

# **COSS and COSM Recertification Guide**



# Introduction

This recertification guide covers the requirements and processes for maintaining the Certified Occupational Safety Specialist (COSS) and Certificate for Occupational Safety Managers (COSM) credentials beyond the initial three-year period. To maintain these credentials, all certificate holders must demonstrate an ongoing commitment to enhancing the skills needed to remain current in the field of safety through professional development, conferences and other appropriate activities. Additional information about recertification is available on the COSS website at [coss.net/recertification.aspx](http://coss.net/recertification.aspx).

# Requirements

COSS and COSM certificate holders must recertify their credential and report activities every three years. Certificate holders may choose from 10 categories in the areas of safety and health to earn recertification points. All points must be earned within the recertification cycle to which they apply. The point requirements are as follows:

- COSS Requirement = 15 points
- COSM Requirement = 20 points

\*Minimum of 5 points must come from qualifying Continuing Education/Professional Development Safety and Health training.

Certificate holders are responsible for maintaining a record of completed activities, compiling supporting documentation, and reporting at the end of the recertification cycle. Supporting documentation is only required if you are audited. Failure to meet these requirements will result in loss of certificate.

# Categories for Earning Points

The following chart outlines the recertification categories and point distributions. The primary focus of each category is based on safety and health, and ways to prevent workplace hazards. Acceptable supporting documentation is listed under each category. Activities can only count once toward a particular category.

CATEGORY	POINT CALCULATOR	ALLOWED POINTS	ACCEPTED DOCUMENTATION
Continuing Education/ Professional Development Courses	5 points = 15 contact hours or 1.5 CEUs	*5 points min. - 20 points max.	Sign-in rosters, transcripts, certificates, conference agenda or similar documentation
College/University Safety/Health Course	10 points = 3 credit hours	10 points maximum	College/University transcript
Instruct "Train the Trainer" for a safety topic or instruct course containing one or more COSM topics	5 points = One 8-hour class	5 points maximum	Sign-in roster with instructor name printed or similar documentation
Attendance at Safety/Health Conferences	5 points = One 8-hour class	5 points maximum	Conference agenda, including session descriptions and conference registration confirmation
Conference Presenter or Discussion Panel Member of Safety/Health Topic	5 points = One conference presentation or panel	5 points maximum	Conference agenda containing presentation/panel description and speaker list
Safety/Health Job Experience	5 points = One-year work experience	5 points maximum	Safety/Health job description and employer letter verifying dates of employment
Professional Safety Organization Membership or Active Board Member of Safety Organization	5 points = Organization or board membership	5 points maximum	Membership confirmation, organization's Annual Report or similar documentation
Special Government Employee Participation	5 points = VPP Audit	5 points maximum	Audit participation documentation
Professional Contribution to Safety/Health Industry	5 points = One qualifying activity	5 points maximum	Proof of contribution is based on activity. See guidelines.
COSS or COSM Class (must be taken after completion of the class you are recertifying)	15 points	15 points maximum	COSS or COSM certificate

# Points

## Continuing Education and Professional Development Safety/Health Courses

15 contact hours or 1.5 CEUs = 5 points  
 Mandatory: 5 points; Maximum: 20 points  
 Required information includes title of course, location, attendance date(s) and number of contact hours or CEUs

**Certificate holders are required to complete a minimum of 5 points in this category.** Points are earned through continuing education, training or professional development courses related to safety and health. CEUs or contact hours must come from a safety council, training institution, conference or seminar. Points earned by completing continuing education at a conference can only count toward one category. Site specifics, on-site safety meetings and tool-box talks do not count toward recertification. CEUs are awarded by the International Association for Continuing Education and Training (IACET). In the instance that CEUs are not awarded, the number of contact hours spent in training can be applied. **Supporting Documentation:** A copy of sign-in rosters, certificates or conference agenda, or similar documentation.

Contact Hours of Safety/Health Training	Continuing Education Units (CEUs)	Points Earned
0 hours – 14 hours	0 CEUs – 1.4 CEUs	0
15 hours – 29 hours	1.5 CEUs – 2.9 CEUs	5
30 hours – 44 hours	3.0 CEUs – 4.4 CEUs	10
45 hours – 59 hours	4.5 CEUs – 5.9 CEUs	15
60 hours – 74 hours	6.0 CEUs – 7.4 CEUs	20

## College and University Safety/Health Course

Minimum of 3 credit hour course = 10 points  
 Maximum: 10 points  
 Required information includes institution, course title and semester/year completed  
 Points are earned through receipt of a passing grade in a minimum of a three-credit hour, safety-related course taken at an accredited institution of higher education. **Supporting Documentation:** A college or university transcript indicating the course title, semester/year completed and credit hours awarded.

## Instruct “Train the Trainer” for Safety Topic or Instruct Course Containing a COSM Topic

One 8-hour course = 5 points  
 Maximum: 5 points  
 Required information includes course title, topic, location and date(s) of course  
 Points are earned by instructing a “Train the Trainer” on a safety and health topic or instructing a course containing a Certificate of Safety Management (COSM) topic. The “Train the Trainer” instructor provides training to potential trainers on a safety-related topic. COSM topics include Essentials of Safety Management, Strategic Planning & Evaluating for Safety Success, Managing Risk & Safety Finance, Injury Management Incentives & Discipline, and Communicating the Safety Message. **Supporting Documentation:** A sign-in roster with the instructor’s name printed or similar documentation.

### Attendance at Safety/Health Conferences

One day (6 or more hours) = 5 points

Maximum: 5 points

Required information includes conference and attendance date(s)

Points are earned based on attendance of a one-day (6 hours of more) safety and health conference. **Supporting**

**Documentation:** A conference agenda, including session descriptions and conference registration confirmation.

### Conference Presenter or Discussion Panel Member of Safety/Health Topic

One conference presentation or panel = 5 points

Maximum: 5 points

Required information includes conference name, title of presentation and attendance date

Points are earned based on presenting one safety-related presentation or participating in one safety-related panel discussion at a safety and health conference. **Supporting**

**Documentation:** A conference agenda containing presentation/panel description and speaker list.

### Safety/Health Job Experience

One-year work experience = 5 points

Maximum: 5 points

Required information includes company, job title, and year employed

Points are earned based on one year of full-time experience as a safety professional. To qualify, primary responsibilities must include ensuring compliance with OSHA standards and maintaining a safe and healthy workplace. Primary function is defined as 50% of overall responsibilities. Full-time is defined as

working at least 35 hours per week. **Supporting**

**Documentation:** A job description and employer letter verifying dates of employment.

### Professional Safety Membership or Active Board Member of Safety Organization

Organization or board membership = 5 points

Maximum: 5 points

Required information includes name of membership organization

Points are earned through individual membership or by participating as an active board member in a safety organization.

The organization must be recognized as a safety and health organization in the safety profession. **Supporting**

**Documentation:** A membership confirmation, the organization's annual report or similar documentation.

### Special Government Employee Participation

VPP Audit = 5 points

Maximum: 5 points

Required information includes location and date(s) of on-site evaluation

Points are earned by Special Government Employees (SGE) who participate in a Voluntary Protection Program (VPP) on-site evaluation.

VPP SGEs serve under OSHA's direction as on-site evaluation team members. **Supporting Documentation:** A copy of the audit participation documentation.

### Professional Contribution to Safety/Health Industry

One qualifying activity = 5 points  
 Maximum: 5 points  
 Required information includes additional information about professional contribution  
 Points are earned by contributing to an OSHA regulation, ANSI standard or another industry standard, or by writing a safety-related article for a safety publication other than your employer’s publication. **Supporting Documentation:** An employer letter verifying proof of participation, an official standard publication showing contributor’s information or a copy of the publication with published article.

### COSS or COSM Course

Must be taken after completion of the course you are recertifying  
 15 points  
 Maximum: 15 points  
 Required information includes course title, location and dates of course  
 Points are earned by completing additional COSS program courses. COSS certificate holders will receive 15 points for completing the COSM course during their three-year COSS recertification cycle. COSM certificate holders will receive 15 points for completing the COSS course during their three-year COSM recertification cycle. **Supporting Documentation:** COSS or COSM certificate.

## Tracking Activities

COSS and COSM certificate holders should maintain an ongoing record of their own activities and recertification points as they are earned. The Recertification Activity Log can be used for tracking and is available on the COSS website at [coss.net/recertification.aspx](http://coss.net/recertification.aspx). Certificate holders must also retain all relevant supporting documentation. Supporting documentation is only required if you are audited.

Recertification Activity Log

Name:		Student ID Number:	
Category	Activity Description <i>(Include additional details about activity including Title, Location, Institution, Membership, Conference, SGE Participation, or Professional Contribution)</i>	Dates	Points Earned
<b>Total Points Earned</b>			

COSS Requirement = 15 points  
 COSM Requirement = 20 points  
 \*Minimum of 5 points must come from qualifying Continuing Education/Professional Development Safety and Health training.



## Audits

Certificate holders may be subject to random audits as part of the recertification process. If selected for an audit, the certificate holder will receive a notice requesting supporting documentation of recertification points earned. Acceptable supporting documentation is listed under each category. Failure to provide documentation of recertification points will result in the revocation of the credential.

## Recertification Cycle

COSS and COSM certificates expire on December 31 of the third full year of the recertification cycle. For example, if a COSS graduate received their COSS credential in May 2018, it will expire on December 31, 2021. All recertification activities must have taken place in the three-year recertification cycle.

## Recertification Application

COSS and COSM certificate holders can apply online for recertification on the COSS website at [coss.net/recertification.aspx](http://coss.net/recertification.aspx). The online recertification application must be submitted by December 31 of the certificate holder's expiration year. Supporting documentation for listed activities is not required with submission of the recertification application, but must be submitted upon request. Recertification applications will be accepted during the last six months of your three-year recertification cycle.

## Recertification Fees

For applications submitted by December 31 of the third full year of the recertification cycle, the recertification fee is \$149. Payment must accompany the online application.

## Extensions

Certificate holders may extend their expiration date by an additional year for the purpose of earning the required recertification points. Extension requests must be received by March 31 of the following year after their expiration date. The fee for an extension is \$75. By extending the expiration date, the certificate holder will shorten their next recertification cycle to two years (instead of three). Consecutive extensions are not allowed. The recertification point requirement must be met during both cycles.

## Notification

The application review process will take 3-5 weeks. Individuals who are accepted will receive a new certificate with an expiration date of three years from the previous expiration date. Individuals who are denied will receive an email stating the reasons the application was not accepted.

## Failure to Recertify

Certificate holders who fail to submit a recertification application prior to the designated deadline will have their COSS and COSM status revoked. The credentials can be reinstated if the individual registers for and completes the training again.

## Appeals Process

COSS and COSM certificate holders may appeal, in writing, any adverse decision regarding recertification made by the COSS Administration. An appeal will be reviewed by the designated Appeals Committee. Decisions made by the Appeals Committee will be final.

## Update Records

Recertification notices are sent as a courtesy to the e-mail address we have on file. It is the certificate holder's responsibility to keep the COSS Administration informed of current e-mail and mailing addresses. Certificate holders should review and update records at least once a year.

## Certificate Alignment

Certificate holders who have completed both COSS and COSM can align the expiration dates of their certificate. When it is time to submit the COSS recertification application, the certificate holder is to submit their COSM certificate to the COSS Administration and the COSS certificate will be aligned to the recertification cycle of the COSM certificate. The COSM graduate who holds the COSS credential must meet the requirements of the COSM recertification (20 points) and submit

for renewal at the end of the recertification cycle or result in the loss of both COSM and COSS certificates.

## Emeritus Status

Certificate holders who are over 65 years of age and have retired from the safety and health profession may apply for emeritus status. Emeritus status allows current COSS and COSM certificate holders to use their designation(s) after they retire without having to recertify. The Emeritus Status Application found at [coss.net/forms.aspx](http://coss.net/forms.aspx) must be submitted by December 31 of the certificate holder's expiration year. There is a one-time fee of \$149. **Supporting Documentation:** A copy of the driver's license and signed letter from your previous employer on company letterhead with date of retirement.

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