INTERNATIONAL BOARD FOR CERTIFICATION
SERVICES AND MANAGEMENT

IBFCSM

since 1976

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Certification Handbook
(Version 8)
March 2023

IBFCSM strongly recommends that applicants and candidates take time to review this entire handbook to better understand the online application, examination, annual renewal, and five-year recertification processes!

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General Information

IBFCSM operates as an IRS approved (503) (c)(6) nonprofit corporation. IBFCSM never enters any relationship with any person or outside entity that could result in conflicts of interest. IBFFCSM has not received any discrimination complaints during the past 10 years. IBFCSM adheres to the published requirements of *ISO/IEC Standard 17024:12, Conformity Assessment—General Requirements for Bodies Operating Certification of Persons*. IBFCSM operates all certification processes in a fair, impartial, and nondiscriminatory manner. IBFCSM never mandates specific courses or training as a prerequisite for qualifying for certification.

Definitions

Appeal: Request submitted by an applicant, candidate, or certificant for reconsideration of a previous negative decision related to the person's desired certification status.

Applicant: A person who submitted the application and was approved for candidate status.

Assessment: Certification process that evaluates a person's fulfillment of the certification scheme.

Candidate: Applicant who fulfilled specified prerequisites and admitted to the certification process.

Certificant: An individual granted certification or recertification.

Certificate: Document issued by a certification organization under the International Standard that a specific individual fulfilled certification requirements.

Certification Requirements: Activities used to determine if a person meets established certification requirements. These activities include application, assessment, certification, and recertification.

Certification Schemes: Requirements including competence and other requirements specific to qualified categories of persons.

Competence: Ability to apply knowledge and skills to achieve intended results.

Complaint: An expression of dissatisfaction, other than appeal, made to a certification organization related to actions or activities of that body or a specific individual.

Examination: An assessment tool used to determine candidate competence through written, oral, practical, or observational means as described in the scheme.

Examiner: A competent individual who conducts and scores an examination where the exam process requires professional judgment.

Fairness: Equal opportunity for success of all candidates in the certification process.

Impartiality: Presence of objectivity that ensures conflicts of interest, bias, lack of fairness, and prejudice do not exist.

Personnel: Individuals internal or external of the certification organization that carries out activities for the certification body.

Proctor: Individual authorized by a certification organization to administer or supervise an examination but does not evaluate competence of a candidate.

Qualification: Demonstrated education, training, and work experience as applicable.

Reliability: Indicator to the extent which exam scores remain consistent across multiple test administrations considering various locations, times, differing exam forms, and differing proctors.

Scheme Owner: Organization responsible for developing and maintaining certification schemes.

Validity: Evidence that the assessment process measures what was intended in the scheme.

Certification Eligibility

Applicants must document six (6) years of experience and college education combined. Each thirty (30) semester hours of college credit equals one year. Applicants must provide all requested information and agree to adhere to all published requirements and certification agreements. Applicants must provide contact information for two people recommending their certification. Candidates must pass a multiple choice proctored closed book certification exam. **All candidates must document a minimum of two (2) years of relevant work experience regardless of their achieved educational level.**

Certification Access Policy

IBFCSM never restricts access to certification by using a high fee structure or by requiring membership in an association or group. IBFCSM never mandates membership in any association or organization as a prerequisite for certification. The Board never creates eligibility requirements that restricts entry into the certification process. IBFCSM ensures that its fee schedule remains reasonable when compared to similar certification organizations. IBFCSM offers entry into the certification process for all candidates that meet published eligibility criteria.

Board Contact Information

If you are a new applicant, with application questions, please call 205.623.8322. New applicants can also email mary@ibfcsm.com. If you are a current certificant or have questions regarding online testing or payments, please call 205.664.8412. Email at: kristi@ibfcsm.org with any questions regarding testing, payments, or current certifications.

Nepotism Policy

The Board prohibits nepotism in all certification processes. The Board prohibits certification of current employees and contractors. The Executive Director can approve submission of applications by family members of Board personnel, directors, volunteers, and contractors. However, submission requires oversight by the Executive Director or Operations Officer to ensure the process remains without conflict, fair, and impartial.

Fees & Refunds Policy

IBFCSM operates on the fees received from applicants, candidates, and certificants. IBFCSM charges a $25 late fee for annual renewals received more than 15 days after the due date. The Board can assess a fee for rescheduling an examination that was not taken without a valid reason. IBFCSM publishes fees at: www.ibfcsm.com in this Certification Handbook. The Board can grant refunds for fees paid if approved by the Executive Director or Operations Officer. IBFCSM only grants a refund for unusual circumstances such as emergencies. IBFCSM does not grant refunds to candidates who forfeit or fail to take an examination.

Fee Schedule

- Non-Refundable Application Fee $145
- Examination Fee $250
- Reexamination Fee $145
- Recertification Fee   None
- Annual Renewal Maintenance Fee $135 (Add $25 late fee if more than 15 days late)

Training & Certification Firewall Policy

IBFCSM maintains a "firewall" between training and the exam process. The Board never requires candidates to complete required educational courses or training modules as a prerequisite for qualifying for certification. IBFCSM also never implies that a certification exam would be easier or less expensive if a candidate completed specified training or education services. IBFCSM ensures education and training never compromises impartiality or threatens exam integrity. The Executive Director identifies and resolves all threats to impartiality that could negatively impact the certification mission. Threats can relate to governance, management, conflicts of interest, education, training, human biases, misplaced trust, and personal intimidation. IBFCSM never states or implies that obtaining any study materials from any source increases a person's chances of passing their certification exam. IBFCSM maintains integrity between educational resources and examination development activities. The Executive Director coordinates all exam development actions. No one with direct access to any exam content can provide preparation training or personal assistance to any exam candidate. IBFCSM ensures security of all exam functions including testing materials, item banks, exam development, scoring, and psychometric analysis. IBFCSM never sponsors, accredits, or endorses any exam preparatory training sessions or printed education resources. Training entities hold all responsibility for their operations including curriculum development, materials, teaching methods, session locations, and attendance costs. IBFCSM never evaluates instructional effectiveness or materials content of any training presentations or educational sessions provided by any outside entities. The Board uses strict security measures to ensure that proctors can never access any exam content when completing their duties. Individuals cannot serve as proctors for any person or group that they trained. Authorized proctors cannot serve as trainers or instructors. IBFCSM posts an online schedule of certification review sessions conducted by independent trainers at: www.ibfcsm.com. IBFCSM provides online schedule information as a courtesy to our candidates. IBFCSM cannot be responsible for cancellations or location/date changes. The sponsoring entity establishes registration costs and locations.

Certification Disclosure Agreement

Candidates must agree to the following during their application process. I understand that IBFCSM can disclose my certification status to the public. I understand the Board treats all other certification information as confidential and only discloses such information with my written permission. I agree to comply with all certification requirements and to provide any additional information needed. I understand and agree that I will notify IBFCSM immediately without delay, of matters that can affect my capability as a certified person to continue to fulfill my certification requirements.

Certification Decision Policy

IBFCSM never contracts the administration of the certification program to a third party. The Executive Director or Operations Officer holds authority to oversee operations and implement all policies and procedures. IBFCSM uses only the information collected during the credentialing process to make decisions related to: (1) initial certification award, (2) recertification, and (3) certification suspension or revocation. The Board never shares any collected information with any unauthorized entities. The Board confines all decisions on certification to matters specifically related to a published scheme. IBFCSM never delegates certification decisions to any outside entity for granting, maintaining, recertifying, suspending, and revoking certification. The Executive Director or Operations Officer makes all certification decisions based on published IBFCSM criteria and the requirements of *ISO/IEC Standard 17024:12*.

Certification Oversight Policy

Oversight of the certification mission resides with the Executive Director and Operations Officer. IBFCSM ensures and safeguards impartiality by never permitting an outside or corporate influence to dominate the certification mission. IBFCSM operates as an independent certification organization with no affiliation with an association or any other entity. At no time will the Executive Director or Operations Officer subcontract any certification decisions related to granting, maintaining, recertifying, expanding, reducing scope, suspending, or revoking the certification. The Executive Director holds authority to make the final decision to approve or disapprove any action that could harm or hinder the IBFCSM certification mission. The Executive Director also serves as the Board and ensures operational impartiality in all certification processes. The Executive Director and/or the Operations Officer provides daily oversight of all certification processes required by the ISO/IEC Standard 17024:12 including but not limited to the following:

- Ensuring compliance with all IBFCSM published policies and procedures.
- Reviewing examination results for any evidence of security breaches
- Reviewing applications to ensure individuals meet eligibility parameters.
- Responding to all certification decisions appeals or other major complaints.
- Conducting spot checks for all recertification actions to ensure compliance.
- Responding to requests for information and verification of certification status.
- Coordinate changes to certification criteria including eligibility requirements.
- Establishing reasonable certification and examination fees
- Supervising the Board staff to ensure professional duty accomplishment.
- Assessing Board strengths, weaknesses, improvement opportunities
- Identifying and responding to any threats to the certification mission.

Impartiality & Nondiscrimination Policy

IBFCSM acts impartially and nondiscriminatory toward all applicants, candidates, and certificants. The Board never permits external commercial or corporate pressures to compromise impartiality of the certification mission. The Board never discriminates in the areas of age, disability, race, national origin, ethnicity, political affiliation, religion, sex, gender, veteran status, parental status, or marital status. IBFCSM conducts annual reviews with the staff to eliminate any potential threats to impartiality and nondiscrimination. IBFCSM never restricts certification by imposing undue financial costs or mandatory membership in an association or other organization. IBFCSM develops fair and equitable certification processes that focus on published schemes and job tasks analysis. The Board reviews exam items to prevent bias and stereotyping. IBFCSM provides reasonable accommodation arrangements for applicants with disabilities or special health needs without any additional cost. IBFCSM reinforces nondiscrimination and impartiality policies with personnel annually through the resigning of binding agreements. The public can file formal discrimination complaints through the IBFCSM Complaints Policy. IBFCSM has not received any formal discrimination complaints during the past 10 years. IBFCSM ensures that marketing or sales influences can never be introduced into any certification scheme. IBFCSM never provides personal consultancy or training to any applicants, candidates, or certified persons which ensures impartiality. No company, entity, or organization dominates the certification program with 20% or more of all applicants.

Conflicts of Interest Policy

IBFCSM requires all personnel involved in any certification process to avoid conflicts of interest. Personnel must avoid situations related to personal or financial concerns that could compromise integrity or judgment independence. IBFCSM defines conflicts of interest as any activity, situation, or relationship that could be reasonably questioned as hindering or undermining the certification mission. Personnel at all levels must disclose any actions with others that could be perceived as a conflict. This includes but, not limited to the following: family relationships, business opportunities, and voluntary activities. Senior leadership annually reviews the Conflicts of Interest Policy with all personnel. The Executive Director documents this action as vital to the IBFCSM management system.

Marks, Titles, Certificates, & Logos Use Agreement

Candidates must agree to the following during the application process. I agree to abide by the IBFCSM policy regarding the improper use of certification marks, titles, certificates, or logos as indicated by a signature in the application. Should IBFCSM suspend my certification for any reason, I agree that during the time of suspension I will not use any IBFCSM certification marks, titles, or certificates. Should IBFCSM revoke my certification, I will return my certificate and cease use of all certification marks, titles, and logos. I will abide by the restrictions and conventions published by IBFCSM regarding use of marks, titles, certificates, and logos. If notified of misuse by IBFCSM, I will correct use of my certification marks and titles as requested. I also understand that I can access the online Certification Handbook to access the current IBFCSM Marks, Titles, Certificates, and Logos Policy. My agreement with this policy indicates that I will never act or speak in any manner that would tarnish the reputation of my certification and IBFCSM.

Candidate Exam Confidentiality Agreement

Candidates must agree to the following during the application process by signing the Certemy Application. Candidates must agree to adhere to the IBFCSM exam confidentiality and security requirements. Candidates agree never to copy, reproduce, or share in any manner, in part or in whole, by any means whatsoever, including memorizing, copying, reproducing, or electronically storing or transmitting any exam related information. Candidates must agree not to sell, distribute, provide, or obtain from any source exam related information or materials. Candidates must not refer to any outside resources including written, verbal, or through an electronic device during any examination. Candidates also acknowledge that copyright law protects all exams. Security violations occurring during a testing session will result in the termination of my exam session and the score voided. Candidates agree that exam results will only be released when the application contains all information and IBFCSM has received all fees. Exam candidates agree that pass or fail results are sent via email only.

Ethics Code Agreement

Candidates must agree to the following during the Certemy application process. My legal online signature verifies that I agree to abide by the IBFCSM Ethics Code. I understand my responsibility to notify IBFCSM should I become unable to perform my professional certification responsibilities. I will carry out all responsibilities related to my position of trust as an IBFCSM certificant. I will serve my profession and community with integrity and honesty. I will promote the value of my certification to my peers, subordinates, superiors, and the public. I will keep current on relevant issues within my scope of certification. I will avoid situations that could result in improper gain or advantage, or any perception thereof. I understand the importance of keeping confidential all personal and privileged information entrusted to me. I will share my knowledge and expertise with others to improve my profession and those I serve. I will provide only services for which I am qualified to perform and do so in a professional manner. I will conduct myself in a manner free of bias and discrimination against peers, clients, or customers. I will maintain the privacy of all information obtained in the course of my duties unless the law requires disclosure. I pledge to adhere to all other IBFCSM certification policies, procedures, and requirements.

Certemy Application Affirmation

Applicants must agree to the following during the Certemy application process. My legal online signature verifies that I did not willfully make any false statements or enter any misleading information when completing this application or when providing other requested information. My legal online signature also attests that all information provided by me or provided by others is accurate. My legal online signature frees IBFCSM from any liability should my application be declined because of information provided by me or discovered during the IBFCSM assessment process. I understand that providing false or misleading information can result in disqualification from certification consideration or revocation of a current certification if previously awarded. I submit all information contained in my application as true, complete, and correct to the best of my knowledge. I hereby release, discharge, and exonerate IBFCSM and its directors, officers, representatives, or agents from any actions, suits, obligations, damages, claims, or demands arising out of, or relating to, any aspect of the certification process including exam results or other actions that may result in a decision to not certify me.

Certification Information Collection & Use

IBFCSM only uses information collected during the credentialing process to make decisions related to certification award, recertification, certification suspension, and certification revocation. The Board never shares any collected information with unauthorized entities. IBFCSM confines all certification decisions to matters specifically related to the scheme. IBFCSM schemes address initial certification, recertification, ethics, and disciplinary procedures. IBFCSM makes certification information readily available to all applicants, candidates, and certificants in this Certification Handbook at: www.ibfcsm.com. Board personnel must disclose any activities or relationships that could compromise certification integrity. Staff members report any conflicts or perceived conflicts of interest to the Executive Director or Operations Officer. IBFCSM never grants certification until a candidate meets all requirements. The Board provides each certified person with an electronically generated Digital Certificate issued through Certemy.

Voluntary Exam Preparation Information

IBFCSM does offer voluntary self-study programs for candidates to review key concepts as they prepare for their scope exam. Obtain self-study materials online at: www.ibfcsm.com. For more information call (205) 664-8412. Obtaining an IBFCSM self-study or attending an independently conducted review session does not guarantee that an individual will pass the exam. Candidates must decide how they wish to prepare for an exam. The cost for voluntary self-study material is $350.

Certification Threat Policy

Threats can arise from IBFCSM activities, from outside entities, or from relationships of Board personnel. The Board seeks to identify, document and act to eliminate, minimize, or manage these risks. IBFCSM relies on internal audits to ensure that no unintended biases has crept into the certification process over time. IBFCSM documents outside sources of conflicts of interests including the activities of individuals, organizations, and contractors. All staff, volunteers, and contractors sign agreements assuring avoidance of conflicts of interest. Volunteers serving on panels or boards also sign an agreement specifying they have no conflicts of interest. IBFCSM focuses on the following threat areas: impartiality, governance, management, training, education, individual bias, misplaced trust, and personal intimidation. The Executive Director periodically reviews the conflicts of interest policy and addresses any potential threats in the management. IBFCSM's organizational structure helps identify and eliminate threats to certification process.

Certemy Management System

Individuals can access the online Certemy System on a 24/7/365 basis. Please note that some organizational firewalls may prevent Certemy from loading. If that occurs, login from a home computer or another device. Ensure it is not connected to organizational Wi-Fi. Once logged in, note tabs at the top of the page. The *My Certifications Tab* is used most often. Certifications appear at the left of the screen. Each certification reflects a certification scope such as Certified Healthcare Safety Professional or CHSP. IBFCSM uses a 5-year certification cycle that requires certificants to complete an annual renewal process and pay an Annual Maintenance Fee of $135. The Certemy System reflects the current year number of the five year certificant's cycle (1, 2, 3, 4, 5). Year 5 of a cycle indicates certificants must also complete their Recertification process along with their annual renewal fee payment.

Certification Annual Renewal

Annual renewal for certificants awarded initial certification on or before September 1, 2020, would be December 31. Annual renewal certificants awarded initial certification on or after September 1, 2020, occurs on the anniversary date of initial certification. IBFCSM does not charge a Recertification Fee but does require payment of the $135 Annual Renewal Fee when recertifying in year five (5). Certemy sends email reminders about annual renewal and the five-year recertification requirement. When accessing Certemy look for the current year of your 5 year cycle since it provides the clue about when to recertify. Clicking on the Annual Renewal Fee provides two primary payment options: Pay Fee: This option permits certificants to pay their fees online using a Credit or Debit Card. Third Party Payment: This option permits companies to pay fees by organizational check or credit card after receiving an IBFCSM Invoice. Certificants may also pay by sending a personal check.
NOTE: Upload Payment Option Applies to IBFCSM Staff Only!

New Applicant Information

Please visit our website at www.ibfcsm.com to view the list of current certifications offered.

- Click on the certification(s) desired.
- Select "NO" when asked if currently have an account.
- Plan to do multiple certifications? If so, a single log-in is used for all certifications.
- Register by providing an email address and choose your password.
- You will receive a confirmation email.
- Please accept the confirmation in a timely fashion.
- Check spam or junk mail if not received.
- Accept the email terms and conditions.

Current Certificant Applying for a New Certification

Please visit our website at www.ibfcsm.com to view a list of current certifications.

- Click on the certification you wish to obtain.
- Select "YES" when asked if you currently have an account.
- One login is used for all certifications.
- Log in with your email address and password.
- You will receive a confirmation email.
- Please accept the confirmation in a timely fashion.
- Check spam or junk mail if not received.
- Accept the email terms and conditions.

Certemy Online Application

Please refer to Section 9.1 for an overview of all steps in application process that need completion. An IBFCSM staff member completes the final step. Requirements for each step can be found by clicking on the step itself.

Invoicing

IBFCSM does not send annual paper renewal notices to certificants. Certemy generates emailed reminders well in advance of a certificant's renewal date. However, the Board can provide an invoice upon request. Certificants can notify IBFCSM of their need for an invoice by selecting 3rd party payment under the Online Renewal Screen. Click on renewal, select 3rd party, and state "invoice requested." Please provide a business or organizational name and mailing address, phone number, and name of person ensuring payment. IBFCSM emails invoices to the requesting certificant for submission to their organization. Please note that IBFCSM also maintains a printable invoice at: www.ibfcsm.com. Please verify expiration dates before submitting any duplicate payments. Some certifications can "repeat" on screen after payment. They can appear both as a current completed certification for this cycle and also as an in progress certification for next year's cycle. Certemy will send an email prompt when it is time to begin making the next annual renewal payment.

Certificates

When a Certificant completes annual renewal or IBFCSM awards initial certification, Certemy generates the new Certificate available in the individual's Digital Wallet. The Board can suspend certification for failure to complete Annual Renewal or Recertification processes. When IBFCSM lifts a temporary suspension Certificants can print a new Certificate from their Digital Wallet. The Board can revoke certification for persons failing to meet standards for two consecutive years. Individuals with revoked certifications must complete a new application, successfully pass the exam, and pay all fees to reestablish certification. Please note that IBFCSM no longer issues Wallet Cards.

Current Certificant Certemy Access

The login email can be changed if needed.
- Login using your current login email address.
- If you cannot access the email, remember this is just a login.
- Click on the profile details.
- Change primary email address.
- Ensure you can access the email you wish to use for login.
- Confirm change request promptly before attempting login change.
- Accept the change and login with your new updated information.
- Everyone was supplied a default temporary password of Certemy2020!
- You may choose to keep using the default temporary password.
- You can update and then create your own password.
- From login page click on reset password and follow the prompts.

Note: If you cannot access your current login email address and the password does not work, please email: Boardsuppport@certemy.com. You will receive a response within 24 hours.

Certemy Site Availability

The online site is available 24/7/365. Please bookmark the links in your browser for easy access. Access can also be made for the online system by visiting our website at: www.ibfcsm.com and clicking on the MYIBFCSM button in the upper right-hand corner. Please notify: Boardsupport@certemy.com if you encounter problems. Once notified Board support responds within 24 to 48-hours.

Updating Certemy Contact Information

Update contact information at any time by logging in to the portal and clicking on profile details. Make changes to the information, as necessary.

Certification Approval

Once the completed exam result has been received, IBFCSM notifies candidates by email of the pass/fail result in 3 to 5 days. If a pass result is noted, the certification will be issued via the online portal. Log in and print the certificate located in the Digital Wallet. The exam score will also be available for review in the Profile Details. If a failure result is noted, the application will be reset, and retesting is available at the candidate's convenience. Payment of a reduced rate retest fee of $145 is required. Certificants must renew certifications annually by updating personal information and paying the current annual fee of $135. Certificants must annually renew and recertify at the end of their five year certification cycle. Certemy sends reminder emails.

Applicant, Candidate, & Certificant Records (7.1)

Certemy maintains all applicant, candidate, and certificant information including personal contact information and certification decisions. Each record provides a certification process history including initial credential award, annual renewals, and five-year recertification actions. Certemy enables IBFCSM to securely and confidentially maintain records that can ensure certification process integrity. IBFCSM requires certificants to notify the Board without delay about any reason affecting capability to continue to fulfill certification requirements. The Board uses the current Certification Handbook at: www.ibfcsm.com to provide the public with information about certification scopes, eligibility criteria, application information, certification schemes, and applicable fees. IBFCSM ensures the accuracy of all public certification information and never releases any misleading information. IBFCSM securely maintains and manages the release of all confidential information. The Board uses enforceable agreements to safeguard confidentiality of all information obtained during the certification process. IBFCSM never discloses personal certification information obtained during a certification process to any unauthorized party without written consent of the individual. When required to release information as mandated by law, IBFCSM informs the individual of the information to be released. The public can access Certemy 24/7/365 at www.ibfcsm.com to obtain certification status of an individual. Certemy reports status as either current or expired. Certemy provides an audit trail for all certification processes and permits exam results documentation. Certemy permits documenting actions such as annual renewal, recertifying, suspending, and revoking certification. The only Certemy system documents every step of a process. The Board destroys administrative documents with no retention or legal significance when no longer needed. Examples include draft documents, scheduling requests, duplicate records, reminder messages, and miscellaneous documents. IBFCSM does not assign any retention requirements to these documents. The Board limits access to certificant records staff only. The Board retains some documents and records in paper formats for internal use. The Board also maintains some records and documents in electronic formats such as: Word, Excel, and PDFs. Certemy provides unlimited storage capacity within a secure platform. IBFCSM only keeps records for an appropriate time or one full five-year certification cycle, or as required by contractual, legal, or other obligations. Key records:

- Applications Submissions, Approvals, Rejections (Certemy)
- Initial Certification Decisions (Certemy)
- Exam Results Pass/Fail & Standard Scores (Certemy)
- Annual Renewal (Certemy)
- Five Year Recertification Application (Certemy)
- Record Related Annotations (Certemy)
- Updated Digital Credentials (Certemy)
- Current Certification Status (Notes on Suspending, Revoking, and Reinstating Actions)

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Public Information (7.2)

Procedures require certificants to notify IBFCSM about situations impacting their capability to fulfill certification requirements. Out of compliance certificants must email IBFCSM within 30 days of the noncompliance status. Notification must include name, date, scope and certification number, and reasons for the noncompliance. IBFCSM policies address the maintenance and release of confidential information. IBFCSM makes publicly available at: www.ibfcsm.com information regarding all aspects of the certification process including scopes, schemes, eligibility criteria, application information, certification exams, need for exam accommodation, and current fees. The Board periodically reviews all public information as a part of its management review process. Any issues noted are addressed and corrected. Releasing the status of applicant progress during the credentialing process requires written permission by the individual. IBFCSM never reveals the status of any unsuccessful candidate.

Certificant Public Directory

IBFCSM maintains a public online directory of certificants at: www.ibfcsm.com. You can search for certificants by state, name, or certification scope & number. The directory displays status as either *Expired* or *Not Expired*. IBFCSM also responds to public inquiries about personal certification status. IBFCSM responds to public calls and emails requesting individual certification status verification. Board personnel review all information on an ongoing basis to correct and update the website as needed.

Publicly Available Information Listing

- Accommodation of special needs
- Application process information
- Certification certificates maintained in online digital wallet
- Certification decision appeals
- Certification fees, status, and length of validity
- Code of ethics, misconduct, and suspension/revocation of certification
- Duties and responsibilities of a certified person
- Exam blueprints for all scopes
- Examination venues and administration
- Five-year recertification requirements
- Overview of the certification process and prerequisites for each certification
- Reporting examination results and scores
- Use of certification marks, titles, and logos

Advertising Policy

IBFCSM ensures that advertising and promotional material contains accurate information and never misleads. The Board conducts ongoing reviews of any advertising or promotional information as part of its management systems review and takes corrective actions to address any identified deficiencies.

Impartiality Public Statement

IBFCSM acts impartially and nondiscriminatory toward all applicants, candidates, and certificants. The Board never permits external or internal pressures to compromise impartiality.

Notification for Out of Compliance Certifications

IBFCSM require certificants to notify IBFCSM about any situations impacting their capability to fulfill their certification requirements. Out of compliance certificants must email IBFCSM within 30 days of the noncompliance status. Notification must include name, date, scope and certification number, and reasons for the noncompliance. IBFCSM will review the situation to either request additional information or decide to revoke the certification for noncompliance. IBFCSM notifies the certificant of the revocation action. IBFCSM staff will note the revocation in the Certemy management system.

Confidentiality Policy (7.3)

IBFCSM uses enforceable certification agreements to safeguard the confidentiality of information obtained or created during certification activities. The Board uses confidentiality agreements for personnel, contractors, and volunteers. IBFCSM never discloses information obtained during certification processes without that individual's written consent. When required by law to release confidential information, IBFCSM contacts the person of concern to provide them with details on information to be released. Confidentiality extends to all certification related activities at all levels to include panels, external entities, contractors, and any other individuals acting on behalf of IBFCSM. IBFCSM maintains records of any legal requests. IBFCSM limits the release of certificant information to name, certifications held, and current status of either expired or not expired. IBFCSM never releases to outside entities individual mail or email addresses, phone numbers, email addresses or any other information collected. Employee violations of confidentiality agreements can serve as grounds for termination. The Executive Director can terminate volunteers or contractors violating confidentiality at any time. IBFCSM limits the release of information to include name, mailing address, phone number, email address, and certification scope/number. The confidentiality agreement signature documents a person's responsibility for maintaining confidentiality of any information obtained from certification related activities or processes.

Confidential & Proprietary Information

- Ideas for the research and development of certification programs
- Information obtained in investigations of complaints or ethics cases.
- Computer records and all related software
- Information and records/documents related to certification processes.
- Exam related technologies, information, and components
- Exam item content and all aspects of exam development/administration
- Personal information obtained from certificants, applicants, and contractors.
- Email or mailing listings used in the conduct of Board operations.
- Personal information about employees, volunteers, and certificants
- Costs, expenses, and other financial records or data

Security (7.4)

IBFCSM identifies and responds to all threats to exam security. Candidates sign a nondisclosure agreement contained in the Certemy application addressing exam content disclosure to others. The Board requires an in-person proctor present at exam sessions. IBFCSM uses measures to identify exam candidates and prevent candidate access to unauthorized information during all exam administrations. Exam scoring software helps identify potential indications of cheating or collaboration. IBFCSM invalidates test scores when evidence exists of a security breach. During the application process candidates must provide government ID information. The information provided must match the ID information presented at a testing location or online venue. The Board securely maintains all exams, item pools, and answer keys using password protection for electronically stored materials. IBFCSM no longer maintains an inventory of paper exams. The Board prints paper exams as needed and shreds all paper exams immediately after scoring. IBFCSM recognizes that the internet poses a great threat to exam security. The IBFCSM staff periodically searches the web for evidence of exam item security breaches. Live online and paper session proctors ensure that candidates do not access unauthorized materials during any exam administration. The online Certemy application contains an exam non-disclosure agreement signed by the applicant verifying understanding and agreement to all exam confidentiality and security requirements. Candidates agree never to copy, reproduce, or share exam info in any manner or means. Candidates also agree not to sell, distribute, provide, or obtain from any source exam related information or materials. Board policy prohibits candidates from referring to any outside resources including written, verbal, or electronic devices during all exam administrations. IBFCSM also protects exams under copyright law. Exam security violations can result in termination of an exam session and voiding of scores. IBFCSM maintains a firewall between exams and preparatory education or training. The Board prohibits any group, company, trainer, or association from soliciting specific information from candidates taking an exam. IBFCSM prohibits candidates from completing surveys or feedback forms that ask about exam related content.

The TesTrac online platform securely maintains candidate electronic exam registration data and online test forms. TesTrac ensures security for all live online proctored exams through strict security protocols, frequent data backups, firewall protection, and data encryption transmission. IBFCSM protects exam content through the use of passwords to limit access to authorized personnel. Board personnel conduct periodic searches of the internet for any evidence of exam or test item security breaches. The Board ensures all exam material security by considering locations of materials, nature of the materials in electronic/paper formats, examination process steps including development, administration, and results reporting, and threats arising from repeated use of exam items. IBFCSM requires an authorized in-person proctor for all paper and online exam administrations. TesTrac securely delivers all remote online exams and provides Live Online Proctors for each remote session. IBFCSM exam administration focuses on ensuring consistent and fair processes for all candidates. Environmental criteria for exam administration considers lighting, working space, seating, noise, personal safety, and security. IBFCSM takes corrective actions to address any security breaches after collecting and verifying evidence. IBFCSM investigates a breach to determine the need for root cause analysis. The Board takes immediate steps to remedy the causes and then notifies all persons impacted. Candidates must pay the current retest fee and reschedule their exam.

Reasons for Voiding Exam Scores

- Consulting study aids of any type during a testing session
- Copying from notes or another candidate's answers during exam
- Communicating with others during an exam session
- Photo copying, transcribing, reproducing, or transmitting exam materials.
- Removing exam materials from the exam site
- Aiding other examinees or receiving aid from others
- Accessing test content prior to exam administration
- Computer analysis of results indicates collusion.

Security Guidance Policy

IBFCSM ensures that all test data remains secure and that all candidate data obtained during the certification process is treated as confidential or secure. IBFCSM ensures security of all examinations and related information at all times. IBFCSM requires individuals completing the online Certemy Application to sign an agreement consenting not to reveal any examination information to anyone. Violation of the agreement can result in disciplinary actions to include suspension or revocation of certification for breaching exam security. Test administration security ensures no activity leads to an unfair advantage or disadvantage for any certification candidate. Security compromises of test materials leads to unfairness or adverse negative implications for exam reliability. IBFCSM ensures that security measures ensure the integrity of the certification process.

Security Procedures Issues

- Requiring signed confidentiality agreements
- Ensuring proper handling of secure materials and information
- Providing proper directions to examination candidates
- Responding to candidate questions without compromising security
- Monitoring test administration to ensure standardization
- Documenting and reporting security breaches during test administration
- Accounting for all controlled examination materials
- Monitoring for unauthorized reproduction or distribution of exam content

IBFCSM ensures security during material transportation, electronic delivery, disposal, storage, and at examination locations. IBFCSM develops processes that consider the nature of secure materials in both electronic and paper formats. The Board takes measures to ensure exam process security during item or exam development, test administration, reporting results. IBFCSM takes action to minimize any security threat arising from repeated use of exam materials such as scrambling individual test items or scrambling all potential answers. The Board removes or replaces test items with extremely high P-Scores. Board staff periodically checks the web for posted exam materials in the forms of study materials or actual test items. Failing exam candidates retaking an exam receive a different exam form. IBFCSM requires candidates to sign confidentiality and non-disclosure agreements indicating their commitment not to reveal confidential exam information when completing their online Certemy Application. IBFCSM requires in-person exam proctors at all examination administrations. The Board ensures the verification of candidate identity before administering and exam. Candidates can never bring unauthorized materials into an exam venue or location. The Board prevents candidates from gaining access to unauthorized information. The Board takes action to analyze exam results for any indications of cheating.

Live Online Proctored (LOP) Exams

IBFCSM requires candidates to take their live online proctored certification exam through TesTrac. Exam candidates can register and schedule exams with TesTrac through the IBFCSM access portal. The Board provides an Exam Voucher Number to use to schedule exams. Contact kristi@ibfcsm.org or call 205-664-8412 for additional information about obtaining and using a Voucher before attempting to register and schedule an exam. Live online proctors can administer exams on a 24/7/365 basis but scheduling a specific test date or time depends on availability. Exam candidates should schedule their exams as early as possible to obtain a preferred time and date. Proctors ensure strict security and possess the ability to capture improper behaviors occurring during an exam session using screenshots, audio, and video images. Candidates must present a government photo ID containing first, middle, and last names (in English), and date of birth. The ID presented must match the ID used during previous registration. Candidates must close all computer applications including browsers, chat capabilities, desktop sharing, and any mail/client applications before starting exam. No one else is permitted in the exam area/room during the session. Exam venues must provide proper lighting, however online proctors must ensure that no direct light interferes with web camera security. Candidates must clear their work areas of all items. The proctor will require you to slowly rotate the webcam around the exam room to show all walls and exam work area. Do not begin the exam until prompted by proctor. You may go back to answer any missed or skipped test items during the exam. The timer should appear on your screen during the exam. When you complete your exam a pop-up message notifies you of any unanswered items. Follow proctor instructions for ending the exam. The Board notifies candidates of their pass or fail status via email once the TesTrac platform provides access to the results. Online exam technology requirements:

- Windows®10, ®8.1, ®8 and Internet Explorer 10 or greater
- Dual-Core 2.4GHz CPU or faster
- Recommend computers possess 2GB of RAM
- Broadband internet connection of 4 Mbps
- Minimum of 15-inch (16-bit) monitor with minimum screen resolution of 1024 x 768
- Single rotating 360 °web camera

Once registered you can schedule your online exam using your exam voucher assigned specifically to you. Exam candidates must maintain security of their assigned voucher number. Do not reveal the number to anyone else. If an unauthorized person obtains and uses your voucher number, you remain responsible for paying the exam fee to IBFCSM. IBFCSM emails specific instructions and appropriate links to Exam Candidates that instruct them how to set up an account and schedule an exam. When you establish an account, use the same link but click LOG IN and enter your Voucher Number and select the proper examination. Note: If you have previously registered with TesTrac and have a username/password, you do not need to register again! Use the link provided and follow online prompts to Schedule the exam. Use the same link to make changes to the exam, upload your ID, answer security questions, and then receive your exam. Applicants taking more than a single exam will need to obtain a separate Voucher Number for each certification test. Candidates take all exams with books closed and with a 2.0 or 2.5 hour time limit depending on the exam. Proctors monitor all movements during exams and note actions. Proctors possess the authority to terminate an exam if necessary.

Online Exam Taking Suggestions

Take exams using a reliable home computer or laptop, if possible. Never attempt to take an exam using a computer attached to an internal network or slow public Wi-Fi. The online proctor can view examinee workspace to ensure security during exam administration. On exam day, login about 20 minutes prior to the scheduled start time. Do not log in earlier than 20 minutes! Doing so can result in the exam not releasing properly for a candidate to begin. If you lose your connection during the exam, the proctor can help you log back in and pick up where the interruption occurred with no need to reschedule an exam. Exam results are not immediate, IBFCSM views each completed exam before releasing results via email to the candidate. Please do not call or email IBFCSM requesting results. Scheduling your exam soon after receiving the voucher number provides you with greater scheduling flexibility. Direct any concerns or questions to: kristi@ibfcsm.org.

Paper Exams

IBFCSM does not offer paper and pencil exam administration for candidates not requesting accommodation. The Executive Director or Operations Officer must approve any paper pencil exam administration. The Board adheres to strict security measures for all paper sessions. Trainers, educators, preparers of study materials, or other exam prep facilitators can never proctor any IBFCSM paper exam session. IBFCSM maintains a solid wall between training and education functions. Please contact kristi@ibfcsm.org or call 205-664-8412 for information about a paper and pencil exam administration. IBFCSM may on occasion approve a request for a paper and pencil exam session. Requests for a paper and pencil exam session will be decided based on the merits of each situation. Due to the costs and efforts to coordinate paper and pencil exam sessions, any candidate not showing up for the session will forfeit their $250 Exam Fee.

Paper Exam Security

The Board ensures paper exam security from test generation to final disposal. IBFCSM prints all paper exams in-house for approved sessions. Paper Exam Packets consist of a tear resistant envelope containing the Exam Booklet and Scantron Answer Sheet. Board personnel affix a Blue Tamper Seal to the back flap of the tear resistant. Please note that Paper Exam Packet contains a Red Tamper Seal for the candidate to affix the back flap after placing the Exam Booklet and Scantron Answer Sheet back in the original envelope. The Red Seal must be affixed prior to returning the packet to the Proctor. Authorized Proctors must sign documents indicating adherence to all duties and enforcement of exam security requirements. Proctors must verify the identity of each candidate by viewing their picture ID Card prior to beginning the exam session. ID Card verification information must match the ID information provided by the candidate on their original Application. Other proctor responsibilities include the following: (1) ensuring candidates understand all exam instructions, (2) observing entire exam administration period, (3) collecting exams packets from candidates, and (4) securely returning all Exam Packets to the Board as instructed. IBFCSM uses statistical software that can reveal collusion, cheating, and collaboration prior to or during an exam session. The Board will void scores of any candidate with questionable results. Proctors cannot view inside an exam booklet or completed answer sheets.

Paper Exam Proctors

Exam candidates approved by IBFCSM to take a paper and pencil exam must take responsibility for locating a test proctor that securely administer the exam without bias. Proctors cannot be family members, friends, work subordinates, or other organization employees. Examples of acceptable proctors can be teachers, professors, military officers or noncommissioned officers, librarians, and school officials. IBFCSM will spot check the performance of voluntary proctors to verify proper security and unbiased performance. If IBFCSM discovers fraud or security violations related to the exam administration, IBFCSM can cancel candidates scores or revoke an issued certification without refund. IBFCSM will work with any paper exam candidate to obtain all proctor information including date and location of exam administration. IBFCSM will coordinate sending the exam securely to the proctor with detailed instructions and with directions of how to return the completed exam promptly and securely.

Proctor Briefing for Paper Exam Administration

- You must use a #2 pencil to complete the exam within the 2 or 2.5-hour limit
- Security rules and time limit continue to apply during any restroom breaks
- Answers sheets must contain name, exam form, location, and test date
- Candidates take exams closed book and cannot access any outside materials
- Examinees must never access electronic devices including mobile phones/tablets
- IBFCSM voids scores of any person observed cheating or accessing any devices
- IBFCSM uses scoring software that can easily detect cheating and/or collusion
- Candidates cannot communicate with anyone during exams or a restroom break
- Proctors cannot provide any assistance and can never view exam booklet content
- When finished, place booklet, answer sheet, and scratch paper into original envelope
- Affix red tamper seal to back envelope flap before giving the exam packet to proctor
- IBFCSM informs each candidate by email of their pass/fail results as soon as possible

Certification Schemes (8.1)

IBFCSM develops schemes consisting of Certification Scope, Job Task Analysis, Exam Blueprint, Prerequisites, Application, Agreements/Code of Conduct, and Exam Assessment, and Recertification Assessment. IBFCSM schemes address the decision processes Certification Award, Recertification Approval, and Suspending & Revoking Certification for scheme noncompliance. IBFCSM develops and reviews schemes by conducting surveys, referencing authoritative resources, and engaging subject matter experts. IBFCSM continually reviews and validates certification schemes and conducts a JTA every 5 to 7 years. IBFCSM owns all certification schemes. IBFCSM uses job practice experience, educational achievement, and reliable exams to assess individual competences. Job task analysis identifies competence requirements for professional practice in a defined certification scope. The JTA Technical Report provides guidance for ensuring assessment mechanisms relate to exam content. The recertification process considers professional job practice and professional development achievement related to concepts and principles identified in the Exam Blueprints. IBFCSM periodically reviews and validates certification schemes for all scopes. The Board conducts surveys of certificants and involves advisory panels when assessing requirements defined by the job task analysis and published in JTA Technical Reports. The Board develops and owns all schemes for each certification category. A certification Scope defines a target profession or audience. The Job Task Analysis (JTA) addresses requirements of professional practice, ethics, and job knowledge. The JTA Technical Report provides guidance, statistics, and coefficients that guide the development of the blueprint and examination. Other scheme elements include the Code of Conduct. Scheme assessments include: (1) Application Rejection/Acceptance (Meeting Eligibility Criteria), (2) Exam Result (Pass/Fail), (3) Recertification (Assessment Based on Application and Continued Competence) and Suspending/Revoking Certification (Decision of Compliance/Noncompliance).

Certification Scopes Offered

- Certified Healthcare Safety Professional (CHSP)™
- Certified Patient Safety Officer (CPSO)™
- Certified Healthcare Fire Safety Professional (CHFSP)™
- Certified Healthcare Emergency Professional (CHEP)™
- Certified Emergency & Disaster Professional (CEDP)™
- Certified Hazard Control Manager (CHCM ™
- Certified Product Safety Manager (CPSM)™
- Certified Healthcare Safety Nurse (CHSN)™

Job Task Analysis & JTA Technical Reports

IBFCSM develops exam blueprints from information published in the JTA Technical Reports. Exam blueprints reflect professional practice and knowledge requirements including major domains and the percentages within each domain. The Board posts all Exam Blueprints in this handbook at: www.ibfcsm.com. Competent personnel make all certification decisions, never delegate that responsibility to any entity, and use only information collected during a certification process. IBFCSM never awards certification unless a candidate meets all scheme requirements. IBFCSM documents scheme development and reviews activities such as expert involvement, surveys of current certificants, conducting a JTA to align prerequisites with competence requirements. IBFCSM publishes JTA Technical Reports using coefficients to document job task agreement of all parties without any interest predominating.

The Board develops exam blueprints for each scope that reflects item percentages of the main exam domains defined by JTA Technical Reports. The JTA helps the Board determine: (1) tasks required for successful performance, (2) required level of competence for each task, and (3) prerequisites related to eligibility. JTAs specify required job-related tasks for successful performance, frequency and importance of tasks, organizational consequences, and required competencies to ensure exams provide a reliable assessment. Schemes also provide guidance when evaluating recertification requirements. Schemes ensure that applicants meet eligibility criteria, possess relevant experience and/or education achievement. IBFCSM requires applicants to provide names and contact information for two personal references recommending them for certification. All schemes require applicants to document years of relevant experience in the scope of certification or document sufficient relevant experience and college education to equal six years with a minimum of two years of experience. Applicants must meet eligibility prerequisites, document relevant job skills and experience, validate adherence to the Code of Conduct and other required certification agreements. Candidates for certification must achieve a passing score on the comprehensive certification exam. Recertification occurs every five years to validate continued competence by documenting job practice and professional development achievement that relate to the Exam Blueprint. IBFCSM conducts job tasks analysis studies every 5 to 7 years to ensure that scheme requirements reflect current professional practice. The Board publishes JTA Technical Reports for each scope of certification. IBFCSM uses coefficients to validate agreement with findings. In addition to job safety survey results of practicing professionals, IBFCSM refers to the voluntary and compliance standards required for professional practice. IBFCSM also refers to appropriate authoritative resources including books, journals, publications, accreditation standards, professional societies, and other resources to validate the job tasks and domains of professional practice. The JTA considers job knowledge, operational and organizational consequences, frequency of task performance, and job and task descriptions. Information and data collection provide direction for developing eligibility criteria, assessment processes, exam content, and certification/recertification requirements. The process uses various sources to identify, define, and describe professional practice, job knowledge, ethical practice, and competency:

- Certificant surveys
- Subject matter experts
- Literature reviews/online searches
- Professional societies
- Advisory panels
- Previous exam results
- Technology changes

Application Policy (9.1)

Key Application Requirements
- Documenting personal information, relevant job experience, and college level education.
- Providing contact information for two personal references recommending certification.
- Paying the current application and exam fees.
- Achieving a passing score on a closed book certification exam.
- Providing an online legal signature indicating all information is accurate.
- Consenting to adhere to the IBFCSM ethics code and all other certification agreements.

Maintaining Certification Requirements
- Remitting the annual renewal fee by the due date.
- Recertifying during the fifth year of the certification cycle.
- Maintaining currency of all personal and job information.
- Notifying IBFCSM immediately if unable to maintain certification requirements.

Applicant Eligibility
Applicants in any Scope must document a minimum of six (6) years of relevant experience or document two (2) years of relevant experience plus college education to equal 4 years. IBFCSM considers each 30 college semester hours to as one year of college. However, each applicant must document a minimum of two years of relevant experience regardless of education hours earned. *College credits must be earned from an accredited institution.* IBFCSM defines relevant experience as any job or professional job experience from working, consulting, or providing education or training in any field related to the certification scope sought. Exam blueprints provide additional information on job tasks and professional knowledge requirements for each certification. Please contact IBFCSM with any questions regarding your eligibility. IBFCSM requires applicants to complete the entire online application. The Board does not accept any other document as a substitute for completing the online application. Applicants must notify the Board to update any informational changes during the application process. Applicants must pay current Application and Exam Fees. Please note that all Application Fees are non-refundable. Applicants must provide complete and accurate information regarding relevant job history and college education. IBFCSM does not require college transcripts, unless requested. Applicants give the Board permission to verify all information. The application process requires individuals to read and acknowledge their understanding of several online certification agreements by entering an online legal signature. Applications remain current for a 12-month period from submission date but must be updated whenever any information changes. Applicants must create an online account with the IBFCSM Certemy platform to complete their application.

Application Process

IBFCSM uses the online Certemy System to manage and document certification process including applications, annual renewals, and recertification actions. IBFCSM requires an online signature by each applicant, candidate, or certificant applying for certification or recertification. Certemy provides an audit trail to permit timely certification decisions. IBFCSM uses specific assessment methods as defined in certification schemes. These assessments include application submission, eligibility verification, and examination results. When changes in certification assessment requirements occur, the IBFCSM provides a website announcement to make such information publicly available without request. Applicants must register with Certemy to complete and submit their application, recertify, and print update Certificates. Please contact mary@ibfcsm.com or 205-623-8322 if you need any assistance or concerning your online application submission. IBFCSM never restricts certification opportunities by requiring payment of membership fees to an association, establishing unrealistic eligibility requirements, charging exorbitant certification costs, or completing Board mandated education and training. Competent Board personnel make all certification decisions in a fair and impartial manner. Applicants completing their online application must provide a valid email address and create their personal password. Individuals must also provide a government issued identification with pictures and current personal information. The Board requires applicants to provide contact information for two individuals recommending their certification. IBFCSM may use such information to contact the applicant's references. Family members cannot make any recommendations. Professional peers or superiors may provide recommendations. The applicant's legal online signature indicates consent to abide by all certification requirements, the code of ethics, and other mandated agreements.

Certemy Online Application

(Step 1) Contact Info/ID Info/Conviction Disclosure/Attestations

*Please fill in each *required field. If a field does not apply, please type "N/A" into the box. Thank you.*

(CONVICTION DISCLOSURE)

IBFCSM requires applicants to disclose felony criminal convictions on the application form. Applicants having criminal convictions must provide details including date, location, disposition, and an explanation of each violation. IBFCSM uses information provided relating to criminal convictions to determine if the application process can proceed or terminate. If none, enter NONE in the box.

(ATTESTATIONS & AGREEMENTS)
Impartiality, Conflict of Interest, & Non-Discrimination

IBFCSM does not restrict certification access for qualified applicants based on: (1) organizational affiliation, (2) association membership, (3) unrealistic eligibility criteria, (4) completing board mandated education or training. IBFCSM encourages individuals that meet published scheme eligibility requirements to apply. Persons involved with certification processes sign enforceable agreements signifying adherence to impartiality and conflict of interest policies. IBFCSM practices fairness, due process, and equal opportunity in all certification processes. IBFCSM never discriminates based on gender, age, religion, national origin, ethnicity, marital status, veteran status, sexual orientation, or disability. Competent managers make all certification decisions impartially. IBFCSM prohibits any actions viewed as a conflict of interest. Management documents, investigates, and resolves any threat to impartiality or conflicts of interest.

Marks, Titles, & Certificates, and Logos Use Agreement

I agree to abide by the IBFCSM policy regarding the improper use of certification marks, titles, and logos as indicated by my signature in the Affirmation Section of my Application. Should IBFCSM suspend my certification for any reason, I agree that during the time of suspension I will not use any IBFCSM certification marks or titles. Should IBFCSM revoke my certification, I will return my certificate and cease use of all certification marks, titles, and logos. I will abide by the restrictions and conventions published by IBFCSM regarding use of marks, titles, and logos. If notified of misuse by IBFCSM, I will correct use of my certification marks and titles as requested. I also understand that I can access the online Certification Handbook to access the current IBFCSM Marks, Titles, and Logos Policy. My agreement with this policy indicates that I agree to never act or speak in any manner that would tarnish the reputation of my certification and IBFCSM.

Certification Status Public Disclosure

I understand that IBFCSM can disclose my certification status to the public. I understand the Board treats all other certification information as confidential and only discloses such information with my written permission. I agree to comply with all certification requirements and to provide any additional information needed. I understand and agree that I will notify IBFCSM immediately without delay, of matters that can affect my capability as a certified person to continue to fulfill my certification requirements.

Exam Confidentiality Agreement

My legal signature verifies my understanding and agreement to adhere to the IBFCSM exam confidentiality and security requirements. I agree never to copy, reproduce, or share in any manner, in part or in whole, by any means whatsoever, including memorizing, copying, reproducing, or electronically storing/transmitting any exam related information. I also agree not to sell, distribute, provide, or obtain from any source exam related information or materials. I will not refer to any outside resources including written, verbal, or through an electronic device during my examination. I also understand that Federal Copyright Law protects all exams. Exam security violations occurring during my testing session will result in the termination of my exam and my exam results will be voided. I also understand that my exam results will only be released when all application information has been received by IBFCSM and all fees have been submitted. I acknowledge that my pass or fail results can only be sent to me via email if agreed to such on my application. I understand that IBFCSM does not release any exam results over the phone.

Ethics Code Agreement

My legal online signature verifies that I agree to abide by the IBFCSM Ethics Code. I understand my responsibility to notify IBFCSM should I become unable to perform my professional certification responsibilities. I will carry out all responsibilities related to my position of trust as an IBFCSM certificant. I will serve my profession and community with integrity and honesty. I will promote the value of my certification to my peers, subordinates, superiors, and the public. I will keep current on relevant issues within my scope of certification. I will avoid situations that could result in improper gain or advantage, or any perception thereof. I understand the importance of keeping confidential all personal and privileged information entrusted to me. I will share my knowledge and expertise with others to improve my profession and those I serve. I will provide only services for which I am qualified to perform and do so in a professional manner. I will conduct myself in a manner free of bias and discrimination against peers, clients, or customers. I will maintain the privacy of all information obtained in the course of my duties unless the law requires disclosure. I pledge to adhere to all other IBFCSM certification policies, procedures, and requirements.

Application Affirmation

My legal online signature verifies that I did not willfully make any false statements or enter any misleading information when completing this application or when providing other requested information. My legal online signature also attests that I understand and will abide by all information provided by me or provided by others on my behalf. My legal online signature frees IBFCSM from any liability should my application be declined because of information provided by me or discovered during the IBFCSM assessment process. I understand that providing false or misleading information can result in disqualification from certification consideration or the revocation of a current certification if previously awarded. I submit all information contained in this application as true, complete, and correct to the best of my knowledge. I hereby release, discharge, and exonerate IBFCSM and its directors, officers, representatives, or agents from any actions, suits, obligations, damages, claims, or demands arising out of, or relating to, any aspect of the certification process including exam results or other actions that may result in a decision to not certify me. I hereby apply for IBFCSM for certification with the understanding that my application approval will be based on meeting established requirements for scope of certification sought.

Name & Primary Address

First Name

Last Name

Middle Name

Primary Address

City

State/Province/Region

Postal/ZIP Code

Country

Is this address home or mailing?

Home Mailing
Phone & Email Information

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Primary Phone

Secondary Phone

Alternate Email

Driver`s License/Gov ID #

Government Entity Issuing License/ID

ID Expiration Date

Upload a copy of your Government Issued ID
Drop files to attach or Browse.
Conviction Disclosure

Do you have any felony convictions?

No   Yes

Provide date, location, disposition of each case.

Attestations

I Agree

(Step 2) Current Employment & Job History

Eligibility Criteria: Applicants must have at least (6) years of relevant "WORK EXPERIENCE" and "COLLEGE EDUCATION" combined. A minimum of 2 years' work experience is required. You can have 6 years of work experience with NO college as well, to qualify.

Enter your current employment information below.
How long have you been employed in your current job(s)?

Employment

Current Employer/Organization

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Work Physical Address (Street, Avenue, etc.)

Work City

Work State/Province/Region

Work Postal/ZIP Code

Work Country

Work Phone

Work Email

Job Title

Current Employment Start Date

Name of Immediate Supervisor & Title

Supervisor Phone

Job History

How Many Years Of Previous Relevant Job Experience Do You Have?

Please Upload A Copy Of Your Previous Job History Information (Resume, Excel File, Word, PDF, etc.)
Drop files to attach or Browse.

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(Step 3) Education & Training

Eligibility Criteria: Applicants must have at least (6) years of relevant "WORK EXPERIENCE" and "COLLEGE EDUCATION" combined.

- *A minimum of 2 years of work experience is required.*
- *You can have 6 years of work experience with NO college to qualify as well.*

Enter your Highest Level of Education information below.
Make sure to include the number of semester hours to be applied for your Eligibility Criteria. This will be reviewed along with additional hours in Current Employment and Job History to confirm you meet our Eligibility Criteria

You do not need to have graduated to apply semester hours for this option.
Highest Level of Education
Bachelor's Degree

College/University Name(s) (Highest Level Achieved)

State(s)

Other Training Accomplishments (List Non-Degree Programs, Military Schools, Vocational, Trade, etc...)

Eligibility Criteria

Total Semester Hours Earned (Each 30 college semester hours earned equates to 1 year of experience.)

If semester hours were earned at multiple institutions, please indicate the institutions and related semester hours.
Additional Documents

Additional Documents
Drop files to attach or Browse.

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(Step 4) Certification Reference Information

Please provide contact information for 2 personal references that will recommend you for certification. The references cannot be close family members, personal friends, and individuals you supervise.

Reference 1

Name

Address

City

State

ZIP Code

Phone Number

Email Address

Describe the relationship and length of time known

Reference 2

Name

Address

City

State

ZIP Code

Phone Number

Email Address

Describe the relationship and length of time known

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Note: Applicants must understand that the legal online signature gives IBFCSM the right to use information provided by the references in the evaluation process. IBFCSM also can validate any information provided by the references.

(Step 5) Exam Information

As a courtesy, IBFCSM maintains an online schedule of certification review and exam sessions conducted by independent trainers. Schedule information is provided by the sponsoring trainer or organization. IBFCSM does not control the content of any of the sessions listed and cannot be responsible for cancellations or date and location changes. The sponsoring entity establishes the registration cost and provides their own content for each review session presentation. IBFCSM does offer a voluntary self-study program for applicants wishing to prepare for an exam. Self-study materials can be ordered online or by calling (205) 664-8412. Please note purchasing a self-study or attending an independently conducted review session is not mandated by IBFCSM and does not guarantee an individual will pass the examination by attending a session or obtaining self-study information. Each candidate must determine how to prepare for an exam. Applicants not attending a proctored session can take electronic online exams with an arranged proctor or online remote proctor. Contact IBFCSM for current information on examination options.

Special Exam Accommodations
If you have a disability covered by the Americans with Disabilities Act, please provide the following information. The information you provide and any documentation regarding your disability and your need for exam accommodation will be treated with strict confidentiality.

How do you plan to prepare for the certification exam?

Attendance at exam review session conducted by an independent trainer or company (please list date/location) Other methods: Using my personal preparation methods, Voluntary self-study course (purchased online)

List date & location of review session / or other info

Exam Accommodation

Do you need special accommodation?

No Yes

Special Accommodations

Extended examination time, large print exam, reader, or other special accommodations needed such as a reduced distraction environment, etc.

Other special accommodations needed (please specify)

Comments

I understand that I can access the actual forms related to requesting accommodation on the IBFCSM website. I understand my failure to submit a request can result in an exam administration without accommodation.

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

(Step 6) Application Fee

Please submit a non-refundable application fee of $145.00.
(If your employer or a 3rd party will be paying this and you need an invoice, please click the 3rd Party Payment option below and include a Name, Mailing Address, and Email of where you wish the invoice to be sent.)
Application Fee: $145.00

(Step 7) Exam Fee

Please submit exam fee of $250.00

(If your employer or a 3rd party will be paying this and you need an invoice, please click the 3rd Party Payment option below and include a Name, Mailing Address, and Email of where you wish the invoice to be sent.)

(If your employer or a 3rd party will be paying this and you need an invoice, please click the 3rd Party Payment option below and include a Name, Mailing Address, and Email of where you wish the invoice to be sent.)

(EXAM COMPLETION)
Once the above steps are completed, you are now ready to take the exam. For assistance call 205-664-8412 or info@ibfcsm.org.

Assessments Policy (9.2)

IBFCSM conducts all assessments in a fair and valid manner. The Board requires applicants to request any reasonable exam accommodation during their application process. The accommodation must meet an ADA recognized disability or medical need requirement. IBFCSM can consider information provided by another entity to verify the applicant meets requirements. IBFCSM provides oversight of all information provided by any other entities. The Board makes assessment decisions using established certification scheme requirements. Decisions consider application information and candidate exam results. Certification exams meet KR-20 reliability standards and adhere to the scope of JTA blueprint specifications. Certification requires ongoing processes to ensure continued competency. Continued certification requires providing current contact information, adhering to code of conduct and other agreements, and renewing annually by submitting the annual maintenance fee. Certificants must recertify every five years by documenting continued job or professional practice and by documenting professional development achievements. Failure to comply with requirements results in certification suspension or revocation. When scheme requirements change IBFCSM announces it at: www.ibfcsm.com. Applicants must meet published scheme requirements in an objective and systematic manner. The Board continually analyzes exams to ensure reliability and performance based on the most recent JTA Technical Reports. The JTA provides guidance to ensure exams identify and evaluate knowledge, skills, and abilities necessary to demonstrate competency within a scope of certification. IBFCSM conducts job task analyses every seven years. IBFCSM completed Job Task Analyses in 2017 and published JTA Technical Report along with exam blueprints for all scope areas. IBFCSM plans to do the next Job Task Analysis Reviews in 2024. *IBFCSM uses the validity definition published by the American Educational Research Association in its 2014 Standards: Validity refers to the degree to which evidence and theory support interpretations of test scores for proposed uses of tests. The process of validation involves accumulating relevant evidence to provide a sound scientific basis for the proposed score interpretations. The interpretations of test scores for proposed uses receives evaluation, not the test itself. Statements about validity should refer to interpretations for specified uses. It is incorrect to use the unqualified phrase, the validity of the test.* IBFCSM considers reliability agreement coefficients published in the JTA Technical Reports as validating concepts, principles, and job practices relevant to developing each domain of an exam. The Board statistically analyzes exams to determine reliability. The exam cut score provides final information needed to make a pass or fail decision.

Scheme Assessment Requirements

IBFCSM uses scheme elements to assess a candidate's award or denial of certification. Application information must demonstrate that a candidate meets prerequisites for certification. IBFCSM uses the Certemy online management system to collect all information necessary to make a certification decision. IBFCSM may consider information provided by others such as reports, data, or records that verify an applicant meets requirements. IBFCSM ensures proper use of these resources such as recommendations or validating applicant information. The exam pass or fail decision assesses competence. Exams must meet reliability standards and JTA Technical Report specifications. The Board uses equated exam forms and adheres to established exam development and analysis fundamentals. All exam items reflect the main topic weightings specified in the blueprint. The Board uses consistent exam administration to ensure fairness and equitability for all candidates. Candidates not passing an exam may request to receive a diagnostic report outlining areas that need additional study before retesting. The diagnostic report never addresses any specific exam items.

IBFCSM scores all exams electronically and notifies candidates of their Pass/Fail status using the email address provided on file in Certemy. Once awarded certification, candidates become a certificant and can print their IBFCSM Certificate from their Certemy Digital Wallet. IBFCSM uses the total points achieved on an exam and does not score a straight percentage of correct answers. IBFCSM scores exams and reports results using a Standard Scaled Score. Exam reliability reflects content based upon the scope of professional practice in the certification scope or field of practice. Tasks relate to purposeful activities with the implication that assessments can measure individual abilities to perform. Task value indicates the importance or worth of necessary job knowledge of a competent person in a scope or field of practice. Values relate to ethics and attitudes needed to perform tasks effectively. Exams rely on test exam items that range in difficulty from easy to hard. IBFCSM ensures exams discriminate between persons who should pass the exam from those who should not pass. Statistical procedures determine reliability and how much error is associated with each score across multiple administrations. IBFCSM uses systematic psychometric procedures during item development, exam building, test administration, and scoring to ensure consistency. This ensures exams remain defensible and reliable. JTA Technical Reports provide item writers with valid information related to expected knowledge and job practice requirements within the certification scope. IBFCSM ensures comparability of exam results by addressing fairness, exam content, and item difficulty. IBFCSM publishes exam blueprints in this Certification Handbook for Candidates to review before proceeding with exam preparation efforts. IBFCSM uses the following in the assessment: (1) Prerequisite/Competency Requirements (Application Information), (2) Code of Conduct and Other Certification Agreements (Acceptance by Applicant), and (3) Certification Assessment Decision (Candidate Examination Results).

Examination Policy (9.3)

IBFCSM uses online exams with a live online proctor present to ensure the security of the examination process. IBFCSM provides consistent exam administration processes and develops equivalent forms to ensure fairness. IBFCSM ensures exam venues provide proper lighting, temperature, seating, reduced noise, and personal safety. IBFCSM documents any deviations occurring during exam administration. IBFCSM never uses any calibrated or other technical equipment in the examination process. IBFCSM uses P-Scores, Biserial Values, Standard Deviations, and KR-20 values to assure exams reliability. Exam development ensures comparability of results of differing forms in both content and difficulty including reliability. The Board ensures consistent exam procedures for all administrations. The Board collects, uses, and maintains statistical data of exam performance to document, fairness, reliability, and general performance of each test item. The Board corrects all exam identified deficiencies. IBFCSM provides exam blueprints at: www.ibfcsm.com. Candidates should review the appropriate exam blueprint that can be accessed in the online Certification Handbook before proceeding with exam preparation efforts. IBFCSM uses proven psychometric principles when developing fair and equitable exams. Exam validity reflects the findings of a Job Task Analysis and subsequent JTA Technical Report. The report contains coefficients of agreement that address professional practice requirements and competency as related to a scope of certification. Statements about validity should refer to interpretations for specified uses. It is incorrect to use the unqualified phrase test validity. Exam candidates should review the appropriate exam blueprint before proceeding with preparation. The Board uses psychometrics to improve exam reliability and ensure a consistent performance over multiple administrations.

The Board determines the total points earned by a candidate and then reports results using a Standard Scaled Score. Currently exam candidates must achieve a minimum passing Standard Scaled Score of 480 or 500 depending on the Exam Scope. An exam with 125 questions may actually contain 145 possible points since some test item values may be worth more than a single point. Failing candidates can request a diagnostic exam analysis to identify areas needing further study before retaking an exam. Failing candidates may retest at any time after receiving a failure notification. Candidates cannot appeal a failing exam score but may appeal documented factors that hindered their exam administration. The Board never releases names of any failing candidates. Retest candidates must pay a retest fee and reschedule their exam. A candidate may retest three times during a 12-month period without a waiting period. Individuals failing the exam three times must wait 12 months from the last failure to retake the exam. IBFCSM can cancel scores when evidence exists of an exam security breach:

- Consulting study aids of any type during a testing session.
- Copying from notes brought into the exam administration venue.
- Copying from another candidate's answers during a paper exam session.
- Communicating with others by any means during any exam session.
- Evidence of photo copying, transcribing, or reproducing exam materials.
- Aiding or receiving aid from others at any time before or after taking the exam.
- Analysis of exam result indicates possible collusion among candidates.

Certification Examination Development

Consider exam development as both an art and a science. Exam development involves as an art would involve creating items that do not cue one another. Exam science ensures that items conform to the domain percentages published in the JTA blueprint. Developing and updating exams focuses on minimizing score variability between differing forms. The use of psychometric science principles enables the development of fair and equitable exams. Exam reliability indicates whether an exam performs consistently over multiple administrations. The JTA identifies and quantifies agreement of the knowledge, skills, and abilities needed for professional practice within a certification scope. Exam construction uses JTA coefficients to document agreement when describing learning objectives and professional practice requirements. The JTA Technical Report addresses relative weights for each exam knowledge/practice domain. IBFCSM exams require use of recall, recognition, application, and comprehension to answer test items. Knowledge and recall questions focus on identification or recognition of information. Comprehension requires using facts, rules, and understanding of concepts. Application questions require the ability to understand concepts/principles and apply them to situations.

Content Related Rules

- Test important information or knowledge.
- Avoid providing clues to other exam items.
- Avoid testing overly specific knowledge or concepts.
- Never use textbook verbatim phrases or definitions
- Refrain from writing items based on opinions.
- Show sensitivity to culture/gender issues.

Exam Statistical Analysis

IBFCSM uses psychometric principles when developing fair and equitable exams. Exam analysis permits identification of underperforming or items that fail to discriminate. Exam development focuses on conforming all items to domain percentages matching the exam blueprint from the JTA. Some exam items may be worth more than other items. IBFCSM takes total points earned and reports results using Standard Scaled Scores. For example, one form may require a passing score of 68 and another version of same exam may require a passing score of 72 points indicating a less difficult exam. Equating ensures a passing point remains fair regardless of exam difficulty. The Board uses scoring software to generate exam psychometric statistics. IBFCSM exams perform at or above a KR-20 Reliability Coefficient of .81. The Board uses statistics from 100 to 200 exam administrations to assess reliability. KR-20 analysis calculates coefficients by considering items answered by the top 27% of test takers with the bottom 27% of scorers. P-Scores simply express a percentage of an exam item answered correctly. The higher the value, the easier the item and lower the value, the harder the item. Point-Biserial Correlation Values operate on a continuous scale to compare how an exam item performs with high and low scorers. Highest scorers should get an item correct and low scores select an incorrect option. A high point biserial indicates that the exam item discriminated very well among high and low scorers. Point-Biserial Values range from -1.00 to 1.00. Point-biserial values with negative values indicate a problem with the item or an incorrect key. *Reference: Dr. Jennifer Balogh: A Practical Guide to Creating Quality Exams.*

Exam Reliability Coefficients & Equating & Scaling

The Kuder-Richardson Formula (KR-20) measures reliability or the amount error associated with a test score. The higher the value the more reliable overall test scores. Internal consistency reliability indicates how well the items correlate with one another. Two ways to improve the reliability of the test include increasing the number of questions in the test or using items with high discrimination values. High reliability indicates that exam items measure the same thing, or general construct. Certification exams should perform at a KR-20 value of .81 or higher. Credentialing bodies should avoid interpreting a reliability statistic as a validity index. A reliability statistic documents exam score performance consistency across multiple administrations. Psychometric analysis estimates reliability as the approximate quantity of error. The Board uses equating to ensure that test items perform similarly on different forms and meet blueprint specifications. Post equating can occur by statistically analyzing items to identify poorly performing questions. Because cut scores can vary slightly on test forms due to difficulty, it is important to report test scores on a common scale between differing forms. To help maintain fairness and reporting consistency certification bodies

Certification Decisions Policy (9.4)

IBFCSM only uses information gathered during a credentialing process to make certification decisions. IBFCSM never outsources any certification decisions to other entities. Competent and authorized personnel make all certification related decisions to ensure applicants, candidates, and certificants meet published requirements. IBFCSM never grants certification, recertification, or reinstatement until a person meets all scheme requirements. IBFCSM never grants tentative certification or recertification. Certemy generates a Digital Certificate containing unique identifiers that validate certification. IBFCSM owns all digital certificates including any printed or facsimile images.

Digital Certificates Elements

- Certificant Name
- Certification Expiration Date
- Certification Issue Date
- Certification Scheme Reference
- Certification Scope
- Name of Certification Body
- Unique Identification Marks

Use of a unique identifier and certificate digitalization by Certemy prevents fraud and counterfeiting. Documented application audit trails and exam results provide the information needed to support certification decisions. The Certemy platform updates Digital Certificates upon completion of the Annual Renewal and the 5-Year Recertification Process. Certificates contain a statement that IBFCSM owns the certificate and possesses authority to suspend or revoke certification for failure to maintain standards. IBFCSM certificates contain features to reduce risks of counterfeiting including a logo and unique identifiers. The design helps maintain the security of the digital certificate.

Suspending & Revoking Certification Policy (9.5)

IBFCSM suspends or revokes certification for documented reasons without any formal investigation. The Board uses Signed Agreements to ensure certificants understand the prohibition promoting active certification during any suspension or after revocation. Failure to resolve reasons for a suspension in the time frame established can result in revocation. Suspension provides a reasonable period to remedy the causes for the action. Suspended certificants can request reinstatement by providing evidence they meet requirements or conditions resulting in suspension. Revocation relates to failure to maintain certification standards or engaging in egregious or unprofessional conduct. Certificants may voluntarily relinquish their certification for personal or other reasons but must do so in writing by sending an email to: kristi@ibfcsm.org. Provide full name, certification scope, certificate number, and desired date termination. Requests for reinstatement must be made within 24 months of termination date. Individuals with revoked or voluntary terminations must remove all references to being certified from social media platforms, websites, resumes, and business cards, etc. IBFCSM prohibits use of certification marks and certificates by individuals no longer actively certified.

Common Revocation Causes
- Failure to maintain certification standards
- Failure to comply with suspension mandates
- Second infraction of publicly impugning the Board
- Second infraction of unprofessional conduct
- Making false claims regarding professional competency
- Intentionally falsifying information, data, or records
- Requested by a certificate for personal reasons

Suspension Periods
- Failing to maintain standards (3 months/unless remedied earlier)
- Publicly impugning Board reputation (6 months)
- Neglect performing duties in professional manner (6 months)
- Making false or misleading statements about certification (6 months)
- Unprofessional or unethical conduct (6 months)
- Neglect in properly performing professional duties (12 months)
- Voluntary suspension status for personal unseen circumstances (6 months)

Special Circumstances

Unforeseen circumstances can impact a person's ability to maintain their certification. These circumstances can include military service, jury duty, major illnesses, family related issues, or other unusual circumstances. The Board decides, on a case-by-case basis, to place an individual in voluntary suspension status until situation resolution. Special suspension status time periods must never exceed 24 months in duration. Individuals requesting special suspension status, voluntary termination, or a move to Retired Status may request reinstatement provided the period does not exceed 24 months duration. Make requests by emailing: kristi@ibfcsm.org to provide information that would merit approval. If approved, the individual must pay any fees due and take any other certification actions required by the Board.

Recertification Policy (9.6)

IBFCSM requires Certificants to recertify every five years by completing the Certemy Recertification Form. Recertification considers scheme or scope changes and updated professional practice requirements. Individuals recertifying at the end of a five-year cycle must document 5,000 hours of job practice and 50 clock hours of professional achievements. IBFCSM does not assess a recertification fee but does require certificants to pay their Annual Maintenance Fee when recertifying. Certificants must provide an online signature attesting to the following during recertification process: (1) currency and accuracy of all personal and job information. (2) continued adherence to the Code of Conduct and other agreements, (3) documentation of 5,000 clock hours of professional job practice, and (4) documentation of 50 clock hours of professional development activities. Professional development activities and job practice documentation must be documented with the following: certificant name, content topics, date of accomplishment, and duration in clock hours. Proof of achievement can include official certificates or any documents with verification proof such as a signature, or online/digital affirmation. Recertification takes place when the certificant applicant meets published criteria and no other reason exists to deny the application. The Board considers professionals working as scope related consultants, educators, researchers, and standard developers, as areas of professional practice. The Board determines professional job practice for each Certification Scope (CHSP, CHEP, etc.) using information published in the JTA Technical Report. IBFCSM does not require supporting documentation to be uploaded to your Digital Wallet when completing the Certemy Recertification Process. IBFCSM spot checks a percentage of all recertification actions to ensure the integrity of the process. IBFCSM will notify individuals selected for a recertification documentation spot check. Certificants may provide documentation in an understandable format (jpg, photo, pdf, etc.). Recertification candidates may opt to retake the current examination in lieu of providing recertification documentation. However, IBFCSM must suspend any recertification candidate failing a Recertification Exam until the individual achieves a passing score. IBFCSM can also act to revoke certification for failing to complete recertification. Revocation actions would require completing a new application, meeting current eligibility requirements, paying required fees, and passing the certification exam. Please contact IBFCSM if you encounter any circumstances that hinder your recertification process. The Board will assess your circumstances and work with you during your recertification process. Recertification denial appeals must be submitted using the Board's Appeal Policy in 9.8. IBFCSM will review the facts to uphold or overturn the denial decision and notify the appellant of that decision. IBFCSM considers the appeal decision as final. Professional development activities can include:

- Membership in scope related organizations.
- Advanced degrees related to scope of professional practice.
- Publishing books and professional articles.
- Professional conference presentations.
- Volunteer member of scope related boards, committees, or panels.
- Attending professional development conferences.
- Completing scope related training or education.
- Taking college courses related to the scope.
- Providing scope related organizational services.
- Earning additional certifications related to scope.
- Serving in leadership in a professional organization/association.
- Teaching college credit or non-credit courses.

Certemy Online Affirmation of Recertification Information

*I acknowledge that I have attained 5,000 hours of job or employment related professional practice for the past five years.

*I acknowledge that I have attained 50 clock hours or education or other activities to meet requirements in the past 5 years. Professional development activities can include:
- College credit courses
- Non-credit certificates
- Seminars
- Professional workshops
- Relevant scope related training, etc.

(If you wish to recertify by taking an exam instead of meeting the Professional Practice & Professional Development requirements, please contact the IBFCSM office at (205) 664-8412.)

*I agree to continue abiding by the IBFCSM Ethics Code and all other published continuing certification requirements. I also understand that intentionally submitting false recertification information can result in the revocation of my certification. I acknowledge that IBFCSM can request official documentation from me to support all entries made on this Recertification Application. By checking the box below, I affirm all information submitted in this Recertification Application is true and accurate to the best of my knowledge. I affirm all information submitted in this Recertification Application is true and accurate to the best of my knowledge.

I agree.

Marks, Certificates, Titles, and Logos Policy (9.7)

IBFCSM restricts the use of certification marks, certificates, titles, or its IBFCSM Logo to professional personal use. The Board prohibits corporate promotion use by any certificant or company using certificates, marks, titles or the IBFCSM Logo. IBFCSM prohibits revising, changing, or altering appearance or content of certificates, marks, and logos. Certificants must display certificates and marks in the same format as produced by the Board. Authorized users must never display marks or logos in a way that disrespects the Board. Usage must never mislead or promote unauthorized information. Use of certificates, logos, and marks must never imply improper relationships between IBFCSM and other entities. The Board prohibits any use implying that IBFCSM endorses, approves, or sponsors businesses, products, or services. The Certemy system generates Digital Certificates to validate individual certification. Certificants in an expired status must never promote active certification. Individuals provide online signatures during Application or Recertification processes to never misuse certificates, marks, or logos. Certificants agree to abide by Board restrictions regarding their misuse. IBFCSM owns the rights and usage of all certification marks, titles, and certificates. IBFCSM can take corrective measures to prohibit misuse of its certification marks, titles, certificates, and logos.

Improper Use of Marks, Certificates, Titles, & Logos

- Complying with relevant provisions of all certification schemes
- Making claims only for the actual certification issued
- Never using a mark, certificate, or logo that brings IBFCSM into disrepute
- Never making misleading statements regarding certification
- Discontinuing use during a suspension period or at revocation

Scope Titles, Marks, and Certificates

- Certified Healthcare Safety Professional (CHSP)™
- Certified Hazard Control Manager (CHCM)™
- Certified Healthcare Emergency Professional (CHEP)™
- Certified Healthcare Safety Fire Safety Professional (CHFSP)™
- Certified Patient Safety Officer (CPSO)™
- Certified Emergency & Disaster Professional (CEDP)™
- Certified Product Safety Manager (CPSM)™
- Certified Healthcare Safety Nurse (CHSN)™

Appeals Policy & Procedures (9.8)

IBFCSM responds to appeals on negative certification decisions in a constructive, impartial, and timely fashion. The Board prohibits any appeal decisions by anyone involved in an original decision. IBFCSM takes no retaliation actions against any appellant. The Board uses an email process to receive, document, and communicate with appellants during the appeal process. IBFCSM makes appeal information publicly available without request in the PDF Certification Handbook at: www.ibfcsm.com. Appeal decisions consider the following: appellant evidence, policies and procedures, ISO/IEC 17024 requirements, certification standards, previous appeal decisions, human error, and other evidence warranting a decision reversal. Appellants must submit their appeal via email to: info@ibfcsm.org within 30 days of receiving notification of a negative certification decision. The Board acknowledges receipt of the emailed appeal within 7 business days by return email. The Board provides emailed progress reports as necessary during the appeal process. Appellants receive a formal decision notice at the end of the appeal process. Appellant submission must include: apellant name and contact information including an alternate email address, certification type and number if applicable, primary phone, mail address, complaint information including facts and supporting documentation. Provide a statement describing the remedy desired. Provide the Board with any documented evidence as emailed attachments. Concisely provide as much information as needed to substantiate the appeal. The Board uses email to document information and to create an audit trail. Decisions against certification can include the following: rejection of a certification application, challenge to negative certification decision, denial of recertification, or revocation of certification. Appellants must provide evidence to support reversing the previous decision. The Board will notify appellants of a decision within 30 days of receipt of the appeal and all supporting information. IBFCSM maintains a record of all appeals, actions taken, and decisions made. The Board considers all appeal-related information as confidential. If approved, the Board will take corrective actions to remedy the incorrect decision. Candidates cannot appeal a failing exam score but can appeal exam administration irregularities that hindered their exam process. The appeal process also provides the Board with opportunities for improvement. Emails provide an audit trail for all documentation from initial reporting to final resolution. The Board archives major complaint emails and any related documents.

Complaints Policy & Procedures (9.9)

The Board addresses complaints, observations, improvement opportunities, and suggestions in a constructive, impartial, and timely manner. When received personnel determine if a complaint relates to certification activities or an individual. The Board acknowledges complaints whenever possible. Leadership ensures the gathering and verification of all complaint information. The Board maintains confidentiality of all complainant information. The Board ensures the subject of the complaint does not participate in the response or resolution of an issue. The Board makes the complaint process publicly available without request in the Certification Handbook PDF at: www.ibfcsm.com. The Board takes no retaliatory action against complainants. IBFCSM uses an email process to receive and respond to complaints. If possible, senior leaders provide resolution information to conclude the process. The Board uses an email process to ensure constructive and timely resolution of all complaints. Senior leadership oversees complaint resolution by considering similar complaints, current policies, certification standards, and the need for improvement. Email provides an audit trail for all documentation from initial reporting to final resolution. The email complaint process documents: (1) type and description of complaint, (2) dates received, (3) name and status complainant, (4) summary of key information, and (5) resolution details. IBFCSM addresses complaints without discrimination or any conflicts of interest. The Board considers complaints, observations, and suggestions as opportunties for improvement. The Board can accept complaints from employees, applicants, candidates, certificants, stake-holders, suppliers, and contractors. Corrective actions vary based on each situation but can include: training, counseling, agreement reviews, policy changes, and process modifications. The Board considers all relevant documentation including audit trials, records, documents, and personal statements when resolving complaints. Complaint submission must include the following: (1) name and contact information, (2) certification type and number as applicable, (3) primary phone number, primary email, and alternate email, (4) complaint information including facts and supporting documentation, and (5) a summary of remedy desired. Provide any other documented evidence, suggestions, or recommendations as separate attachments to the complaint email. The Board uses emails and other attached correspondence or documents to provide a record of a specific complaint situation. The Board archives major complaint emails and related documents in as a PDF for historical purposes. IBFCSM uses the complaints process for suggestions and observations brought.

Management Systems (10.2)

Management systems and policies adhere to requirements of ISO/IEC Standard 17024:12, Clause 10.2. The Executive Director and/or the Operations Officer oversees adherence to all requirements. Policies and procedures address both internal and external by focusing on the identification, storage, protection, retrieval, retention, and disposition of all documents and records. IBFCSM reviews management systems to ensure continuing suitability, adequacy, and effectiveness. Review output focuses on actions related to improvement processes, management system efficiency, and adequate resources. Internal audit procedures verify continued fulfilment of Standard requirements. Internal audits focus on effectiveness of policies and procedures by comparing previous audit results. The Board   conducts internal audits every 12 months using competent individuals. Internal audits seek to discover nonconformities and other deficiencies. The Board retains documents and records in electronic formats when possible using password protection to ensure both security and confidentiality. Management reviews ensure continuing suitability, adequacy, and effectiveness of policy objectives.

IBFCSM uses a comprehensive ISO/IEC 17014:12 internal audit checklist. Board leadership ensures staff members administer certification processes in a fair, equitable, non-discriminatory, and conflict free manner. IBFCSM disposes of paper records that contain confidential or sensitive information by using a crosscut shredder. When replacing computers containing electronic personnel data, delete the files and then destroy hard drives. Only authorized personnel can access applicants, candidates, certificant, and examination documents and records. The Board retains applicant and certification records documentation in electronic format using an online secure certification management system and archiving older records in PDF formats on password protected devices. The Board records and documents include applications, online legal signatures, annual renewals, personal and professional contact information, certification agreements, exam results, and recertification documentation.

Documents and Records

The Board assesses documents and records to determine retention periods and disposition methods. When considering computer-based documents and records, the Board focuses on approval, access, distribution, and archiving. IBFCSM maintains documents and records in electronic formats for reference, legal, knowledge, and historical purposes. The Board evaluates standard requirements, contractual obligations, and legal purposes when addressing retention and disposition issues. The Board only permits access to records or documents consistent with confidentiality agreements and certification process requirements. IBFCSM attempts to minimize retention of paper files, documents, and records. The Board prefers the convenience and security of electronic retention in Email, Word, Excel, Power Point, and PDF formats. The TesTrac platform securely maintains all electronic exams and related information. The Certemy management platform maintains records for all applicants, candidates, and certificants using an established five-year certification cycle. The Certemy platform permits credential holders to access their personal account to update personal information or store relevant documents in their digital wallet. Personnel receive training on maintaining confidentiality of applicant, candidate, and certificant information. The Board educates and trains the staff on new requirements with a focus on: (1) reasons for the change, (2) specifics of the change, (3) information about the impact of change, and (4) effective date of change. IBFCSM tracks the status of all preventive and corrective actions to ensure operational improvement. IBFCSM considers information and follow-up actions from management reviews as vital to the certification mission. Appeals and complaints help address certification issues, identify improvement opportunities, and proactively enhance certification processes.

Management Reviews

IBFCSM considers any follow–up activities from previous operational reviews as vital to fulfilling management system objectives or standard mandates. IBFCSM conducts internal audit reviews at least once every 12 months. Leaders ensure the currency, adequacy, and effectiveness of all policy procedure objectives defined in ISO/IEC Standard 17024:12. Reviews address:
• Internal and external audits results including accreditation assessments.
• Feedback from applicants, candidates, certificants, and interested parties.
• Measures taken to safeguard impartiality of the certification processes.
• Status of preventive and corrective actions
• Follow-up actions from previous management reviews
• Fulfillment of objectives and improvement goals
• Changes affecting management system effectiveness.
• Information obtained from appeals and complaints.

The Board acts to document surface problems, discover root causes, assess operational impacts, and implement solutions to address all nonconformities. The Board attempts to address identified deficiencies within 30 days of report receipt. The Board can reduce internal audit frequency with documentation that the management system continues to perform effectively. Board takes action to correct any findings in a timely/appropriate manner. Management focuses on identification, assessment, and management of corrective/preventive opportunities in all operations. The Board acts to eliminate deficiencies and implement improvements. The Board addresses improvement opportunities revealed by internal audits, self-audits, complaints, and appeals. IBFCSM uses proactive management and employee participation to identify preventive opportunities. The Board investigates nonconformities to determine causes, analyzes findings, and implements corrections. IBFCSM seeks to improve processes or procedures to prevent recurrence. IBFCSM documents preventive opportunities by reviewing effectiveness of corrective actions during internal audits or any follow-up evaluations by management.

Management Input Information

- Results of internal/external audits
- Feedback from interested parties.
- Safeguarding impartiality
- Preventive/corrective action status
- Follow-up from previous reviews
- Changes impacting management system.
- Appeals, complaints, suggestions.

Management Output Information

- Improvement and effectiveness of management system processes
- Effectiveness of certification processes related to 17024:12 adherence.
- Resources needed to support Board operations and mission.

Internal Audits

Effective internal audits should generate objective suggestions and provide management with insights on Board operations. Audits should focus on risk management to provide information that enables the Board to better meet certification mission objectives. Audits play a role in facilitating communication and continuous learning by providing an impartial, systematic, and disciplined assessment that can improve governance. The Board needs input and feedback from applicants, candidates, certificants, and other interested parties to improve certification processes. Management tracks the status of all suggested preventive or corrective actions needed for improving procedural effectiveness. IBFCSM uses a comprehensive internal audit checklists that addresses all ISO/IEC Standard 17024:12 requirements. IBFCSM only uses persons possessing the knowledge and skill to conduct internal audits. Top management shares findings with responsible people in each audited function. The Executive Director ensures timely corrections and improvements of all specific findings. Auditors cannot audit their areas of responsibility. Auditors must seek to identify improvement opportunities as well as documenting nonconformities. Internal audit processes consider current findings to compare the results of previous audits. Auditors must provide the Auditor's Report as soon as possible to the Executive Director or Operations Officer for action.

Review Examination Blueprints (Pages 44 -67)

Certified Healthcare Safety Professional (CHSP) Exam Blueprint

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect the percentage of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—MANAGEMENT & LEADERSHIP (36%)
1.1   Identify concepts of effective organizational communication
1.2   Identify actions that would help improve safe job or task performance
1.3   Identify elements of safety management processes
1.4   Identify key characteristics of well-written safety plans
1.5   Identify obstacles to achieving patient safety
1.6   Identify hindrances to healthcare communication
1.7   Given a scenario, identify relationships among hospital functions
1.8   Given a scenario, identify behaviors that impact patient safety
1.9   Given a scenario, identify mechanisms that help identify causal factors
1.10 Identify management actions contributing most to accident prevention
1.11 Identify actions contributing to hospital safety success
1.12 Given a scenario, identify supervisory actions that support safety
1.13 Given a scenario, identify the need for safety improvement analysis
1.14 Given a scenario, identify actions to improve safety performance
1.15 Identify causes and interventions related to staff risks and hazards
1.16 Identify concepts related to designing safety education and training courses
1.17 Given a scenario, identify safety approach needed to reduce accidents
1.18 Identify elements of proactive safety management
1.19 Given a scenario, identify safety concepts of high reliability organizations
1.20 Given a scenario, identify appropriate safety response
1.21 Given a scenario, identify accident causal factors
1.22Given a scenario, identify proper use of safety checklists
1.23 Identify correct information regarding the use of system safety methods
1.24 Given a scenario, identify the concept related to safety management decisions

DOMAIN 2—HAZARD CONTROL PRACTICE (28%)
2.1 Identify machine, equipment, job task safety controls
2.2 Given a scenario, identify hazard, risks, or control measures
2.3 Identify human exposure risks to hazardous exposures
2.4 Given a scenario, identify controls for the identified hazards
2.5 Identify weather or other disaster risks, warnings, or responses
2.6 Identify controls or protocols for assessing risks and controlling hazards
2.7 Identify the correct fire or life safety requirement for healthcare occupancies
2.8 Given a scenario identify the best prevention action for a facility hazard
2.9 Identify the correct hazard control intervention that would protect people
2.10 Identify actions required for hazardous materials handling, spills, or storage
2.11 Given a scenario, assess infection risks to patients and healthcare workers
2.12 Given a scenario, identify hazard control solutions for the identified risk
2.13 Given a scenario, identify the best safety practice for exposure to radiation
2.14 Given a scenario, identify PPE scheme needed protect workers
2.15 Identify factors that contribute to accident or injury prevention
2.16 Identify human exposure to medical equipment and devices
2.17 Given a scenario, identify hazards and safety risks that could affect human health
2,18 Given a scenario, identify infection risks or controls needed

2.19 Given a scenario, identify hospital department risks, hazards, or controls
2.20 Given a scenario, identify the correct respirator needed to ensure safety
2.21 Given a scenario, identify the correct fire extinguisher or suppression system
2.22 Identify the key components of hazardous drug safety, use, or disposal
2,23 Given a scenario, identify the greatest ergonomic hazard
2.24 Given a scenario, identify patient safety risks
2.25 Given a scenario, identify occupational hazard risks

DOMAIN 3—COMPLIANCE, ACCREDITATION, & VOLUNTARY STANDARDS (36%)
3.1 Identify correct compliance and voluntary standard chemical exposure levels
3.2 Identify the greatest injury risk to healthcare workers
3.3 Identify OSHA defined healthcare hazards
3.4 Identify organizations that developed patient safety interventions
3.5 Identify organizations that develop or require hazardous material labels
3.6 Identify building egress requirements published by various organizations
3.7 Identify the mission of governments agencies that do not hold enforcement authority
3.8 Identify the government authority of departments and agencies
3.9 Identify key OSHA requirements, standards, and guidelines
3.10 Identify key compliance requirements for major OSHA standards
3.11 Given a scenario identify statistics published by government agencies
3.12 Identify key publications, standards, and guidelines published by voluntary organizations
3.13 Identify key government and accreditation requirements for emergency management
3.14 Given a scenario identify the government or consensus standards that addressed hazards
3.15 Given a scenario identify the NFPA publication, standard, or code that applies
3.16 Identify non-regulatory government agencies that provide safety resources to hospitals
3.17 Identify accreditation standards (JC, DNV, HFAP, CMS)
3.18 Identify appliable Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.19 Identify Federal Agency Responsibilities (CDC, DHS, DHHS, EPA, FDA, DHHS, NIOSH, NRC, etc.)
3.20 Identify Voluntary Organizations Responsibilities (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, etc.)

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

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

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

4. What control would be least effective in preventing potential food-borne illnesses?
a. Requiring food preparation workers to wash hands frequently
b. Maintaining hot foods on the serving line at 140°F or higher
c. Providing clean cloth towels to wipe food prep surfaces frequently*

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Certified Healthcare Emergency Professional (CHEP) Exam Blueprint

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect the percentage of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1–HEALTHCARE EMERGENCY MANAGEMENT PRINCIPLES (39%)

1.1 Identify appropriate accreditation standards.
1.2 Given a scenario identify all-hazards preparedness requirements
1.3 Identify ASPR capabilities and responsibilities.
1.4 Identify bioterrorism preparedness issues.
1.5 Identify building egress requirements.
1.6 Given a scenario identify CMS requirements
1.7 Given a scenario identify coalitions issues and responsibilities.
1.8 Identify various emergency management command structures.
1.9 Identify concerns, challenges, and resources for communications.
1.10 Identify community emergencies and disaster challenges.
1.11 Given a scenario identify community involvement issues and objectives.
1.12 Identify topics addressed in disaster legislation.
1.13 Identify requirements for drills and exercises.
1.14 Identify areas addressed in ESF#6, #8, #9, #13
1.15 Given a scenario identify issues and requirements of evacuation planning.
1.16 Identify exercise programs and agency responsibilities.
1.17 Identify FEMA capabilities and responsibilities.
1.18 Identify requirements and issues of health care sector preparedness
1.19 Given a scenario identify hospital response challenges and responsibilities.
1.20 Identify elements and characteristics of the hospital HVA and EOP documents
1.21 Identify ICS principles and system methods.
1.22 Identify the elements related to incident action planning.
1.23 Identify incident command responsibilities.
1.24 Identify the importance of information management.
1.25 Identify key management functions and concepts.
1.26 Given a scenario identify key elements of incident management.
1.27 Identify multi-agency coordination efforts.
1.28 Identify NIMS and healthcare responsibilities.
1.29 Identify organizational fundamentals, cultures, and structures.
1.30 Identify actions related to pandemics and other surge events.
1.31 Identify planning priorities and emergency policy directives
1.32 Given a scenario identify key recovery related issues and challenges.
1.33 Identify resource management concepts and principles.
1.34 Identify important issues of emergency management stakeholders.
1.35 Identify strategic planning priorities.

DOMAIN 2—DISASTER PREPAREDNESS (35% ITEMS)

2.1 Identify the principles related to activity reporting.
2.2 Identify biohazards and chemical terrorism risks.
2.3 Identify capabilities planning concepts.
2.4 Given a scenario identify chemical exposures and threats.
2.5 Given a scenario identify key community involvement issues
2.6 Identify comprehensive preparedness guidance documents and concepts.
2.7 Identify risks and responses to cyber security threats
2.8 Identify disaster educational resources and medical capabilities.
2.9 Given a scenario identify disaster notification and security requirements.
2.10 Identify domestic preparedness goals, objectives, and functions
2.11 Given a scenario identify emergency communications and operations.
2.12 Given a scenario identify exercises, simulations, and drills.
2.13 Identify Federal operational plans and FEMA planning methods
2.14 Identify key fire safety preparedness objectives and methods.
2.15 Identify disaster related hazard and risk assessment issues.
2.16 Identify healthcare and other public health challenges
2.17 Identify incident action principles
2.18 Identify industrial hazards
2.19 Identify information collection and analysis methods.
2.20 Identify integration of information requirements
2.21 Given a scenario identify lessons learned
2.22 Identify mitigation and national disaster response objectives
2.23 Identify threats from natural, weather, and manmade disasters
2.24 Identify key elements of NIMS operations
2.25 Identify nuclear and radiological hazards
2.26 Given a scenario identify issues related to prevention, protection, recovery, and response
2.27 Identify risk assessment, sector capabilities need to support function annexes
2.28 Identify technological emergencies and threats

DOMAIN 3—SAFETY & COMPLIANCE (26%)

3.1 Identify accreditation requirements and standards.
3.2 Identify voluntary standards that address emergency management.
3.3 Identify emergency standards.
3.4 Identify Federal agency safety and emergency related responsibilities.
3.5 Identify Federal safety and disaster legislation.
3.6 Given a scenario identity fire and safety standards.
3.7 Given a scenario identify hazardous materials standards
3.8 Given a scenario identify applicable OSHA standards that apply.
3.9 Given a scenario identified applicable NFPA codes and standards.
3.10 Identify CDC and NIOSH roles and responsibilities during emergencies
3.11 Identify voluntary and consensus standards.
3.12 Identify requirements published in CFR Titles 10, 21, 29, 40, 42, 44, 49.
3.13 Identify federal agency responsibilities (DHS, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC)
3.14 Identify voluntary standards entities (ANSI, ASTM, ASHRAE, ASME, CGA, FGI, NFPA, NIOSH)

SAMPLE QUESTIONS

1. What concept relates to the number of people an incident supervisor can manage effectively?
a. Delegation of authority
b. Span of control*
c. Unity of command

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

3. What facility serves as the location where equipment is kept while waiting for tactical assignment?
a. Disaster compound
b. Helicopter support base
c. Staging area *

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

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- CDC, DHHS, DHS, CMS, EPA, FDA, OSHA & NIOSH Websites

Certified Hazard Control Manager (CHCM) Exam Blueprint

IBFCSM exams contain 100-150 multiple choice items. Exam results permit the assessment to determine a candidate's minimum competency for certification. The blueprint reflects specifications published in the JTA Technical Report. Percentages reflect the percentage of test items in each domain. Candidates use recall, recognition, comprehension, and application to answer items related to professional practice.

DOMAIN 1—SAFETY MANAGEMENT (35%)
1.1 Identify accident prevention concepts and principles.
1.2 Identify accident prevention models.
1.3 Given a scenario identify accident causal factor.
1.4 Identify principles related to analyzing complex systems.
1.5 Identify communication & coordination concepts.
1.6 Identify emergency management concepts.
1.7 Given a scenario identify employee safety issues and challenges.
1.8 Given a scenario identify human factors issues impacting safety.
1.9 Identify the importance of personal safety involvement.
1.10 Identify the principles of information security.
1.11 Identify reason organization should invest in safety.
1.12 Given a scenario identify operational safety issues.
1.13 Given a scenario identify key organizational safety management issues.
1.14 Identify the components and elements of organizational change.
1.15 Identify organization culture & climate issues.
1.16 Identify organizational structure elements that impact safety.
1.17 Identify important reasons to support performance improvement.
1.18 Identify critical safety policies & procedures.
1.19 Given a scenario identify the key elements of proactive safety
1.20 Identify the importance of product safety evaluations.
1.21 Identify the roles that risk management plays in safety.
1.22 Identify the importance of making good safety decisions.
1.23 Identify the roles that safety design plays in preventing losses.
1.24 Identify key safety duties of management, supervisors, and employees.
1.25 Given a scenario identify key elements of effective safety education.
1.26 Given a scenario identify safety priorities.
1.27 Given a scenario identify issues impacting safety inspections.
1.28 Identify elements related to safety leadership.
1.29 Identify basic safety priorities for all organizations.
1.30 Identify and compare differences between policies & directives.
1.31 Identify reasons to embrace safety costs & benefits.
1.32 Identify reasons to use system safety methodologies.

DOMAIN 2 –HAZARD CONTROL (41%)
2.1 Given a scenario identify or classify accident causal factors.
2.2 Identify basic elements included in most accident analysis processes.
2.3 Identify accident generation theories.
2.4 Identify accident prevention principles and priorities.
2.5 Given a scenario identify controls for chemical hazards.
2.6 Identify key management concepts related the hazard control.
2.7 Identify elements related to increasing crime risks.
2.8 Identify the steps in critical process safety.
2.9 Identify elements related to safety design

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2.10 Identify concepts related to security management.
2.11 Given a scenario, identify facility safety hazards and risks.
2.12 Identify fire risks and appropriate controls.
2.13 Identify key hazard control functions.
2.14 Identify critical hazard control responsibilities.
2.15 Identify key components of hazard evaluations.
2.16 Identify human factors safety issues.
2.17 Given a scenario identify hazards & unsafe actions.
2.18 Given a scenario what can improve safe job performance.
2.19 Identify indoor contaminants.
2.20 Identify key elements of intelligence security.
2.21 Given a scenario identify the elements of a job safety analysis.
2.22 Identify occupational safety hazard controls.
2.23 Identify steps of an operational hazard analysis.
2.24 Identify reasons that operational security impacts safety
2.25 Identify the definition of private security.
2.26 Identify foundational elements of product safety management.
2.27 Identify reasons for emphasizing organizational asset protection.
2.28 Identify methods for reducing workplace hazardous exposures
2.29 Identify difference between safety effectiveness and safety program efficiency.
2.30 Identify purposes for various safety warnings, signs, & tags
2.31 Given a scenario identify the key security concepts & principles
2.32 Given a scenario identify the key elements of good transportation safety.

Domain 3—Compliance & Standards (24%)
3.1 Identify the provision of building & fire codes
3.2 Identify codes & standards related to hazard control.
3.3 Identify federal safety compliance standards.
3.4 Given a scenario identify standards related to controlling known hazards
3.5 Identify key disaster management principles.
3.6 Identify emergency response and preparedness issues.
3.7 Identify methods used to evaluate hazard severity.
3.8 Identify federal compliance requirements.
3.9 Given a scenario identify fire & chemical safety issues or controls.
3.10 Identify fire safety control, codes & standards.
3.11 Identify hazard evaluation standards.
3.12 Identify hazard communication requirements.
3.13 Identify hazard substance standards.
3.14 Identify hazardous material risks and control.
3.15 Identify hazardous waste requirements.
3.16 Identify ionizing & non-ionizing radiation hazards.
3.17 Identify compliance with major OSHA standards.
3.18 Identify requirements for reporting/documenting injuries & illnesses.
3.19 Identify common occupational safety hazards.
3.20 Identify common occupational health hazards.
3.21 Given a scenario identify personal protective equipment needed.
3.22 Identify safe storage practices for hazardous materials.
3.23 Identify key transportation safety risks.
3.24 Identify important voluntary safety standards.

SAMPLE QUESTIONS

1. What would contribute most to a hazard control manager's success?
a. Development of working relationships with line supervisors and staff managers*
b. Providing immediate solutions to all safety related problems when requested.
c. Correcting hazards without help from other members of the organization.

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

3. What is not a major component of hazard control management?
a. Engineering
b. Compliance*
c. Human Factors

4. What statement reflects a true statement about accidents?
a. We can classify an accident as a random event.
b. Accidents can sometime happen due to a single cause.
c. Management problems can contribute accidents*

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Certified Emergency Disaster Professional (CEDP) Exam Blueprint

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DOMAIN 1–EMERGENCY MANAGEMENT (39%)

1.1 Identify agency coordination and collaboration actions.
1.2 Identify authorities and responsibilities.
1.3 Identify communication needs and issues.
1.4 Given a scenario identify disaster response and recovery actions.
1.5 Given a scenario identify and apply emergency management concepts.
1.6 Given a scenario identify emergency response and coalition issues.
1.7 Given a scenario identity federal agency planning activities and capabilities
1.8 Identify FEMA defined terms, concepts, and principles.
1.9 Identify governmental agency coordination actions.
1.10 Identify hazard analysis needs, techniques, and methods.
1.11 Identify common healthcare emergency requirements.
1.12 Identify human resource management in disaster management.
1.13 Identify hazards related to pre and post disaster situations.
1.14 Identify incident command system processes and methods
1.15 Identify information and data management processes.
1.16 Identify key leadership principles and management concepts.
1.17 Given a scenario identify key lessons learned information.
1.18 Identify emergency management models.
1.19 Identify medical services capabilities and system challenges
1.20 Given a scenario identification mitigation, planning, and recovery issues.
1.21 Identify natural and weather-related risks and hazards.
1.22 Identify key principles in effective operational planning.
1.23 Identify issues related to operational and organizational structures.
1.24 Identify challenges and objectives of disaster planning effectiveness.
1.25 Given a scenario identify key preparedness management issues
1.26 Identify resource acquisition and allocation challenges.
1.27 Identify response sector key objectives and priorities.
1.28 Identify supply chains challenges.
1.29 Given a scenario identify key issues related to sustaining operations.
1.30 Identify system methods and processes.

DOMAIN 2—DISASTER PREPAREDNESS (35%)

2.1 Identify agency coordination processes, issues, and challenges
2.2 Identify key command and control objectives.
2.3 Given a scenario identify cyber security threat actions
2.4 Given a scenario identify disaster response actions.
2.5 Identify key drill exercise objectives and purposes,
2.6 Identify emergency support functions.
2.7 Given a scenario identify federal agency capabilities and responsibilities
2.8 Identify key FEMA core capabilities.
2.9 Given a scenario identify hazardous material issues and controls.
2.10 Identify the reasons for maintaining good information collection and sharing.

2.11 Identify challenges facing information technology during a disaster
2.12 Identify infrastructure security and resilience issues.
2.13 Identify reasons that lessons learned information is critical.
2.14 Identify management authority models of leadership.
2.15 Given a scenario identify appropriate medical services needed.
2.16 Given a scenario identify needed mitigation activities.
2.17 Identify the importance of national incident planning.
2.18 Identify natural disasters and weather risks.
2.19 Identify nuclear, chemical, and biological hazards and risks.
2.20 Given a scenario identify operational priorities and organizational response
2.21 Identify methods to protect infrastructures.
2.22 Identify public safety issues that relate to resilience efforts.
2.23 Identify resource availability priorities and issues.
2.24 Given a scenario identify response structures and commands.
2.25 Given a scenario identify needed sector capabilities and support
2.26 Identify terror threats.
2.27 Identify threat assessment priorities and methods.
2.28 Identify the impact of technology or transportation disasters.

DOMAIN 3—SAFETY AND ENVIRONMENTAL (26%)
3.1 Identify ANSI standards (PPE, eyewash stations, etc.)
3.2 Identify CDC disaster related information available.
3.3 Identify disaster related content found in CFRs (10, 21, 29, 40, 42, 44, 49,)
3.4 Identify DHS oversight, roles, terrorism, drills, exercises, & responsibilities
3.5 Given a scenario identify disaster related hazards.
3.6 Identify the purpose of emergency and disaster legislation.
3.7 Identify EPA responsibilities and hazardous materials standards.
3.8 Identify FDA disaster roles and responsibilities.
3.9 Identify federal disaster framework and organization.
3.10 Given a scenario identify FEMA roles, responsibilities, objectives, planning documents
3.11 Identify food and water safety issues.
3.12 Identify methods of hazard identification and analysis.
3.13 Identify hazardous materials exposure standards.
3.14 Identify information management, access, and security.
3.15 Identify standard requirements for life and fire safety
3.16 Identify key issues related to managing emergency utilities.
3.17 Identify NFPA standards and codes that apply to disaster situations.
3.18 NIOSH disaster related safety information
3.19 NRC roles, responsibilities, and standards
3.20 Identify occupational safety hazards and potential exposures
3.21 Identify OSHA requirements (HAZCOM, HAZWOPER, First Aid, Hazardous Materials, etc.)
3.22 Identify key pandemic and other medical surge or evacuation situations.
3.23 Given a scenario identify needed personnel protective equipment.
3.24 Identify physical security requirements in aftermath of disasters.
3.25 Identify actions to address post disaster safety hazards.

SAMPLE QUESTIONS

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

2. What agency regulates the transport of hazardous materials through pipelines?
a. Occupational Safety and Health Administration
b. Department of Commerce
c. Department of Transportation*

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

4. What action would most impact on how organizations respond to emergency situations?
a. Conducting/evaluating disaster drills as required by DHS.
b. Conducting thorough HVA to ensure proper planning*
c. Appointing an emergency coordinator as a liaison with EMA

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Certified Healthcare Fire Safety Professional (CHFSP) Exam Blueprint

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DOMAIN 1—FIRE SAFETY PRACTICE (36%)

1.1 Identify life safety deficiencies in aisles, corridors, and ramps.
1.2 Identify air handling equipment hazards.
1.3 Given a scenario identify hazards of ineffective fire alarms
1.4 Given a scenario identify alternative approaches to life safety.
1.5 Identify testing requirements for automatic fire extinguishing systems.
1.6 Identify the various classes of fire.
1.7 Identify construction hazards that impact life safety issues.
1.8 Identify requirements for commercial cooking operations.
1.9 Identify corridor fire safety issues.
1.10 Identify door locking requirements in patient areas
1.11 Identify hazards of poorly operations exhaust systems.
1.12 Given a scenario identify unacceptable passageways.
1.13 Given a scenario identify the appropriate extinguishing systems
1.14 Identify fire and smoke door requirements.
1.15 Identify the maintenance and testing requirements of fire hoses
1.16 Identify the standard that addresses fire safety cans.
1.17 Identify the key purpose of conducting fire safety evaluations
1.18 Given a scenario identify the most flammable gas.
1.19 Identify flow testing requirements for standpipes.
1.20 Identify foot candle requirements for emergency lighting.
1.21 Identify hazard related to heat detectors
1.22 Identify inspection requirements for fire and smoke compartment or walls.
1.23 Identify kitchen fire safety hazards.
1.24 Identify fore hazard in hospital clinical labs.
1.25 Identify healthcare laundry fire safety requirements.
1.26 Identify the testing requirements for notification devices.
1.27 Identify maintenance or testing requirements for fire extinguishers.
1.28 Given a situation identify requirements for checking rated barriers.
1.29 Given a scenario identify requirements non-sprinklered area separations.
1.30 Given a scenario identify separations requirements for various occupancies.
1.31 Identify requirements for smoke barriers and compartments
1.32 Identify risks of inoperative smoke dampers.
1.33 Identify proper storing of combustibles.
1.34 Identify surgical fire risks.
1.35 Identify testing roof surfaces & thermal barriers.
1.36 Identify actions to ensure safe welding.

DOMAIN 2—FIRE HAZARD CODES & STANDARDS (28%)

2.1 Automatic Sprinkler Systems (NFPA 25)

2.2 Bonding, Grounding, and Electrical Fire Hazards (NFPA 70/70E)

2.3 Bulk Oxygen Systems (NFPA 50)

2.4 Electrical Power Standby Power Systems (NFPA 110, NFPA 111)

2.5 Fire Doors and Fire Windows (NFPA 80)

2.6 Fire Hoses (NFPA 1962)

2.7 Fire Protection for Laboratories Using Chemicals (NFPA 45)

2.8 Fire Safety and Emergency Symbols (NFPA 170)

2.9 Fire Walls and Fire Barrier Walls (NFPA 221)

2.10 Flammable/Combustible Materials (NFPA 30)

2.11 Healthcare Facilities (NFPA 99)

2.12 Inspection, Testing, and Maintenance of Water-Based Protection Systems (NFPA 25)

2.13 Installation of Smoke Door Assemblies (NFPA 105)

2.14 Installation of Sprinkler Systems (NFPA 13)

2.15 Kitchen Hood Extinguishing (NFPA 96)

2.16 Laser Fire Protection (NFPA 115)

2.17 Life Safety and Egress (NFPA 101, 101A)

2.18 Portable Fire Extinguishers (NFPA 10)

2.19 Smoke Control (NFPA 92 & NFPA 92A)

2.20 Ventilating System Dampers and Controls (NFPA 90A)

2.21 Welding, Cutting, and Brazing (NFPA 51B)

DOMAIN 3—SAFETY MANAGEMENT (36%)

3.1 Identify built structure risks.

3.2 Identify emergency communications.

3.3 Identity basic compressed gas safety

3.4 Identify the definition of fire confinement.

3.5 Identify fire and emergency drill frequency and monitoring

3.6 Identify egress and exit requirements.

3.7 Identify healthcare electrical safety hazards or requirements.

3.8 Identify elevator/escalator safety and fire operational issues

3.9 Identify emergency lighting requirements in all facility areas.

3.10 Identify emergency power systems operational testing.

3.11 Identify emergency facility emergency procedures.

3.12 Identify facility areas that need fire safety hazard evaluations.

3.13 Identify fire-related statistics for deaths and injuries.

3.14 Identify hazardous storage areas with flammable/combustible materials.

3.15 Identify the elements of a hospital incident command system

3.16 Identify fire and electrical occupational hazards.

3.17 Identify fire and life safety requirements for outpatient facilities.

3.18 Identify OSHA personal protective equipment and respirator requirements

3.19 Identify prioritized emergency response actions.

3.20 Identify fire safety inspection requirements.

3.21 Identify fire safety requirements of CMS and accreditation organizations.

SAMPLE QUESTIONS

1. What response reflects the best method for identifying workplace fire hazards?
a. Conducting comprehensive site analyses and surveys*
b. Reviewing hazard control publications and journals
c. Understanding application of standards and codes

2. What response to carbon monoxide is most accurate?
a. Gas inhibits blood from carrying oxygen to the brain*
b. Indoor pollution generated from arcs of electric motors.
c. Can cause breathing/respiratory problems but seldom fatal.

3. What extinguisher effective on computer fires is declared environmentally dangerous?
a. Carbon dioxide
b. Dry powder
c. Halon*

4. What NFPA publication addresses electrical grounding requirements for patient areas in healthcare facilities?
a. NFPA 70
b. NFPA 99*
c. NFPA 101

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5, www.ibfcsm.com

- CHFSP Self Directed Study Guide, TLCS, Available in PDF at: www.ibfcsm.com.

- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

- Joint Commission Accreditation Standards: Environment of Care, Life Safety, and Emergency Management Standards.

- OSHA Egress and Fire Related Standards

Certified Patient Safety Officer (CPSO) Exam Blueprint

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DOMAIN 1 —PATIENT SAFETY FUNDAMENTALS (36%)

1.1 Given a scenario identify key adverse event issues.
1.2 Identify issues related to change analysis.
1.3 Identify issues impacting clinical communication.
1.4 Identify the importance of collecting patient information.
1.5 Identify common never events.
1.6 Identify concepts related to deferring to medical expertise.
1.7 Given a scenario identify key issues of an adverse event.
1.8 Identify key discipline approaches in non-punitive cultures.
1.9 Identify duty of care requirements.
1.10 Identify evidenced based medicine.
1.11 Given a scenario identify correct management functions
1.12 Identify healthcare organizational priorities.
1.13 Identify key milestones in the history of patient safety.
1.14 Given a scenario identify human error and steps to improve reliability
1.15 Identify ways to lead others using management principles.
1.16 Identify medical staff issues that impact patient safety.
1.17 Identify medication safety risks and issues.
1.18 Identify organizational climate and structures.
1.19 Identify common patient care risks.
1.20 Given a scenario identify key patient data and information.
1.21 Identify ways to encourage patient participation in care.
1.22 Identify key patient safety officer duties.
1.23 Identify correct definitions of patient safety terms.
1.24 Identity important issues related to accountability and behaviors
1.25 Given a scenario identify how risk management impacts patient safety.
1.26 Given a scenario identify challenges and culture change.
1.27 Identify ways senior leaders can promote patient safety.
1.28 Identify how teamwork understanding improves safety.
1.29 Identify why transparency and trust promotes proactive safety efforts.
1.30 Identify reasons for understanding human errors.

DOMAIN 2 –PATIENT HAZARDS & RISKS (28%)

2.1 Identify methods for analyzing patient safety incidents.
2.2 Identify steps to take to facilitate culture change.
2.3 Identify the importance of building trusting cultures
2.4 Identify reliability science.
2.5 Given a scenario identify the importance of delegation of authority.
2.6 Given a scenario identify ways to evaluate human factors impact on safety
2.7 Identify high reliability methods applicable to healthcare organizations.
2.8 Identify reasons to use good improvement processes.
2.9 Given a scenario identify key findings of an investigation
2.10 Identify situations that illustrate a need for change.

2.11 Identify issues related to outcome improvement.
2.12 Identify effective patient safety initiatives.
2.13 Identify the need for proactive performance improvement
2.14 Given a scenario prioritize corrective actions.
2.15 Given a scenario identify the need for proactive safety efforts.
2.16 Identify the key elements in an effective problem-solving process
2.17 Identify an effective error reporting process.
2.18 Identify a conflict that occurs between risk and quality management.
2.19 Given a scenario identify the reason for conducting a safety assessment
2.20 Identify how safety cultures can impact reporting processes.
2.21 Given a scenario identify an occurrence that meet sentinel event threshold
2.22 Identify why statistics do not always reveal patient safety hazards.
2.23 Identify the best definition of strategic initiatives
2.24 Identify why system method can improve patient outcomes.
2.25 Identify why teamwork improves patient safety.
2.26 Identify the reasons that leaders must better understand failure

DOMAIN 3—PATIENT SAFETY COMPLIANCE (36%)
3.1 Identify accreditations requirements that address patient safety.
3.2 Given a scenario identify common adverse events.
3.3 Identify why some professionals connect patient safety EOC issues.
3.4 Identify reason that communicating safety issues can become difficult.
3.5 Identify the role that diagnostic errors play in patient outcomes.
3.6 Given a scenario identify why emergency management is patient safety issue.
3.7 Identify why facility safety impacts patient care.
3.8 Identify the importance of developing a hazardous drug safety plan.
3.9 Identify reasons that infection control and prevention is critical for patients
3.10 Identify effective infection prevention methods.
3.11 Identify common or key adverse patient events.
3.12 Given a scenario identify why it is important to maintaining care levels.
3.13 Identify a situation when medical equipment safety impacts patient safety
3.14 Identify safe medication management processes.
3.15 Identify common patient safety clinical hazards.
3.16 Identify patient evacuation process.
3.17 Identify hospital responsibilities for patient fall prevention.
3.18 Identify the purpose for patient safety organizations
3.19 Identify patient safety responsibilities for support personnel.
3.20 Identify pharmacy hazards that can escalate in a patient adverse event.
3.21 Given a scenario identify reasons many safety committees perform ineffectively.
3.22 Identify sharp and blunt end issues that threaten patient safety

SAMPLE QUESTIONS

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

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

3. Which of the following would be the primary purpose for identifying and analyzing a medical error that does not produce any patient injury or harm?
a. Report the error to state medical and nursing boards.
b. Identify and hold accountable persons responsible.
c. Help identify flaws within the system or any sub system*

4. Which of the following actions would contribute the most to reducing risks of organizationally acquired infections in a hospitalized patient?
a. Use disposable medical supplies in all times patient or treatment areas
b. Establish a multi-disciplinary infection control committee to evaluate risks.
c. Require staff to follow established organizational hand sanitizing protocols*

STUDY REFERENCES

- Healthcare Hazard Control and Safety Management, 3rd Edition, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, ISBN: 978-1-4822-0655-5

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- Healthcare Safety for Nursing Personnel, CRC Press, Boca Raton, FL, 2015, J.T. Tweedy, ISBN: 978-1-4822-3027-7
  To Do No Harm, Jossey-Bass/Wiley & Sons, San Francisco, CA, 2005, J.M. Morath & J.E. Turnbull, ISBN: 0-7879-6770-X

- Principles of Risk Management and Patient Safety, Jones & Bartlett, Sudbury, MA, 2011, B.J. Youngberg, IBSN: 978-0-7637-7405-9

- NFPA 99-2012, Health Care Facilities Code Handbook, NFPA, Quincy, MA, 2011, MA, R.E. Bielen & J.K. Lathrop, ISBN: 978-161665141-1

- NFPA 101-2012, Life Safety Code Handbook, NFPA, Quincy, MA 2011, ISBN: 978-006461807

- Refer to appropriate standards to guide patient safety, compliance, and accreditation actions: (JC, DNV, HFAP, CMS); Federal Agencies (CDC, DHS, DHHS, DHS, DOT, EPA, FDA, FEMA, NRC, & OSHA); Voluntary Organizations (ANSI, ASTM, ASHRAE, FGI, NFPA, NIOSH, UL).

Certified Product Safety Manager (CPSM) Exam Blueprint

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Domain 1—Product Safety Management (35%)

1.1 Identify principles of accident costing processes
1.2 Identify the concept of strict liability
1.3 Identify consumer product certification
1.4 Identify product liability and litigation consequences
1.5 Identify the principles related to defend and indemnity/liability
1.6 Identify the purpose and nature of disclaimers and warranties
1.7 Identify the key areas of employee product safety training
1.8 Identify the product risks related to flammability
1.9 Given a scenario identify food processing safety risks
1.10 Identify the purpose of hazard and danger warnings
1.11 Identify milestones related to the history of product safety
1.12 Identify the risks associated with ignoring product safety procedures
1.13 Identify the purposes of independent safety reviews
1.14 Given a scenario identify key elements of industrial accident generation
1.15 Given a scenario identify elements related to legal negligence
1.16 Given a scenario identify the importance product safety management functions
1.17 Identify the key elements related to manufacturer liability issues
1.18 Identify types of product adverse events
1.19 Identify the importance of safety audits to product safety
1.20 Identify the purpose of product instructional information
1.21 Given a scenario identify product recall processes
1.22 Identify the importance of maintain product control records
1.23 Identify the impact of providing product safety literature
1.24 Identify product litigation actions and safety responsibilities
1.25 Identify importance of product safety promotional campaigns
1.26 Identify and define the concept of reasonably safe products
1.27 Identify the purpose of records documentation and retention
1.28 Identify reasons for conducting safety audits and hazard evaluations
1.29 Identify safety interventions and voluntary recall processes
1.30 Identify the use of warranty statements

Domain 2—Product Hazard Controls (41%)

2.1 Identify elements of the product audit and inspection process
2.2 Identify purposes for conducting benefit analysis
2.3 Identify the concept of compliant safety systems
2.4 Identify conditional product related events
2.5 Identify consumer product safety analysis elements
2.6 Identify elements relevant to controlling production hazards
2.7 Identify reasons for conducting cost effectiveness analysis
2.8 Identify elements of ensuring design of safe products
2.9 Identify reasons for evaluating existing product hazards
2.10 Identify principles of failure assessments
2.11 Given a scenario identify elements of field disassembly or reassembly
2.12 Identify flowcharting benefits
2.13 Identify benefits of hazard analysis

2.14 Given a scenario identify human factors and ergonomic hazards
2.15 Identify reason for assessing manufacturing processes
2.16 Given a scenario identify medical product risks
2.17 Identify elements related to modifications to existing products
2.18 Identify potential user behaviors
2.19 Identify methods for preventing hazardous products reaching consumers
2.20 Identify the importance of product design field reports and hazard analysis
2.21 Identify relevancy of product sampling plans and testing criteria
2.22 Identify elements relevant to production sequence and quality controls
2.23 Given a scenario identify risk and hazard severity issues
2.24 Given a scenario identify safe design objectives and assessments
2.25 Identify specification limits and substantially equivalent definitions
2.26 Identify elements of system safety science and methods

Domain 3—Standards Compliance (24%)

3.1 Identify Federal regulations relevant to product safety
3.2 Identify consumer product safety compliance requirements
3.3 Identify relevant consumer product safety standards
3.4 Identify CPSC enforcement scope and standards
3.5 Identify defective product reporting standards
3.6 Identify Federal agencies product safety responsibilities
3.7 Identify regulatory report procedures
3.8 Identify safety laws impacting import of foreign goods
3.9 Identify laws related to sale of goods or products
3.10 Identify requirements for manufacturer duty to warn
3.11 Identify key medical equipment and device regulations
3.12 Identify product complaint investigation requirements
3.13 Identify key product safety legislation
3.14 Identify product safety signs
3.15 Identify the use of product safety warnings
3.16 Identify accurate product safety warning labels
3.17 Identify the difference between product warnings and cautions
3.18 Identify product radiation compliance standards
3.19 Identify regulator jurisdictions
3.20 Identify processes for reporting consumer product injuries
3.21 Identify key consensus and voluntary product safety standards

Sample Questions

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

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

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

4. What key issue relates to the general theory of negligence in product safety?
a. Reasonableness of the manufacturer's conduct at the time the product left its hands*
b. Reasonableness of the product in the environment for which it was designed
c. Reasonableness of product usage prior to an incurred injury
d. Availability to the manufacturer of reasonably safe alternative product designs

Study References

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- Product Safety Management Guidelines, 2nd Ed. Laing, P; Editor, NSC, Chicago, IL, 1996
- Safer by Design: A Guide to the Management and Law Designing for Product Safety, 2nd Edition, Abbott, H & Tyler, M, Gower Publishing Company, 1997
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- Engineering Design for Safety: Hunter, T, McGraw Hill; NY, 1992.
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- Introduction to Hazard Control Management, CRC Press, Boca Raton, FL, 2014, J.T. Tweedy, IBSN: 978-1-4665-5158-9

Certified Healthcare Safety Nurse (CHSN) Exam Blueprint

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Domain 1 —Patient Safety (36%)
1.1 Identify and respond to adverse events
1.2 Identify the need for change analysis
1.3 Identify critical elements of clinical communication
1.4 Identify elements of collecting patient information
1.5 Identify common patient never events
1.6 Identify importance of continuous learning
1.7 Identify the need for discipline in non-punitive cultures
1.8 Identify the importance of ethics
1.9 Given a scenario identify steps to facilitate change
1.10 Identify how transparency impacts healthcare organizations
1.11 Identify issues related to harm free care
1.12 Given a scenario identify consequence of human error
1.13 Given a scenario identify elements of improving reliability
1.14 Identify concepts related to leading others
1.15 Identify patient events common in malpractice allegations
1.16 Identify medical staff issues related to safety
1.17 Given a scenario identify medication safety events
1.18 Identify factors that can impact operational safety
1.19 Identify issues relevant to organizational assumptions
1.20 Identify factors impacted by organizational climate
1.21 Given a scenario identify organizational structure issues impacting safety
1.22 Identify patient care risks in various settings
1.23 Identify reasons that patient information collection is vital
1.24 Identify ways patients can participate in their care
1.25 Identify patient safety risks
1.26 Identify the safety importance of personal accountability
1.27 Identify how personnel behaviors impact safety performance
1.28 Given a scenario identify risk management principles
1.29 Identify concepts related to safety cultures
1.30 Given a scenario identify senior leadership safety roles

Domain 2—Safety & Hazard Management (28%)
2.1 Identify accident investigation principles
2.2 Identify the principles of hazard analysis
2.3 Identify principles related to authority and discipline
2.4 Identify behaviors that hinder communication
2.5 Identify continuous improvement concepts and principles
2.6 Identify principles relevant to good decision-making
2.7 Identify disaster and emergency management objectives
2.7 Identify safety education and training requirements
2.8 Identify objectives for maintain a responsive employee health function
2.9 Given a scenario identify facility safety priorities
2.10 Identify elements of maintain a high reliability organization
2.11 Given a scenario identify the human factors impacting safety
2.22 Identify concepts related to leadership and management

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2.23 Identify training, education, and orientation needs based on empirical data
2.24 Identify common preventable medical errors
2.25 Identify occupational health risks for nursing personnel
2.26 Identify hindrances to maintaining a good operational culture
2.27 Identify important elements related to organizational dynamics
2.28 Given a scenario identify key performance improvement objectives
2.29 Identify actions to ensure safety policies reflect realistic priorities
2.30 Identify quality improvement processes that help safety performance
2.31 Identify key risk management principles
2.32 Identify important concepts related to effective safety assessments
2.33 Identify the importance of understanding the costs of adverse events

Domain 3—Standards Compliance (36%)

3.1 Identify requirements related accreditation standards (JC, DNV, HFAP, CMS)
3.2 Identify antimicrobials & disinfectants compliance requirements
3.3 Identify biological and chemical hazards compliance regulations
3.4 Identify clinical department safety requirements
3.5 Identify agencies and requirements of the Code of Federal Regulations (CFR 10, 21, 29, 40, 42, 44, 49)
3.6 Identify major OSHA compliance standards (Bloodborne, HAZCOM, Electrical Safety, etc.)
3.7 Identify consensus standard requirements (ANSI, ASTM, ASHRAE, FGI, NFPA, NIOSH, etc.)
3.8 Identify emergency management requirements of CMS, ASPR, DHS, FEMA, etc.)
3.9 Identify environmental management regulations
3.10 Identify key elements and requirements for environment of care areas
3.11 Identify compliance and voluntary standards addressing ergonomics
3.12 Identify Federal agency requirements (CDC, EPA, FDA, NRC, & OSHA, etc.
3.13 Identify major life and fire safety requirements
3.14 Identify flammable and combustible risks
3.15 Identify requirements for handling, storing, and disposing hazardous wastes
3.16 Identify key infection control standards, guidelines, and recommendations
3.17 Identify key elements of safety related to ionizing & non-ionizing radiation
3.18 Identify medical equipment safety requirements and hazards
3.19 Identify key elements of handling blood and other pathological wastes
3.20 Identify key standards, guidelines, and recommendations for patient safety

Sample Questions

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

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

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

4. What process is considered a rapid change method?
a. Fishbone Causation Analysis
b. Plan-Do-Check-Act*
c. Root Cause Analysis
d. Failure Mode & Effect Analysis

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