



CPSA Candidate Handbook

Your guide to qualifying for the Certified Process Safety Auditor® (CPSA®) Exam

May 25, 2021



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**Board for Global EHS Credentialing
6005 W. St. Joe Hwy, Suite 300
Lansing, MI 48917**

**Phone: (517) 321-2638
Fax: (517) 321-4624**

**Email: applications@GoBGC.org
URL: www.GoBGC.org**



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 Process Safety Auditor (CPSA) 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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Application Requirements

Application Stages

There are four (4) steps to the application process for becoming certified as a CPSA. The documentation is specific to the CPSA specialty area for which you are applying, so please familiarize yourself thoroughly with the requirements before you begin your application. Please also note that you must meet all eligibility requirements that are in place at the time you sit for your exam.

Step 1: Submission of General Application Documents

- You must complete an on-line application form with your contact information, academic background, and an attestation to abide by the BGC Code of Ethics.
- BGC will email a link to an on-line application folder that will contain the remaining forms needed to complete your application. Your folder is a temporary location for you to upload completed forms and supporting documents to assess your eligibility to sit for the CPSA exams.
- Ask your university to send official transcripts to BGC. (If your degree was earned outside the US or Canada, BGC may ask you to submit your transcript(s) for a credential evaluation.)
- Ask your references to submit Character Reference Forms (CRF) to BGC on your behalf.

Step 2: Submission of Application Fee (non-refundable). If you have not completed the process within two years, a reapplication fee and updated materials are required.

Step 3: Submission of Documentation of Verifiable Training and Experience

- Submit your *Statement of Audit Experience Form* within 3 years of certification
- Submit your *Statement of Formal Training Form* within 3 years of certification
- Submit your *Statement of Work Experience* within 3 years of certification

Step 4: Examination

- If you hold an eligible credential, you may submit an exam exemption request and fee payment. (Exam Exemption fee payments are non-refundable.)
- If you have a documented disability you may submit a *Test Accommodation Request* 45 days before your scheduled examination.
- Pay all examination fees
- Sit for the part 1, multiple-choice exam of your general knowledge of auditing practice.
- Sit for the part 2, multiple-choice test of your specialty knowledge of EHS Auditing.
- Pass 70% or more of the total items in both exams. You will not receive your grades on individual parts, until all have been completed.

If you successfully meet the requirements of all four steps, you will be awarded the CPSA credential for your specialty area(s). Details for completing the four steps are found in the remainder of this document. A *CPSA Eligibility Checklist* has been designed for you to determine whether you have met requirements for steps 1 through 3, before sitting for your CPSA exams. It is included at the end of this document and available in your on-line application folder.



Tip

Here's a summary of documents needed to complete your application. Remember that you must first complete an on-line application form with your contact information, academic background, and an attestation to abide by the BGC Code of Ethics and pay all required fees.

Submitted by you to SharePoint	Submitted by 3 rd Parties to BGC
<ul style="list-style-type: none"> • Formal Training Form(s) • Work Experience Form(s) • Audit Experience Form(s) • Ethics Attestation (Application Form) 	<ul style="list-style-type: none"> • Official Transcripts (from Universities) • Credential evaluation reports (from credential evaluation services) • Character Reference Form (from reference writers)

Qualifications and Evaluation

To qualify for admission to the BGC examinations as an applicant, you must comply with all Board requisites.

- Submit only one application per person
- Meet education and formal training requirements
- Document meeting professional process safety auditing and work experience requirements
- Be in the current practice of process safety auditing
- Agree to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*
- Pay your application fee and examination fee (non-refundable).

Your application packet is active for two years. You are required to submit an updated supervisory reference and pay a reapplication fee every two years to keep your application active.

Evaluation

BGC will evaluate all applicants using the criteria established for CPSA eligibility and will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, military, or any other legally protected status.

We may ask you for additional documentation when initial review of your application (or reapplication) indicates that pertinent information is missing or unclear. In that case, review of your application or reapplication will not proceed until we receive the requested information.

Confidentiality

Original applications and supporting documentation are treated by the BGC Board of Directors and staff as confidential information. As noted in the *BGC Privacy Policy*, all reasonable precautions are taken to prevent unauthorized access to individual information. BGC does not disclose personal information obtained from you or any other applicant to third parties, except when authorized in writing by you, or if necessary to complete the process – for example, arranging for you to sit for the exam.

Record Retention

In accordance with the BGC record-retention policy, paper files that have been inactive for three years will be destroyed. Prior to destroying a file, the staff will attempt to notify you using your last known address.



Tip

BGC Director Assessment of Your Eligibility

A Director of the Board is not authorized to give you a determination on your eligibility, either before or after your application is filed.

Academic Requirements

You must document your education with a verifiable transcript or diploma. You must have a bachelor's degree from a college or university, if you have 7 years of general work experience; or an associate degree, if you have 10 years of general work experience. Degrees must be conferred by a regionally-accredited college or university or from another college that is acceptable to the Board (see details below). A verified secondary school diploma is also acceptable with at least 15 years' general work experience.

- **Path 1-** Bachelor's Degree with 7 years of general work experience
- **Path 2-** Associate's Degree with 10 years general work experience
- **Path 3-** High School Diploma with 15 years general work experience

U.S. and Canadian Degrees

Official transcripts must be submitted for each degree. An "official" transcript is one sent directly to BGC by your college or university through mail or as secure e-transcripts. Alternatively, you may submit official transcripts if they are in a sealed envelope with the registrar's stamp across the seal. When a degree includes credits that were transferred from another college or university, official transcripts for those course credits must be sent upon request.

The Board will consider a U.S. college or university to be acceptable when it holds institutional accreditation from one of the six U.S. Regional Accrediting Bodies or the Distance Education Accrediting Commission (DEAC), which are recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Your degree must be awarded during the time that the institutional accreditation is in effect. A Canadian college or university will be considered acceptable if it is recognized under applicable provincial standards, depending on where the school is located. Or, it may hold specialized program accreditation as noted by membership in the Association of Universities and Colleges of Canada (AUCC).

International Degrees

A degree from a college or university that is located outside the United States or Canada will be considered for acceptability based on the institution's accreditation status in the education system that has jurisdiction. Unless the academic program is authorized by BGC or through a BGC-recognized accreditation agency to issue BGC verification statements, BGC may request that applicants with international degrees submit their transcript(s) for a credential evaluation. If so, a member of the National Association of Credential Evaluation Services, Inc. (<http://www.naces.org/members.htm>) or a member of the Association of International Credential Evaluators (<http://www.aice-eval.org>) must be used to prepare a General (Document-by-document) credential evaluation report, and you must request that the report be forwarded to BGC.

Process Safety Training

Relevant experience and training must include identifying process safety aspects and impacts, assessing compliance with process safety-related laws and regulations, and/or applying professional process safety audit practices. It may include any combination of:

- Management of change, process hazard analysis, mechanical integrity, process safety management and technical aspects of business activities including facility operations;
- Requirements of EPA and OSHA laws, regulations, and related documents at the national and local jurisdictional levels;
- Evaluation, implementation, and management of process safety compliance;
- Process safety standards against which management systems and compliance audits may be conducted;
- Process safety management systems and compliance audit procedures, processes, and techniques; and
- Principles of process safety compliance and compliance implementation.

You must submit a Formal Training Form, providing evidence of at least 40 hours training in the past three years. At least 32 hours of which should be specific to process safety, and the remaining eight hours should be relevant to auditing, health and safety, or management systems. Training may be internal or external to your organization, but documentation must be available.

Work Experience Requirements

You must document meeting work experience requirements using the Work Experience Form. To be eligible for the examination, you must have verifiable professional practice experience gained during the last 10 years in at least two of the areas described, below:

- Implementation of Process Safety programs
- Process Hazard Analysis
- Management of Change
- Pre start-up safety reviews
- Mechanical Integrity
- Process Safety Information
- Product Stewardship, Transportation or Distribution of hazardous products
- Requirements of Process Safety laws, regulations and related documents
- Process Safety Management systems and standards
- Process Safety auditing procedures, processes and auditing techniques

You must also be engaged in active practice at the time of application. If your process safety auditing career has been interrupted for one year or less (because of unemployment, medical leave or so on), we will consider you to be "in practice" for up to one year following your last position for the purpose of determining

examination eligibility. Any time outside of employment, however, cannot be counted toward experience credit:

Professional-Level Experience

To be recognized as “**professional-level**” work acceptable to the Board, your experience must meet the following four criteria:

- **Independence of actions.** This relates to the amount of planning, self-direction, decision-making and autonomy involved in your work experience.
- **Depth of work.** This relates to the extent to which your work experience requires data-gathering, analysis, and interpretation.
- **Level of interaction.** This relates to the degree to which you interact with a broad spectrum of contacts, including decision-makers.
- **Responsibility for work outcome.** This relates to accuracy and the extent to which you are held accountable for your work and decisions.



Tip

Ineligible Experience

The following do not count toward the work experience requirement:

- Pre-professional level experience
- Courses or research done for academic credit
- Teaching course content that is Pre-professional level

Documentation of Auditing Experience

Your Audit Experience Form documents evidence of your audit experience within the last five years. Your audits can consist of either of the following:

- a minimum of 20 comprehensive process safety audits,
- or a minimum of 100 days of process safety audits, including at least 20 days on-site or virtually.

Character References

An applicant must request two (2) character references, from a responsible person such as a supervisor or a manager. Individuals providing references must have known the applicant for a minimum of two years and have knowledge of the applicant's experience and skills relative to auditing.

Submitting References

References are required to document, from firsthand experience, the nature of your auditing practice using a *Character Reference Form* (https://GoBGC.org/character_reference). A *Character Reference Form* must comply with the requirements of this section. Each *Character Reference Form* will remain confidential between the author and BGC.

- You must initiate communication with your references to request that they submit the completed *Character Reference Form* electronic form that you will send them. BGC does not initiate communication with references for you.
- Each reference must be provided on the Board's on-line *Character Reference Form*. This form can be found on the BGC website in the CPSA section.
- It is *unacceptable* for you to provide the response on the form and then have it signed by your reference. We may use the contact information provided to verify authenticity of the reference and confirm who prepared the text.
- Each *Character Reference Form* must be submitted on the BGC website by the person writing the reference.

It is your responsibility to communicate with your reference(s) as frequently as needed to assure that the *Character Reference Form* is submitted in time to meet BGC application deadlines.

Unqualified and Suspicious Documentation

Character Reference Forms that appear to have been prepared by any of the following individuals may result in your application being delayed or rejected:

- Your spouse or other relative
- A person whom you supervise
- Yourself, preparing your own *Character Reference Form* (even when it's for someone else to sign) or *Verification of Employment*

Ethics Requirement

Regardless of any other professional affiliation, the *BGC Code of Ethics* applies to each individual seeking certification (candidates) and each individual certified by BGC credentialing programs or holding a BGC designation (certificants). The Code serves as the minimum ethical standards for your professional behavior and is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct. The Code also serves as a professional resource for EHS professionals, as well as for those served by BGC candidates and certificants. Consequently, you are required to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*. Both documents are available at <https://GoBGC.org/ethics>.



Tip

Avoid Investigations about the Validity of Your Reference and Documents

When references from different people have identical wording, they will be investigated to determine who actually prepared them. This can cause delays that may cause you to be prevented from taking the exam or being blocked permanently, if you are found to have prepared the content of the Character Reference Form. Sometimes the supervisors who are providing your references may need a memory jog about the work that you've done for them, so provide it verbally, not in writing or from a written job description, so that they are not tempted to cut and paste, and make sure that what you tell them is unique to the job that you did, to avoid giving exactly the same information to other references and employers.

Test Accommodations

In accordance with the Americans with Disabilities Act (ADA), as amended, and other applicable laws, BGC does not discriminate against individuals with disabilities in providing access to its examination program.

If you have a documented disability which requires test accommodations, you must submit a *Test Accommodation Request Form*, that can be found on the BGC Website (<https://ehscredentialing.org/testing-accommodations>) at least 45 calendar days prior to your desired examination date. The request form and supporting documentation must accompany your application form. The Board will review the submitted forms, consult with PSI, and contact you regarding the decision for accommodations.

Reapplicants

An application is considered to be active for two years. After the second year, your application expires. To reactivate an expired application and sit for the exam, you must complete all the following steps:

- Submit a *Reapplication Form*
- Have a *Character Reference Form* submitted to BGC by a work supervisor that is no more than 12 months old (see the References section above)
- Update your work experience information to document your current practice
- Meet all current application requirements
- Pay the \$150 reapplication fee (non-refundable).



Tip

Don't lose your application!

If your application file is inactive for more than three years without being approved for the exam, it will be automatically purged, and you will have to follow the procedure as a new applicant if you wish to apply again. Please notify us in writing before three years of inactivity to keep your file open and contact information up to date.

Application/Reapplication Deadlines

Candidates do not have to submit the Audit Experience and Audit Training forms at the time of initial application; however, candidates must complete all eligibility requirements and submit documentation in order to receive certification. Examinations are held at PSI testing centers. If you fail an exam you must wait 120 days before you will be allowed to retake it.

Fees

The application, examination and credential maintenance processes require you to pay fees on or before the due dates. The fees are listed in the table, below. Fees may be subject to change, so please check the BGC website to obtain the most current fee schedule.

Fee	Amount	Description
Application/Reapplication Fee	\$150	The fee to have your documents reviewed and to maintain your file. Your application/reapplication fee is valid for two years. You must pay a reapplication fee and submit updated documents every two years to keep your file active, until you pass the exam.
Examination (Scheduling) Fee	\$225 (Pt. 1 of 2) \$225 (Pt. 2 of 2)	The payment to schedule an exam and reserve a seat at the testing center. Payment is required for each exam part.
Examination Exemption Fee: <ul style="list-style-type: none"> • Non-BGC Credentials • BGC Credentials 	\$175 N/A	The fee to individuals confirmed by BGC staff to hold a recognized credential and who voluntarily forego taking a part of the CPEA Exam. Please see <i>Examination Purpose and Format</i> for more details.
Annual (Maintenance) Fee	\$150	The yearly fee to maintain your credential after it is awarded. Normally your annual fee is paid by the beginning of each year. Your first annual fee will be prorated depending on the month in which you sit for the exam.



Tip

Refund information!

Application or reapplication fees are not refundable or transferrable.

Your examination fee is not refundable, either, but if you cancel your examination with the testing center at least two (2) days (per PSI) in advance of the exam time, the fee will be carried over to your next exam. If your cancellation is made less than two (2) days in advance, your fee is forfeited.

Examination Information

Examination Purpose and Format

The CPSA examination is a two-part exam. You may schedule to take both exams on the same day or on different days.

- Part 1 is designed to test your general knowledge of auditing practice. The exam contains 131 multiple-choice questions that takes two hours to complete.
- Part 2 is designed to test your specialty knowledge of process safety. The exam contains 200 multiple-choice and true/false questions that takes three hours to complete.

You may go back and review questions at any time during the exam. There is a short tutorial prior to the examination and a short survey following the exam. Instructions for the exam also explain how you can submit comments about the content of specific questions during the exam. BGC staff will review your comments; however, for exam security reasons, staff will not be able to discuss your comments with you. Also see the section Examination Process and Scoring of Examinations, below.

Individuals holding the Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) are eligible to be exempt from taking the Part 1 Exam. In order to claim an exam exemption, the applicant must:

- complete an exemption form,
- provide supporting documentation, and
- pay the non-refundable exemption fee for each exam

BGC staff must confirm the validity of your documentation before an exemption will be granted.

Examination Scheduling

The Board for Global EHS Credentialing's certification examinations are delivered at more than 300 PSI Test Centers located throughout the United States and internationally. A current listing of PSI Test Centers, including addresses and driving directions, may be viewed at <http://schedule.psiexams.com>. The examinations are administered by appointment only, Monday through Saturday.

Your eligibility to take the examination is valid for two years from the last day of the month when your application was approved and will expire after that time. If you fail to schedule an appointment for this examination within the two-year period, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

Scheduling Your Appointment

After your application information is received by PSI from the Board for Global EHS Credentialing, you will receive confirmation of eligibility to schedule an examination appointment. You may schedule the examination by one of the following methods. Be prepared to confirm a date and location for testing. Individuals are scheduled on a first-come, first-served basis.

Online Scheduling: When you receive the email confirming your eligibility to sit for the examination, you may schedule an examination appointment online at any time at <http://schedule.psiexams.com>. Internet scheduling is available 24 hours-a-day.

Go to <http://schedule.psiexams.com> and select "Begin Scheduling" from the home page.

1. Select a category – choose "Other" from the pull-down menu.
2. Select a program – choose "Board for Global EHS Credentialing" from the pull-down menu.
3. Select an examination – choose the BGC CPSA examination listed on the pull-down menu.
4. Click the "Register for this Exam" option. Enter your Username and Password to Log In if returning to this site.
5. First time users of PSI's online scheduling must select "New User."
6. Enter the information requested to create an account. When finished, select the "Continue" button to proceed.
7. If account creation is successful, a page requesting you to confirm/enter your contact information will appear. Enter the required information. When finished, select the "Next" button to proceed.

8. Select three security questions and provide answers which can be used to verify your identity when retrieving a username or password. Click the “Submit” button to proceed to the scheduling page.
9. Begin typing the zip code or city name of your preferred test area and select the name from the list displayed. Click “Search” to find the closest test centers. The closest Test Center may be in a neighboring state.
10. Select a test center location to see available dates (all available dates are shown in green). Select the date, then time you want. Submit your request by clicking on the “Schedule” button. You will be sent a confirmation email of the appointment scheduled.

Telephone Scheduling: Call PSI at 833-256-1420 to schedule an examination appointment. This toll free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact PSI by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Special Arrangements for Candidates with Disabilities

PSI and the Board for Global EHS Credentialing comply with the Americans with Disabilities Act and strives to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI at 833-256-1420 to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed **MUST BE MADE IN WRITING TO the Board for Global EHS Credentialing** at least 45 calendar days prior to your desired examination date by completing the *Test Accommodation Request Form* (<https://ehscredentialing.org/testing-accommodations>). The BGC will review the submitted forms, consult with PSI, and contact you regarding the decision for accommodations.

Missed Appointments / Forfeitures

You will forfeit the examination registration and all fees paid under the following circumstances.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

Inclement Weather/Power Failure/Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.psonline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Examination Day

Plan to arrive at the test center at least 30 minutes prior to your scheduled exam time. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted. You may bring a non-programmable calculator to the examination. Calculators built into cellular/smart phones are not permitted in the Test Center.

What to Bring

The test center will provide materials for working out calculations. You must bring the following items:

- A copy of the confirmation that you received via email.
- Your current, valid, government-issued photo identification document with a signature (e.g., driver's license or passport).

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are current: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

You must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment.



Tip

Avoid Identification Headaches

The name on your government-issued photo identification document must match the name that you used to register for the exam. If you have a name change, such as by marriage, please notify BGC and PSI immediately. If you do not provide the required identification or fully participate in the identity validation process during check-in and breaks, you will not be permitted to test, and you will forfeit your testing fees.

Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- The use of reference materials is not allowed.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for

time lost during breaks.

Security

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker:

- watches
- hats
- wallets
- keys

Once you have placed your personal items into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store or be responsible for any personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

Cancellation and Rescheduling of Exams

You may reschedule your examination once at no charge online at <http://schedule.psiexams.com> or by calling PSI at 833-256-1420 at least two business days prior to your scheduled examination appointment. The following schedule applies.

If your examination is scheduled on...	You must contact PSI by 3:00 p.m. Central Time to reschedule the examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Examination Process

After arriving at the test center and having your identification confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. Your photograph, taken before beginning the

examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

Practice Examination

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

Timed Examination

Each part of the CPSA examination is 2 hours long. Before beginning the examination, instructions for taking it are provided on-screen. The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the Time box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions.

Candidate Comments

During the examination, you may make comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

Following the Examination

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the test center supervisor to receive a score report.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to reapply for examination.

Examination Scoring

The CPEA exam is in two parts. Your passing score is based on the total number of questions that you answer correctly over the entire examination. In order to pass the exam, you must answer 70% or more of the total exam items correctly. It is to your advantage to answer all questions.

- All questions have the same point value.
- There is no penalty for incorrect answers (such as “number correct minus a percentage of the number of incorrect answers”).
- A “passing” score is **not** required in each of the individual parts or in subareas.

Examinees may request a review of their exam score by filling out the [Review of the Exam Score Form](#) (located on the BGC Website), which will be forwarded to our testing vendor to conduct a score verification. The examinee should consider that, given the quality control procedures that are in place, it is highly unlikely that the score will change.

Notification of Examination Results

Examinees will receive their official results in writing approximately four to six weeks after completing all parts of the examination. If you fail your examination, we will inform you of your overall score.

All examinees will receive a performance report indicating their scores in the individual areas.

Confidentiality

As noted in the *BGC Privacy Policy*, examination reports, scores, and failures are not released outside of BGC without your authorization. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate. The names of those who pass the examination will be listed on the BGC website and entered in the web rosters.

Duplicate Score Report

Requests for a duplicate score report must be made in writing to PSI within one year of the examination date. The request must include the candidate's name, mailing address, telephone number, date of examination and examination taken. Submit this information along with a fee of \$25.00 payable to PSI Services Inc. by cashier's check or money order. Duplicate score reports will be processed and mailed within approximately five business days following receipt of the request.

Re-Examination

If you are not successful in your examination attempt, you must wait 120 days before you may retake the examination.

Obligations of Credential Holders

After you pass the exam and are issued your credential, you are required to meet several obligations, not limited to:

- paying your fees on or before the due date,
- continually updating your knowledge and skills,
- documenting knowledge and skills through the Certification Maintenance Process, and
- upholding the *BGC Code of Ethics*.

Please be aware that if the requirements for certification and recertification change, you will be required to meet them in order to hold your certification.

Examination Preparation

The BGC Board encourages you to consider your knowledge and experience and to assess your recognized strengths and weaknesses.

Self-study, specific training, and group discussions are recognized methods of improving perceived weaknesses. However, the Board does not endorse or support specific training courses, study guides, or other activities that are intended or purported to be preparation for its examinations.

Sample Questions

The following are provided to familiarize you with the nature and form of questions, that may be found in the Board's examinations. Their subject matter and level of difficulty do not necessarily reflect the content of BGC examinations.

1. Which of the following is not a basic element common to most audit program manuals:
 - A. Objectives
 - B. Scope
 - C. Subjects to be audited
 - D. Names of qualified auditors

2. The staff assigned to conduct an audit should:
 - A. Be comprised of members with a master's level or equivalent educational background.
 - B. Demonstrate overall aptitude in a multitude of industries.
 - C. Have qualifications commensurate with the scope and complexities of the audit assigned.
 - D. Be comprised only of members with QEP, CIH or CSP professional certification.

3. An auditor finds evidence in the facility files that directly contradicts a statement made by the EHS coordinator. The EHS coordinator refuses to admit his error and comes to the audit team leader and states that the audit team is free to review files, but no more interviews will be granted to that auditor. The best first course of action for the audit team leader in this situation is:
 - A. Contact the audit program director for assistance in resolving the conflict.
 - B. Work with the EHS coordinator to try to resolve the conflict.
 - C. Replace the auditor.
 - D. End the audit.

4. Under ISO 19011 (which superseded ISO 14010) , the auditors of a management system must be objective, independent, and competent. Which of the following circumstances would least fit the ISO requirement for independence and objectivity where compliance with a Corporate Standard was being evaluated at a site?
 - A. The auditor wrote the Corporate Standard for the subject s/he is auditing.
 - B. The auditor developed the Corporate Guidelines on how to implement the Standard for the subject s/he is auditing.
 - C. The auditor works at a plant in a different division and has to implement the Corporate Standard at his/her own plant.
 - D. The auditor is an outside consultant who assisted in developing the Corporate Standard.

Publications and References

BGC examination questions are supported by many sources that reflect the underlying purposes and principles of process safety auditing as well as the current knowledge that is expected of the product steward. Frequently cited resources are provided, below, but the list is not exhaustive:

Publications

Fleeger, Allan K., ed. *Realizing the Full Business Value of Process safety auditing*. Falls Church: AIHA Process safety auditing Society, 2016.

Hart, Gailen (Gail) A., ed. *Professional Practices of Process safety auditing*. Falls Church: AIHA Process safety auditing Society, 2018.

Standards

United States Government. *Toxic Substances Control Act of 1976 (TOSCA), 15 U.S.C. §2601 et seq. (1976)*. US Government Printing Office, 1976.
(<https://uscode.house.gov/view.xhtml?path=/prelim@title15/chapter53&edition=prelim>)

European Parliament and of the Council. *Regulation (EC) No 1907/2006 of the European Parliament and of the Council*. Brussels: Publications Office of the European Union, 2006.
(<https://eur-lex.europa.eu/eli/reg/2006/1907/2018-05-09>)

Websites

European Chemical Agency (ECHA). <https://echa.europa.eu>. 2020.

CPSA™ Exam Blueprint

The primary regulations that PSM auditor certification is based on are the following:

- OSHA's Process Safety Management (PSM)
- EPA's Risk Management Plan (RMP)
- Seveso III Directive
- UK's Control of Major Industrial Accidents (COMAH)

PART I: Basic Principles of Auditing

The questions in Part I are generic, based on auditing principles that apply to all CPEA specialty areas.

Area 1: Ethics and Standards of Conduct for Auditors

This category relates to the candidate's understanding, judgment and perception of how an auditor should behave and react to ethical situations that can occur in the audit process. This may include some questions concerning BEAC, IIA, and TAR standards for auditing. Test questions focus on topics such as:

- a. Conflict of Interest
- b. Independence of Auditors
- c. Due Professional Care
- d. Material Facts and Disclosure
- e. Auditor Proficiency

Area 2: Audit Program Design

This category includes issues related to the design, structure and key planning elements of audit programs. Test questions focus on topics such as:

- a. Senior Management Commitment
- b. Scope of Audit Programs
- c. Audit Tools
- d. Site Selection/Frequency of Audits
- e. Quality Assurance Mechanisms
- f. Auditor Staffing/Training

Area 3: Audit Activities

This category relates to activities associated with actually conducting a specific audit. Test questions focus on topics such as:

- a. Pre-Audit Activities (e.g., gathering background information; contacting the facility, coordinating the audit team)
- b. On-site Activities (e.g., opening meeting and tour; assessing and evaluating systems, programs and procedures; gathering information: interviewing, reviewing documents and records, sampling, making inspections; handling sensitive situations; evaluating audit evidence and writing findings; closing meeting)
- c. Post-audit Activities (e.g., report preparation; legal protection/confidentiality of results; corrective action planning and tracking)

Part II: EHS Auditing Management Auditing

Key Definitions and Acronyms (questions based on these items will be rolled into the applicable category below)

- Process safety vs. personnel safety
- RAGAGEP – recognized and generally accepted good engineering practice
- ALARP-as low as reasonably practicable
- Human factors
- Facility siting
- ITPM-Inspection, testing and preventive maintenance

Question Categories	Distribution
Mechanical Integrity	15%
Process Safety Information (PSI)	14%
RMP Hazard Assessment/ Risk Management Plan/ External Emergency Plans	10%
Process Hazard Analysis (PHA) and Risk Analysis	10%
Operating Procedures	8%
Regulatory Framework	5%
Safe Work Practices (Including Hot Work)	5%
Training	5%
Contractors	5%
Management of Change (MOC)	5%
Incident Investigation	5%
Emergency Management	5%
Pre-Startup Safety Review (PSSR)	3%
Compliance Audits	3%
Employee/Contractor Participation	2%

Other Information

CPSA Eligibility Checklist

This is a simple check list of eligibility requirements for people interested in pursuing the CPSA™ credential. Please complete this self-evaluation 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 closed.

Academic Degree

- A. I have a degree from an accredited U.S. academic institution or an appropriately-accredited foreign institution:
- Path 1:** A bachelor's degree with at least 7 years of general work experience.
OR
Path 2: An associate degree with at least 10 years of general work experience.
OR
Path 3: A secondary school diploma with at least 15 years of general work experience.

Training

- B. I have evidence of at least 40 hours training in the past three years, 32 hours of which are specific to process safety, and the remaining 8 hours which are relevant to auditing, health and safety, or management systems.

Professional Practice Experience

- C. I have verifiable professional practice experience gained during the last 10 years in at least two of the following areas:
- Implementation of Process Safety programs
 - Process Hazard Analysis
 - Management of Change
 - Pre start-up safety reviews
 - Mechanical Integrity
 - Process Safety Information
 - Product Stewardship, Transportation or Distribution of hazardous products Requirements of Process Safety laws, regulations and related documents
 - Process Safety Management systems and standards
 - Process Safety auditing procedures, processes and auditing techniques.
- D. I can document auditing activities, that have occurred within 5 years prior to my planned certification. A minimum of 20 comprehensive process safety audits, for a minimum of 100 days. Of the 100 days, a minimum of 20 days were conducted on-site or virtually.
- E. Character references will be submitted on my behalf from two responsible individuals such as supervisors or managers, who have known me for a minimum of two years and have knowledge of my experience and skills relative to process safety auditing at the professional level.

Ethical Practice

- F. I have not been involved in any unethical behavior and will adhere to the *BGC Code of Ethics*.

Fees

- G. I am able to pay all fees required to obtain and hold the credential including.
- Application/Reapplication Fee
 - Examination Fee
 - Examination Exemption Fee (if needed)
 - Annual Fee (after Passing the exam)

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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BGC Director 2017-2021
EHS Systems Solutions, LLC

Vice Chair

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

Past Chair

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Covestro

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Retired

Members of the BEAC Committee (2021)

The BEAC Committee is an Ad Hoc advisory group established to advise the BGC Board of Directors during the integration of the CPEA and CPSA credentialing programs into the BGC family of credentials. Our thanks go to the committee members for their counsel and support to the BGC.

Chair

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

Committee Members

Steven Albert, CPEA, QEP
BEAC Committee Member 2020-2021
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BEAC Committee Member 2020-2021
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BGC Director 2019-2023
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Retired

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BEAC Committee Member 2020-2021
Global Process Safety & EHS Audits | H.B. Fuller

Paul Pettit, MS, MBA, CPEA, CRMA, CIA,
BEAC Committee Member 2020-2021
Renew International

Bill Qualls, CPEA, CESCO
BEAC Committee Member 2020-2021
Sustainable Solutions Consulting

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@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
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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>



**BOARD FOR GLOBAL
EHS CREDENTIALING**

Precise. Rigorous. Essential.