

**International Association of Safety, Health
and Environmental Professionals**



IASHEP Professional Certification Manual For Members

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Introduction

The purpose of the International Assoc. Safety Health Environmental Professional (IASHEP) Reference Manual is to provide important information to IASHEP Certified Professional Credential Holders. It explains rules and procedures essential to retain the IASHEP certified professional credential and to use the title correctly.

It also defines discipline procedures, contains guidelines for helping promote the value of the **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer - CSHCO™**, and other IASHEP professional credentials.

ABOUT Our History

The International Assoc. of Safety Health Environmental Professionals (IASHEP) is an Educational not-for-profit 501 C-3 Association. Operating and offering educational services, namely, providing training of teachers, managers, specialists, and technicians for certification in the field of safety, health, and environmental studies and certifications.

The International Assoc. of Safety Health Environmental Professionals (IASHEP) began in 2014 and is chartered in the State of Arizona. The original founders of IASHEP are Mr. Ray Enama, Mr. SeaRay Beltran, Ms. Karen Schomburg, Mrs. Peggy Podojil and Mr. John Podojil, all private consultants bringing more than 250 years of joint business and specialty knowledge in the business and education world but also in safety, health, and environmental field. Three of the founding members were senior instructors and were using their own private curriculum to help build or expand and in three other cases establish three other leading OSHA Training Institute

Education Centers at UCSD San Diego, California, Cal-State Dominguez Hills, Carson California, College of Southern Nevada, Las Vegas Nevada, and Arizona State University, Tempe Arizona.

Seeing the need to offer professional certifications instead of course completion certificates in the safety, health and environmental field, the founders decided to build IASHEP, obtain accreditation by having all our procedures and training programs audited by independent third-party auditor named the International Accreditors for Continuing Education and Training (IACET) and became an approved accredited provider of continuing education.

The International Accreditors for Continuing Education and Training (IACET) is the developer of the original Continuing Education Unit (CEU) and today ensures that providers of continuing education and training can prove they provide high-quality instruction by following the *ANSI/IACET 1-2018 Standard for Continuing Education and Training* through a rigorous accreditation process. The Standard is a universal model for learning process excellence. It defines a proven model for developing effective and valuable continuing education and training (CE/T) programs by measuring a provider's training program from procedure to process to result.

Today, IASHEP has close to 120 independent professional certifications ranging from topics in General Industry, Construction, Healthcare, Maritime, Oil & Gas Industry, Electrical Safety High & Low Voltage & 70E, Stormwater, Disaster Cleanup, Corps of Engineers, Hazardous Materials, DOT Transportation of Hazardous goods, and many more topics all focused to a specific or field.

IASHEP also has advanced professional certifications like the Certified Safety Health Environmental Technician - CSHET®, Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™ or holding the many other IASHEP certified professional credentials.

For a short time, candidates could obtain a waiver of examination by presenting evidence of a suitable bachelor's degree (or higher) or have at least ten (10) years of professional safety, health, or environmental experience without a degree.

IASHEP converted to taking an IASHEP specialty course and passing a four (4) hour and up to 250 question open book and proctor examination and must pass with an 80% score to receive their professional certification. Should you not pass the first time, IASHEP allows the Candidate to

take the test two additional times. Should the Candidate not pass the test. Then the Candidate must pay and take the IASHEP specialty course and retake the timed and proctored examination. The cost to retake the examination is \$100.00. Candidates with other degrees or other relevant professional certifications or licenses may receive a waiver of certain requirements, but all candidates must meet other minimum requirements and pass the examination.

IASHEP from time to time opens a window for Grandfathering a new professional credential that IASHEP has registered with the United States Patent and Trademark Office USPTO. IASHEP registered professional credentials are listed under USPTO Class 41 designation which is for Operating and offering educational services, namely, providing training of teachers, managers, specialists, and technicians for certification in the field of safety, health, and environmental studies and certifications. When IASHEP offers a Grandfathering opportunity, Candidates still must meet certain guidelines to obtain these professional credentials.

IASHEP Mission

IASHEP's mission is achieved by conducting instructor-led classroom, onsite and online training courses; authorizing affiliate International Assoc. of Safety Health Environmental Professionals (IASHEP) training centers located worldwide, and our signature certified educational courses can be conducted anywhere in the world.

The International Assoc. of Safety Health Environmental Professionals (IASHEP) is in Arizona and was established as a 501 (C) (3) non-profit and charitable organization dedicated to providing safety, health, and environmental educational services.

IASHEP has established a reputation for providing honesty and integrity to our association members, students, faculty members and clients. The International Assoc. of Safety Health Environmental Professionals (IASHEP) members include state and federal agencies, municipal and county governments, private industries, construction industries, public school systems and university campuses, law enforcement agencies, emergency medical services, fire departments, public works departments, utility companies, and public health agencies.

IASHEP is committed to helping its members and the public prevent unintentional injuries and deaths by providing knowledge and resources to our members that enable them to reduce risks,

engage employees, measure progress, and continuously improve their safety management systems.

Board of Directors

IASHEP is a 501 C-3 not for profit association and it is owned by the membership but governed by a board of directors made up of volunteers. One director represents the public and has no direct involvement with the safety, health, or environmental profession. Some of these directors are elected from a pool of candidates nominated by IASHEP membership or the Officers of IASHEP. The remaining board directors fill director-at-large positions and are elected by the Board of Directors or the Officers of IASHEP.

Any IASHEP member in good standing can nominate individuals or volunteers for director-at-large positions. Other than the public director, all directors must hold the CSHEP professional credential.

Mission Statement

The International Assoc. of Safety Health Environmental Professionals (IASHEP) is dedicated to developing curriculum and instructing our students by teaching them the most up to date and technically advanced standards and information in the safety, health, and environmental field. It is our goal to be respected nationally for the quality of safety, health, and environmental professionals that we educate.

Our signature programs and our offering of recognized professional credentials will have a national and international reputation for providing educational courses that will enable our students to develop effective safety, health and environmental risk management programs providing guidance to management and workers. Our goal is to help reduce the tragic loss of life and reduce accidents in the workplace.

Accreditations and Recognitions

Once again, the International Association of Safety Health Environmental Professionals (IASHEP) is proud to say that we are accredited by the International Accreditors for Continuing Education

and Training (IACET) and IASHEP is listed as a IACET Accredited Authorized Provider. The International Accreditors for Continuing Education and Training (IACET) is the developer of the original Continuing Education Unit (CEU) and today ensures that providers of continuing education and training can prove they provide high-quality instruction by following the ANSI/IACET 1-2018 Standard for Continuing Education and Training through a rigorous accreditation process. The Standard is a universal model for learning process excellence. It defines a proven model for developing effective and valuable continuing education and training (CE/T) programs by measuring a provider's training program from procedure to process to result.

Because the ANSI/IACET Standard focuses on how continuing education and training programs are developed - not what they cover - it provides a certifiable framework of researched and proven best practices that can be applied across disciplines and industries. It measures all aspects of a CE/T provider's program development across nine nationally recognized categories. This has allowed for the ANSI/IACET Standard for Continuing Education and Training to be recognized as the official standard for CE/T in the world.

Code of Professional Conduct

The Code of Professional Conduct ("Code, Ethics and Standards") are the ethical benchmark for the International Association of Safety, Health, and Environmental Professionals (IASHEP) around the globe, regardless of job title, cultural differences, or local laws. As an IASHEP member, you are required to follow the Code of Conduct, Ethics and Standards. A code of professional conduct is a necessary component to any profession to maintain ethics and standards for the individuals within that profession to adhere. It brings about accountability, responsibility, and trust to the individuals that the profession serves.

The IASHEP Board of Directors adopted this Code of Conduct / Ethics and Standards and established the highest principles and standards for the organization. These Principles are general statements expressing the ethical and professional members' ideals. Members of IASHEP are expected to display these ideals in their professional activities.

The Code of Conduct, Ethics and Standards maintains that you must:

Principle 1 – Integrity:

Provide professional services with integrity. Integrity demands honesty and candor which must not be subordinated to personal gain or advantage. IASHEP Members and Applicants are placed in positions of trust by employers, employees, and the clients that they serve. The ultimate source of that trust is the IASHEP member's personal integrity. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles.

IASHEP Members and Applicants shall exhibit loyalty in all matters pertaining to the affairs of their organizations or to whomever they may be rendering a service. However, IASHEP Members and Applicants shall not intentionally and knowingly be a party to any illegal or improper activity related to safety, health and environmental laws or otherwise indicating a lack of personal integrity.

Principle 2- Competence:

IASHEP Members and Applicants must maintain the knowledge and skill necessary to provide professional services competently. Competence means attaining and maintaining an adequate level of knowledge and skill, and application of that knowledge and skill in providing services to employers, employees, clients, and the public. Competence also includes the wisdom to recognize the limitations of that knowledge and when consultation with other professionals is appropriate or referral to other professionals is necessary, IASHEP members must make a continuing commitment to adhere to continuing their learning and professional improvement.

Principle 3- Responsibility:

Responsibility is our duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result. We make decisions and take actions based on the best interests of society, employers, clients, their employees, and the environment that we are pledging to protect.

IASHEP Members and Applicants shall comply with all laws, regulations, policies, and ethical standards governing professional practice of safety, health, and the environmental related activities.

IASHEP Members and Applicants shall never put employees or the public at risk of being injured.

IASHEP Members or Applicants shall accept personal responsibility for their professional activities, provided, however, that IASHEP Members and Applicants may seek indemnification for services arising out of their practice for other than gross negligence, where the IASHEP Member or Applicants interests cannot otherwise be protected.

IASHEP Members and Applicants must provide accurate and truthful representations concerning all certification and recertification information. IASHEP members will maintain the security of IASHEP examination information and materials, including the prevention of unauthorized disclosures of test information.

Principle 4 - Rules of Practice:

IASHEP Members and Applicants shall hold paramount the safety, health, environmental and welfare of the public. If IASHEP Members or Applicants judgment is overruled under circumstances that endanger life or property, they shall notify their employer or client and such other authority as may be appropriate to protect the life and environment of those that they serve.

IASHEP Members and Applicants shall not reveal facts, data, or information without the prior consent of the client or employer except as authorized or required by law or this Code. IASHEP Members and Applicants shall not permit the use of their name or associate in business ventures with any person or firm that they believe is engaged in fraudulent or dishonest enterprise.

IASHEP Members and Applicants having knowledge of any alleged violation of this Code shall report thereon to appropriate professional bodies and when relevant, also to public authorities, and cooperate with the proper authorities in furnishing such information or assistance as may be required.

What are the Benefits of Earning an IASHEP Professional Certified Safety Health Credential?

Pros for obtaining a professional safety, health and / or environmental certification working as a Certified Safety Health Environmental Technician - CSJET®, Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™ or holding the many other IASHEP certified professional credentials may include an increased salary and higher self-esteem for the individual; demonstrated knowledge and skills for employers when making hiring decisions; and highly trained and skilled safety health and environmental professionals. If you are working to obtain a college degree many of our courses will transfer to leading colleges and universities

Benefits of Certification

Outside of the hiring process, safety, health and environmental certifications for employees provide companies with consistency in training and work practices, increased confidence from customers, staff adherence to ethical standards, differentiation in marketing, and a standard for projects, promotions, salary increases and career road maps. Like an individual, the more certifications a company possesses, the better it looks on paper.

Why should you become an IASHEP Certified Safety Health Compliance Officer (CSHCOTM) professional. Here are just a few of the reasons:

- Potentially leads to performance awards and promotions.
- Increases your marketability and career opportunities.
- Provides focus for professional development.
- Confirms and validates professional skills to others in your field and to your employer and the public.
- Enhances networking opportunities with other IASHEP members.
- Conveys privileges such as using IASHEP Professional Credentials on letterhead.
- Affirms commitment to IASHEP code of ethics.
- Allows user to perform professional services and seal work products.
- Gives a personal sense of achievement.

- Professional credentials may transfer to leading colleges and universities such as Columbia Southern University, plus provides you and your family an opportunity to receive a 10% discount to courses taken from Columbia Southern University (CSU).and other major universities.

To Employers

- Enhances confidence in the knowledge, skills, and accomplishments of your professional employees
- Increases your ability to bill professional and certified employees out at higher rates
- Strengthens your technical proposals to customers
- Demonstrates the depth of technical skills available to prospective customers and to the public
- Reduces professional liability insurance costs.

To Clients and Customers

- Assures confidence in the professional's services addressing a broad array of safety, health and environmental planning, analysis, education, and documentation
- Provides an assurance of engaging competent safety, health, and environmental professionals
- A professional credential provides a stronger defense in case of lawsuits
- Serves as a source for qualified, practicing safety, health, and environmental professionals.

The Future: The need for safety, health, and environmental professionals to demonstrate our credentials is growing throughout the country and abroad. Many of the current college and university and other credential programs do not adequately cover the fields that many of us work in today. With IASHEP, all our certified courses and professional credentials allow our members to hit the ground running by learning real life skills for the various work environments in which they will be working.

For more information call (520) 568-5565

General Information

The IASHEP Website

Be sure to visit the International Assoc. Safety Health Environmental Professionals (IASHEP) website located at www.IASHEP.org. The site contains a great deal of information for IASHEP professional credentials, and the information is updated regularly.

This IASHEP Reference Manual is located online along with the latest information and forms for your Membership Renewal, Recertification, Course Enrollment and other forms and major information that changes throughout the year.

You can also find information on your IASHEP credential holders in the online directory that will be established starting in 2024. IASHEP encourages you to visit the website often for additional information and updates. The Online Directory The directory, containing only names, cities, and states, appears on the IASHEP website and confirms if a person is currently certified. A list of those who have used an IASHEP credential without authority also appears on the IASHEP website.

IASHEP facts and general characteristics are located online, including the educational level of IASHEP professional credentials, salary data, industries where IASHEP professional credentials are employed, and other important information.

Paying Your Annual Membership Renewal Fee

IASHEP membership fees are due on February 1st. of each year. The annual membership renewal form can be found on the IASHEP website at www.iashep.org. Unlike other professional safety, health, and environmental professional associations, IASHEP has not increased its membership fees to its members since IASHEP was first formed in 2014. Membership is still \$100.00 per year and part of your membership fees go to support our two charities. St. Jude Childrens Research Hospital and Tunnels to Towers. You can download your renewal membership form off the IASHEP website located at www.iashep.org. You may also get a reminder in your email address that IASHEP has on file.

Remember - It is your responsibility to keep IASHEP informed of your home mailing address and email address. We cannot locate you if we do not have a current mail and email address on file. If either address changes, you must let IASHEP know. You may lose your certification because annual renewal fee notices and other important information did not reach you. You can update your information by contacting IASHEP or completing the new form and sending it to Attn: IASHEP P.O. Box 1608, Maricopa, AZ 85138

IASHEP recommends that you use your home address as the mailing address of record. If you change jobs, your last employer may not forward your mail or return it to IASHEP. If that occurs, you may lose your IASHEP **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer – CCSHCO™** or holding the many other IASHEP certified professional credentials.

Recertification of IASHEP Professional Credentials

To retain your certification, you **must**:

- Inform IASHEP when your mail or email address changes.
- Pay your annual fee; and
- Complete Recertification requirements. The recertification handbook can be located on the IASHEP website located at www.iashep.org.

Keeping Your Address Current

Once again, it is your responsibility to keep IASHEP informed of your current mail and email address. We cannot locate you if we do not have a current mail and email address on file. If either address changes, you must let IASHEP know. You may lose your certification because annual renewal fee notices and other important information did not reach you. You can update your information by contacting IASHEP or completing the new form and sending it to Attn: IASHEP - P.O. Box 1608, Maricopa, AZ 85138

IASHEP recommends that you use your home address as the mailing address of record. If you change jobs, your last employer may not forward your mail or return it to IASHEP. If that

occurs, you may lose your IASHEP **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer – CCSHCO™** or holding the many other IASHEP certified professional credentials.

Changing Your Name

If you change your name through marriage or other court proceedings, you must update IASHEP. Provide IASHEP with a copy of the court record or marriage certificate or IASHEP will not be able to register the change.

Paying Your Professional Credential Recertification Renewal Fee

The authority to use the **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer – CCSHCO™** or holding the many other IASHEP certified professional credential, title is valid for three years once you receive your professional credential. That date is notated on your original certificate with the renewal date. It is your responsibility to be aware when that recertification is due.

IASHEP gives you several options for paying the fee, such as online, by phone using a credit card, or by mail. You can pay annual renewal fees on the IASHEP website, www.IASHEP.org. After receiving your payment, IASHEP will send you a new certificate and receipt for the new recertification year. You must maintain your continuing education requirements as stated in the IASHEP recertification handbook.

Reinstatement After Failing to Pay Your Annual Renewal Fee

If you fail to pay your annual renewal fee on time, IASHEP will send you a notice that you are no longer certified and that you cannot use the IASHEP title.

You may seek reinstatement by contacting IASHEP. You must pay any past unpaid recertification fees and a reinstatement fee for the year your certification is invalidated. If you fail to reinstate by

November 31 of the year your certification is invalidated, you cannot be reinstated, and you will have to reapply and meet all current requirements to reacquire the IASHEP professional credential.

Meeting Recertification Requirements

The Recertification program helps **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer – CSHCO™** or **holding the many other IASHEP certified professional credentials** keep up with changes affecting professional safety practice. The program complies with recertification requirements of IASHEP's national and international accrediting organizations.

Recertification

The Recertification Program was developed to ensure that the International Association of Safety, Health & Environmental Professionals (IASHEP) certified professionals remain competent in the field of environmental, health and safety management and related areas of expertise. It is the responsibility of the International Association of Safety, Health & Environmental Professionals (IASHEP) certified professional to continuously enhance their knowledge, skills, and abilities.

For that reason, accreditation and certification standards require that certification in such fields be renewed periodically. To make sure this happens, the International Association of Safety, Health & Environmental Professionals (IASHEP) requires you to be recertified every three (3) years. All IASHEP certified members must earn a total of 250 certification maintenance points (CMPs) during a **three (3) year cycle** to qualify for recertification.

IASHEP members and certified professional members must also maintain the highest professional standards by continuing to uphold and abide by the International Association of Safety, Health & Environmental Professionals (IASHEP) Code of Ethics and is also a requirement for recertification.

International Association of Safety, Health & Environmental Professionals (IASHEP) certified professionals are responsible for conducting ongoing self-assessments of their continued competence in the field of environmental, health and safety management and related areas. The process of self-assessment is a key component in determining how they should proceed to build on their knowledge, skills, and abilities.

Recertification Notification

As a professional courtesy, the International Association of Safety, Health & Environmental Professionals (IASHEP) will send you reminder emails before the end of your certification cycle. We will send the reminders to the email address in your online profile, so you should make sure you update this file if your address changes. Please visit www.iashep.org and login to your online recertification file to update your information. We will not change your certification cycle or the submission requirements because you did not receive email reminders.

The details of the Recertification program appear in the *Recertification Guide*. You may download the *Recertification Guide and Worksheet* from the IASHEP website. You will want to refer to the website regularly for the most up-to-date recertification information. Any Recertification program changes also appear on the IASHEP website and will also be listed in the IASHEP newsletter.

At the end of the Recertification cycle, you must submit a worksheet detailing the Recertification points you earned during that cycle. Only points earned during a cycle will count toward that cycle. IASHEP randomly selects 5% of those who submit their Recertification Worksheets for an audit. While documentation to prove points is not required with the initial worksheet, the audit procedure requires that you have proof of the points claimed. **It is important that you keep records to verify your Recertification activities.**

Career Interruptions

While holding the **Certified Safety Health Environmental Technician - CSHET®**, **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Compliance Officer - CSHCOTM**, **Certified Construction Safety Health Compliance Officer – CASHCOTM** or **holding the many other IASHEP certified professional credentials**. You may face situations which affect your ability to maintain your certification. You may experience an interruption in your safety career, such as moving to a job which is not in the safety, Health and / or environmental profession, taking time out to be a parent, student, or soldier, having an extended health problem, serving in the National Guard or Military Reserves being called up for a national disaster, or for serving our great country, or being unemployed. IASHEP has established some options to help deal with some of these situations. Please contact IASHEP to discuss your issues with us. **IASHEP always believe we are a family.**

Leaves of Absence and Extensions

IASHEP understands that life's problems may occur from time to time and that IASHEP is a family. If this happens to you, you may seek a leave of absence or an extension if a career interruption will affect your ability your ability to maintain your certification.

Annual Renewal Fee Waiver When Unemployed If you become unemployed and are unable to pay your annual renewal fee, you may request a one-year waiver of the annual renewal fee in writing. This is a one-time-only waiver. Please contact IASHEP at (520)568-5565 and speak with our CEO Jack Podojil.;

Unauthorized IASHEP Professional Credential Use

Some individuals claim to hold the **Certified Environmental Health Safety Professional - CEHSP®**, **Certified Safety Health Environmental Technician – CSHET®**, **IASHEP Certified Trainers**, **Certified Safety Health Compliance Officer - CSHCO™**, **Certified Construction Safety Health Compliance Officer – CASHCO™**, or other IASHEP professional credentials even though they never achieved it or no longer have the authority to use it. Such uses are not only unethical, but illegal. IASHEP has established procedures for protecting these professional credentials from improper or unauthorized use. The Unauthorized Use Policy can be found on the IASHEP website.

This policy states “Policy -- This Policy prohibits unauthorized use of designations, certifications, or marks issued by the International Assoc. of Safety Health Environmental Professionals (IASHEP).

Scope: IASHEP has the authority and obligation to make public the names of individuals who IASHEP authorizes to use the credentials titles it awards. The names posted below are a result of an IASHEP member not following the IASHEP Code of Conduct, failure to maintain their professional credentials, failure to maintain their IASHEP membership, committing a violation of the laws or other administrative infractions. The IASHEP Code of Conduct can be found on the first page of the IASHEP website.

For a complete copy of Unauthorized Use of Credentials and Other IASHEP Protected Materials Policy please contact John F. Podojil Chief Executive Officer at johnpodojil@iashep.org

IASHEP publishes these names which are publicly available on the IASHEP website.

Challenging An IASHEP Certified Course

The International Association of Environmental, Health and Safety Professionals (IASHEP) believes that if you have life learning skills which means when you learn a trade, it is for life. Regardless of where you live or where you work, you can take the skill with you. You have the potential to become a master of your craft if you stick with it, allowing not only opportunity for professional growth but personal growth, too.

IASHEP also believes if you have taken a course somewhere else like an OSHA Training Institute Education Center (OTIEC), National Safety Council (NSC), Institute of Occupational Safety & Health (IOSH) OSHACADEMY or other colleges and universities, or but you did not get a professional certificate or professional credential but only obtained a certificate of completion for that course, you can challenge the IASHEP professional credentialed course and change your certificate of completion to a professional credential.

How Do You Do This?

First – you must be a member of IASHEP, which is \$100.00 per year. Part of your membership funds go to support our two charities St. Jude Children's Research Hospital and Tunnels to Towers. IASHEP is one of the only professional safety, health or environmental associations that gives to outside non-profit charitable organizations.

Secondly - You must request IASHEP to challenge the course by filling out the course challenge document that is found on our website at www.iashep.org and pay your course challenge fees. The fee for a course challenging is \$200.00.

Third (Testing) - You must take a proctored and timed open book examination and you must pass the written test with an 80% or better to receive your professional credential. You have three chances to pass the examination. There is an additional fee of \$100.00 for each additional certification test retake.

Should you fail to pass the course challenge test, you must then take the classroom version of the course. Failure to pass the IASHEP professional proctored examination will result in your fees being non-refunded.

Proper Use of IASHEP Professional Credentials

The Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Environmental Technician – CSHET®, IASHEP Certified Trainers, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™, or members holding the many other IASHEP certified professional credentials credential may be used only for the period for which use is authorized.

Use expires if you have not paid the annual renewal fee or have not met Recertification requirements. Use of the title beyond the authorized period (without complying with renewal or recertification requirements) constitutes unauthorized use of the IASHEP credential.

You may use the Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Environmental Technician – CSHET®, IASHEP Certified Trainers, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™, or holding the many other IASHEP certified professional credentials on your business cards, resume, correspondence or with your signature.

You may use your or holding the many other IASHEP certified professional credentials credential virtually anywhere you use your name. You may use the Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Environmental Technician – CSHET®, IASHEP Certified Trainers, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™,

Challenging Individuals Using the IASHEP Credential Without Authority

IASHEP has established procedures for challenging individuals known to use You may use the Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Environmental Technician – CSHET®, IASHEP Certified Trainers, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™, or holding the many other IASHEP certified professional credentials without having

obtained them or after they lose them for failure to pay their annual renewal fees or to meet Recertification requirements.

In order to establish that someone is using the credential without authority, IASHEP must receive documentation showing where the individual is using the title. Most often unauthorized use occurs on a business card, resume, business letterhead, brochure, or similar publication, or with a signature. To initiate action against the individual using the IASHEP professional credential without authority, IASHEP also needs the individual's current mailing address. Once that address is received, IASHEP will send that person a letter requesting information from them.

Once the complaint is filed. Anyone who suspects a violation of this code of ethics may submit a complaint to IASHEP. It must be presented in writing using the IASHEP Ethics Form or email. At a minimum, the following must be submitted:

- A detailed description
- The source(s) of information
- All supporting information

Timing: IASHEP will acknowledge receipt of the complaint within 8 calendar days. IASHEP will provide the complainant with progress reports within 31 calendar days. IASHEP will provide the complainant with the outcome within 90 days, or within 8 calendar days of the outcome decision, whichever comes last.

Process:

Each complaint of an ethics violation will be reviewed by the IASHEP Board of Directors. If not, enough information is present to initiate a review, further information will be requested.

Any substantiated complaint about a certified person shall also be referred by IASHEP to the certified person in question at an appropriate time.

The Board of Directors will solicit details in writing from the individual being investigated as well as any others who may be able to provide relevant information.

The decision to be communicated to the complainant shall be made by, or reviewed and approved by, personnel not previously involved in the subject of the complaint.

On completion of its investigation, the Board of Directors will make a written report to the chief staff person recommending whether the complaint should be upheld, along with the recommended course of discipline, if any.

Whenever possible, IASHEP will acknowledge receipt of the complaint and shall provide the complainant with progress reports and the outcome. The Board of Directors or chief staff person will give formal notice to the complainant of the end of the process.

Confidentiality: Confidentiality will be maintained, when possible, but IASHEP cannot guarantee the identity of the person submitting the information will not be revealed.

Appeals Against Decisions on Certification: Policy and Process

Individuals may appeal the decision on certification with 30 days of notice of the decision, stating the specific grounds for appeal. Appeals must be presented in writing using the IASHEP contact form or email.

Timing: IASHEP will acknowledge receipt of the appeal within 8 calendar days. IASHEP will provide the appellant with progress reports within 31 calendar days. IASHEP will provide the appellant with the outcome within 90 days, or within 8 calendar days of the outcome decision, whichever comes last.

Process: The IASHEP Board of Directors will solicit further details as needed. On completion of its investigation, the Board of Directors will make a written report to the chief staff person recommending whether the appeal is successful and whether subsequent action is warranted. The Board of Directors or chief staff person will give formal notice to the appellant of the end of the appeals-handling process based on the timing described in this policy.

Non-discrimination: Submission, investigation, and decision on appeals shall not result in any discriminatory actions against the appellant.

Certification Marks

IASHEP has registered the “Certified Environmental Health Safety Professional - CEHSP®, Certified Safety Health Environmental Technician – CSHET®, IASHEP Certified Trainers, Certified Safety Health Compliance Officer - CSHCO™, Certified Construction Safety Health Compliance Officer – CSHCO™, and many other IASHEP certified professional credentials with the U.S. Patent and Trademark Office as registered certification marks. This provides IASHEP legal strength in challenging any unauthorized use.

IASHEP Distant Learning & Life Learning Skills

The International Association of Environmental, Health and Safety Professionals (IASHEP) believes that professional education is the key to working in the Environmental, Health and Safety

field. As such, IASHEP offers Classroom, Distant Learning, Life Learning & Course Challenging opportunities as an alternative to traditional classrooms attendance when necessary.

All IASHEP courses whether they are taught by our faculty in a classroom or by Distant Learning or Course Challenging, maintain the same educational standards as those of the traditional classroom with the additional flexibility and convenience of learning built around your schedule and you can still obtain a professional credential from IASHEP by registering for our Distance Learning, Life Learning.

Distant Learning (Geographic Flexibility)

IASHEP believes that distance learning can increase access to educational courses for our members and students who are not located near an IASHEP offered classroom taught course. Distance learning can also increase opportunities for students across the globe, ensuring that students don't have to choose a school based solely on its location. In many ways, taking an IASHEP distant learning course is like a traditional face-to-face course.

You will still have an IASHEP instructor to work with you on your class assignments and offer you educational assistance if needed. All the elements of a traditional course the syllabus, the course material, textbooks, lectures, discussions, tests, and grades will be part of your distant learning course.

International Training Opportunities to Obtain Professional Credentials and University Degrees.

Distance Learning features several advantages, particularly for non-U.S. students seeking an accredited U.S. degree. Perhaps the most relevant benefit involves the luxury of remaining in your home country while studying and consequently avoiding the inconvenience of applying for a student visa to study in the United States. Other advantages include:

- Accessibility for those living away from the training center
- No waste of time or other resources in transport, commuting to a central location for classroom training
- Flexibility to study in any convenient location with an Internet connection

- Self-paced learning
- Quickly browse materials you have already mastered, and concentrate time and effort in areas containing new information and / or skills
- Study materials at a personal speed and intensity, without having to wait or slower pace of the average classroom
- Just-in-time learning; more opportunities to study the most current material available
Flexibility for those with irregular work schedules
- Accessibility for those with restricted mobility (e.g., handicapped, injured, elderly)
- Accessibility for those with family responsibilities (e.g., parents with young children at home)

Life Learning Skills

Unfortunately, college transcripts don't always reflect real life experience and many colleges and universities do not prepare you for the real-world experience. If you have a lot of on-the-job knowledge and practical experience in the environmental, safety & health field but no diploma or certificate to show for it, life experience credits may give you some of the recognition you deserve. IASHEP accepts life learning experience and distance learning programs and reviews students' real-life experience and grants experience credits based on what students have learned outside of the classroom.

Perhaps you've learned environmental, health or safety experience from working for your employer and gained field-specific experiences in environmental, health and safety field. Instead of sitting through a class to learn what you've already mastered, requesting life experiences can save you time and money. Please complete the IASHEP Life Experience Form for our evaluation. Once we have reviewed your document, you may then challenge an IASHEP Certified Course.

Online or Distant Learning Environmental, Health & Safety Degree & Certificate Providers that are recognized by IASHEP

You may already have college or military occupational specialty (MOS) credits just waiting to be transferred. Don't leave your past behind. Take pride in your previously earned college credits, military occupational specialty, on the job or union education and life experiences. Complete the

IASHEP Distant Learning or Course Challenge document and we will advise you from there.

The following organizations are recognized by IASHEP.

American Society of Safety Engineers (ASSE)

American Industrial Hygiene Association (AIHA)

All OSHA Training Institute Educational Centers (OTIEC)

Any State OSHA Consulting Group

Arizona Division of Occupational Safety & Health (ADOSH)

Arizona Southwest Chapter of National Safety Council

Arizona State University (ASU)

Atlantic OSHA Training Center - Rutgers School of Public Health

Associated General Contractors (AGC)

Atlantic OSHA Training Center

Board of Environmental, Health & Safety Auditor Certifications (BEAC)

Board of Environmental, Health & Safety Auditor Certifications (CPEA)

California State University Dominguez Hills (CSUDH)

Canada's National Centre for Occupational Health and Safety

Board of Canadian Registered Safety Professionals (BCRSP)

Chabot – Las Positas Community College District

Coastline Community College

Construction Safety Council/ National Safety Education Center

Columbia Southern University (CSU)

Eastern Kentucky University (EKU)

Georgia Tech Research Institute

Grand Canyon University

Great Lakes OSHA Education Center – Eastern Michigan University

Great Lakes OSHA Education Center – University of Cincinnati

Keene State College

Indiana University

Institute for Safety & Health Management (ISHM)

Metropolitan Community College Kansas City Missouri

Mid-America OSHA Education Center

Mid-Atlantic OSHA Training Institute – Chesapeake Region Safety Council (CRSC)

Mid-South OSHA Education Center – Alliance Safety Council
Midwest OSHA Education Center – Barton County Community College
Midwest OSHA Education Center – National Safety Council – Nebraska
Minnesota Safety Council
National Registry of Environmental Professionals (REP)
National Safety Council
National Safety Management Society
National Safety Education Center – Northern Illinois University
National Examination Board in Occupational Safety and Health (Nebosh)
New England Institute of Technology
Northern Illinois University
Occupational Safety Councils of America (OSCA)
OSHAcademy
Red Rocks Community College
Rochester Institute of Technology
State of Nevada (SKATTS)
Midwest OSHA Education Center – Saint Louis University
National Resource Center – West Virginia University
Navajo OSHA Consultation or other Tribal Nations
Texas Engineering Extension Service
University of California San Diego (UCSD)
University of Calgary (Canada)
University of California Santa Cruz
University of Maryland University College
University of South Florida OTI Education Center
University of Texas-Arlington (TEEX)
University of Washington OSHA Training
Waldorf University
World Safety Organization (WSO)

For more Professional Organizations that IASHEP may accept training courses from are:

<http://www.theagapecenter.com/Organizations/Specialties/Occupational-Health-Safety.htm>

Veterans

IASHEP also desires to partner with U.S. Veterans seeking employment in EHS fields where credentials are approved for reimbursement. Any eligible service member or veteran that qualifies for the Montgomery G. I. Bill, or VEAP, or Dependents Educational Assistance can send a copy of the test results along with your Reimbursement Application to the VA office that handles your education benefits. For more details on eligibility requirements and reimbursement procedures, visit the VA web site at www.gibill.va.gov or call 1-888-gibill-1.

Credentialing Opportunities On-Line:

Credentialing Opportunities On-Line (COOL) helps service members and veterans find information on certification and licenses related to their Military Occupational Specialties (MOSs). COOL explains how service members and veterans can meet civilian certification and license requirements and provides links to numerous resources to help get them started. Check out these sites: Army COOL, Navy COOL, Air Force COOL, Marine COOL.

There is a substantial need for talented and well-trained individuals in the environmental, health and safety fields. Veterans and Active-duty service members will find many opportunities that their skills can relate to and transfer over to the safety and health management area of certification and lead to employment.

Other Important Information

IASHEP Non-Discrimination Policy

The International Assoc. of Safety Health Environmental Professionals (IASHEP) does not and shall not discriminate based on race, color, religion, gender identity or expression, age, national origin or ancestry, disability, marital status, parental status, sexual orientation, or military status, in any of its activities or operations.

These activities include, but are not limited to, facilitation of training, hiring, and firing of staff, selection of volunteers and vendors, and all provision of services. Any question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Director of Compliance for final determination.

The International Assoc. of Safety Health Environmental Professionals (IASHEP) Privacy Policy

What type of information do we collect? We receive, collect, and store any information you enter on our website or provide us with in any other way. In addition, we collect the Internet protocol (IP) address used to connect your computer to the Internet; login; email address; password; computer and connection information and purchase history.

We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, recommendations, and personal profile.

How do we collect information? When you conduct a transaction on our website, as part of the process, we collect personal information you give us such as your name, address, and email address.

Your personal information will be used for the specific reasons stated above only. Why do we collect such personal information? We collect such Non-personal and Personal Information for the following purposes:

- To provide and operate the Services.
- To provide our Users with ongoing customer assistance and technical support;
- To be able to contact our Visitors and Users with general or personalized service-related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred Non-personal Information, which we or our business partners may use to provide and improve our

respective services; and

- To comply with any applicable laws and regulations.
- How do we store, use, share and disclose your site visitors' personal information?
- How do we communicate with our site visitors? We may contact you to notify you regarding your account, to troubleshoot problems with your account, to resolve a dispute, to collect fees or monies owed, to poll your opinions through surveys or questionnaires, to send updates about our company, or as otherwise necessary to contact you to enforce our User Agreement, applicable to national laws, and any agreement we may have with you. For these purposes we may contact you via email, telephone, text messages, and postal mail.
- How do we use cookies and other tracking tools? Our website tracks personal information using tracking tools (e.g. cookies, flash cookies, web beacons, etc.).

Privacy Policy Updates We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the Website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it. **Questions and your contact information** If you would like to: access, correct, amend or delete any personal information we have about you, please contact us at www.iashep.org and use the contact us document that is located on our website.

Ethics & Criminal Convictions

IASHEP Ethics Statements: Definition

From time to time, the Board of Ethics (hereinafter, the "Board") determines that members and certificate holders can benefit from additional analysis and instruction concerning a specific issue of ethical conduct. Issues in Ethics statements are intended to heighten sensitivity and increase awareness. They are illustrative of the Code of Conduct (2014) (hereinafter, the "Code") and are intended to promote thoughtful consideration of ethical issues. They may assist members and certificate holders in engaging in self-guided ethical decision making. These statements do not

absolutely prohibit or require specified activity. The facts and circumstances surrounding a matter of concern will determine whether the activity is ethical.

Introduction

Ethical reporting is a process of transparency. Foundational to proper, professional, and ethical conduct is the intent to be honest, accurate, and complete when providing required information. Many occupations where safety, health and environmental professionals are working or teaching scenarios can potentially foster a natural tension between professional obligation and personal preference/gain. In reporting, misrepresentation by both errors of omission and commission, as well as by conflicts of interest, may create ethical violations. Adherence to professional obligations and standards in the Code is essential to minimize a possible ethical violation.

Reporting ethically requires you to provide honest and complete information proactively and deliberately in all areas of professional practice (e.g., credentials, services, relationships, payments, and advertising).

Self-reporting is a special case of reporting in which you must disclose receipt of professional discipline or criminal convictions to IASHEP Standards and Ethics. IASHEP members and certificate holders, and applicants for certification, must also disclose these circumstances by self-reporting the information to IASHEP.

The Following are Examples of Good IASHEP Ethical Practices

- Always report and advertise your IASHEP credentials appropriately.
- Always accurately report and represent the intended purpose of services, products, or research endeavors.
- Always accurately report and record services provided, products dispensed, or research/scholarly activities conducted.
- Always report education, training, experience, and scholarly contributions.
- Truthfully report research and scholarly activities, services provided, results of services provided, products recommended, or the effects of products recommended and notify clients when recalls are issued by the Consumer Product Safety Commission (CPSC) or the manufacturer.
- Correctly report payment, reimbursement, grants, and contracts for services provided, research conducted.

- Truthfully report the source when using other persons' ideas, research, presentations, results, or products in written, oral, or any other media presentation or summary.
- Report credit only to those who have contributed to publications, presentations, processes, or products in proportion to the contributions and only with the contributor's consent.
- Report members of other professions who are known to have violated standards of care to the appropriate professional licensing authority or board, other professional regulatory body (OSHA, EPA, or professional or governmental association) when such violation compromises the welfare of workers or the public.
- When involved in an ethics complaint, do not knowingly report false statements of facts, or withhold relevant facts necessary to fairly adjudicate the complaint.

Criminal Convictions

IASHEP requires its applicants, candidates, and credential holders to disclose any criminal convictions issued by a court. IASHEP will use its criminal conviction policy to determine whether the application can proceed or whether it is terminated. In some cases, IASHEP's attorney will contact the applicant to clarify information about the conviction.

Code Provisions Related to Self-Reporting, Including Disclosure

When completing an initial or reinstatement application for IASHEP certification and/or membership, applicants must truthfully answer the following three questions related to formal professional discipline and criminal convictions, regardless of local employment laws or regulations. These self-reported acts are considered **disclosure**.

1. Have you ever been convicted; been found guilty; entered a plea of guilty or nolo contendere; or been granted an intervention in lieu of conviction, plea, or further investigation/final findings of allegations too.
 - any misdemeanor involving dishonesty, physical harm to the person or property of another, or a threat of physical harm to the person or property of another or
 - any felony?
2. Are you presently indicted or charged with.
 - one or more misdemeanors involving dishonesty, physical harm to the person or property of another, or threat of physical harm to the person or property of another or

- one or more felonies?
3. Have you ever been?
- disciplined or sanctioned, other than for insufficient professional or continuing education, by any professional association, professional licensing authority or board, or other professional regulatory body?
 - denied a license or a professional credential by any professional association, professional licensing authority or board, or other professional regulatory body?
4. IASHEP members and/or certificate holders whose certification status becomes " Not Current" are also required to answer these same three questions upon renewal. Those applicants who can answer "yes"—affirmative disclosure—to any of the three questions must do so, in addition to submitting certified documentation regarding the discipline or conviction when requested.

IASHEP Authorized Training Centers / IASHEP Certified Instructors

The International Association of Safety Health & Environmental Professionals (IASHEP) Certified Trainer (IASHEP-CI) course gives you the practical platform skills and confidence you need to succeed. This powerful seminar puts the latest American National Standards Institute (ANSI /ASSE Z490.1 2016): Criteria for Accepted Practices in Safety, Health, and Environmental Training at your fingertips. Learn what it really takes to build an effective safety, health, or environmental training program.

Becoming an International Assoc. of Safety Health Environmental Professionals (IASHEP) Authorized / Certified Trainer also allows you the opportunity to work and teach courses for our Authorized International Assoc. of Safety Health Environmental Professionals (IASHEP) training centers that are in the United States and elsewhere.

International Association of Safety Health & Environmental Professionals (IASHEP) Trainer Opportunities:

The International Assoc. of Safety Health Environmental Professionals (IASHEP) Outreach Training Program permits occupational safety and health professionals to become authorized as trainers and conduct training for workers in locations worldwide. Through this program, the International Association of Safety Health Environmental Professionals (IASHEP) Authorized Trainer conduct IASHEP Technician level one (1) to three (3) day level classes and Specialist level courses for workers based on construction safety, general industry safety healthcare and other industries such as but not limited to longshoring, maritime, food processing etc.

Note: Although considered an "Authorized / Certified Trainer" you will not be able to issue "Certified Courses" unless they are taught through an IASHEP Authorized Training Center) or through the International Assoc. of Safety Health Environmental Professionals (IASHEP) as one of our Authorized / Certified Trainers under an individual contract between yourself and IASHEP.

Your private consulting company or your company can become an Authorized IASHEP Learning Center by agreeing to signing an IASHEP Learning Center contract with IASHEP. This contract states that you will pay \$2500.00 for the first year. After the first year, the IASHEP Authorized Learning Center can meet their obligation to continue to be IASHEP Authorized Learning Center by bringing in 25 new members into IASHEP per year or paying \$2500.00. IASHEP has a special arrangement with IASHEP Authorized Learning Centers where they will earn a percentage of fees for teaching IASHEP certified courses.

If you are an Authorized IASHEP Trainer but not an IASHEP Authorized Learning Center and if you are qualified to teach a specific course, you will be authorized to issue course completion certificates through IASHEP for a small cost per student.

Private Companies and Government Agencies can become an International Assoc. of Safety Health Environmental Professionals (IASHEP) Authorized Training Center by applying to the International Assoc. of Safety Health Environmental Professionals (IASHEP).

When you become an IASHEP Certified Instructor (IASHEP-CI), if you want to teach IASHEP 4 – 40-hour level courses and have your workers or clients who want to receive an IASHEP course completion certificate from your own company, this is possible. The cost for the course completion certificate from IASHEP will be 30% of the course advertised listed price to IASHEP.

To become an IASHEP Certified Trainer:

Complete a Trainer Course

In order to become an individual must complete a trainer course based on the criteria listed below:

1. You must be a member of IASHEP and be a member in good standing.
2. The individual must submit an International Association of Safety Health & Environmental Professionals (IASHEP) application to the IASHEP Board of Directors for approval and provide appropriate documentation of experience including a detailed resume or job history, and professional references.
3. You must demonstrate a minimum of 3 years of experience in a construction safety position or general safety position. One year of experience may be waived if the individual has earned a degree in a related field (associates' level or above) from an accredited academic institution.
4. An individual must complete the International Association of Safety Health & Environmental Professionals (IASHEP) Train the Trainer Course as described in options (a) & (b) below.

Option (a) In order to become an International Association of Safety Health & Environmental Professionals (IASHEP) Certified Trainer, an individual may complete a International Association of Safety Health & Environmental Professionals (IASHEP) Certified Trainer (IASHEP-(CI) course offered through an International Association of Safety Health & Environmental Professionals (IASHEP) Authorized Training Center.

Option (b) An individual may complete the International Association of Safety Health & Environmental Professionals (IASHEP) Certified Trainer (IASHEP-(CI) course offered online.

MAINTAIN TRAIN THE TRAINER AUTHORIZATION BY COMPLETING AN UPDATE COURSE OR MAINTAINING (CEU's)

The International Association of Safety Health & Environmental Professionals (IASHEP) Certified Trainer (IASHEP-(CI) authorization is valid for three years. You must recertify your professional credential by following the information according to the International Association of Safety Health & Environmental Professionals (IASHEP) recertification handbook that is found on the IASHEP website located at www.iashep.org. Note: There is no grace period for renewal beyond the three - year time frame.

INTERNATIONAL & NATIONAL EDUCATIONAL COVERAGE

The International Assoc. of Safety Health Environmental Professionals (IASHEP) Outreach Training Program was created to meet the ongoing demand for high quality occupational safety and health training for workers in locations, not only located inside the United, but the International Assoc. of Safety Health Environmental Professionals (IASHEP) Certified Trainers (IASHEP- CI) can present training opportunities outside the United States as well. All International Assoc. of Safety Health Environmental Professionals (IASHEP) programs and online courses are available to be conducted worldwide 24 hours a day 7 days a week.

IASHEP Scholarships

IASHEP offers our IASHEP members in good standing a chance to earn one of our four (4) scholarships. This money is to be used to take our IASHEP certified courses. If you are interested in obtaining one of these scholarships, please visit the IASHEP website and complete the necessary paperwork and send it to IASHEP at P.O. Box 1608. Maricopa Arizona. Once a quarter. The IASHEP Board of Directors will meet to review the applicant's scholarship request paperwork and select one member per quarter. This money once again must be used to take IASHEP courses.

Pleased download the IASHEP Scholarship form which is located on the IASHEP webpage in the Accredited Classes section and found in the section titled Professional Credential advertisements.

