



Hello,

On behalf of the CITF, I would like to welcome you to the Construction Health and Safety Technician Exam Prep workshop. We are thrilled to have you join us again for an engaging, highly demanding, and fun-filled week.

As you prepare for the CHST 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 CHST information Gathering Form. The second document is a copy of your Safety Trained Supervisor Construction Certificate. This can be found by logging into your BCSP profile and downloading it. Both must be submitted to the local training center to register for the class. Once registered for the class, you **MUST** complete and submit your CHST application to the BCSP.

Your Construction Health and Safety Technician application **is subject to a strict deadline. It MUST BE RECEIVED by the BCSP 31 days before the start of the class. Failure to meet this deadline will result in your registration being canceled.** We strongly urge you to submit your application on time to secure your spot in the workshop. **If the application is over 1 year old, the BCSP will cancel it, and you will need to complete a new application. THIS IS PER THE BCSP POLICY.**

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.

Your study guide, along with directions for the class prework, will be mailed to the address provided. If you have moved and have a new address, please ensure to submit a new BCSP Information Gathering Form with your updated address. Please note 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 look forward to seeing you.

Fraternally,

Brian Connearney, CSP  
Technical Coordinator



## CHST Information Gathering Form

This form collects information from attendees of the Construction Safety and Health Technician Exam Prep workshop at the UBC International Training Center in Las Vegas, NV, and arranges delivery of the course study materials.

<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>	
<b>BCSP Customer ID#:</b>		<b>Date of Application Completed:</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 in advance when submitting the BCSP information-gathering form.

All participants in this course must agree to complete their BCSP account profile and submit their application 31 days before their scheduled class starts. **If the application is over 1 year old, the BCSP will cancel it, and you will need to complete a new application. THIS IS PER THE BCSP POLICY.** Failure to complete this will result in the attendee's registration being canceled. Canceled registrations will not be reinstated. The attendee must register for the next available course.

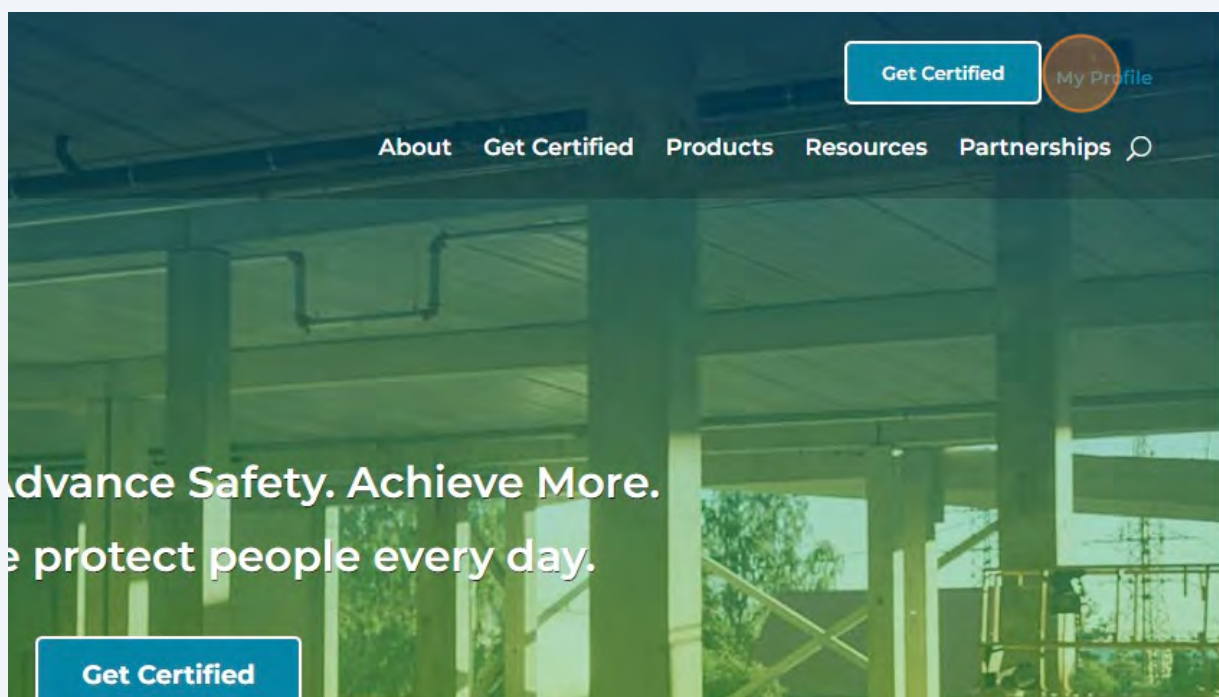
**I understand that I will be canceled from this course if I do not complete the above requirements. I also understand that the CITF will not reimburse me for lost wages and benefits while attending the training. Any concerns regarding reimbursement for lost wages and benefits must be directed to your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

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

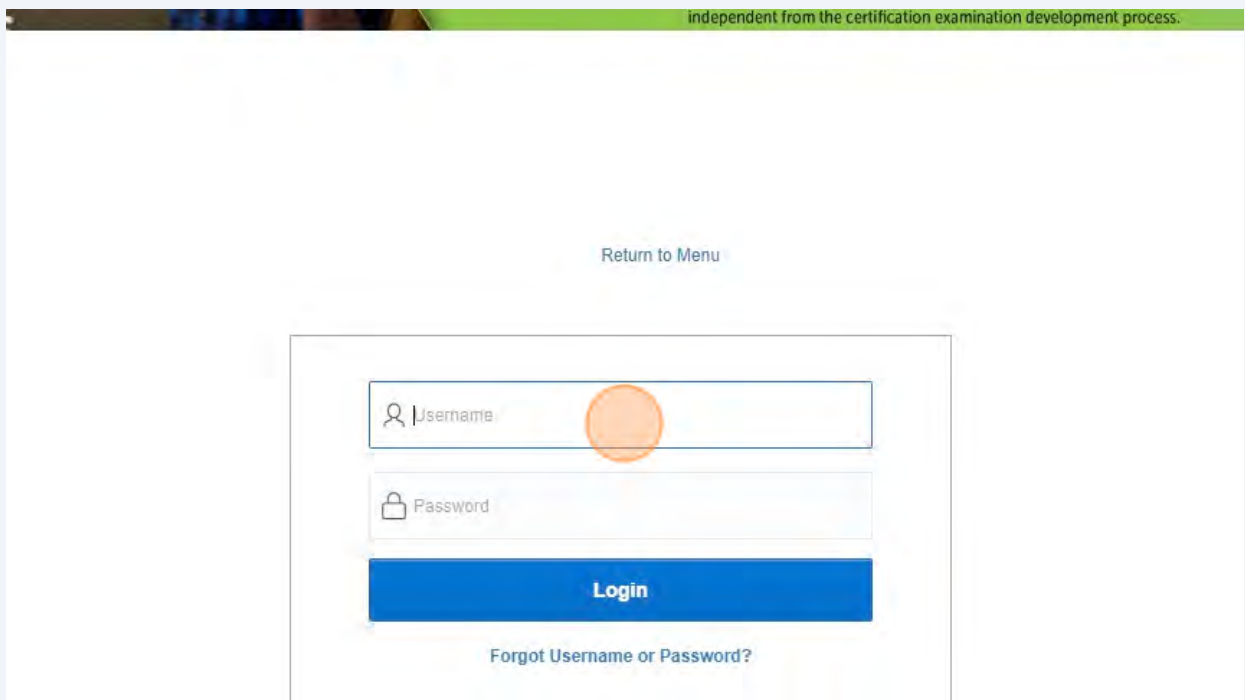
# How To fill Out The Construction Health And Safety Technician Application For The CHST Exam

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

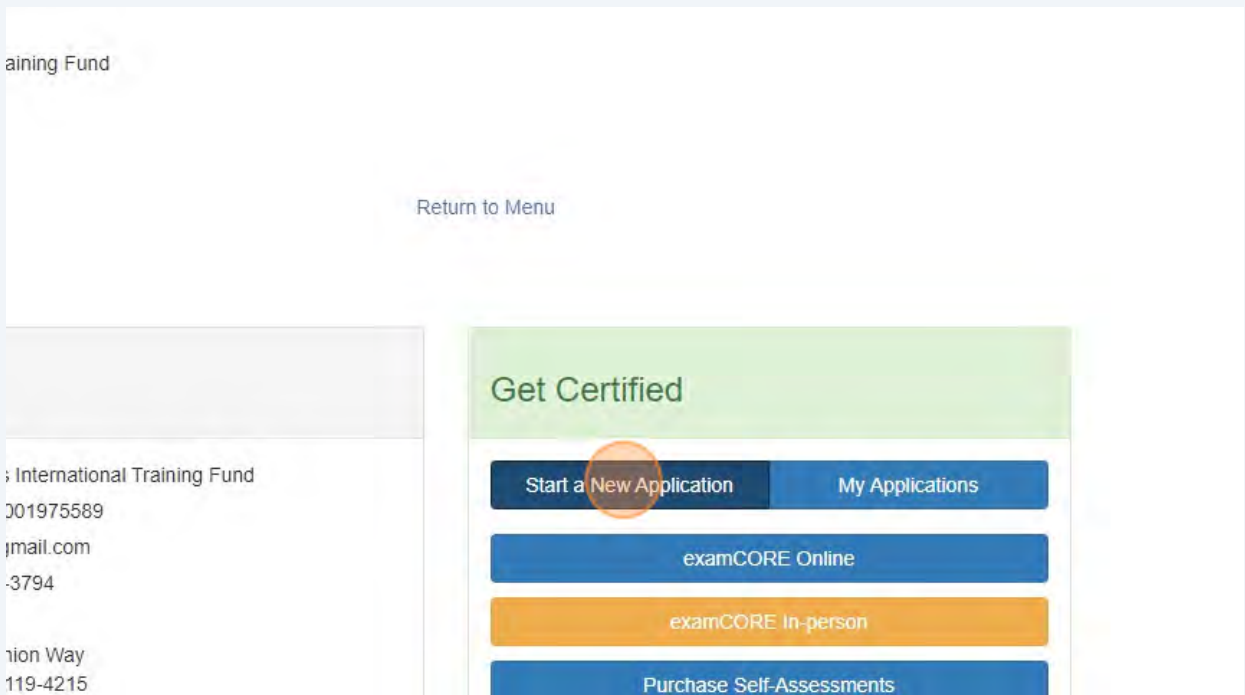
2 Click "My Profile"



**3** Enter your Username and Password and click Login



**4** Click "Start a New Application" and select the Construction Health and Safety Technician Exam. On this page you will find Your Customer ID # under the profile Box on the right.




## 5 Reads the instructions and Click "Next"

- **Instructions**
- Work Experience
- High School Diploma/GED
- Education
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

The CHST certification requires:

- A minimum of three years (36 months) of acceptable safety, health, and environment construction field

Enter the appropriate information on each application page then click "Next." Once information has been entered, the "submit app" option will appear. Please see the Complete Guide [www.bccsp.org/chst](http://www.bccsp.org/chst) for complete details about the minimum requirements.



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[Return to Menu](#)

## 6 Click "add new," enter 36 months of work experience, and completely answer all of the questions. If you are not sure of how to answer the question reach out to your local training center and they will help you.

**You are Currently Editing Application:** 424364


**Status:** Application Pending

- Instructions
- **Work Experience**
- High School Diploma/GED
- Education
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Candidates must enter a minimum of three years (36 months) of acceptable safety experience within the construction field to qualify. You do not need to submit supporting documents for applications selected for audit after completing this application. For information on qualifying applications, see the Complete Guide [www.bccsp.org/chst](http://www.bccsp.org/chst). Overlapping months will not receive double credit.

For applications that are selected for audit, acceptable forms of validation documentation for work experience include:

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



	Title	Employer	Start Date	End Date	Hours/Week

7 Once you have answered all the questions Click "Save"

Print Save

Afterhead from employer validating employment dates, job title and percentage of job duties which  
h/Environmental;

Validation Form completed by employer (ONLY IF YOUR APPLICATION IS SELECTED FOR AUDIT).

Employer	Start Date	End Date	Hours / Week	Months	Qualified Months
ABC Construction Company	01/22	06/24	40	30	30

8 Make sure that you have 36 months of work experience showing. If not go back and add more work experience. Click "Next."

Title	Employer	Start Date	End Date
Carpenter	ABC Construction Company	01/22	06/24
ABCD General Contracting	ABCD General Contracting	01/18	01/22

Next

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[Return to Menu](#)

9

Answer the questions. You DO NOT need either a High School Diploma/GED . Enter in the information.

Certification type: Construction Health and Safety Technician (CHST)

You are Currently Editing Application: 424364

Status: Application Pending

- Instructions
- Work Experience
- **High School Diploma/GED**
- Education
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### High School Diploma / GED

A high school diploma or GED is not required for this certification, however if you have one, please upload a scan of the file.

Do you have a High School Diploma or a GED Certificate?

Yes

No

High School Name / GED Awarding Organization

High School Graduation / GED Date

Next / Save

10

Click this button.

- Education
- Validation/Attestation
- Group Management
- Application Checkout Options
- Review

file.

Do you have a High School Diploma or a GED Certificate?

Yes

No

High School Name / GED Awarding Organization

High School Graduation / GED Date

Next / Save

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[Return to Menu](#)

11

If you have a college degree, click on add new. If you do not have a college degree Click "Next"

**Application:** Certification Applications  
**Certification Type:** Construction Health and Safety Technician (CHST)  
**You are Currently Editing Application:** 424364  
**Status:** Application Pending

- Instructions
- Work Experience
- High School Diploma/GED
- **Education**
- Validation/Attestation
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- Review

A college/university degree is not required for this certification, however BCS

No education records have been entered.

12

Answer the validation questions.

- Work Experience
- High School Diploma/GED
- Education
- **Validation/Attestation**
- Group Management
- Application Checkout Options
- Review

### Validation

BCSP has the right to and will evaluate the character of applicants, candidates, and contractors. The Board takes into account the criminal conviction history and known status with BCSP of the applicant, candidate, or others holding 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 disclosed to BCSP?  
 Yes  
 No
2. Have you been convicted of a misdemeanor within the last five (5) year disclosed to BCSP?\*
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 or imprisonment?  
 Yes  
 No

13 Answer the attestation questions

Yes

No

**Attestation**

I further AGREE and UNDERSTAND the following statements:

I certify that all statements above (including supplemental materials) are :  
correctly to the best of my knowledge; this also includes all matters disclo  
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 cri  
would require me to report such conviction to BCSP, and will do so within

Agree

I understand that if I am currently involved in any proceeding that, upon c  
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 at  
(including digital badge profiles) provided now or later, may be cause for i

14 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://bcsp.org/policies-forms)" field.

BCSP Testing/Recommendations Policy and/or the Americans with Disabili  
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 pc  
any reason. I understand if I disclose any portion of a BCSP examination  
any BCSP certification I hold, terminate my opportunity to pursue a BCSF  
deemed appropriate.\*

Agree

Validation Attestation\*

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

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

Next / Save

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[Return to Menu](#)

15 Click Next/Save.

any BCSP certification I hold, terminate my opportunity to pursue a BCSP certification if deemed appropriate.\*

Agree

Validation Attestation\*

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

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

[Next / Save](#)

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[Return to Menu](#)

16 Click "Group Management"

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

and other organizations have the option to manage their members' BCSP certifications, and purchases through the Group Management system. If your organization is interested in this feature, you can contact your account manager or click on the [Group Management](#) link in the navigation menu.

**17** This will open a new tab in your internet browser.

**18** 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](#)

19 Click this dropdown. Select the Carpenters International Training Fund.

of Certified Professionals

← Back to profile

### Link to Group

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

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 grant the proper permissions. You are responsible for payment of any fees/actions needed for each of your credential(s).

20 Click on I agree.

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

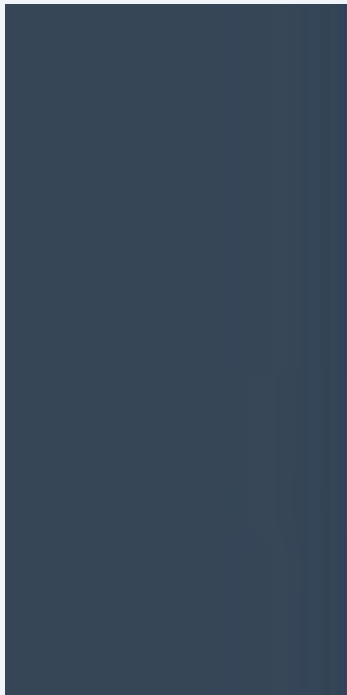
**I understand that certification is an individual credential, which belongs to the individual. I attest that by linking my BCSP customer record to my organization group my status information (excluding exam results) available to the organization and I agree to pay certification-related fees on my behalf,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

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 must grant the proper permissions. You are responsible for payment of any fees/actions needed for each of your credential(s).

21 Click "Submit"



I understand that certification is an individual credential, which belongs to me. I understand that by linking my BCSP customer record to my organization group record, I am attesting that my organization group record is accurate and that I am responsible for maintaining my organization group status information (excluding exam results) available to the organization at all times. I understand that I am responsible for paying certification-related fees on my behalf, but I understand that I am individually responsible for meeting all certification requirements. If I change organizations, or if my organization group record is updated, I will update my contact information. I agree

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).

22 You can close this tab and go back to the tab where the CHST application is.

23 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 a member of a group, you may link yourself to the group and manage permissions.

**Next**

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[Return to Menu](#)

24 Click the "Application + single exam" field.

- Education
- Validation/Attestation
- Group Management
- **Application Checkout Options**
- Review

**📢 We've added a few more options to the application checkout. If you are interested, here is 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 exam retake)**

\*If your application is denied and you've purchased a single exam or exam bundle, we will refund the application fee and 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**

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## 25 Select Application + single exam and click "Next"

• **Application Checkout Options**

• Review

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

\*If your application is denied and you've purchased a single exam or exam bundle, you 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](#)

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[Return to Menu](#)

## 26 Click "Submit App & Checkout"

**Status:** Application Pending

• Instructions

• Work Experience

• High School Diploma/GED

• Education

• Validation/Attestation

• Group Management

• Application Checkout Options

• **Review**

• **Submit App & Checkout**

Please verify that all eligibility requirements are completed.

The red **x** means the minimum requirement has not been entered/met. All requirements must be i

### Summary

Requirement
Work Experience
Validation/Attestation

27

Once the Application and exam are in your shopping cart you can click "Go Back to Application"

**Applicant:** Carpenters International Training Fund  
**Application:** Certification Applications  
**Certification Type:** Construction Health and Safety Technician (CHST)  
**You are Currently Editing Application:** 424364  
**Status:** Application Checkout

- **Checkout and Pay**
- [Go Back to Application](#)

Thank you for completing your application. Please **ent Next** to submit your application.

**Shopping Cart Statement Number: 1628737**

Item Description
CHST APPLICATION FEE () paid by Carpenters Internation Training Fund
CHST EXAM (1 Exam) () paid by Carpenters Internation Fund

28

You have completed the CHST application and can log out of you account.