, but they could claim credit when teaching an external PDC at a National Conference (because it is outside their primary organization and job description).

Diplomates whose primary job is as a Consultant are bound to the same rules. In general, Consultants usually may claim CM credit for any Conference presentation; however, teaching can typically only be claimed if it:

- Is not part of the range of services offered by the consultancy, or
- Is part of the range of offered services but was offered without compensation.

Sales, advertising and marketing presentations soliciting the audience to purchase the Consultant's products or services are not eligible for Category 5 CM credit.

Diplomates should also avoid double-dipping, i.e., claiming CM points when both *presenting* (Category 5) and *participating* (Category 4) at the same event. As rule of thumb, the Diplomat may claim both Category 4 and 5 CM points if the teaching/presenting time is < 15% of the total participation time (e.g., 1 hour teaching during a 6 hour class).

### Records:

Acceptable records include but are not limited to:

- Evidence in the form of an agenda, schedule or proceedings showing name, topics, dates and times
- Sponsor acknowledgement indicating length and topic of the presentation



## CPPS Category 6 – CPPS Examination

CPPS Category 6 – BGC Examination	CM Cycle Points	
	Minimum	Maximum
	None	40
<p><b>Description:</b></p> <p>A CPPS may take the exam during the two exam testing periods offered during the last year of the CM cycle, or in the exam test period immediately after the end of the CM cycle.</p> <p>CPPSs who plan on taking the examination for recertification are required to:</p> <ul style="list-style-type: none"> <li>• Be in good standing on fees and ethics complaints</li> <li>• Complete at least two hours of ethics training (anytime during their CM cycle but prior to the Exam)</li> <li>• Apply for Recertification by Exam via the website.</li> <li>• Pay the exam fee.</li> </ul> <p>CPPSs are not held to the exam application deadline date of February 1 (spring exam) and August 1 (fall exam). The exam windows are March (spring) and September (fall).</p> <p>the Diplomates who pass the exam will be recertified for their next scheduled CM cycle. A CMP does not need to be submitted.</p>		
<p><b>Records:</b></p> <p>Evidence of ethics training.</p>		

## CPPS Category 7 – Other Approved Activities

CPPS Category 7 – Approved Other	CM Cycle Points	
	Minimum	Maximum
	None	See below
<p><b>Description:</b></p> <p>Only the following other professional activities have been approved for CM points in Category 7. Diplomates are advised to contact BGC if they have an activity that should be considered.</p> <ul style="list-style-type: none"> <li>A. Miscellaneous Activities</li> <li>B. Formal Mentoring</li> <li>C. PS-Related Exams</li> </ul>		
<b>A. Miscellaneous Activities</b>		
BGC Approved Activity	CM Points	Acceptable Record
PS Conference Session Arranger <sup>1</sup>	0.5 pt/session	Conference brochure
Submitting acceptable CPPS Exam questions	1 pt/5 questions 5 pts/yr - maximum	Letter from the Exam Manager
Pro-bono activity <sup>3</sup>	1 pt/40 hrs	Participation letter, or time/task tracking log

<sup>1</sup> Session arranger for any national or international product stewardship conference. Moderators are not eligible for Category 7 pts. If the Moderator presents as part of the session, the presentation may be eligible in Category 5.

<sup>2</sup> Peer-reviewed journals must be related to the CPPS exam domains. Diplomates should contact BGC to ensure that their journal will be acceptable for Category 7 points.

<sup>3</sup> Unpaid product stewardship work performed as a community service that is not part of regular job duties or for continuing education experience, e.g., work at disaster sites, local emergency training, Science Fairs. Several activities may be added together to total 40 hours (cumulative) during a CM cycle. Must provide a letter of participation or time/task tracking log signed by the activity-organizer's representative.

<sup>4</sup> CM credit is allowed for Session Arranger of a National or International Conference.

B. Formal Mentoring	CM Cycle Points	
	Minimum	Maximum
Mentor to other PS professionals - 1 pt/year 6 hr minimum for each Mentee	None	5 pts/cycle
A Mentoring program must meet the following conditions:		
Mentor Program Coordinator:	<p>There is an overall Coordinator who:</p> <ol style="list-style-type: none"> <li>1. Documents the mentoring program including: objectives; Mentor training requirements (if any), time tracking and assessment means; and, administrative procedures.</li> <li>2. Evaluates the mentoring activity.</li> <li>3. Provides evidence (e.g., certificate or letter) of mentoring program completion.</li> </ol>	
Mentor:	<p>There is a Mentor (typically, this is the CPPS) who:</p> <ol style="list-style-type: none"> <li>1. Mentors a person outside of the Mentor's normal job responsibilities, supervisory or administrative reporting lines.</li> <li>2. Keep tracks of mentoring time.</li> <li>3. At a minimum, mentors on one PS Exam domains.</li> </ol>	

### C. Other Professional Certifications

Until December 31, 2014, the following professional certifications *initially* achieved during a CM cycle are eligible for CM credit as listed below.

After December 31, 2014, the following professional certifications can be claimed per the rules in the IH-Related Exams (Item D below).

Certification	Abr.	CM Pts
American Board of Preventive Medicine/Occupational Medicine	-	5
Canadian Registered Safety Professional	CRSP	2.5
Certified Environmental, Safety & Health Trainer	CET	2.5
Certified Hazardous Materials Manager	CHMM	2.5
Certified Health Physicist	CHP	5
Certified Professional Environmental Auditor	CPEA	3
Certified Safety and Health Manager	CSHM	2.5
Certified Safety Professional	CSP	5
Council-Certified Indoor Environmental Consultant	CIEC	2.5
Council-Certified Microbial Consultant	CMC	2.5
Diplomate of the American Board of Toxicology	DABT	3
Industrial Radiography Radiation Safety Personnel	IRRSP	2.5
Qualified Environmental Professional	QEP	5

### D. PS-Related Exams (Not Tied to a Certification)

Exams that meet the Eligibility Criteria below can be claimed for 0.5 point per exam hour. CM credit is claimed based on the *maximum time allowed* for the exam, not an individual's actual time to complete the exam. For example, if a 3-hour exam is completed in 2 hours, the CPPS can claim credit for the full 3 hours which is equal to 1.5 CM point (i.e., 3 hours X 0.5 point/hour).

CM credit can be claimed each time the exam is successfully completed during a CM cycle.

#### Eligibility Criteria:

- The exam must be stand-alone. This means that the exam is independent of an educational event like an exam preparation class or workshop where an exam is administered as part of the learning objectives. (Note: The time for exams conducted as part of an educational event is claimed in Category 4 – Education.)
- The exam must be at least 1 hour in length
- >50% of the exam's content must align to the *CPPS Exam Blueprint*
- The exam must be offered by an organization responsible for overseeing exam development and administration

# Other Information

## **Important Dates**

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

<b>CPPS Test Window</b>	<b>Application Deadline</b>	<b>Examination Dates</b>
Spring	January 15	March 1 - 31
Fall	July 15	September 1 - 30

## **BGC's Decision-Making Body and Committees**

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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.

### **Members of BGC Board of Directors (2021)**

#### **Chair**

Alan Leibowitz, CIH, CSP, FAIHA  
BGC Director 2017-2021  
EHS Systems Solutions, LLC

#### **Vice Chair**

Tom Grumbles, CIH, CPPS, FAIHA  
BGC Director 2019-2023  
Retired

#### **Past Chair**

Cynthia Hanco, CIH  
BGC Director 2016-2021  
Honeywell International

#### **Directors**

Kari Brisolara, ScD, MSPH, QEP  
BGC Director 2019-2022  
LSU Health Sciences Center, School of Public Health

Subena Colligan, M.S., CIH, CSP  
BGC Director 2020-2023  
Gulfstream Aerospace

Donna Doganiero, CIH, FAIHA  
BGC Director 2017-2021  
Department of the Army  
Surgeon General's Public Health Service Line Office

Kelly Fernandes, MSc, CIH  
BGC Director 2021-2024  
Workplace Safety and Prevention Services

Libby Ford, QEP, CHMM, CEP  
BGC Director 2017-2021  
Nixon Peabody, LLP

Allan Griggs, PE, QEP, CPEA  
BGC Director 2020-2021  
AAGriggs Consulting

Cheri Marcham, CSP, CIH, CHMM, FAIHA  
BGC Director 2019-2022  
Embry-Riddle Aeronautical University

Paula Steven, MSE, RS/REHS, CIH, CSP  
BGC Director 2021-2024  
United States Government

Robert Skoglund, PhD, DABT, CIH, CPPS  
BGC Director 2021-2024  
Covestro

#### **Public Member**

Eileen J. O'Neill, PhD, BCES, Public Member  
BGC Director 2020-2021  
Retired

### **Volunteer Opportunities**

If you are interested in serving on a BGC committee or the BGC Board of Directors, please contact us at [Info@GoBGC.org](mailto:Info@GoBGC.org).

## **BGC Staff, Services and Information**

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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. For assistance with information in this document, please email [Certifications@GoBGC.org](mailto:Certifications@GoBGC.org) or call (517) 321-2638. Normal business hours are 8:00 AM to 5:00 PM Eastern Time, Monday through Friday.

Ulric K. Chung, MCS, PhD  
Chief Executive Officer

Ronald Drafta, CIH, CSP, SPHR  
Examination Director

Jody DuBeau  
Application Assistant

Gary Leisenring  
Executive Office Accountant

Paul Rathe  
Executive Assistant to the CEO  
Executive Office Administrator

Elizabeth Root  
Credentialing Coordinator

Yvette-M. Smith, PhD  
Application Director

Pamela J. Trim  
Certification Director

### **More Information**

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

(Updated January 2021)



**BOARD FOR GLOBAL  
EHS CREDENTIALING**

**Precise. Rigorous. Essential.**

April 15, 2021