



# Recertification Checklist

In order to prepare you for the official recertification application, go through the following checklist and highlight the activities that you have completed during your three-year recertification cycle.

## Recertification Activities

**Helpful Tip #1:** Make notes about each activity as defined in parentheses. You will need these details when you apply.

- Safety/Health Job Experience (name of role and company)
- Safety Membership (name of the organization)
- Safety-related College Course (name of course and institution)
- Safety-related Conference (name of the conference and month/year attended)
- Safety-related Presentation (name of the conference, title of presentation, and year presented)
- Safety-related Panel (name of the conference, title of panel discussion, and year on panel)
- Continuing Education and Professional Development Courses (name of courses, training institution, month/year of training, and number of contact hours)

**Helpful Tip #2:** If selected for an audit, certificate holders will be asked for acceptable documentation regarding continuing education and professional development activities. It's a good idea to keep sign-in sheets, certificates, and conference agendas handy in case you are audited.

## Other Activities

These recertification activities aren't as commonly applied toward recertification, but you can earn points toward recertification if you have completed these activities. Highlight all the activities that apply to you.

- Instructor of a Safety-related Train-the-Trainer Course
- Instructor of a Safety Management Course

- Special Government Employee who Participated in a Voluntary Protection Program On-site Evaluation
- Assisted with the Creation of an OSHA Regulation
- Assisted with the Creation of an ANSI Standard
- Wrote a Safety-related Publication for an Established Publication