



Hello,

On behalf of the CITF, I would like to welcome you to the Safety Trained Supervisor Construction (STSC) Exam Prep workshop. Congratulations on completing the Superintendent Career Training Program—an accomplishment you should be proud of. We are thrilled to have you join us for an engaging, highly demanding, and fun-filled week.

As you prepare for the STSC Exam, you must complete and submit some documents to the Carpenters International Training Fund (CITF) and the Board of Certified Safety Professionals (BCSP). The first document is the BCSP information Gathering Form. Please fill out this form and return it to your local training center. The second is the SCT Pre-Verification Work Form. These must be submitted to the CITF for approval to take the exam. Once this is completed and you have been registered for the class, you will need to create an account for the BCSP. To do this, visit the BCSP website and follow the instructions provided. Once your account is created, you **MUST** fill out and submit your application to the BCSP. You will find step-by-step instructions on how to do this in this packet.

Your Safety Trained Supervisor Construction (STSC) application **is a crucial step in securing your spot in the workshop. It MUST BE RECEIVED by the BCSP 31 days before the start of the class. This is a strict deadline, and we cannot stress enough the importance of meeting it. Your prompt action will ensure a smooth registration process and guarantee your participation** in the workshop.

Around 45 days from the workshop start, you will receive an email from a representative from the BCSP. This representative will be able to assist you and answer any questions that may arise. Also, your study guide with directions for the class prework will be mailed to the address provided. If you have moved and have a new address, please submit a new BCSP Information Gathering Form with your updated address. **We will not be mailing out additional study materials.**

If you have any questions, please direct them to your local training center. They can assist you.

Once again, I extend my congratulations to you. I look forward to meeting you.

Fraternally,

A handwritten signature in blue ink that reads "Brian Connearney".

Brian Connearney, CSP  
Technical Coordinator



## BCSP Information Gathering Form

This form gathers information for attendees attending the Safety Trained Supervisors Construction Exam Prep workshop at the UBC International Training Center in Las Vegas, NV, and arranges to deliver the course study material.

|   |  |                                |                  |
|---|--|--------------------------------|------------------|
| <b>Course Start Date:</b>   |  | <b>Course End Date:</b>        |                  |
| <b>UBC Number:</b>  |  |                                |                  |
| <b>Full Name on the Photo ID. This must match your registration for the exam:</b> |  |                                |                  |
| <b>Mailing Address:</b>   |  |                                |                  |
| <b>City:</b>  |  | <b>State:</b>                  | <b>Zip Code:</b> |
| <b>Preferred Email:</b>   |  | <b>Preferred Phone Number:</b> |                  |

Due to the on-site delivery of the STSC exam at the Carpenters International Training Center (CITC), no special accommodations, like extra time or medical assistance, can be provided by the Carpenters International Training Fund (CITF). Participants needing special accommodations must arrange to take the exam at their local Pearson Vue testing center, where such accommodations are available. They should also inform their local training center beforehand when submitting the BCSP information gathering form.

All participants in this course must agree to have their BCSP account and application completed and submitted 31 days before their scheduled class starts. Failure to complete this will result in the attendee's registration being canceled. Canceled registrations will not be reinstated. The attendee will have to register for the next available course.

I understand that I will be canceled from this course if I do not complete the above requirements. I also understand that the CITF will not reimburse me for lost wages and benefits while attending the training. Any concerns regarding reimbursement for lost wages and benefits must be directed to your local training fund or council.

\_\_\_\_\_ Participants Initials



# Carpenters International Training Fund Safety Trained Supervisor Construction Exam Prep SCT Prerequisite Verification Form

**Directions:** Please complete the application form completely, ensuring that all sections are completed.

Remember to include a list of all safety training courses and their respective dates.

**Note:** Working safely does meet the requirements of safety experience for this course

|                  |                |
|------------------|----------------|
| Name:            | U Number:      |
| Phone number:    | Email address: |
| Mailing address: |                |

|   |   |
|---|---|
| Employer name and address:  | Contact person:                         |
| Contact person's phone number:                                      | Contact person email address:           |
| Start date of employment:<br>(mm/dd/yyyy)                           | End date of employment:<br>(mm/dd/yyyy) |
| Describe overall construction and safety duties with your employer: |   |

What portion of Job Duties that are Safety Related (%):

Was a portion of this position devoted to protecting people, property, and the environment from harm?

Describe how your job was completed at the professional level and how it is preventing harm/protecting people, property, or the environment. Do not describe job functions in "Functions that are not Safety, Health, or Environmental."

List all the safety and health training you have received from and outside the Union.

**I understand that the Carpenters International Training Fund (CITF) must approve this application, and they may contact my employer to verify that the information provided is true and accurate. Additionally, the CITF may request additional documentation to demonstrate that I have successfully completed the required training. By signing this document, I confirm that I am a member in good standing with my local and will maintain good standing with my local dues at the time of the training. I am also aware that the CITF reserves the right to refuse my attendance at the workshop based on the information I have submitted.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Check one:

Approved       Not Approved

Approving Coordinator name: \_\_\_\_\_

Approving Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Senior Coordinator Name: \_\_\_\_\_

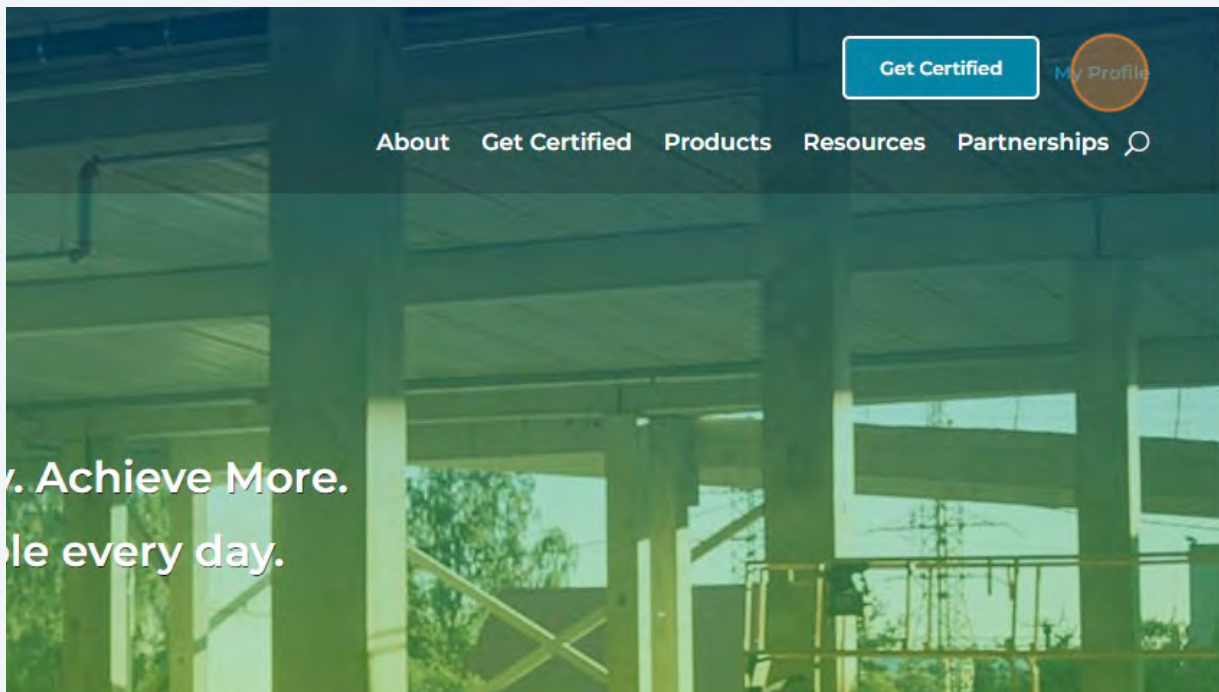
Approving Senior Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If not approved, indicate the reason:

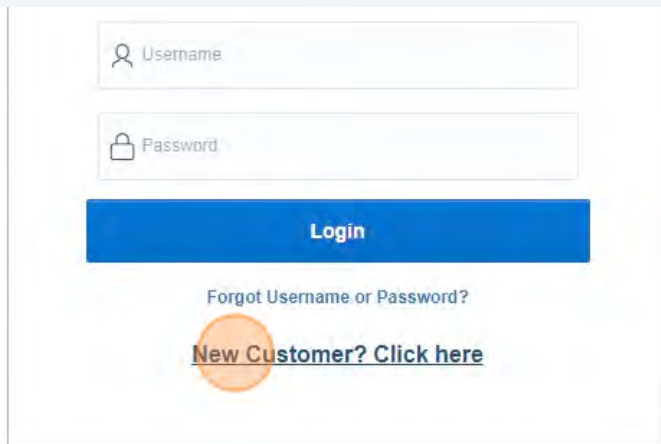
# Create BCSP Profile and Complete Registration Process

1 Navigate to <https://www.bcsp.org/>

2 Click "My Profile"



3 Click "New Customer? Click here"

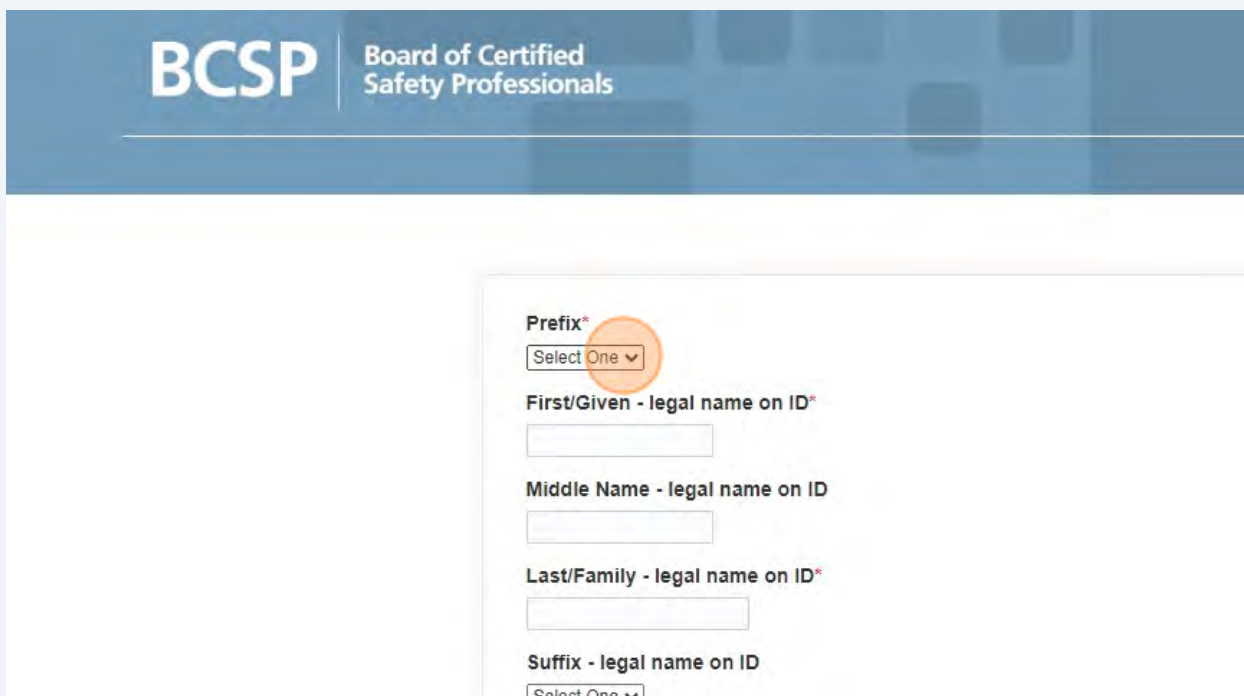


A screenshot of a login form. It features two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below these is a blue 'Login' button. Underneath the button is a link that says 'Forgot Username or Password?'. At the bottom of the form, the text 'New Customer? Click here' is highlighted with an orange circle.

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome and Mozilla Firefox

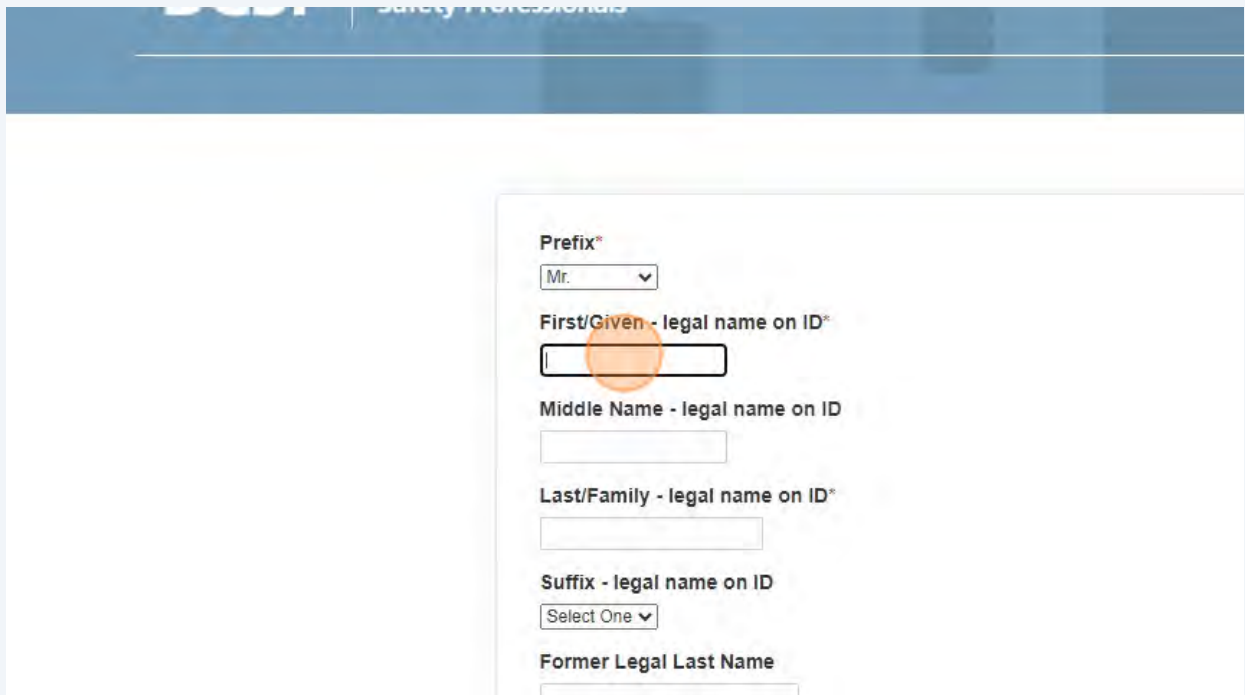
[Return to Menu](#)

4 Click this dropdown.



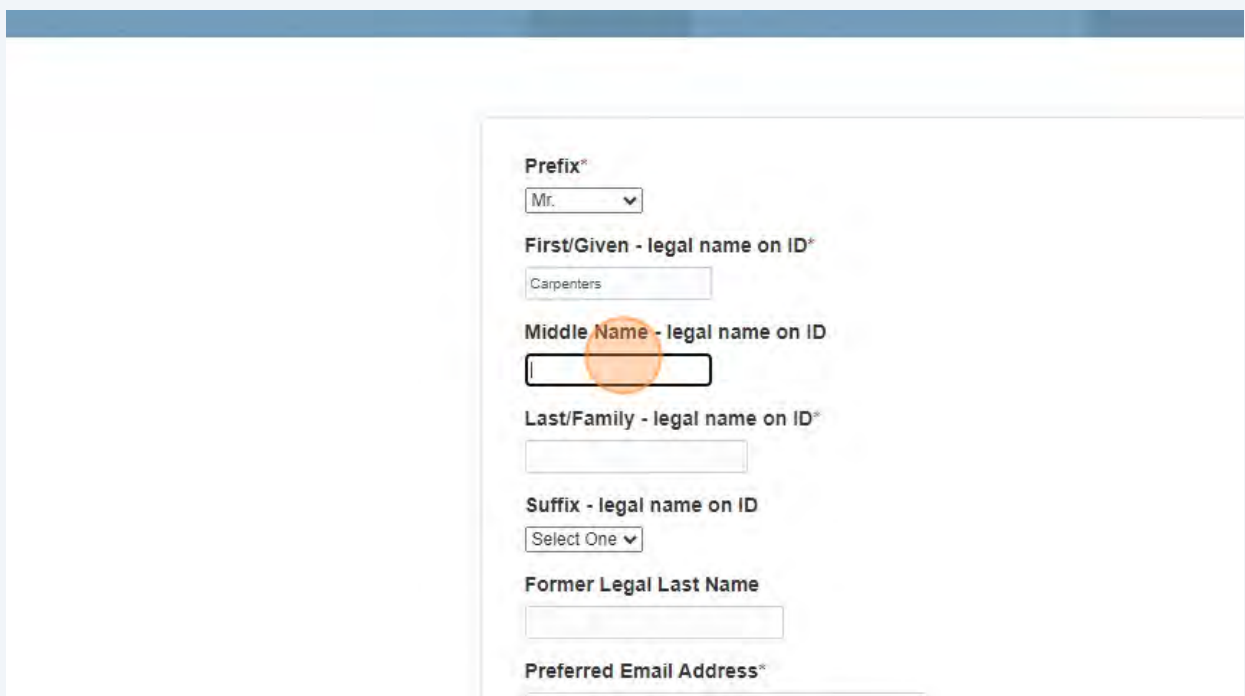
A screenshot of the BCSP (Board of Certified Safety Professionals) registration form. The header shows the BCSP logo and name. The form fields include: 'Prefix\*' with a dropdown menu showing 'Select One' (highlighted with an orange circle), 'First/Given - legal name on ID\*' with a text input field, 'Middle Name - legal name on ID' with a text input field, 'Last/Family - legal name on ID\*' with a text input field, and 'Suffix - legal name on ID' with a dropdown menu showing 'Select One'.

- 5 Click the "First/Given - legal name on ID\*" field.



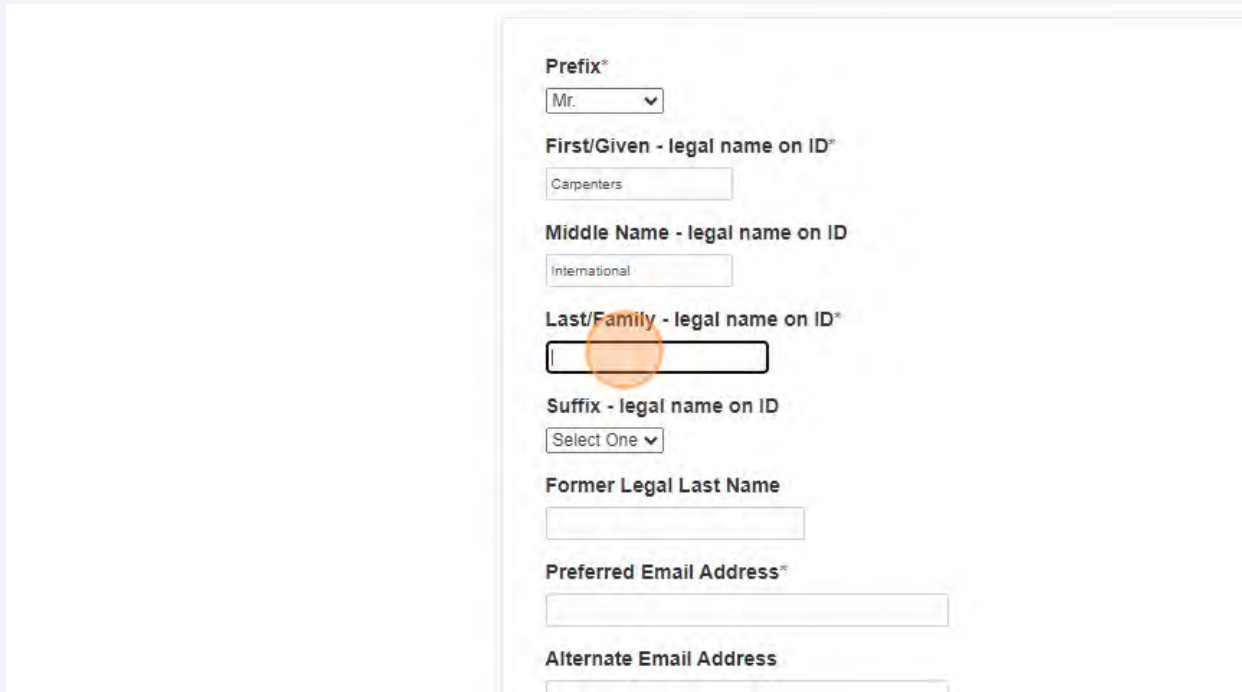
A screenshot of a web form titled "Safety Professionals". The form contains several fields: "Prefix\*" (dropdown menu with "Mr." selected), "First/Given - legal name on ID\*" (text input field with a blue highlight), "Middle Name - legal name on ID" (text input field), "Last/Family - legal name on ID\*" (text input field), "Suffix - legal name on ID" (dropdown menu with "Select One" selected), and "Former Legal Last Name" (text input field).

- 6 Click the "Middle Name - legal name on ID" field.



A screenshot of a web form titled "Safety Professionals". The form contains several fields: "Prefix\*" (dropdown menu with "Mr." selected), "First/Given - legal name on ID\*" (text input field with "Carpenters" entered), "Middle Name - legal name on ID" (text input field with a blue highlight), "Last/Family - legal name on ID\*" (text input field), "Suffix - legal name on ID" (dropdown menu with "Select One" selected), "Former Legal Last Name" (text input field), and "Preferred Email Address\*" (text input field).

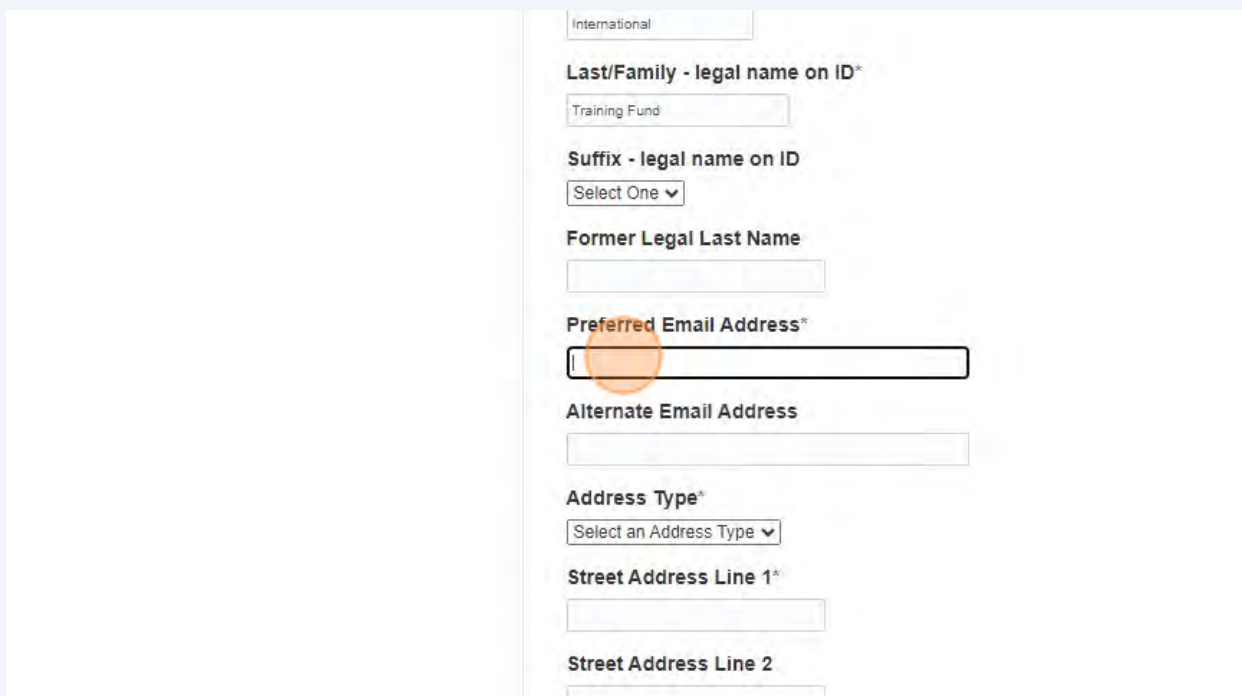
7 Click the "Last/Family - legal name on ID\*" field.



A screenshot of a web form with several fields. The field "Last/Family - legal name on ID\*" is highlighted with an orange circle. The form includes the following fields:

- Prefix\***: A dropdown menu with "Mr." selected.
- First/Given - legal name on ID\***: A text input field containing "Carpenters".
- Middle Name - legal name on ID**: A text input field containing "International".
- Last/Family - legal name on ID\***: A text input field, highlighted with an orange circle.
- Suffix - legal name on ID**: A dropdown menu with "Select One" selected.
- Former Legal Last Name**: A text input field.
- Preferred Email Address\***: A text input field.
- Alternate Email Address**: A text input field.

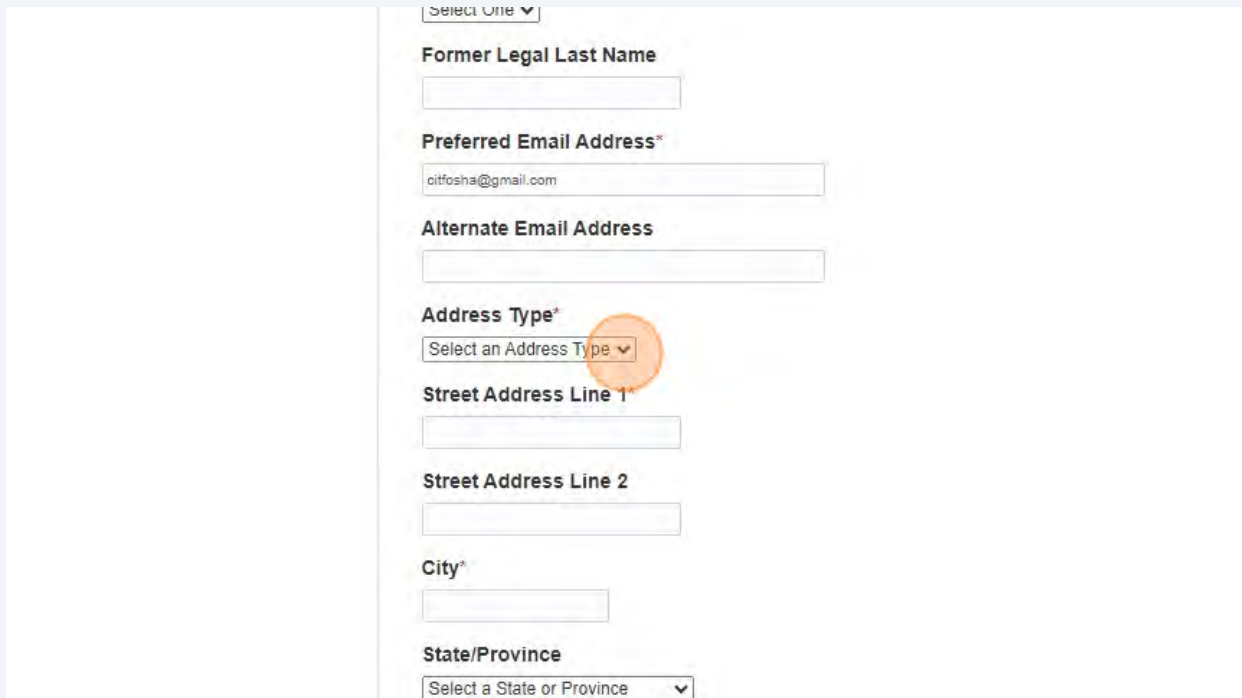
8 Click the "Preferred Email Address\*" field.



A screenshot of a web form with several fields. The field "Preferred Email Address\*" is highlighted with an orange circle. The form includes the following fields:

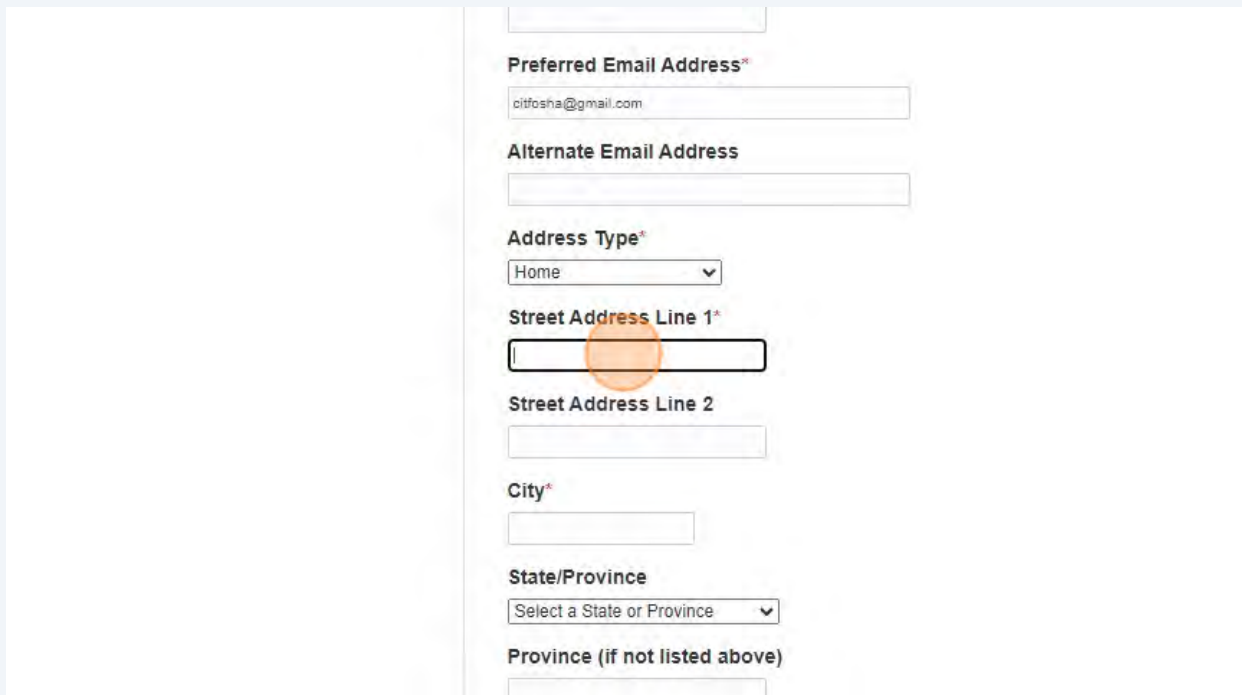
- Last/Family - legal name on ID\***: A text input field containing "International".
- Training Fund**: A text input field containing "Training Fund".
- Suffix - legal name on ID**: A dropdown menu with "Select One" selected.
- Former Legal Last Name**: A text input field.
- Preferred Email Address\***: A text input field, highlighted with an orange circle.
- Alternate Email Address**: A text input field.
- Address Type\***: A dropdown menu with "Select an Address Type" selected.
- Street Address Line 1\***: A text input field.
- Street Address Line 2**: A text input field.

9 Click this dropdown.



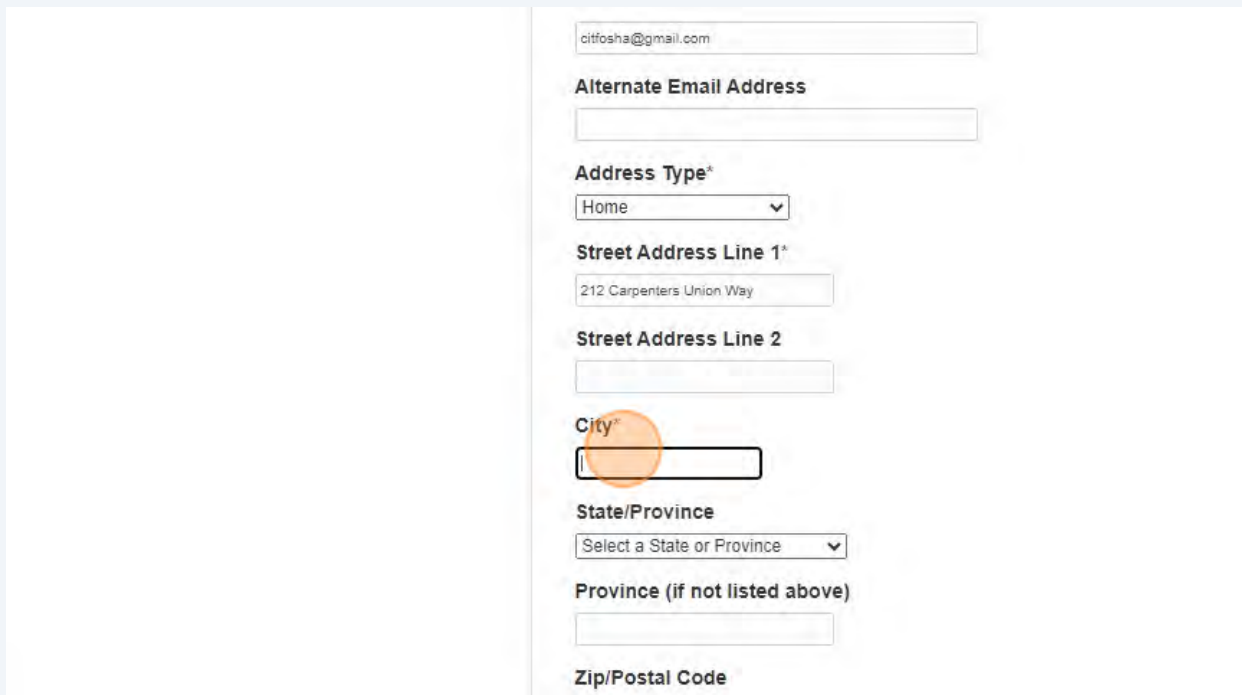
A screenshot of a form with several fields. At the top, there is a dropdown menu labeled "[ Select One ▼ ]". Below it are the following fields: "Former Legal Last Name" (text input), "Preferred Email Address\*" (text input with "oitfasha@gmail.com"), "Alternate Email Address" (text input), "Address Type\*" (dropdown menu with "Select an Address Type ▼" highlighted by an orange circle), "Street Address Line 1\*" (text input), "Street Address Line 2" (text input), "City\*" (text input), and "State/Province" (dropdown menu with "Select a State or Province ▼").

10 Click the "Street Address Line 1\*" field and enter your address.



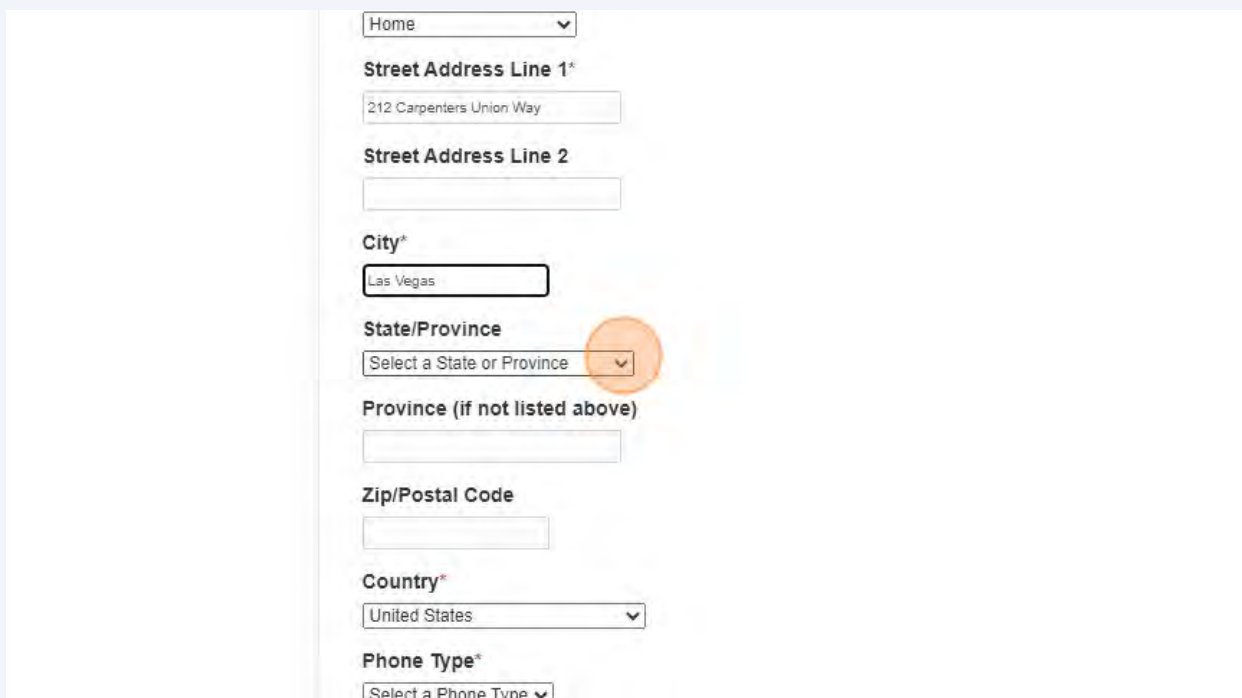
A screenshot of the same form as above, but with the "Address Type\*" dropdown menu now set to "Home". The "Street Address Line 1\*" text input field is highlighted with a black border and an orange circle, indicating it is the field to be clicked and filled with an address.

11 Click the "City\*" field and enter your city.



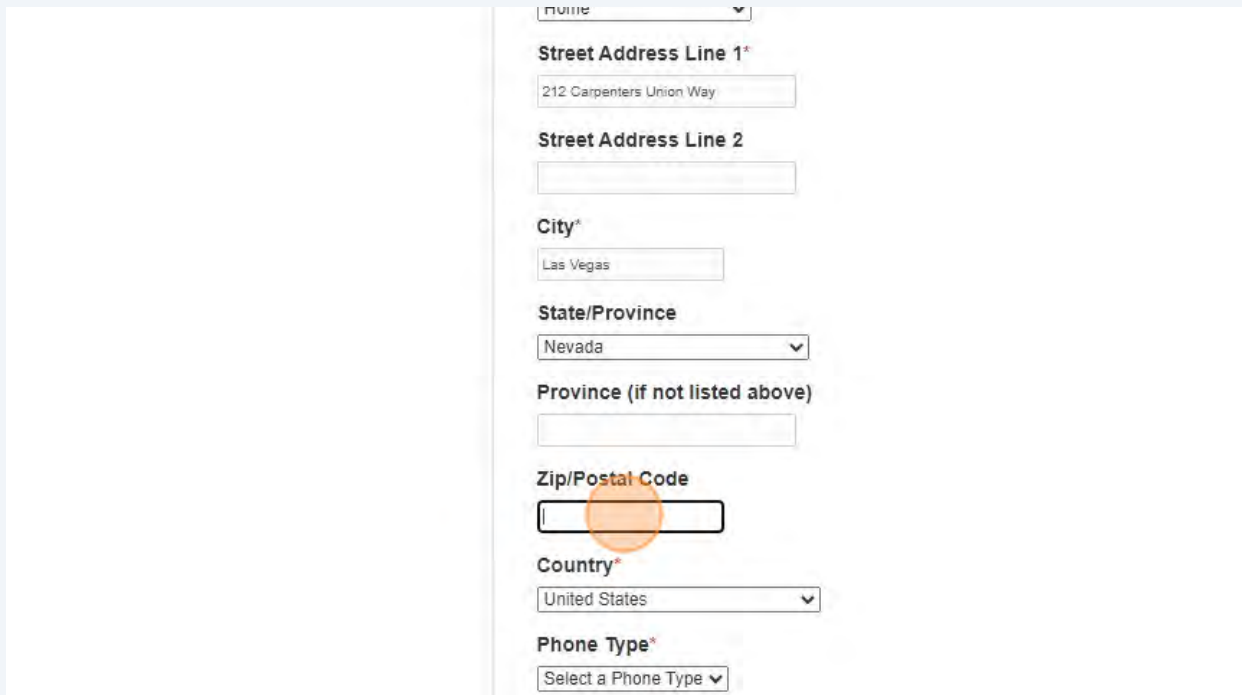
A screenshot of a registration form. The form includes the following fields: Email Address (citfosha@gmail.com), Alternate Email Address (empty), Address Type\* (Home), Street Address Line 1\* (212 Carpenters Union Way), Street Address Line 2 (empty), City\* (empty, highlighted with an orange circle), State/Province (Select a State or Province), Province (if not listed above) (empty), and Zip/Postal Code\* (empty).

12 Click this dropdown and select your State/Province.



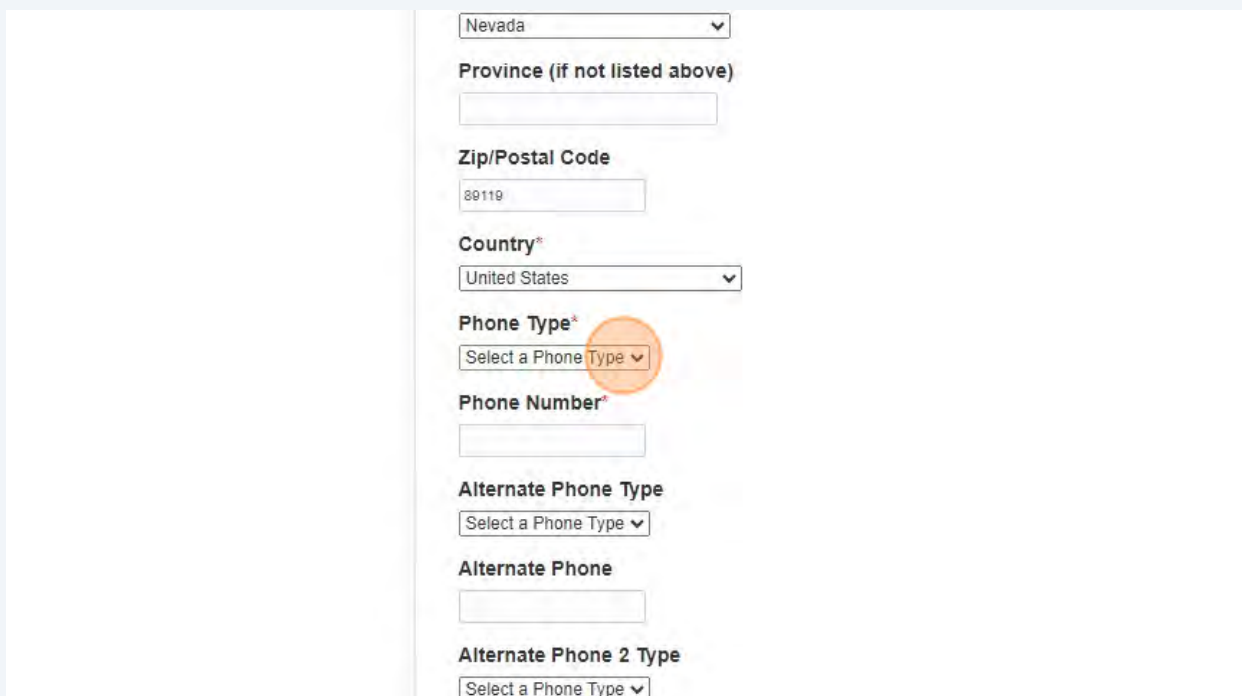
A screenshot of the registration form, showing the City field filled with "Las Vegas". The State/Province dropdown menu is highlighted with an orange circle. The form also shows the Province (if not listed above) field, Zip/Postal Code\* field, Country\* field (United States), and Phone Type\* field (Select a Phone Type).

13 Click the "Zip/Postal Code" field.



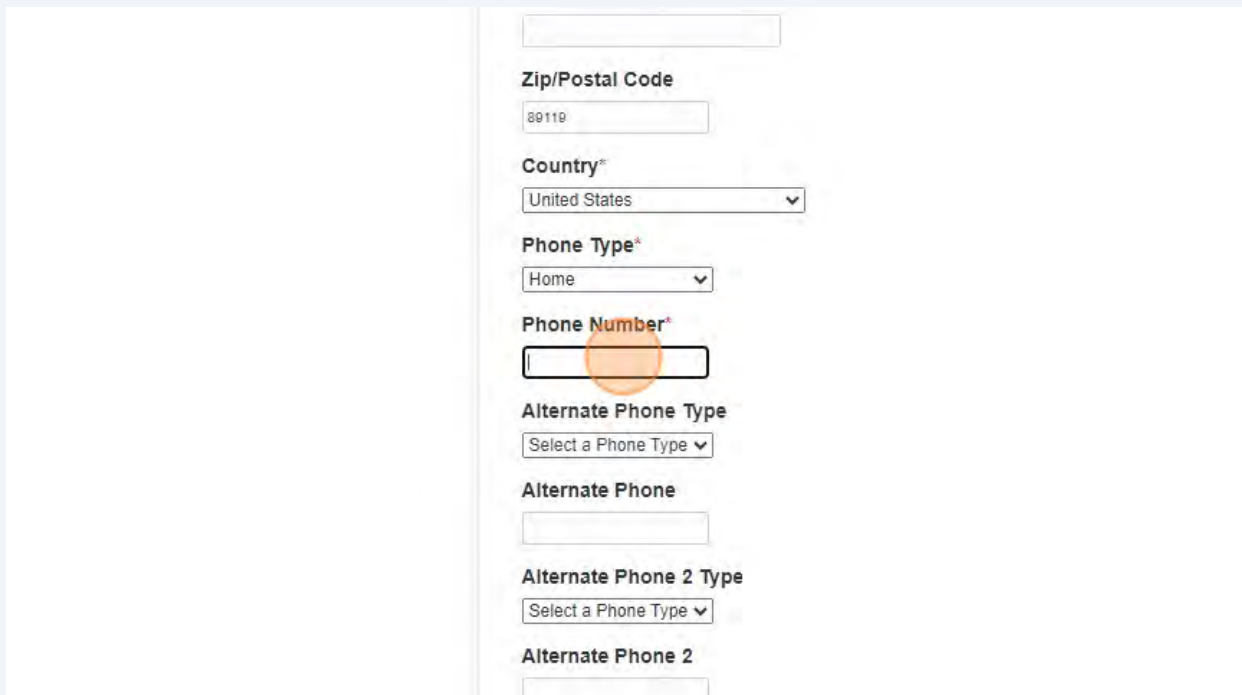
A screenshot of a form with the following fields: "Name" (dropdown), "Street Address Line 1\*" (text input with "212 Carpenters Union Way"), "Street Address Line 2" (text input), "City\*" (text input with "Las Vegas"), "State/Province" (dropdown with "Nevada"), "Province (if not listed above)" (text input), "Zip/Postal Code" (text input, highlighted with an orange circle), "Country\*" (dropdown with "United States"), and "Phone Type\*" (dropdown with "Select a Phone Type").

14 Click this dropdown and select the Phone type.



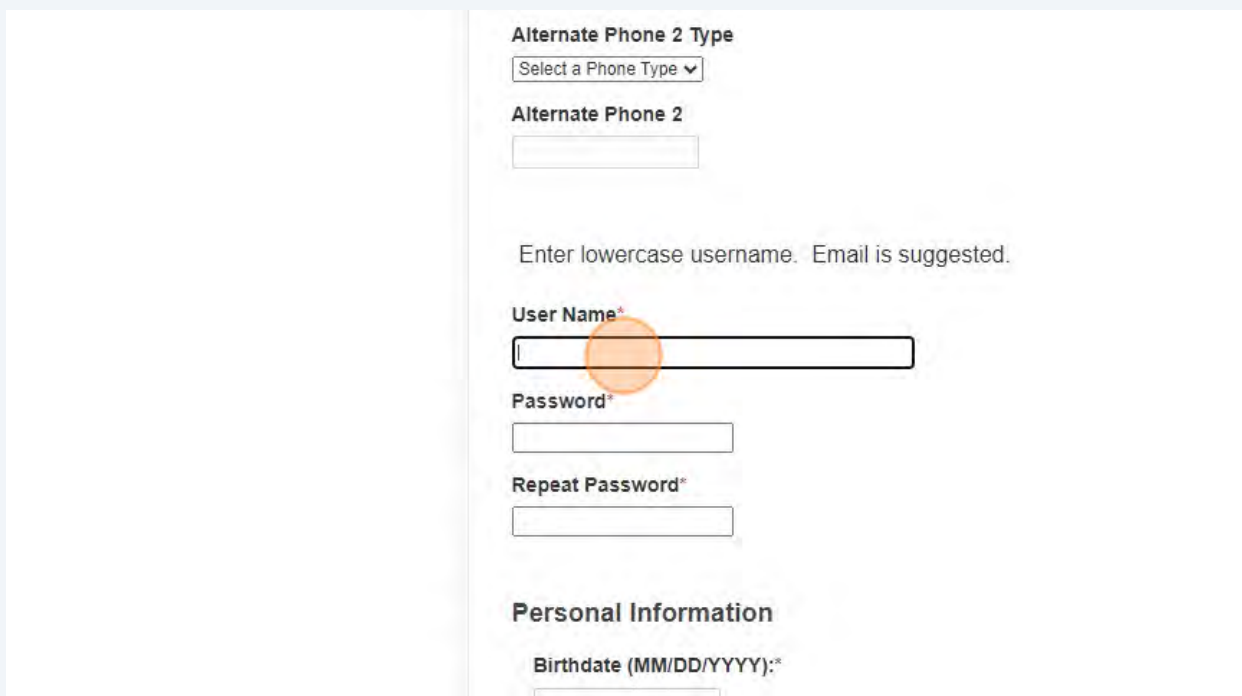
A screenshot of a form with the following fields: "Nevada" (dropdown), "Province (if not listed above)" (text input), "Zip/Postal Code" (text input with "89119"), "Country\*" (dropdown with "United States"), "Phone Type\*" (dropdown, highlighted with an orange circle), "Phone Number\*" (text input), "Alternate Phone Type" (dropdown with "Select a Phone Type"), "Alternate Phone" (text input), and "Alternate Phone 2 Type" (dropdown with "Select a Phone Type").

15 Click the "Phone Number\*" field.



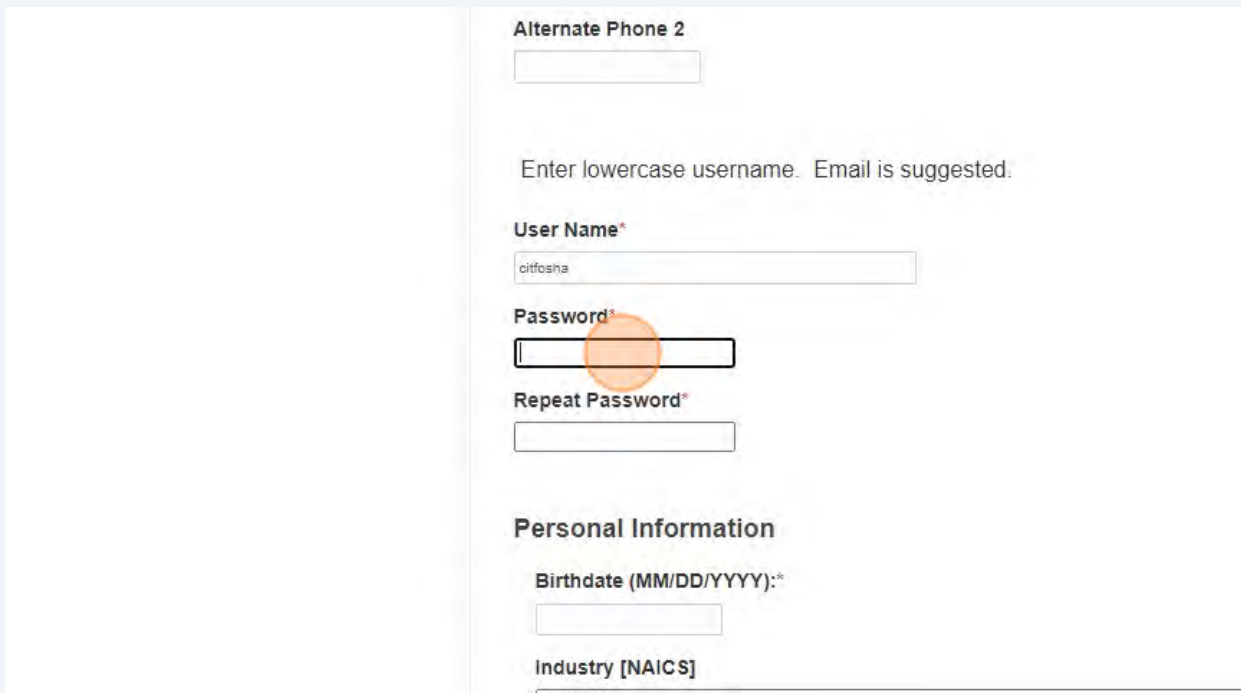
A screenshot of a registration form. The form is partially filled out. The fields shown are: Zip/Postal Code (89119), Country\* (United States), Phone Type\* (Home), Phone Number\* (highlighted with an orange circle), Alternate Phone Type (Select a Phone Type), Alternate Phone, Alternate Phone 2 Type (Select a Phone Type), and Alternate Phone 2.

16 Click the "User Name\*" field and create a username.



A screenshot of a registration form. The form is partially filled out. The fields shown are: Alternate Phone 2 Type (Select a Phone Type), Alternate Phone 2, a text prompt "Enter lowercase username. Email is suggested.", User Name\* (highlighted with an orange circle), Password\*, Repeat Password\*, and Personal Information (Birthdate (MM/DD/YYYY):\*).

17 Click the "Password\*" field and create a password.



Alternate Phone 2

Enter lowercase username. Email is suggested.

User Name\*

Password\*

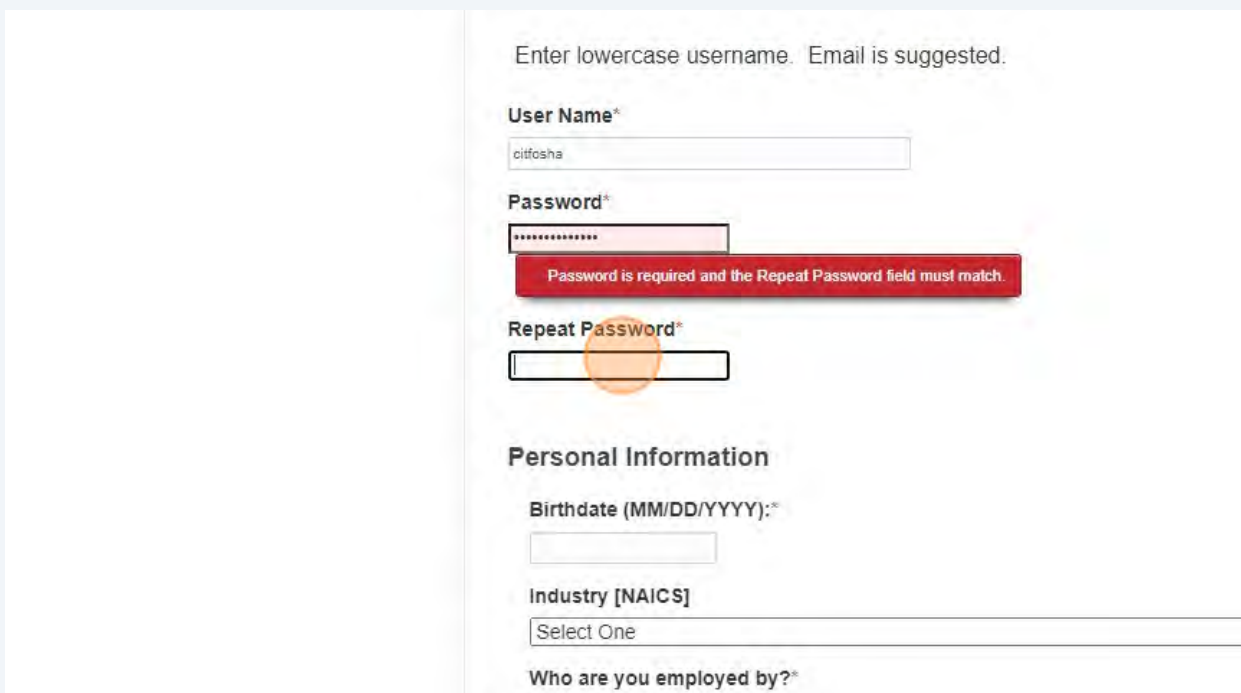
Repeat Password\*

Personal Information

Birthdate (MM/DD/YYYY):\*

Industry [NAICS]

18 Repeat the password you just entered.



Enter lowercase username. Email is suggested.

User Name\*

Password\*

Password is required and the Repeat Password field must match.

Repeat Password\*

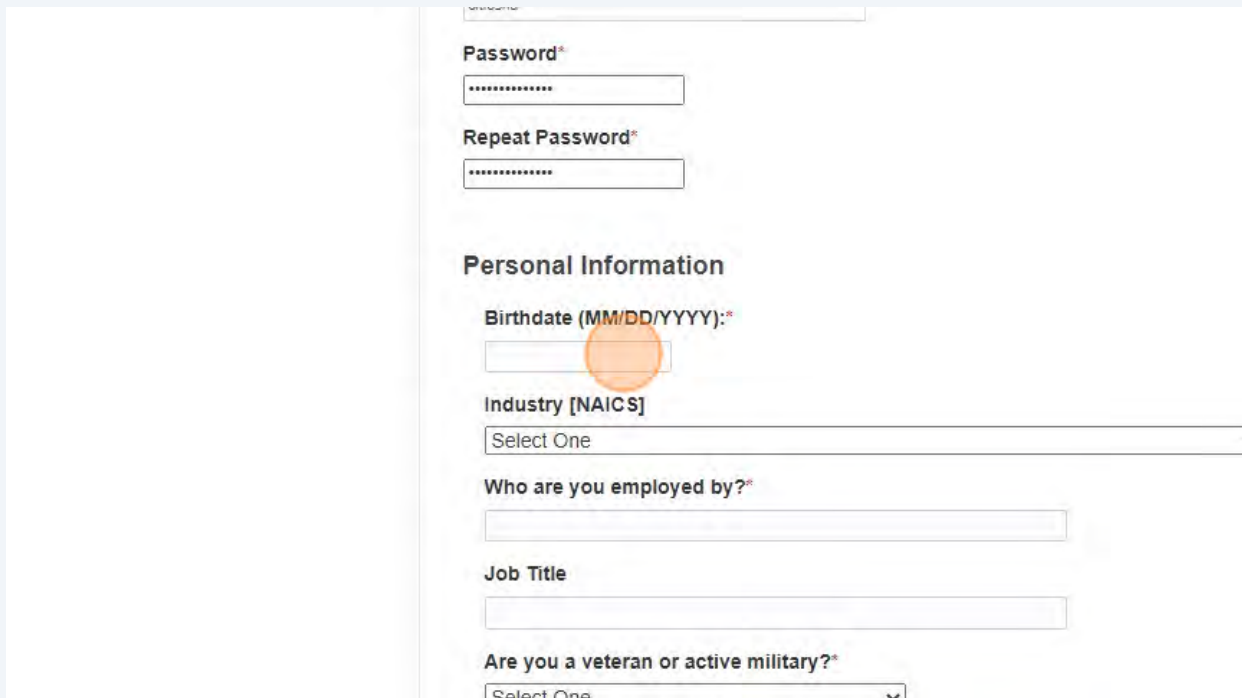
Personal Information

Birthdate (MM/DD/YYYY):\*

Industry [NAICS]

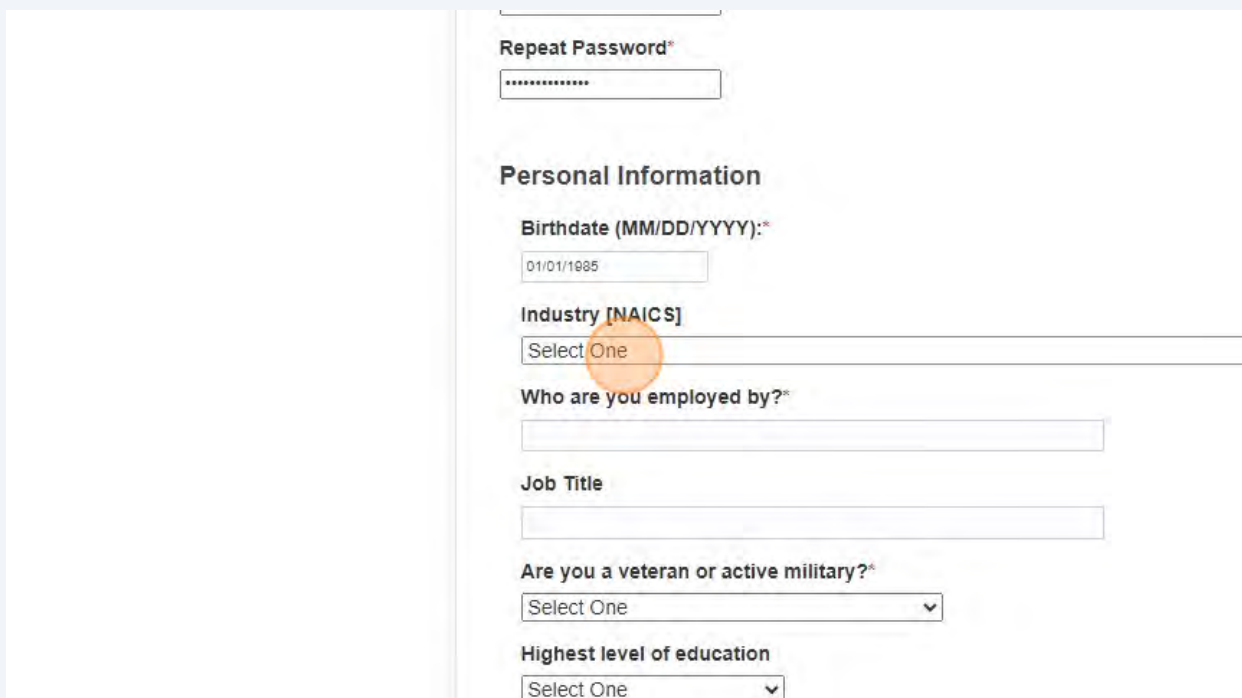
Who are you employed by?\*

19 Click the "Birthdate (MM/DD/YYYY):\*" field.



A screenshot of a registration form. The form is divided into two columns. The right column contains the following fields: a "Password\*" field with a masked input, a "Repeat Password\*" field with a masked input, a "Personal Information" section header, a "Birthdate (MM/DD/YYYY):\*" field with an orange circle highlighting the input box, an "Industry [NAICS]" dropdown menu showing "Select One", a "Who are you employed by?\*" text input field, a "Job Title" text input field, and an "Are you a veteran or active military?\*" dropdown menu showing "Select One".

20 Click this dropdown and select Construction.



A screenshot of a registration form, similar to the one above. The "Birthdate" field is now filled with "01/01/1985". The "Industry [NAICS]" dropdown menu is highlighted with an orange circle, and the text "Select One" is visible. Below it are the "Who are you employed by?\*" text input field, the "Job Title" text input field, the "Are you a veteran or active military?\*" dropdown menu showing "Select One", and the "Highest level of education" dropdown menu showing "Select One".

21 Click the "Who are you employed by?\*" field.

**Personal Information**

**Birthdate (MM/DD/YYYY):\***  
01/01/1985

**Industry [NAICS]**  
Construction [23]

**Who are you employed by?\***  
[Empty text field]

**Job Title**  
[Empty text field]

**Are you a veteran or active military?\***  
Select One

**Highest level of education**  
Select One

**Where did you hear about BCSP?**  
Select One

22 Click the "Job Title" field.

**Personal Information**

**Birthdate (MM/DD/YYYY):\***  
01/01/1985

**Industry [NAICS]**  
Construction [23]

**Who are you employed by?\***  
CITF

**Job Title**  
[Empty text field]

**Are you a veteran or active military?\***  
Select One

**Highest level of education**  
Select One

**Where did you hear about BCSP?**  
Select One

**Which credential(s) are you pursuing (or researching)? (press and hold Ctrl**  
Associate Safety Professional (ASP) certification

23 Click this dropdown and answer the question.

Industry [NAICS]  
Construction [23]

Who are you employed by?\*

CITF

Job Title  
Instructor

Are you a veteran or active military?\*

Select One

Highest level of education  
Select One

Where did you hear about BCSP?  
Select One

Which credential(s) are you pursuing (or researching)? (press and hold Ctrl to select multiple)

- Associate Safety Professional (ASP) certification
- Construction Health and Safety Technician (CHST) certification
- Certified Instructional Trainer (CIT) certification
- Certified Safety Professional (CSP) certification
- Graduate Safety Practitioner (GSP) designation

24 Click this dropdown and answer the question.

Construction [23]

Who are you employed by?\*

CITF

Job Title  
Instructor

Are you a veteran or active military?\*

Not Applicable

Highest level of education  
Select One

Where did you hear about BCSP?  
Select One

Which credential(s) are you pursuing (or researching)? (press and hold Ctrl to sel

- Associate Safety Professional (ASP) certification
- Construction Health and Safety Technician (CHST) certification
- Certified Instructional Trainer (CIT) certification
- Certified Safety Professional (CSP) certification
- Graduate Safety Practitioner (GSP) designation

25 Click this dropdown and answer the question.

CITF

**Job Title**  
Instructor

**Are you a veteran or active military?\***  
Not Applicable

**Highest level of education**  
Bachelors: non-safety

**Where did you hear about BCSP?**  
Select One

**Which credential(s) are you pursuing (or researching)? (press and hold Ctrl to :**

- Associate Safety Professional (ASP) certification
- Construction Health and Safety Technician (CHST) certification
- Certified Instructional Trainer (CIT) certification
- Certified Safety Professional (CSP) certification
- Graduate Safety Practitioner (GSP) designation

\* This information will be used for outreach purposes. BCSP follows a strict non-discrimination policy, and does not discriminate against candidates seeking BCSP certifications without regard to race, color, national origin, gender, age, religion, veteran status, genetic predisposition, gender identity, sexual orientation, or other characteristics.

26 On the drop down menu select the Safety Trained Supervisor Construction (STSC) certification"

**Are you a veteran or active military?\***  
Not Applicable

**Highest level of education**  
Bachelors: non-safety

**Where did you hear about BCSP?**  
Colleague

**Which credential(s) are you pursuing (or researching)? (press and hold Ctrl to :**

- Graduate Safety Practitioner (GSP) designation
- Occupational Hygiene and Safety Technician (OHST) certification
- Safety Management Specialist (SMS) certification
- Safety Trained Supervisor Construction (STSC) certification
- Safety Trained Supervisor (STS) certification
- Transitional Safety Practitioner (TSP) designation

\* This information will be used for outreach purposes. BCSP follows a strict non-discrimination policy, and does not discriminate against candidates seeking BCSP certifications without regard to race, color, national origin, gender, age, religion, veteran status, genetic predisposition, gender identity, sexual orientation, or other characteristics").

Please specify your ethnicity(s) +

Caucasian (non-Hispanic)

27 Please specify your ethnicity.

Safety Trained Supervisor (STS) certification  
Transitional Safety Practitioner (TSP) designation  
I am not sure yet

\* This information will be used for outreach purposes. BCSP follows a candidates seeking BCSP certifications without regard to race, color, national veteran status, genetic predisposition, gender identity, sexual orientation Characteristics”).

Please specify your ethnicity(s) \*

Caucasian (non-Hispanic)

African, Afro-Caribbean, or African American

Hispanic or Latino

Hawaiian/Pacific Islander

East/Southeast Asian (Chinese, Korean, Vietnamese, etc.)

South or Central Asian (Indian, Pakistani, Afghan, Uzbek, etc.)

Middle Eastern or Arab

Native American/American Indian

Other:

28 Click the I'm not a robot.

Middle Eastern or Arab

Native American/American Indian

Other:

By completing this form, you will be creating a profile with BCSP that includes preferences, select "Manage Profile & Preferences" from this system's main menu.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Web Browsers: The BCSP Certification Management System

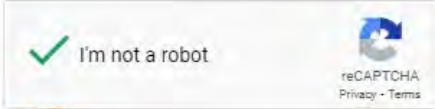
[Return to](#)

29

Click the submit button to create your profile.

Other:

By completing this form, you will be creating a profile with BCSP that includes preferences, select "Manage Profile & Preferences" from this system's main

 reCAPTCHA  
Privacy - Terms

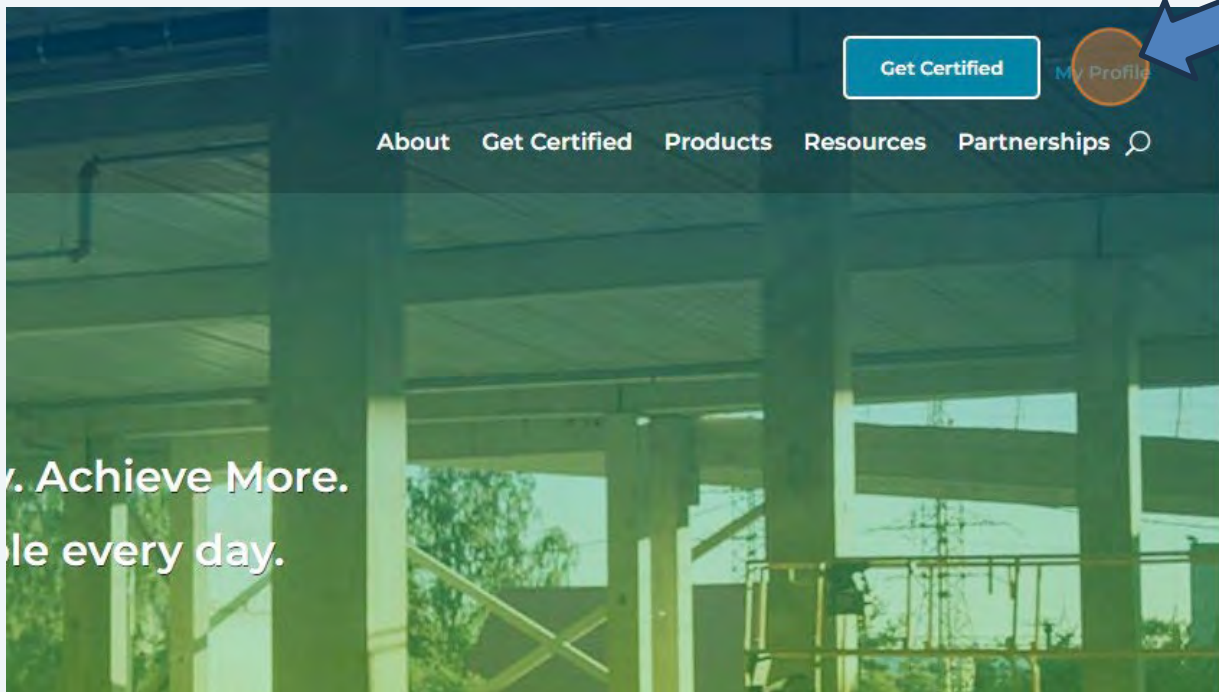
**Web Browsers:** The BCSP Certification Management System

[Return to](#)

# How to Apply for Safety Trained Supervisor Construction (STSC) Certification

1 Navigate to <https://www.bcsp.org/>


2 Click "My Profile" in the upper right corner.



- 3 Enter your username and password that you created when you created your profile.

ne,  
ner ID:

Return to Menu




[Forgot Username or Password?](#)

[New Customer? Click here](#)

- 4 Click "Login"

Return to Menu



[Forgot Username or Password?](#)

[New Customer? Click here](#)

5 In the upper right-hand side click "Start a New Application."

Return to Menu

file

enters International Training Fund  
): #: 1001975589  
ha@gmail.com  
) 936-3794

ers Union Way  
IV 89119-4215

Manage Profile/Preferences

ent History Certification Status

### Get Certified

Start a New Application My Applications

examCORE Online

examCORE In-person

Purchase Self-Assessments

6 Click "Apply for Safety Trained Supervisor Construction (STSC)"

| ification / Designation                      | Begin Application Process                                   |
|--|---|
| ciate Safety Professional (ASP)              | Apply for Associate Safety Professional (ASP)               |
| truction Health and Safety Technician (CHST) | Apply for Construction Health and Safety Technician (CHST)  |
| ified Instructional Trainer (CIT)            | Apply for Certified Instructional Trainer (CIT)             |
| ified Safety Professional (CSP)              | Apply for Certified Safety Professional (CSP)               |
| uate Safety Practitioner (GSP)               | Apply for Graduate Safety Practitioner (GSP)                |
| ational Hygiene and Safety Technician (OHST) | Apply for Occupational Hygiene and Safety Technician (OHST) |
| y Management Specialist (SMS)                | Apply for Safety Management Specialist (SMS)                |
| y Trained Supervisor (General) (STS)         | Apply for Safety Trained Supervisor (General) (STS)         |
| y Trained Supervisor Construction (STSC)     | Apply for Safety Trained Supervisor Construction (STSC)     |
| itional Safety Practitioner (TSP)            | Apply for Transitional Safety Practitioner (TSP)            |

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome and Mozilla Firefox.

Return to Menu

## 7 Click "Next"

- Review

- 30 hours of safety, health, and environmental training; and
- Two years supervisory experience; **OR** four years work experience; **OR** an a safety, risk management, or construction management; **OR** completion of a t or apprenticeship

Enter the appropriate information on each application page then click "Next." been entered, the "**Submit App & Checkout**" option will appear. Please see *Certification* at [www.bcsp.org/stsc](http://www.bcsp.org/stsc) for complete details about the minimum re

Next

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chr

[Return to Menu](#)

## 8 You are now going to enter the classes you took. Click " add new" to enter your training.

You are Currently Editing Application: 394231

Status: Application Pending

- Instructions
- **Training Received**
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

The STSC candidate must have completed 30 hours of formal safety training through a single course c

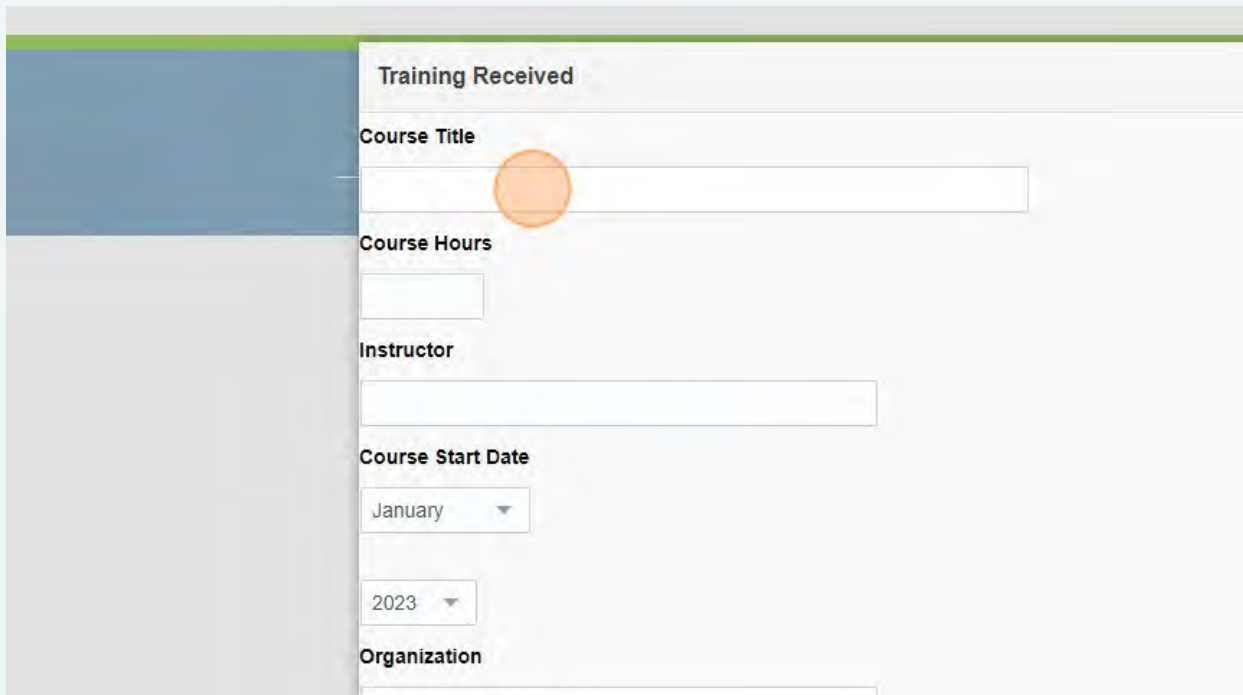
For applications that are selected for audit, the acceptable forms of validation documentation for trainir attendance/completion or a letter from your employer confirming training received.

add new

No records have been entered indicating training received.

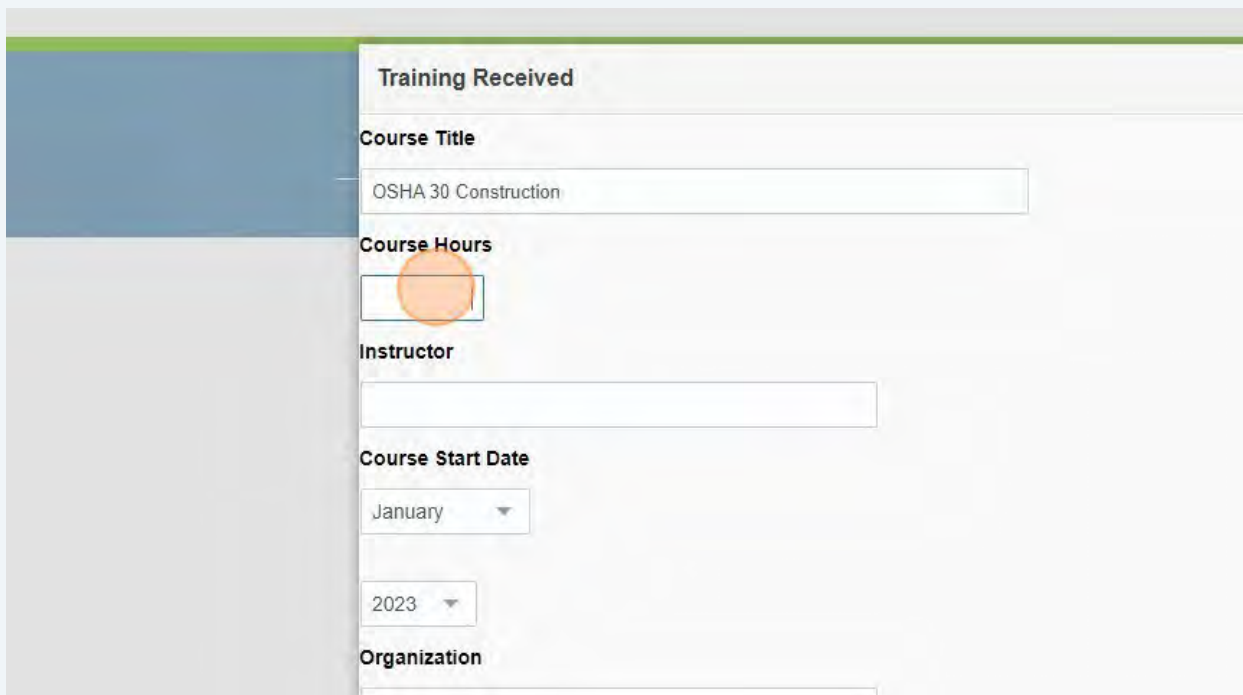
Next

- 9 Click the "Course Title" field and enter in the class name.



The screenshot shows a web form titled "Training Received". The form has several input fields: "Course Title", "Course Hours", "Instructor", "Course Start Date" (with month and year dropdowns), and "Organization". An orange circle highlights the "Course Title" input field, which is currently empty.

- 10 Click the "Course Hours" field and enter the length of the class.



The screenshot shows the same "Training Received" form. The "Course Title" field now contains the text "OSHA 30 Construction". The "Course Hours" field is highlighted with an orange circle and is currently empty. The "Instructor", "Course Start Date", and "Organization" fields remain empty.

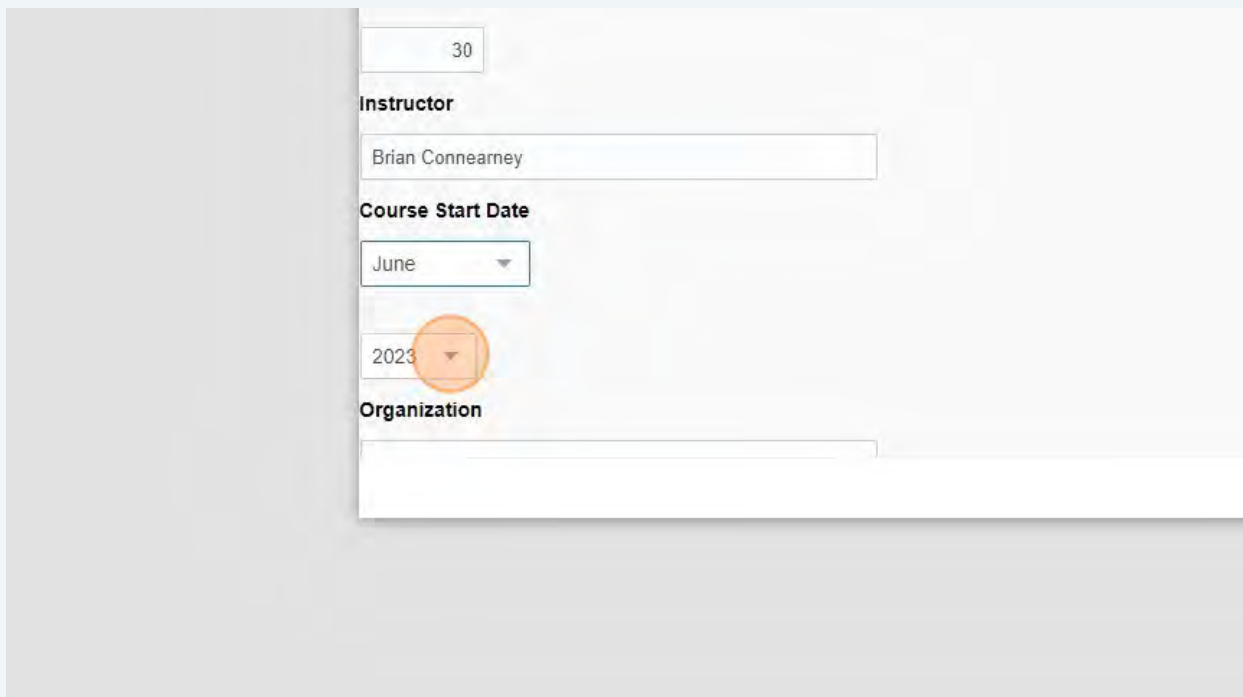
11 Click the "Instructor" field and enter the instructor's name.

The screenshot shows a form titled "Training Received" with the following fields: "Course Title" (OSHA 30 Construction), "Course Hours" (30), "Instructor" (empty), "Course Start Date" (January 2023), and "Organization" (empty). An orange circle highlights the "Instructor" text input field.

12 Click this dropdown to enter the course start date.

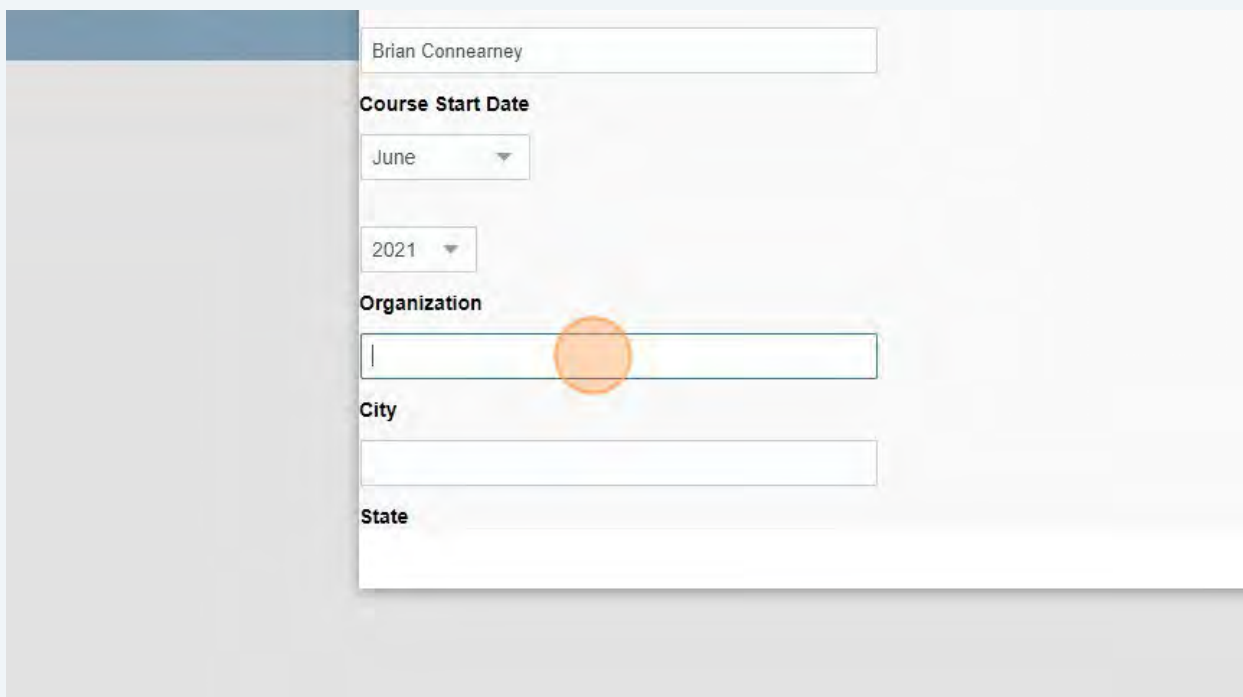
This screenshot shows the same form as above, but with the "Instructor" field now containing the name "Brian Conneaney". An orange circle highlights the dropdown arrow of the "Course Start Date" field, which is currently set to "January".

13 Click this dropdown to enter the year.



A screenshot of a form with several fields. At the top, there is a text input field containing the number "30". Below it is the label "Instructor" followed by a text input field containing "Brian Connearney". Underneath is the label "Course Start Date" followed by a dropdown menu showing "June". Below that is another dropdown menu showing "2023", which is highlighted with an orange circle. At the bottom is the label "Organization" followed by an empty text input field.

14 Click the "Organization" field to enter who you took the class with.



A screenshot of a form with several fields. At the top, there is a text input field containing "Brian Connearney". Below it is the label "Course Start Date" followed by a dropdown menu showing "June". Underneath is another dropdown menu showing "2021". Below that is the label "Organization" followed by an empty text input field, which is highlighted with an orange circle. At the bottom are the labels "City" and "State", each followed by an empty text input field.

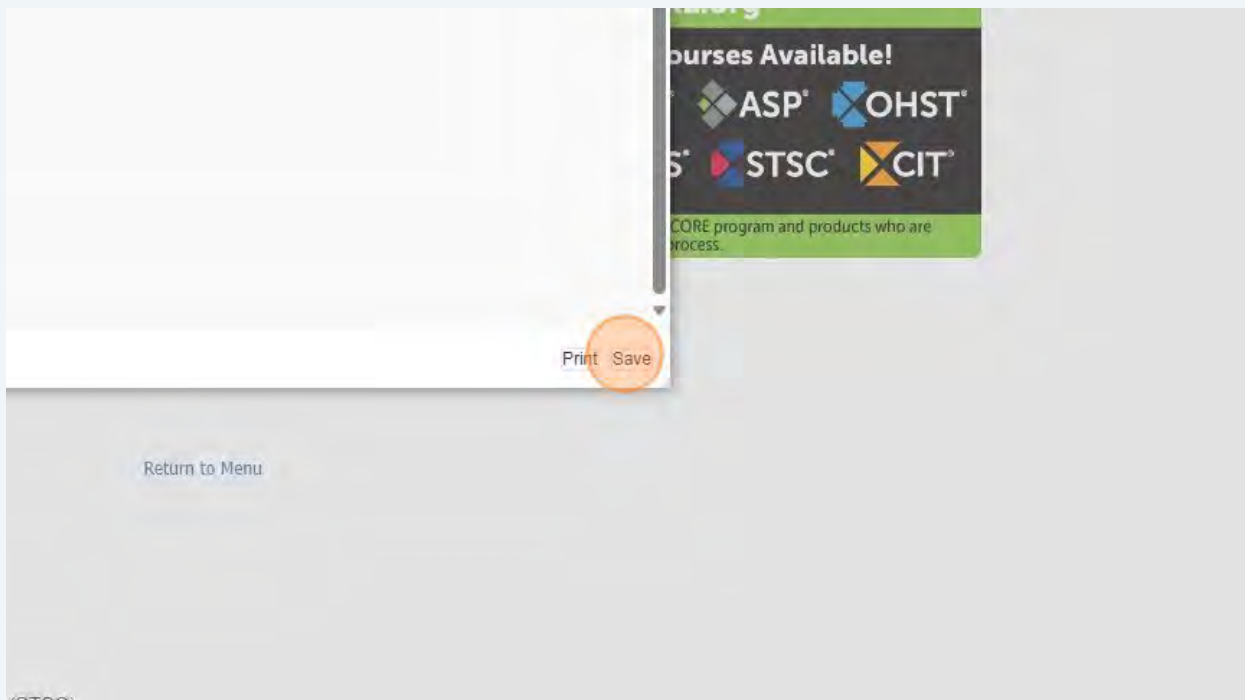
15 Click the "City" field.

A screenshot of a web form. At the top, there are two dropdown menus: the first is set to "June" and the second to "2021". Below these are four input fields. The first is labeled "Organization" and contains the text "CITF". The second is labeled "City" and is currently empty; it is highlighted with a large orange circle. The third is labeled "State" and is also empty. The form is set against a light gray background.

16 Click this dropdown to enter the state

A screenshot of the same web form as in the previous image. The "City" field now contains the text "Las Vegas". The "State" dropdown menu is open, showing a list of US states. The dropdown menu is highlighted with a large orange circle. The list of states includes: "- no state selected -", Alabama, Alaska, Alberta, American Samoa, Arizona, Arkansas, Armed Forces, Armed Forces Americas, and Armed Forces Pacific. To the right of the form, there is some partially visible text: "licant: Carpenters International Training Fund", "lication: Certification Applications", and "ification Type: Safety Trained Supervisor Construction (S".

17 Click "Save"



18 If you have to enter more training hours in repeat steps 9 -18.

19 Once all the classes are entered, and you have the 30 hours of training Click "Next"

attendance/completion or a letter from your employer confirming training received.

- Work Experience
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

**add new**

|  | Course End Date | Course Length | Course Title                                       | Organiza |
|--|-----------------|---------------|--|----------|
|  | 11/2022         | 4             | Construction Site Safety Management and Leadership | CITF     |
|  | 06/2021         | 30            | OSHA 30 Construction                               | CITF     |
|  | 09/2018         | 8             | Ergonomics   | CITF     |
|  |                 | <b>42</b>     |  |          |

**Next**

20 Do not enter your apprenticeship information even if you graduated from one. It is easier to enter in your work experience. Click the "Neither: Click "Next/Save" to continue" field.

- Instructions
- Training Received
- **Apprenticeship / Education**
- Work Experience
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

### Apprenticeship or Education

Select an option that applies to you:

Completed an apprenticeship program of at least two (2) years  
*Upload a copy of your certificate showing the date of completion*

Have an associate degree or higher in occupational safety, risk management  
*Upload a copy of your official transcript*

Neither: Click "Next/Save" to continue

**Apprenticeship organization / College or University name**

**Apprenticeship completion date / graduation date**

**Apprenticeship completion document / copy of official transcript**  
 No file chosen

21 Click Next/Save.

Apprenticeship completion date / graduation date

Apprenticeship completion document / copy of official transcript  
 No file chosen

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome & Microsoft Edge.

[Return to Menu](#)

22 Enter your last 5 years of work history in this section. Click on Add new.

- **Work Experience**
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

Overlapping months will not receive double credit.

For applications that are selected for audit, acceptable forms of validation documents are:

1. A copy of the Experience Form(s) submitted with your application signed by supervisor
2. A letter on company letterhead from employer validating employment dates, job title, and job duties. Must include Safety/Health/Environmental;
3. BCSP Experience Validation Form completed by employer (ONLY IF YOUR APPLICATION IS FOR A BCSP CERTIFICATION)

No work experience records have been entered yet.

23 Enter your title from the employer. Example: Carpenter, Foreperson, Apprentice, ETC

Applicant: Carpenters International Training Fund

**Work Experience Information**

Title

Start (MM/YYYY)

January

2023

End (MM/YYYY)

January

24 Click this dropdown. To enter the start date

Applicant: Carpenters International Training Fund

**Work Experience Information**

Title

Start (MM/YYYY)

January

2023

End (MM/YYYY)

January

2023

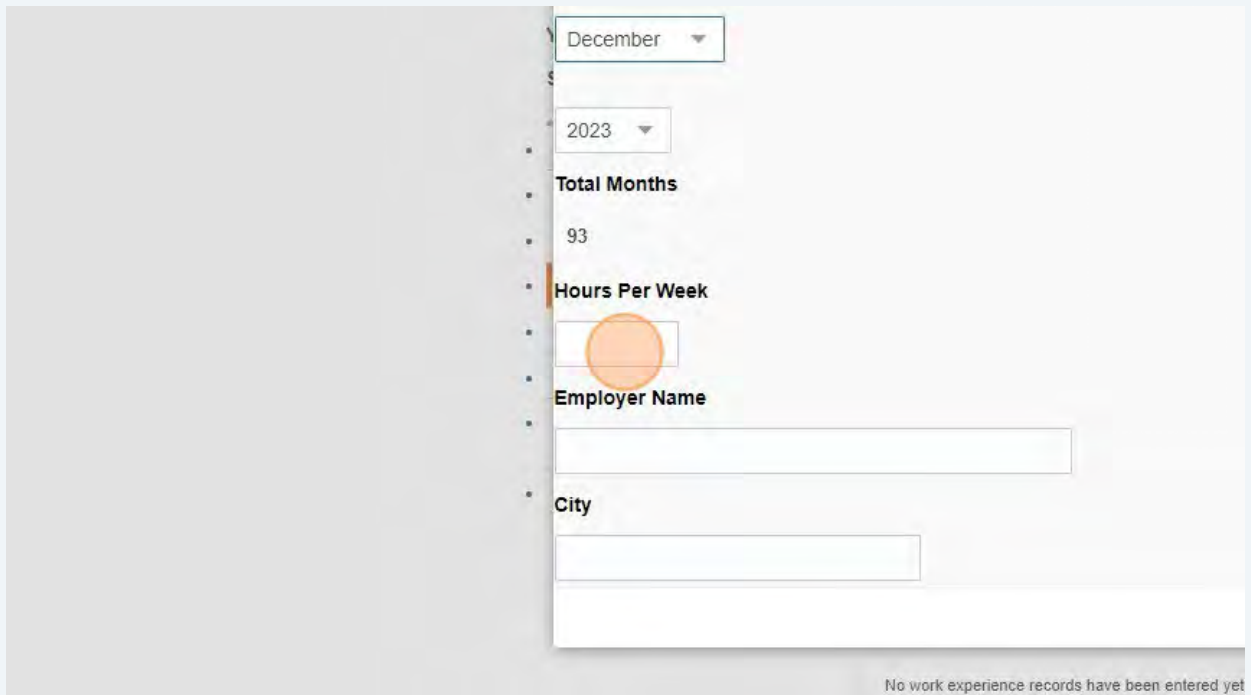
25 Click this dropdown.

The screenshot shows a form titled "Work Experience Information". The "Title" field contains "Instructor". The "Start (MM/YYYY)" section has a month dropdown set to "April" and a year dropdown set to "2023", which is highlighted with an orange circle. The "End (MM/YYYY)" section has a month dropdown set to "January" and a year dropdown set to "2023". The "Total Months" field is partially visible at the bottom.

26 For your current employer, enter the current date and month.

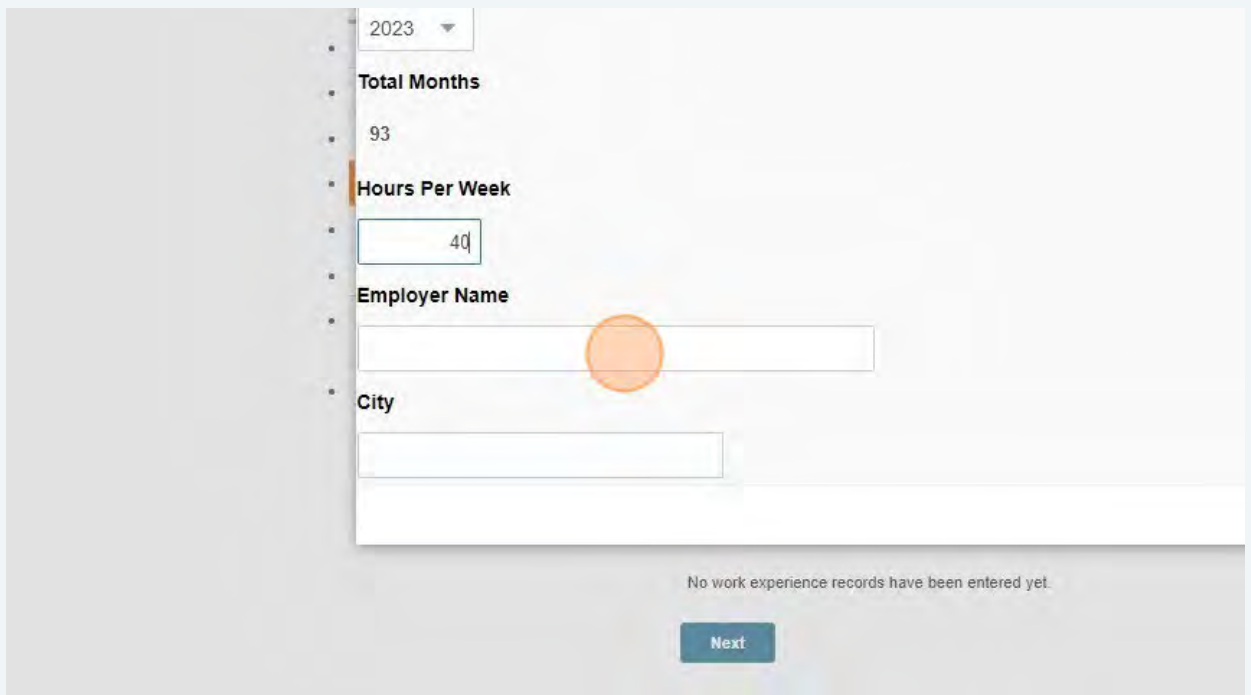
The screenshot shows the same "Work Experience Information" form. The "Title" field contains "Instructor". The "Start (MM/YYYY)" section has a month dropdown set to "April" and a year dropdown set to "2016". The "End (MM/YYYY)" section has a month dropdown set to "January", which is highlighted with an orange circle, and a year dropdown set to "2023". The "Total Months" field is partially visible at the bottom. At the bottom right of the form, there is a message: "No work experience records have been entered yet."

27 Click the "Hours Per Week" field.



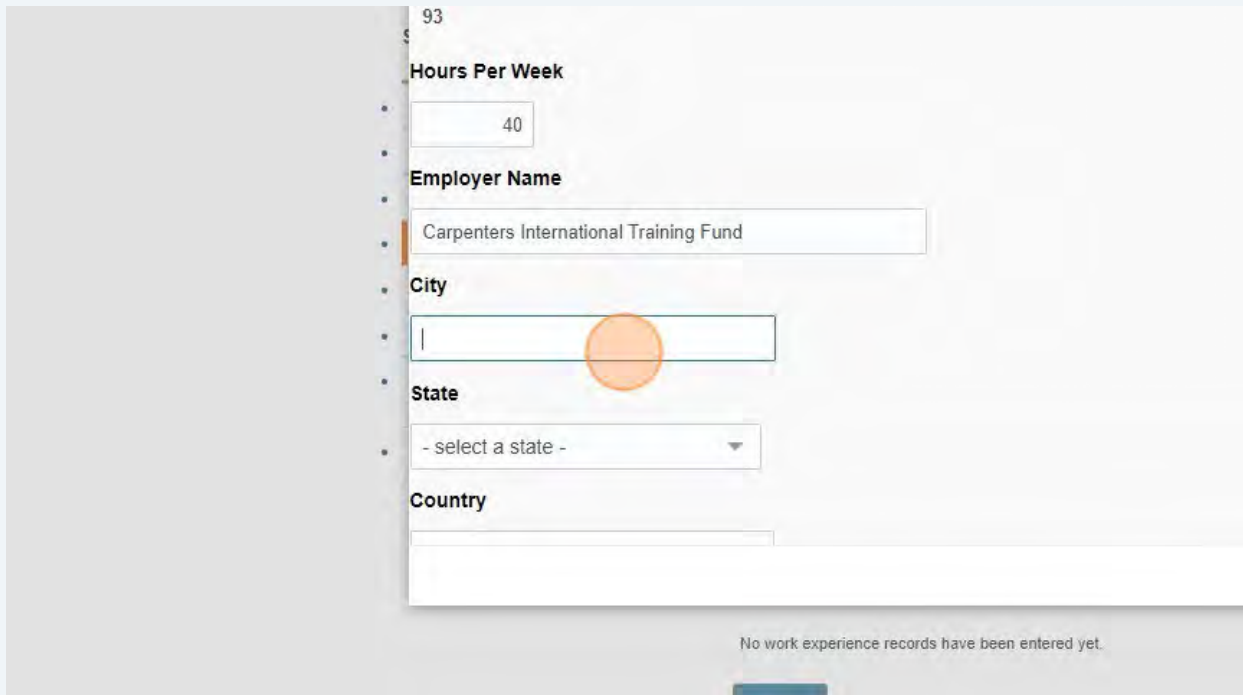
A screenshot of a web form with a sidebar on the left. The sidebar contains a list of fields: "December", "2023", "Total Months", "93", "Hours Per Week", "Employer Name", and "City". The "Hours Per Week" field is highlighted with an orange circle. The main form area contains a dropdown menu for "December", a dropdown for "2023", a text input for "Total Months" with the value "93", a text input for "Hours Per Week", a text input for "Employer Name", and a text input for "City". At the bottom right, there is a message: "No work experience records have been entered yet".

28 Click the "Employer Name" field.



A screenshot of a web form with a sidebar on the left. The sidebar contains a list of fields: "2023", "Total Months", "93", "Hours Per Week", "Employer Name", and "City". The "Employer Name" field is highlighted with an orange circle. The main form area contains a dropdown menu for "2023", a text input for "Total Months" with the value "93", a text input for "Hours Per Week" with the value "40", a text input for "Employer Name", and a text input for "City". At the bottom right, there is a message: "No work experience records have been entered yet." and a "Next" button.

29 Click the "City" field.



93

**Hours Per Week**

40

**Employer Name**

Carpenters International Training Fund

**City**

|

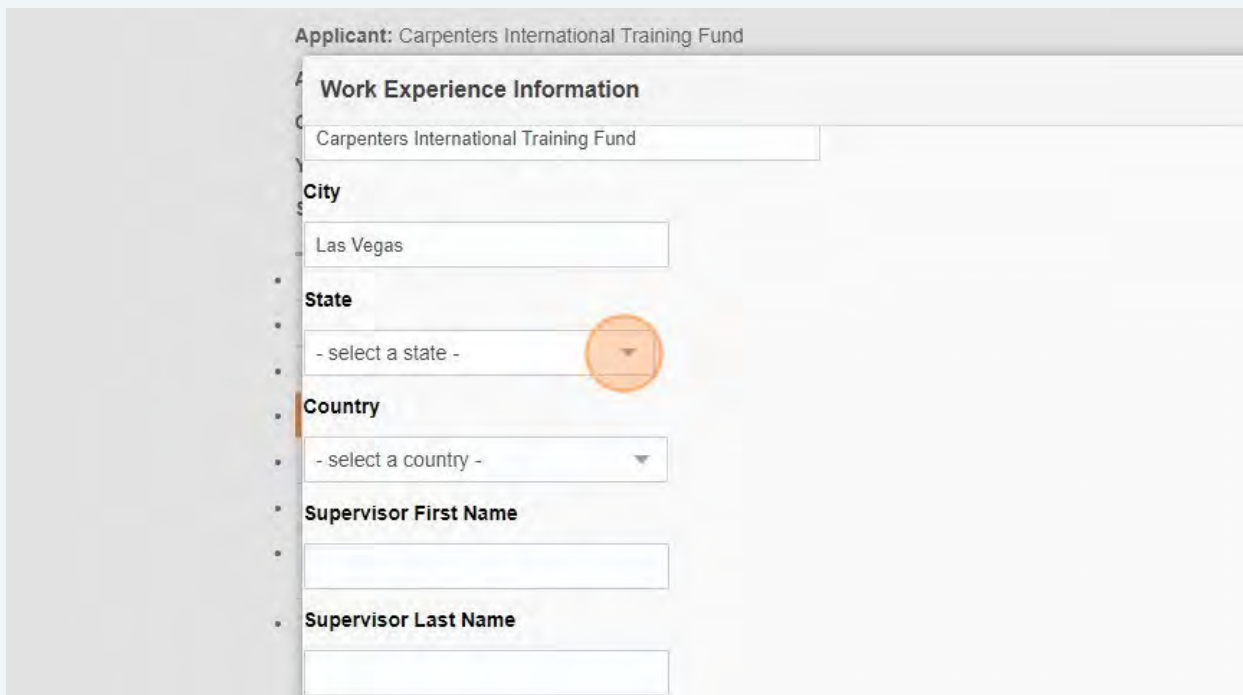
**State**

- select a state -

**Country**

No work experience records have been entered yet.

30 Click this dropdown.



**Applicant:** Carpenters International Training Fund

**Work Experience Information**

Carpenters International Training Fund

**City**

Las Vegas

**State**

- select a state -

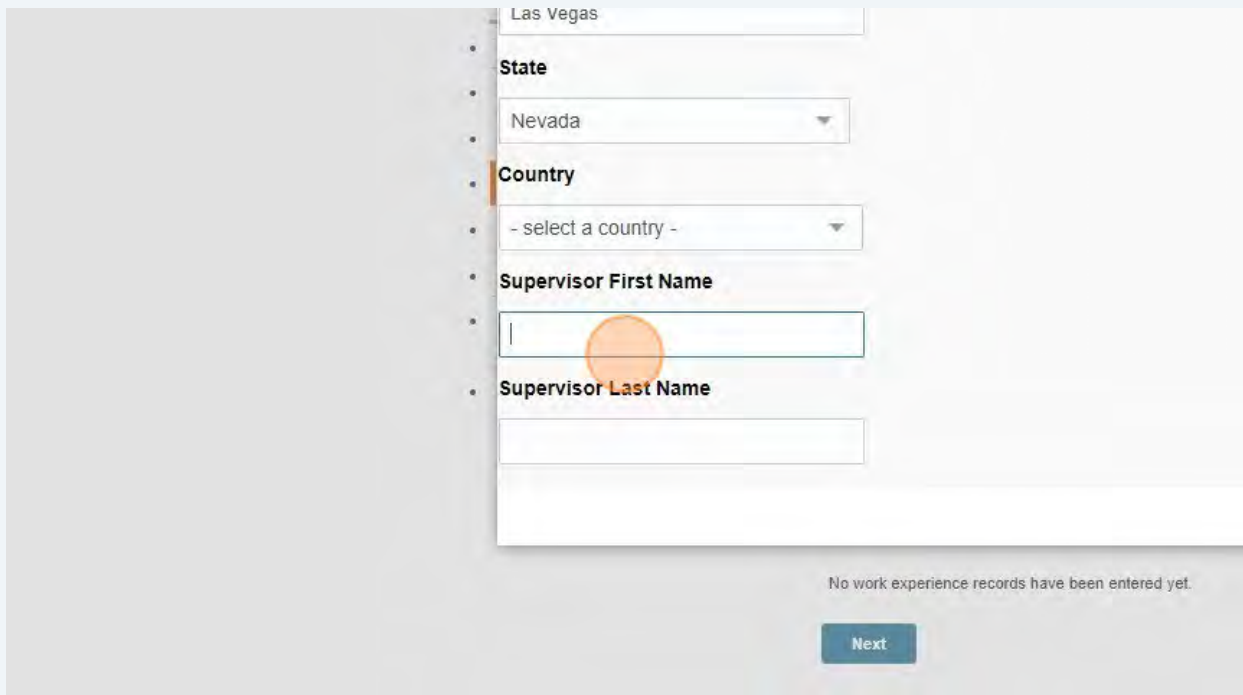
**Country**

- select a country -

**Supervisor First Name**

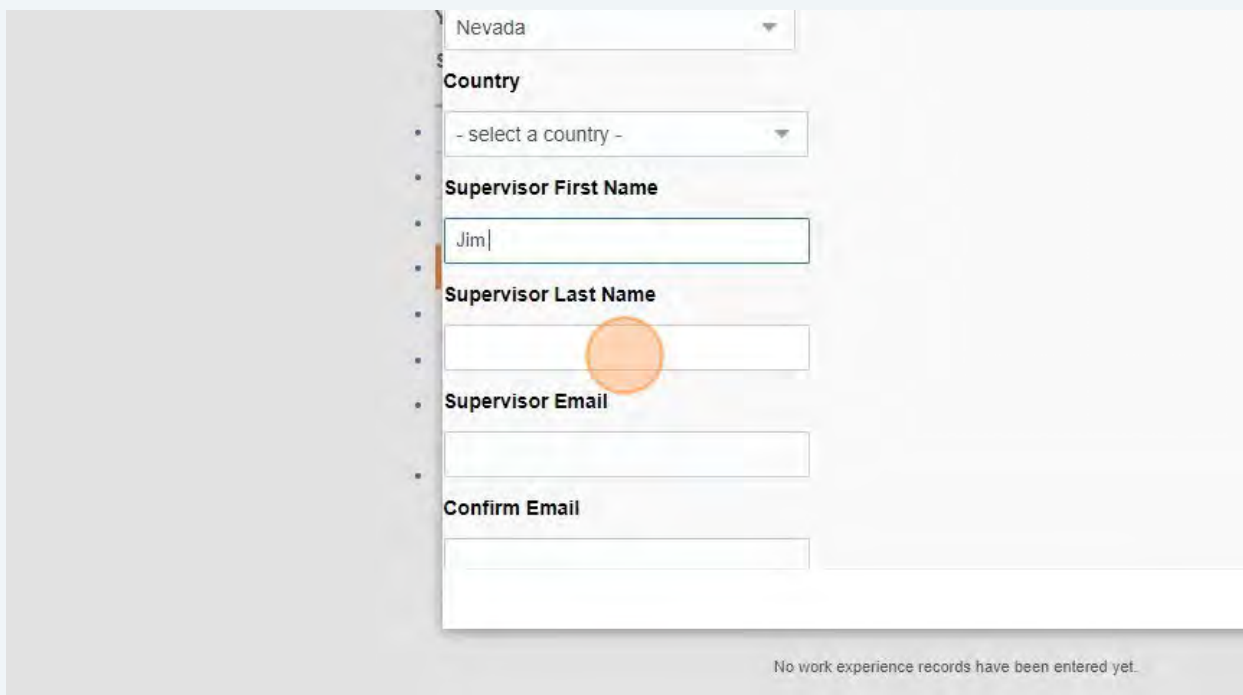
**Supervisor Last Name**

31 Click the "Supervisor First Name" field.



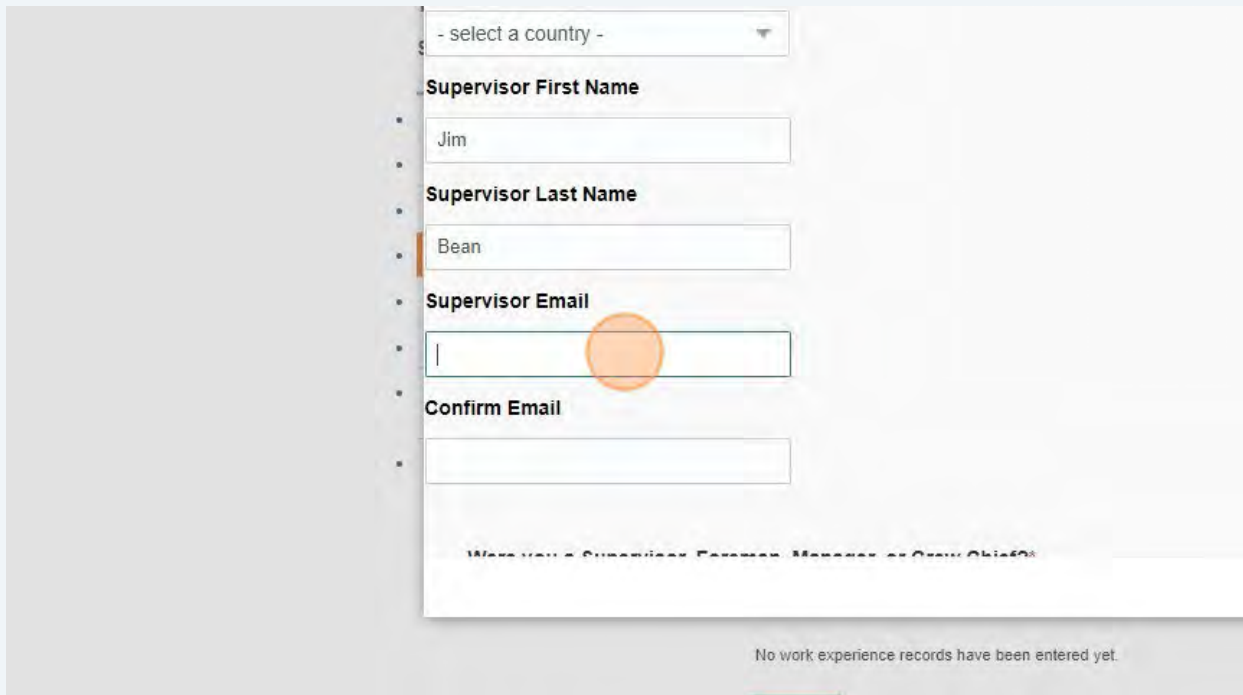
A screenshot of a web form with several fields. At the top, there is a dropdown menu showing "Las Vegas". Below it is a "State" dropdown menu showing "Nevada". Then a "Country" dropdown menu showing "- select a country -". The "Supervisor First Name" field is highlighted with an orange circle and contains a vertical cursor. Below it is the "Supervisor Last Name" field, which is empty. At the bottom right, there is a "Next" button and a message: "No work experience records have been entered yet."

32 Click the "Supervisor Last Name" field.



A screenshot of a web form, similar to the one above. The "Supervisor First Name" field now contains the text "Jim". The "Supervisor Last Name" field is highlighted with an orange circle and is empty. Below it are the "Supervisor Email" and "Confirm Email" fields, both empty. At the bottom right, there is a message: "No work experience records have been entered yet."

33 Click the "Supervisor Email" field.

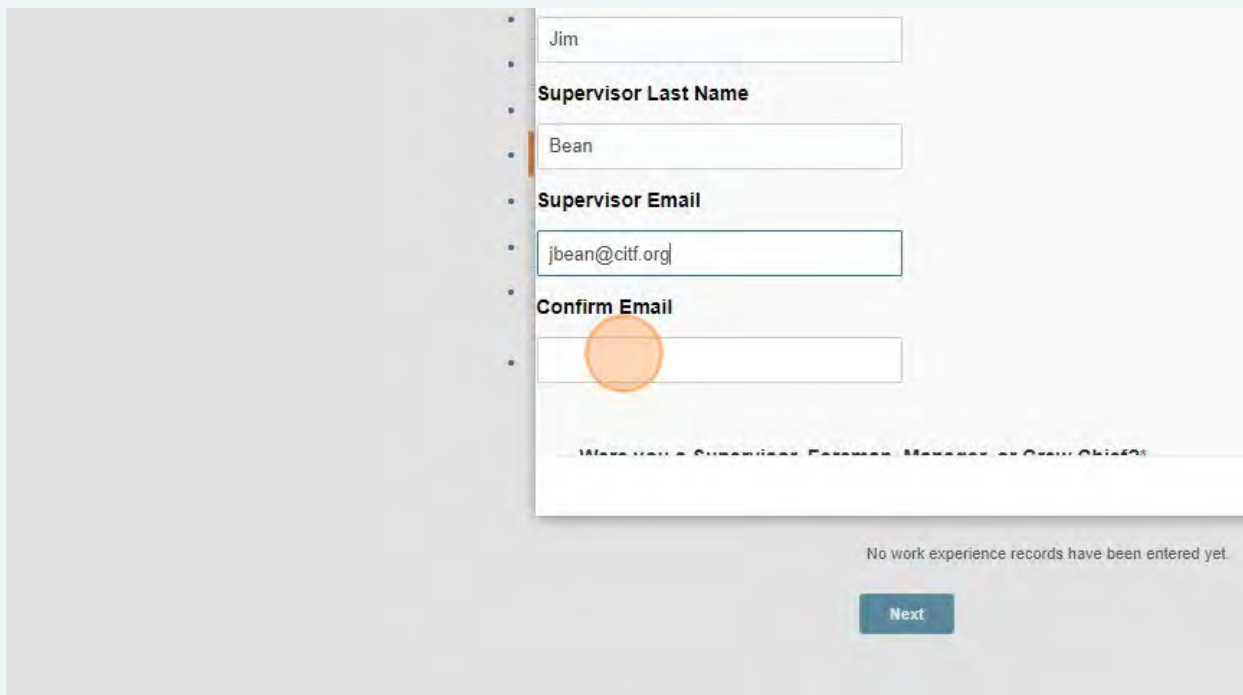


A screenshot of a web form with several input fields. At the top, there is a dropdown menu with the text "- select a country -". Below it are the following fields:

- Supervisor First Name**: A text input field containing "Jim".
- Supervisor Last Name**: A text input field containing "Bean".
- Supervisor Email**: A text input field that is currently empty. An orange circle is drawn around this field.
- Confirm Email**: A text input field that is currently empty.

Below the email fields, there is a question: "Were you a Supervisor, Foreman, Manager, or Crew Chief?". At the bottom of the form, there is a message: "No work experience records have been entered yet." and a "Next" button.

34 Click the "Confirm Email" field.

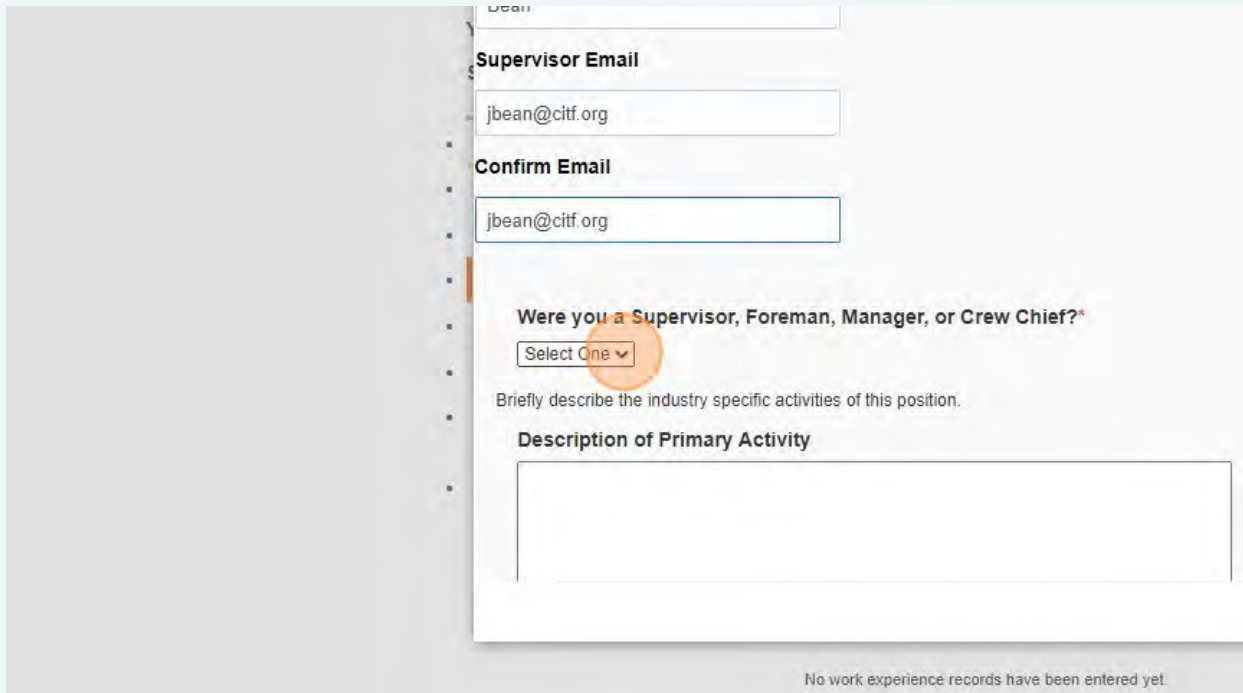


A screenshot of the same web form as in the previous image, but with the following changes:

- The **Supervisor Email** field now contains the text "jbean@ctf.org".
- The **Confirm Email** field is currently empty. An orange circle is drawn around this field.

The rest of the form, including the "Next" button and the "No work experience records have been entered yet." message, remains the same.

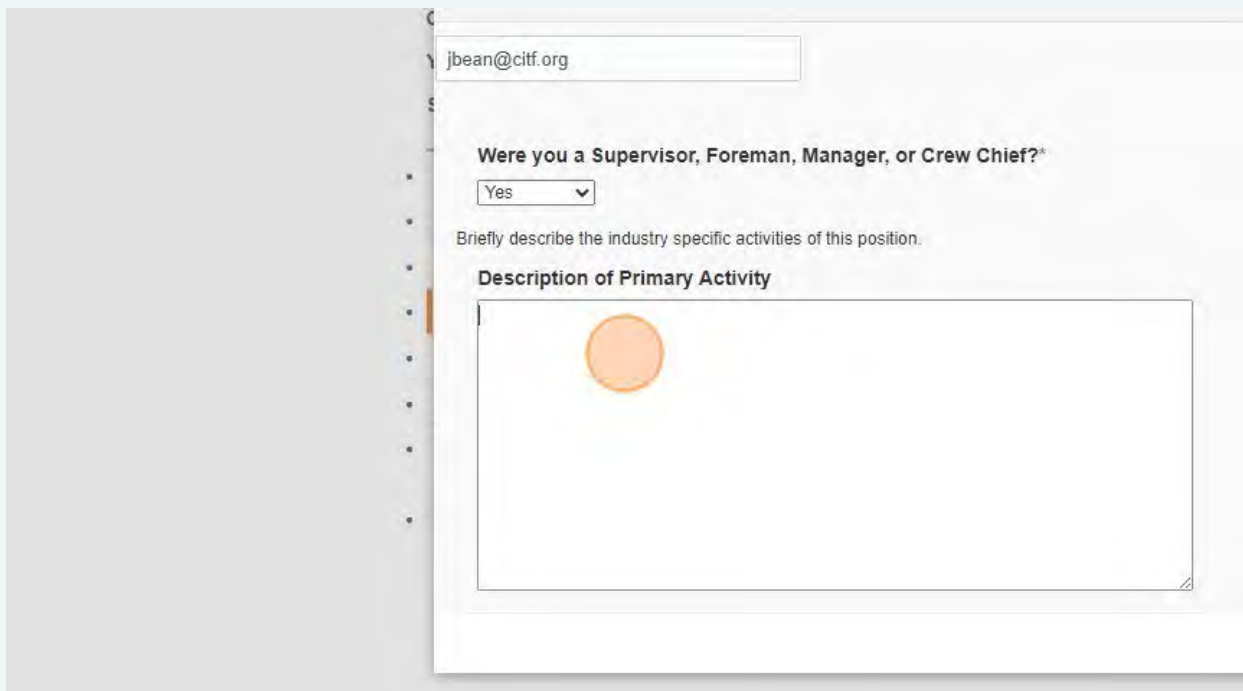
35 Click this dropdown.



The screenshot shows a web form with the following elements:

- Supervisor Email**: Input field containing "jbean@citf.org".
- Confirm Email**: Input field containing "jbean@citf.org".
- Were you a Supervisor, Foreman, Manager, or Crew Chief?\***: A dropdown menu with "Select One" selected. An orange circle highlights this dropdown.
- Briefly describe the industry specific activities of this position.**: A text prompt above a large empty text area.
- Description of Primary Activity**: A label above the large empty text area.
- No work experience records have been entered yet.**: A message at the bottom right of the form.

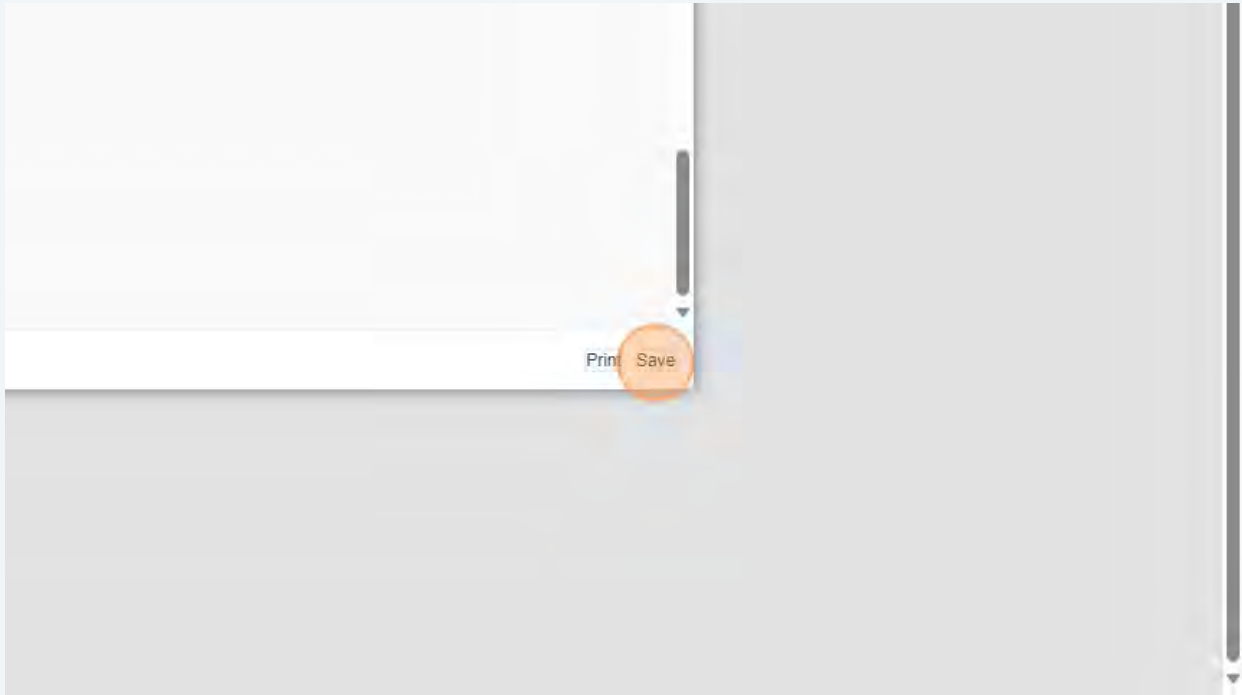
36 Enter in a description of what you do for your employer.



The screenshot shows the same web form as in step 35, but with the following changes:

- Were you a Supervisor, Foreman, Manager, or Crew Chief?\***: The dropdown menu now shows "Yes" selected. An orange circle highlights this dropdown.
- Description of Primary Activity**: The large empty text area now contains an orange circle, indicating where the user should enter their description.

37 Click "Save"





38 Once all the work history is completed. Click "Next"

- Application Checkout Options
- Review

2. A letter on company letterhead from employer validating employment dates, if applicable, are/were Safety/Health/Environmental;

3. BCSP Experience Validation Form completed by employer (ONLY IF YOUR /

[add new](#)

|   | Title      | Employer                               | Start Date | End Date |
|---|------------|--|------------|----------|
|   | Instructor | Carpenters International Training Fund | 04/16      | 12/23    |

[Next](#)

39 Answer questions 1 - 4 under the Validation section. Answer all the questions .

- Training Received
- Apprenticeship / Education
- Work Experience
- **Validation/Attestation**
- Group Management
- Application Checkout Options
- Review

**Validation**

BCSP has the right to and will evaluate the character of applicants, candidates, and members. The Board takes into account the criminal conviction history and known status with BCSP. The Board takes into account the criminal conviction history and known status with BCSP.

The following answers are required. Please make your selections carefully, your answers once you have agreed to the attestation statement.

1. Have you ever been convicted of a felony that has not been previously

Yes

No

2. Have you been convicted of a misdemeanor within the last five (5) year disclosed to BCSP?\*

Yes

No

3. In jurisdictions that do not classify offenses as felonies or misdemeanors, have you been convicted of a crime that carries with it a potential sentence of one or more years probation?

Yes

No

40 Answer all the questions under the Attestation section.

Yes

No

**Attestation**

I further AGREE and UNDERSTAND the following statements:

I certify that all statements above (including supplemental materials) are true and correct to the best of my knowledge; this also includes all matters disclosed to BCSP and Action Against a Professional License or Other Credential Policy.\*

Agree

I understand that if I am currently involved in any legal proceeding of a crime that would require me to report such conviction to BCSP, and will do so within 90 days of the conclusion of the proceeding.\*

Agree


I understand that if I am currently involved in any proceeding that, upon conviction, revocation, or placing on probation any professional license or credential, within 90 days of the conclusion of the proceeding.\*

Agree

I understand that falsification of information in this document, including attachments (including digital badge profiles) provided now or later may be cause for revocation of my credential.

41 Click the "Yes. I have read, understand, and agree to these attestation statements.

Reference documents can be found on our Policies and Forms page, [BCSP.org/policies-forms](https://www.bccsp.org/policies-forms) field.



Disabilities Act Amendments Act), I must inform BCSP prior to exam purc  
may not be approved prior to my examination date.\*

Agree

Upon approval to sit for the BCSP exam(s), I agree not to disclose any p  
any reason. I understand if I disclose any portion of a BCSP examination  
any BCSP certification I hold, terminate my opportunity to pursue a BCS  
deemed appropriate.\*

Agree

Validation Attestation\*

Yes. I have read, understand, and agree to these attestation statem

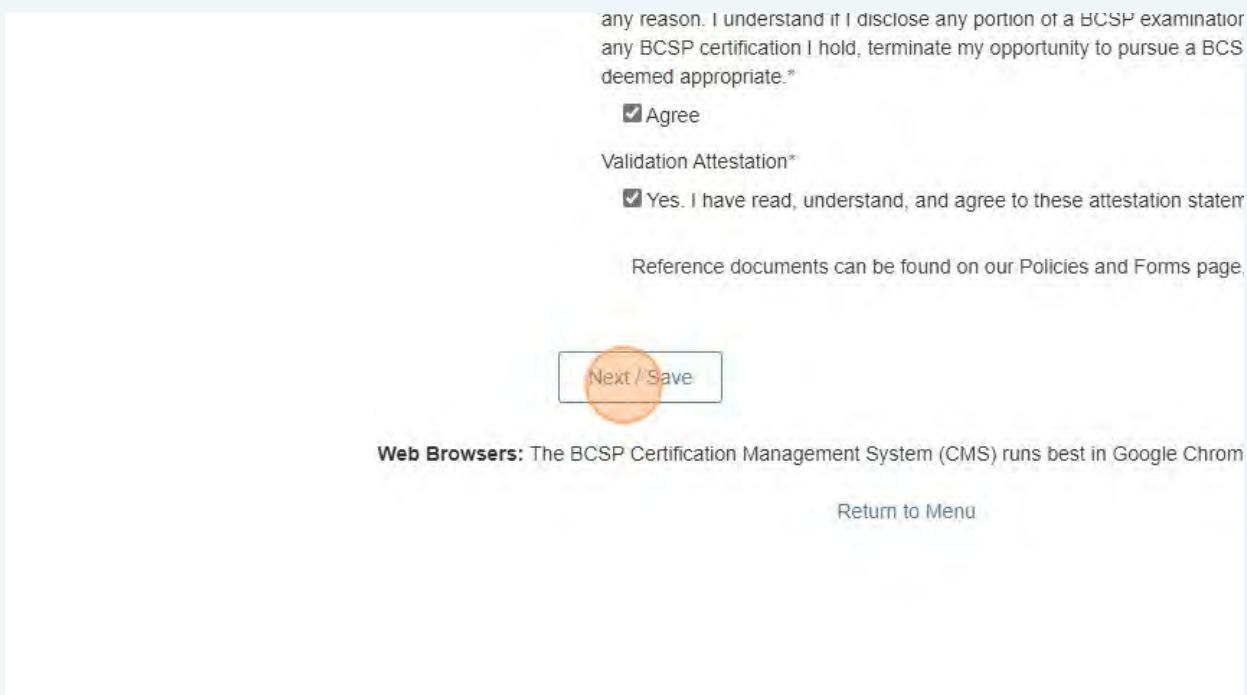
Reference documents can be found on our Policies and Forms page,

[Next / Save](#)

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrom

[Return to Menu](#)

42 Once you answered all the questions, click the Next/Save button.



any reason. I understand if I disclose any portion of a BCSP examiner  
any BCSP certification I hold, terminate my opportunity to pursue a BCS  
deemed appropriate.\*

Agree

Validation Attestation\*

Yes. I have read, understand, and agree to these attestation statem

Reference documents can be found on our Policies and Forms page,

[Next / Save](#)

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43 You will not link your account to the Carpenters International Training Fund. Click Next

• Validation/Attestation

• **Group Management**

• Application Checkout Options

• Review

### What Is a “Group”?

Employers, unions, and other organizations have the option to manage their members' BCSP credentials, payments, and purchases through the Group Management system. If your organization does so, you may link yourself to the group and manage permissions on the [Group Management](#) page.

**Next**

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome.

[Return to Menu](#)

44 Click "Group Management" This will open a new tab or window on the computer.

When you return to your application from the Group Management page, you may be prompted to open a new browser tab or window. If you have not run out of time in your session, you will be able to return to the application page and continue with your application.

Employers, unions, and other organizations have the option to manage their members' BCSP credentials, payments, and purchases through the Group Management system. If your organization does so, you may link yourself to the group and manage permissions on the [Group Management](#) page.

## 45 Click "group"

gement”?

er organizations have the option to manage their group members' BCSP credentials, payments, and purchases through the Group Man  
i does so, you may link yourself to the group and manage permissions here.

No Linked Groups

Click here to link to [group](#)

## 46 Click this dropdown and locate Carpenters International Training Fund and click on it.

[Back to profile](#)

### Link to Group

rganizations that demonstrate they hold safety as a value by investing in safety certification are recognized as BCSP Safety Certification  
s a union, construction firm, project owner or government agency can join the Certification Champions program. For information about h  
ampion, go to [Workplace Safety and Certification](#), or click on the following link to Join.

Select a group



Submit

ease note, to ensure your GAM has access to pay fees/view necessary actions that may be taken on your behalf, you must grant the proper permissions for each credential you  
u are responsible for payment of any fees/actions needed for each of your credential(s).

47

Locate Carpenters International Training Fund In the down menu.

of Certified Professionals

on

Back to profile

### Link to Group

Organizations that demonstrate they hold safety as a value by investing in safety as a union, construction firm, project owner or government agency can join the champion, go to [Workplace Safety and Certification](#), or click on the following link

Select a group

Submit

Please note, to ensure your GAM has access to pay fees/view necessary actions that may be taken on your behalf, you must provide a current email address for your organization.

- Select a group
- Abhe & Svoboda, Inc 20000
- Adolfson & Peterson Construction 20010
- Advanced Technology Services 20020
- AECOM-Alaska 20070
- AECOM-Billings MT 20090
- AECOM-DCS Americas 20150
- AECOM-EGYPT WGI-Egypt

The screenshot displays the BCSP (Board of Certified Safety Professionals) user interface. On the left is a dark blue sidebar with the BCSP logo and text 'Board of Certified Safety Professionals'. Below the logo are the options 'My information', 'Profile' (with a person icon), and a 'Logout' button. The main content area is light grey and features a 'Back to profile' link with a left-pointing arrow. The section is titled 'Link to Group' and contains explanatory text: 'Organizations that demonstrate they hold safety as a value as a union, construction firm, project owner or government champion, go to Workplace Safety and Certification, or...'. Below this text is a search bar containing the text 'Carpenters International Training Fund'. Further down, there is a section titled 'When you link your account to a group, you grant permission status, receive copies of your application-related notification permissions, you must deselect them when linking to your g'. Underneath this is the heading 'Allow GAM(s) access to:' followed by a list box containing the item 'Application Records'.

49 Click I agree.

Graduate Safety Practitioner (GSP)  
Transitional Safety Practitioner (TSP)

I understand that certification is an individual credential, which belongs to the individual. I attest that by linking my BCSP customer record to my organization group record, I agree to share my status information (excluding exam results) available to the organization. I understand that I am responsible for certification-related fees on my behalf, but I understand that I am responsible for my own recertification requirements. If I change organizations, or if my organization changes, I will update my customer record from the group record (if appropriate), update my contact information.

I agree

Submit

Please note, to ensure your GAM has access to pay fees/view necessary actions that may be taken on your behalf, you are responsible for payment of any fees/actions needed for each of your credential(s).

50 Click "Submit" and you can close out the tab/window and return to the application screen.

I understand that certification is an individual credential, which belongs to the individual. I attest that by linking my BCSP customer record to my organization group record, I agree to share my status information (excluding exam results) available to the organization. I understand that I am responsible for certification-related fees on my behalf, but I understand that I am responsible for my own recertification requirements. If I change organizations, or if my organization changes, I will update my customer record from the group record (if appropriate), update my contact information.

I agree

Submit

Please note, to ensure your GAM has access to pay fees/view necessary actions that may be taken on your behalf, you are responsible for payment of any fees/actions needed for each of your credential(s).

## 51 Click "Next"

• Validation/Attestation

• **Group Management**

• Application Checkout Options

• Review

### What Is a "Group"?

Employers, unions, and other organizations have the option to manage credentials, payments, and purchases through the Group Management page. If you are an employer and you do so, you may link yourself to the group and manage permissions page.

**Next**

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome.

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## 52 Under the Application Checkout menu, you will have to add to the application and exam to your shopping cart. This will allow the CITF to pay for the application and exam fees.

**You are Currently Editing Application: 394231**

**Status:** Application Pending

- Instructions
- Training Received
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- **Group Management**
- **Application Checkout Options**
- Review

### Exam Product Selection

📢 We've added a few more options to the app what is included:

**Application + (1) Single Exam (authorization OR Application + Exam Bundle Purchase (1 Exam unsuccessful))**

\*If your application is denied and you've purchased application fee and refunded the exam fee minus...

**Please select which item you would like**

- Application only
- Application + single exam
- Application + bundle exam

53

Click the "Application + single exam" field.

• Work Experience

• Validation/Attestation

• Group Management

• **Application Checkout Options**

• Review

We've added a few more options to the application checkout. If you are interested, what is included.

Application + (1) Single Exam (authorization upon application review and eligibility)  
OR  
Application + Exam Bundle Purchase (1 Exam, 1 online Self-Assessment, and 1 unsuccessful)

\*If your application is denied and you've purchased a single exam or exam bundle, application fee and refunded the exam fee minus the discounted amount.

Please select which item you would like to add to the cart.\*

Application only

Application + single exam

Application + bundle exam

Next

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome

54

Click "Next"

• Application Checkout Options

• Review

**Application + Exam Bundle Purchase (1 Exam, 1 online Self-Assessment, and unsuccessful)**

\*If your application is denied and you've purchased a single exam or exam bundle, application fee and refunded the exam fee minus the discounted amount.

Please select which item you would like to add to the cart.\*

Application only

Application + single exam

Application + bundle exam

Next

**Web Browsers:** The BCSP Certification Management System (CMS) runs best in Google Chrome

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55

**Double-check** all three status boxes for the green check mark. If a green checkmark is under status, it is correct.

Eligibility requirements are completed.

The minimum requirement has not been entered/met. The green ✓ means the minimum has been entered/met. All requirements must be met before your application can be submitted.

|                      | Status | Message |
|----------------------|--------|---------|
| education submit min | ✓      |         |
| received             | ✓      |         |
| n                    | ✓      |         |

ion Management System (CMS) runs best in Google Chrome and Mozilla Firefox.

# 56

the minimum requirement has not been entered/met. The green ✓ means the minimum has been entered/met. All requirements must be met before your application can be submitted.

y

|                      | Status | Message |
|----------------------|--------|---------|
| education submit min | ✓      |         |
| received             | ✓      |         |
| in                   | ✓      |         |

ation Management System (CMS) runs best in Google Chrome and Mozilla Firefox.

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# 57

the minimum requirement has not been entered/met. The green ✓ means the minimum has been entered/met. All requirements must be met before your application can be submitted.

y

|                         | Status | Message |
|-------------------------|--------|---------|
| or education submit min | ✓      |         |
| received                | ✓      |         |
| ion                     | ✓      |         |

ation Management System (CMS) runs best in Google Chrome and Mozilla Firefox.

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### Click "Submit App & Checkout"

- Training Received
- Apprenticeship / Education
- Work Experience
- Validation/Attestation
- Group Management
- Application Checkout Options
- **Review**
- **Submit App & Checkout**

The red X means the minimum requirement has not been entered/met. All requirements

## Summary

| Requirement                             |
|---|
| Work experience or education submit min |
| STS-C Training Received                 |
| Validation/Attestation                  |

**Web Browsers:** The BCSP Certification Management System (CMS) r

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You are now done with the application. The CITF will pay all the fees that associated with the application and

|   |   |          |
|---|---|----------|
| STION APPLICATION FEE () paid by Carpenters International | 1 | \$108.00 |
| Exam) () paid by Carpenters International Training Fund   | 1 | \$185.00 |

|                         |          |
|-------------------------|----------|
| <b>Shipping</b>         | \$0.00   |
| <b>Tax</b>              | \$0.00   |
| <b>Total to Pay Now</b> | \$293.00 |

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60 Click "Log Out"

