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*A Nonprofit Corporation Offering a Refreshing New Approach to Workplace Safety*

# **Guidelines for Accreditation and Licensure by The National Association of Safety Professionals**

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## **PART I: Principles of Accreditation and Licensure**

Accreditation of an organization by the NASP signifies that the organization has a purpose appropriate to workplace safety education and has resources, programs and services sufficient to accomplish its purpose on a continuing basis. Accreditation of an organization by the NASP includes licensure of the organization by the NASP to use the NASP name, logo, and training materials, and to represent itself as NASP, except in the execution of contracts and liability associated with its activity.

Contracts and potential liability that may affect the NASP must be approved by the NASP. In order to differentiate between the NASP and the accredited organization in such matters, the accredited organization will be assigned a descriptive name. An example would be "NASP Queensland" or "NASP Canada".

Accredited organizations may operate programs not accredited by NASP but they may not utilize the NASP name or logo, or in any fashion represent such programs as being approved by the NASP. Organizations offering NASP programs and safety programs not recognized by the NASP are cautioned that the NASP reserves the right to rescind accreditation for any reason, including actions outside of NASP accreditation requirements that diminish the credibility of the organization.

Accreditation by the NASP is the result of thorough and careful evaluation of the educational quality of the organization. This qualitative evaluation depends heavily on peer review by a visiting committee, and final evaluation by the NASP. Professional judgment in the peer review process goes beyond a simple compliance audit of the minimum requirements in the *Criteria* and provides for quality assurance in accreditation.

Criteria and procedures for accreditation have been developed which are used in evaluating an organization's educational effectiveness. Initially and periodically, each accredited organization is evaluated by the NASP. Demonstrated compliance with the Criteria for Accreditation and the Conditions of Eligibility, results in initial accreditation or reaffirmation of accreditation.

The NASP reserves the right to make unannounced studies and visits to organizations. Accreditation is specific to an organization, is based on conditions existing at the time of the most recent evaluation, and is not transferable. When an organization changes the nature of its affiliation or its ownership, a substantive change review is required.

## **A. The NASP Philosophy on Workplace Safety Management and Training**

Accreditation of an organization by the NASP signifies that the organization agrees to represent the NASP philosophy on workplace safety in every situation in which they represent, or appear to represent, the NASP.

### **Eight Principles of a Safe Workplace**

The success of the National Association of Safety Professionals is a reflection of NASP's Eight Principles of Workplace Safety. While each NASP Certified Safety Manager or Trainer determines their own safety efforts, they are all joined in basing their programs and training on a common safety philosophy. These eight principles, derived from the NASP Safety Philosophy, have given direction to hundreds of safety managers and trainers at locations worldwide.

**1. Safety is an Ethical Responsibility.** At its core, ethics holds up a positive vision of what is right and what is good. It defines what is "worth" pursuing as guidance for our decisions and actions. Workplace injuries and deaths are too often seen in the abstract as statistics. But when it happens to someone we love, we suddenly see the reality of the horrible pain and suffering, and its widespread effect. It is our ethical responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. This is the only foundation upon which a true safety culture can be established in any workplace.

**2. Safety is a Culture Not a Program.** The combined commitment and participation of the entire organization is necessary to create and maintain an effective safety culture. Every person in the organization, from the top management of the corporation to the newest employee, is responsible and accountable for preventing injuries.

**3. Management is Responsible.** Management's responsibility is to lead the safety effort in a sustained and consistent way, by establishing safety goals, demanding accountability for safety performance, and providing the resources necessary for a safe workplace. Managing safety is the responsibility of every supervisor, from the first line supervisor to the Chairman of the Board.

**4. Employees Must Be Trained to Work Safely.** Awareness of safety does not come naturally; we all need to be trained to work safely. Effective training programs both teach and motivate employees to be a productive part of the safety culture.

**5. Safety is a Condition of Employment.** The employer must exhaust every reasonable means to lead, motivate, train, and provision employees to maintain a

safe workplace. However, in the event the employee refuses to take the actions required to work safely, the employer must utilize a system of progressive discipline to enforce safety requirements and ensure either the cooperation of the employee or the removal of the employee from the workplace in order to protect the employee and their coworkers.

**6. All Injuries Are Preventable.** Sometimes accidents occur without the apparent indication of fault or blame. But there is always some chain of events that occurred leading up to the accident that, had we realized the eventual outcome, someone could have interceded. The fundamental belief that injuries are, by their nature, preventable is a catalyst that encourages us to prevent injuries.

**7. Safety Programs Must Be Site Specific with Recurring Audits of the Workplace and Prompt Corrective Action.** The purpose of the workplace audit is to discover and remedy the actual hazards of the site before they can injure workers. Recurring hazard analyses, comprehensive inspections, and aggressive investigation of accidents or near misses, discover potential workplace hazards and identify weaknesses in safety plans, programs, policies, and procedures. Safety regulations and generic safety programs are not sufficient means to discover hazards because they are not specific to the individual workplace. A successful safety audit program is site specific. Whenever a safety deficiency is found, prompt action is required both to overcome the hazard and to reinforce the message that safety is a priority.

**8. Safety is Good Business.** Reducing workplace injuries and illnesses reduces the costs of workers' compensation, medical expenses, potential government fines, and the expenses of litigation. Effective workplace safety is not an expense, it's an asset.

A properly managed safety culture based on these Eight Principles of Workplace Safety will produce employees who participate actively in training; identify and alert each other and management to potential hazards; and feel a responsibility for their safety and the safety of others. Accepting safety as an ethical responsibility demonstrates a sincere concern for each employee which establishes the foundation for an effective safety culture.

## **The NASP Safety Philosophy**

Workplace safety programs are fundamentally based on one of three principles: Regulatory Compliance, Monetary Savings, or Ethics. Those whose programs are based solely on regulatory compliance are concerned with avoiding fines and citations and base their safety decisions solely upon existing safety regulations.

Those whose programs are based primarily on monetary savings are concerned with reducing their cost from employee injury, illness, and death. Those whose programs are based on ethics are concerned with doing whatever is necessary to provide a safe workplace. NASP emphasizes safety as an ethics issue with compliance and monetary savings as tools to be used within that ethical framework.

### *Regulatory Compliance*

Many employers feel that regulatory compliance and workplace safety are the same thing. An army of "safety consultants" market their services by encouraging employers to fear regulators, a fear which only exacerbates the problem. Most of the world's workplace safety regulatory agencies make it clear that their regulations are only minimum requirements.

Violating a legal regulation and violating an ethical principle are not the same thing. In fact, reducing ethics to little more than compliance may lead to more non-compliance than if ethics were the guiding light for workplace safety. "Compliance" means not transgressing the limits defined by law. Business and society need regulations and laws along with enforcement. Compliance is a good thing, but compliance is not ethics and compliance does not guarantee a safe workplace.

Focusing exclusively on laws and regulations restricts attention to the edges of the playing field. Crossing this line means a penalty. However, always working as close to the edges as possible makes it more likely to sneak or stumble across the forbidden limit. Ethical principles of workplace safety do sometimes spell out "law-like" boundary conditions through written policies and procedures, but these are based not on what is legal, but on what is right. Ethical boundaries are usually drawn well back from those legal edges we might otherwise trespass.

The ethics question is "what is right?", and the answer often exceeds minimum regulatory requirements. A true facility safety culture can not be established on a foundation of regulatory compliance alone.

### *Monetary Savings*

One safety manager who advocates using monetary savings as a foundation for workplace safety programs writes: "We were not hired because our companies were altruistic about providing an environment where employees did not get hurt. We were not hired because our companies were enamored with safety. However, we were hired because it makes good business sense. We were hired to reduce the costs of workers' compensation, the medical costs resulting from injuries, and the costs of potential OSHA citations."

Many employers do genuinely care about the safety of their employees, and do see workplace safety as an ethical responsibility rather than a strict matter of dollars and cents. The cost of injuries is a viable consideration and an excellent tool for a safety manager to use in justifying expenditures for workplace safety. But a safety program based solely upon saving the employer money is sorely misguided. The writer of the above needs to accept their responsibility to educate their employer to the fact that safety is much more than just money, it is an ethical responsibility. A true safety culture cannot be established on a foundation of saving money alone.

### *Ethics*

At its core, ethics holds up a positive vision of what is right and what is good. It defines what is worth pursuing as a kind of guiding star for our decisions and actions. Organizations that base their workplace safety on ethics will spend their energy articulating and pursuing positive principles, values, and virtues. Observing regulatory boundaries and reducing expenses from injuries are important, but they are secondary to the pursuit of the right and good.

We salute those in the business of regulatory compliance for their substantial contribution to workplace safety. We thank those who gave us the tactic of using monetary savings to help justify our safety budgets. But we affirm the higher purpose of our ethical responsibility to be driven by what is right and proper to protect employees from death, injury, and illness in the workplace. This is the only foundation upon which a true safety culture can be established in any workplace.

### *A Systems Approach*

A systems approach to workplace safety provides the means for us to determine the specific needs of our workplace and our employees as opposed to regulations that are designed in a broad and general fashion. Systems thinking complements our natural tendency to break things down into manageable parts. Systems thinking explores expansionistic thinking, an approach that first considers the context of a problem before breaking it down into its component parts. A systems approach to workplace safety will include comprehensive workplace safety audits and thereby both meet and exceed government safety regulations. The systems approach provides a site specific and comprehensive approach to workplace safety.

## **PART II: The Accreditation Process**

NASP accreditation requires an organization's acceptance of certain responsibilities, including commitment to the NASP accreditation process. An

organization must be committed to participation in the activities of the NASP. This commitment includes an adherence to all NASP accreditation policies and procedures.

Each accredited organization is responsible for ensuring integrity in all operations reflecting upon the NASP. Each organization must provide the NASP access to all parts of its operation related to the accreditation process. Organizations are also expected to provide the NASP or its representatives with information requested and to maintain an atmosphere of openness and cooperation during evaluations, enabling evaluators to perform their duties with maximum efficiency and effectiveness.

Each organization seeking accreditation or reaffirmation with the NASP must document its compliance with the Conditions of Eligibility as outlined herein.

### **A. Criteria for Accreditation**

The Criteria for Accreditation applies to all organizations seeking accreditation. It is designed to guide organizations through the accreditation process. Compliance with the Criteria for Accreditation is intended to ensure the quality of its NASP accredited programs. The NASP shall apply the Criteria to all applicants regardless of type of organization, whether for-profit, not-for-profit, private or public. The NASP grants or reaffirms accreditation only to organizations which comply with the criteria.

An organization must refrain from making any substantive change in NASP programs without the express approval of the NASP.

The NASP maintains a policy and procedure for considering formal complaints regarding accredited organizations. Each accredited organization must have adequate procedures for addressing written student complaints concerning NASP related programs. Every formal written complaint received by the accredited organization must be answered, in writing, within ten working days of receipt. The response to the complainant must include an explanation that the complainant has the right to appeal the decision of the accredited organization to the NASP. Such an appeal must be made in writing to the NASP headquarters within ten working days of the receipt by the complainant of the response from the accredited organization.

Each accredited organization must require that each trainer provide an opportunity for anonymous evaluation from each student at the conclusion of each course. These evaluations must be in writing, in a format approved by the NASP and must be maintained by the accredited organization for two years.

These evaluations must be made available to the NASP for review at any time requested.

The NASP evaluates not only compliance with specific criteria, but also the effectiveness of the organization's training presentations and the environment in which teaching and learning occurs. Assessment of the overall effectiveness of an organization's training and its representation of the NASP workplace safety philosophy shall be an overriding factor in the NASP's determination of whether to confer, or to continue, the accredited status of an organization.

## **1. The Levels of NASP Accreditation and Licensure**

Organizations are accredited and licensed by NASP in accordance with these guidelines. The trainers employed by the accredited organization are certified in accordance with NASP requirements.

Each accredited and/or licensed organization is classified according to the highest level of certification the organization is authorized to offer. The following classifications are used:

**Level I** - These organizations are authorized to form a Chapter of the NASP for a defined geographical area and use the NASP logo and name. The NASP Chapter may establish membership and charge membership dues in addition to NASP National membership dues. All Chapter members must be NASP members. The purpose of a Chapter of the NASP is to promote the enhancement of workplace safety, and to provide support and encouragement to those responsible for managing and/or promoting workplace safety. In fulfilling its purpose, the Chapter shall have the following objectives within the specified geographical area:

- To develop and/or promote education programs for individuals interested in obtaining the knowledge required to perform the functions of a safety professional
- To develop and/or disseminate information and carry out the purposes of the Chapter and the NASP
- To provide and/or support forums for the acquisition and interchange of professional knowledge among its members
- To foster liaison with local business and industry
- To inaugurate and implement other programs that are consistent with the purposes of the Chapter and the NASP
- To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the NASP

- To inaugurate and implement other activities approved by the Chapter and the NASP

**Level II** - These organizations are authorized to award NASP certificates and/or pocket cards within the limitations of their trainers training and experience, in any topics for which they have successfully completed an NASP independent study course, or the topics listed below which were included in their NASP Safety Manager/Trainer Course. All trainers awarding NASP certificates and/or pocket cards, or representing themselves as NASP Trainers, or in any fashion using the NASP logo must be certified to the Safety Training Specialist (STS) level. STS certification requires the successful completion of the forty hour NASP Safety Manager/Trainer Course.

Approved Courses for the STS:

- The Essence of the Successful Safety Culture
- Creating a Safety Culture that Really Works
- Understanding OSHA
- Civil & Criminal Liability for the Safety Professional
- Civil & Criminal Liability for the Manager/Supervisor
- Safety Training Methods That Work
- Safety Plans/ Programs That Save Lives
- Safety Self-Inspections
- What's New
- Regulatory Overview
- Bloodborne Pathogens
- Confined Space Entry
- Electrical Safety
- Ergonomics
- Hazard Communication
- Hazardous Materials
- HAZWOPER
- Inspections, Citations, Fines
- Lockout Tagout
- Machine Guarding
- Materials Handling
- Egress/Fire Safety
- PPE
- Record Keeping
- Workplace Violence
- Walk/Work Surfaces
- Weld/Cut/Braze

**Level III** - These organizations are authorized to deliver a classroom version of the NASP Independent Study Courses and award NASP Certifications for those courses. Course material and training methodology must be approved by the NASP. All trainers providing Level III training and certifications, or representing themselves as an NASP Level III organizational trainer, or in any fashion using the NASP logo while involved in Level III activities must be certified to the Professional Safety Trainer (PST) level.

PST certification requires:

- CSM Certification
- Student teaching in an NASP Safety Manager/Trainer Course under the supervision of NASP staff
- Evaluation and recertification every two years
- NASP accreditation of all courses for which NASP certifications are issued

**Level IV** - These organizations are authorized to deliver the NASP forty hour Safety Manager/Trainer Course and award the STS and SPS certifications. Organizations further authorized to deliver a classroom version of the NASP Independent Study Courses and award NASP Certifications for those courses. Course material and training methodology must be approved by the NASP. These organizations are further authorized to deliver NASP Independent Study Courses and award NASP Certifications for those courses. Course material must be approved by the NASP.

All trainers providing Level IV training and certifications, or representing themselves as an NASP Level IV organizational trainer, or in any fashion using the NASP logo while involved in Level IV activities must be certified to the Master Safety Trainer (MST) level.

MST certification requires:

- CSA Certification
- Student teaching in a minimum of two NASP Safety Manager/Trainer Courses under the supervision of NASP staff
- Evaluation and recertification every two years
- NASP accreditation of all courses for which NASP certifications are issued
- Periodic auditing of courses by NASP staff

## **B. Separately Accredited Units**

Accreditation of an organization may include all of its units wherever located or may be limited to a specific unit. It is the responsibility of the NASP, following consultation with the organization, whether the organization will be considered for

accreditation as a whole or whether its units will be considered for separate accreditation, and how the evaluation will be conducted.

### **C. Conditions of Eligibility**

Any organization seeking accreditation must document its compliance with the Conditions of Eligibility to be authorized candidacy or renewal. In addition, the organization must provide evidence that it is capable of complying with all requirements of the Accreditation Criteria.

The Conditions of Eligibility are basic qualifications which an organization must meet to be approved as a candidate for accreditation by the NASP. They reflect the NASP's basic expectations of candidate and accredited organizations.

1. In obtaining or maintaining accreditation with the NASP, an organization agrees to the following:
  - a. That it will comply with the *Criteria for Accreditation* of the NASP consistent with the policies and procedures of the NASP.
  - b. That the NASP, at its discretion, may make known to any agency or the public requiring such information, the nature of any action, positive or negative, regarding the organization's status with the NASP.
  - c. That it will comply with NASP requests, directives, decisions and policies pertinent to NASP accreditation, and will make complete, accurate and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the NASP to impose a sanction, or to deny or revoke candidacy or accreditation.
2. The organization must be in operation and have students enrolled in NASP programs at the time of final approval for accreditation.
3. The organization must have a clearly defined, written statement of purpose appropriate to an organization accredited by the NASP.
4. The organization must have a functioning planning and evaluation process, which incorporates procedures for program review and organizational improvement.
5. The organization must have sufficient learning resources or, through formal agreements or appropriate technology, ensure the provision of and ready access to, adequate learning resources and services to support the programs offered.

6. The organization must have an adequate financial base to accomplish its purpose at an acceptable level of quality on a continuing basis.

## **Part III Program Requirements**

All NASP related programs and activities sponsored by the accredited organization must meet all requirements of the NASP.

### **A. Organizational Effectiveness**

The concept of organizational effectiveness is at the heart of the NASP's philosophy of accreditation and is central to organizational programs and operations. This concept presumes that each accredited organization is engaged in an ongoing quest for quality and can demonstrate how well it fulfills its stated purpose. The quality and effectiveness of education provided by each accredited organization are major considerations in accreditation decisions. Each accredited organization is expected to document quality and effectiveness by employing a comprehensive system of planning and evaluation in all major aspects of the organization related to NASP programs.

### **B. General Requirements of the Educational Program**

All aspects of the NASP accredited educational program must be clearly related to the purpose of the NASP. The organization must provide a competent faculty, adequate learning resources, and appropriate instructional materials, equipment and physical facilities. The student enrollment and financial resources of an organization must be sufficient to support an effective educational program. In addition, the organization must ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program.

### **C. The NASP Safety Manager/Trainer Courses**

Organizations authorized to deliver the Forty Hour Safety Manager/Trainer Courses are required to deliver them in the precise manner required by NASP with no unauthorized additions, deletions, or changes. The adult training methodology required by the NASP must be strictly adhered to.

#### **D. Classroom Presentation of the Courses offered by NASP in Independent Study Format**

Organizations authorized to deliver a classroom version of the NASP Independent Study Courses and award NASP Certifications for those courses are required to use the adult training methodology endorsed by the NASP. Course material and training methodology must be approved by the NASP. The maximum number of students per class shall not exceed fifty.

#### **E. Courses offered by NASP in Independent Study Format**

Organizations authorized to deliver the NASP Independent Study Courses and award NASP Certifications for those courses may make no changes in the NASP course materials except those specifically approved by the NASP.

#### **F. Publications Concerning NASP Courses**

The content and design of publications produced and distributed by an NASP accredited organization must be accurate and consistent in describing the organization, the NASP, and NASP courses and services. All such publications shall be submitted to the NASP for review.

### **Part IV Finances and Intellectual Property Rights**

The NASP is a nonprofit humanitarian agency. Therefore our fees are minimal. We require sufficient income to support our programs and to fund safety programs through scholarships for those who otherwise would be unable to afford them. NASP's income derives solely from tuition for its training programs, sales from its products, and membership fees.

#### **A. The Candidate Organization**

NASP is a nonprofit educational and membership corporation that maintains the lowest possible fee structure. Organizations seeking NASP accreditation are responsible for the costs incurred by NASP during the accreditation process and for the tuition required for the organization's trainers as follows:

1. The tuition required for the organization's trainers to reach the appropriate level of NASP certification.
  - a. The travel expenses for the above.

- b. For certifications requiring attendance at, or student teaching in, the NASP Safety Manager/Trainer Course. The Candidate or Accredited Organization is only required to pay the course tuition for the first time the student attends the course.
2. Fees for additional training or orientation required for the organization's employees by the NASP staff will be mutually agreed upon.
3. Travel and per diem expense for NASP staff required to travel to the candidate organization's facility for training and/or evaluation.
4. Other expenses as may be incurred by the NASP in the accreditation process.

## **B. The Accredited and Licensed Organization**

All tuition is paid directly to NASP. NASP will then pay to the accredited and licensed agency 10% of all tuition and \$40 per hour for the trainer.

The accredited and licensed agency will be provided, at no charge, with a master copy of the training materials for each NASP course. This document will serve as NASP's authorization for the accredited and licensed agency to reproduce these materials for use in the NASP courses.

In addition to training courses, the NASP sells training related products. At various times these products include safety training games, safety related software, safety training video tapes, and a variety of safety related publications. All such materials will be made available to the accredited and licensed agency for resale at a mutually agreed upon price.

The accredited and licensed agency is authorized to use the name "National Association of Safety Professionals", the acronym "NASP", the official NASP logo, and in other ways to use the good name and reputation of the National Association of Safety Professionals to achieve the mutual goals of the NASP and the accredited and licensed agency. Neither the accredited and licensed agency nor any individual associated with it shall use the name "National Association of Safety Professionals", the acronym "NASP", the official NASP logo, or the good name and reputation of the National Association of Safety Professionals for personal enrichment or for any purpose not specifically approved by the NASP.

Accredited organizations are required to provide scholarships for NASP related courses within the geographical area served by the accredited organization. Scholarships are to be provided when possible to those students whose

employers refuse to pay the tuition and the student is unable to pay. The granting or refusal of a scholarship is at the discretion of the accredited organization within these general guidelines:

1. For each classroom course: for every 30 students there should be one student on a full scholarship, and one student on a partial scholarship.
2. For each independent study course: for every 50 students there should be one student on a full scholarship, and one student on a partial scholarship.

From time to time accredited organizations may be asked to contribute funds toward a special marketing campaign. These special requests will require the approval of the accredited organizations.

The accredited organization will market NASP training and services within its geographical area. The accredited organization will provide a website, or pages on their existing website, to market NASP courses and services. This website shall include a link to the website [www.NASPWeb.com](http://www.NASPWeb.com) and the NASP website shall include a link to the accredited organization's website.

The accredited organization will serve as the geographical area office of the NASP for the purpose of receiving mail and telephone inquiries in order to limit the cost to area residents to contact the NASP. Both mail and telephone inquiries intended for NASP National Headquarters will be forwarded to the NASP headquarters by the accredited organization in a timely fashion and at the expense of the NASP.

Tuition and fees charged by the accredited organization will be determined by the accredited organization subject to the approval of the NASP.

## **Part V: Establishing NASP Chapters**

The accredited and licensed agency should encourage the establishment of NASP Chapters within its geographical region. Such Chapters will serve to further the NASP purpose and to promote NASP services. NASP recommends that the accredited and licensed agency charter an NASP Regional Chapter and then encourage the establishment of other Chapters under the leadership of the Regional Chapter. The NASP's Chapter Bylaws are attached as Appendix A.

## **Contract for Accreditation and Licensure of Trainers by the National Association of Safety Professionals**

Accreditation and licensure of trainers by the National Association of Safety Professionals and the International Association of Safety Professionals certifies that the trainer has completed successfully the training required by the NASP and the IASP only. The NASP and the IASP make no warrant or guarantee concerning the quality or the content of any course taught by the accredited and licensed trainer.

The undersigned trainer agrees that he/she is solely responsible for all aspects of training courses that he/she provides and that any liability arising from said courses is the sole responsibility of the undersigned trainer. NASP or IASP accept no liability or responsibility for the training courses provided by the undersigned.

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Signature

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Date

***Application for Accreditation and Licensure by the  
National Association of Safety Professionals***

Name of Institution or Organization		Date Submitted	
Physical Address		Institution's Website Address	
Name and Title of Contact Person at Institution			
Email Address of Contact	Telephone Number of Contact	Fax Number of Contact	
Shipping Address of Contact		Mailing Address of Contact	
Main Switchboard Telephone Number			
Name, Title and Address of CEO			
Name and Address of the Chair of the Board			
Governance	Public <input type="checkbox"/>	Private (not-for-profit) <input type="checkbox"/>	Private (for-profit) <input type="checkbox"/>
Religious Affiliation (if any)			
Date Institution/Organization was Chartered or Incorporated			
Date Institution/Organization Enrolled (or will enroll) First Students			
Date Institution/Organization Graduated (or will graduate) First Class			
EDUCATIONAL PROGRAMS: List all safety related programs currently offered.			

Current Method(s) of Delivery of Safety Training (Check all that apply)

- Classroom Face to Face Delivery
- Site Specific (facility site) using Face to Face Delivery
- Distance Learning by Correspondence
- Distance Learning by Electronic Means (Specify method and number of students enrolled)

Information Regarding the Qualifications of Faculty Who Will Deliver NASP Courses. List all faculty currently employed who hold NASP Certifications. List each NASP certification held.

List all faculty currently employed who hold other safety certifications. List each certification held.

List all faculty currently employed who hold degrees in the safety fields. List each degree held.

List the individual within your organization proposed to manage NASP related activities and serve as your liaison with the NASP. Explain this person's educational and experiential history. Include contact information.

We have read and understand the Guidelines for Accreditation and Licensure by The National Association of Safety Professionals and we agree to abide the terms of this agreement.

Authorized Signature

Date

**Please Complete and Return with Application**

**National Association of Safety Professionals**

**INSTRUCTIONS**

1. Be concise and brief in completing the application.
2. Relative to current safety training, include course catalog, faculty manual, administrative or operational manual, fliers and other marketing materials that will help us to better understand your organization.
3. Send the application and supporting documents to the NASP Executive Director at the address at the end of the application.

**INSTITUTIONAL/ORGANIZATIONAL CHARACTERISTICS**

On a separate sheet of paper, provide a brief overview of the history of the institution or organization sufficient to assist the reviewer of the application in understanding the nature of the institution or organization and any unique features.

If this institution is one among other public institutions governed by the same governing board with a central system administration, on a separate sheet, provide the following information:

- a. Are you applying for NASP Accreditation and Licensure for multiple institutions under the same governing board?
- b. If you answer "yes" to a, explain the organizational structure between the institutions.

If this institution is one among several private institutions owned by the same person or persons and subject to the same corporate board, on a separate sheet, provide the following information:

- a. Provide the name and location of the corporate headquarters.
- b. Provide the name and address of the Board of Directors.
- c. Describe the governing board, its responsibilities and authority.
- d. Provide the name and address of the corporate officers.

**SUBMIT THE APPLICATION TO:**

**The Executive Director**

**National Association of Safety Professionals**

**PO Box 167**

**Shelby, NC 28151**

**(800) 520-7955    FAX (202) 318-2522**

**Email: [Administrative@NASPWeb.com](mailto:Administrative@NASPWeb.com)**

## **APPENDIX A**

### **BYLAWS - SAMPLE CHAPTER National Association of Safety Professionals**

#### **ARTICLE I - NAME**

Section 1. The name of this organization shall be the SAMPLE Chapter of the National Association of Safety Professionals.

Section 2. Hereinafter, the SAMPLE Chapter will be referred to as the "Chapter" and the National Association of Safety Professionals will be referred to as the "NASP".

#### **ARTICLE II - PURPOSE**

Section 1. The purpose of a Chapter of the NASP is to promote the enhancement of workplace safety and to provide support and encouragement to those responsible for managing and/or promoting workplace safety.

Section 2. In fulfilling its purpose, the Chapter shall have the following objectives within the geographical area:

- (a) To provide support, encouragement, advice, and assistance to the members of the Chapter.
- (b) To develop and/or promote education programs in support of those responsible for workplace safety.
- (c) To develop and/or disseminate information and that will carry out the purposes of the Chapter and the NASP.
- (d) To provide and/or support forums for the acquisition and interchange of professional knowledge among its members.
- (e) To foster liaison with local business and industry
- (f) To inaugurate and implement other programs that are consistent with the purposes of the Chapter and the NASP.
- (g) To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the NASP.
- (h) To inaugurate and implement other activities approved by the Chapter and the NASP.

#### **ARTICLE III - MEMBERSHIP**

Section 1. Membership in the Chapter is open to all individuals.

Section 2. All members of the Chapter shall be members of the NASP.

Section 3. Membership is personal and not transferable.

Section 4. All Chapter members may vote on Chapter affairs and hold elective office.

#### **ARTICLE IV - ORGANIZATION**

Section 1. The Chapter is a not-for-profit organization chartered by the NASP for the purpose of carrying out the objectives of the NASP in a specified geographical area. The Chapter shall operate in accordance with NASP Bylaws.

Section 2. In order to maintain its charter, the Chapter shall hold regular meetings

Section 3. The headquarters of the chapter may, upon the agreement of the NASP and the Chapter, be considered the local area office of the NASP for the purpose of receiving mail and telephone inquiries in order to limit the cost to area residents to contact the NASP. In such cases, both mail and telephone inquiries will be forwarded to NASP headquarters at the expense of the NASP. The headquarters of the Chapter shall be located:

Mailing Address:

Telephone:

Section 4. The Chapter is located in \_\_\_\_\_, and the Chapter's geographical area includes the following:

#### **Section 5. Executive Committee**

(a) There shall be an Executive Committee composed of all the elected Chapter officers. The President of the Chapter shall serve as Chairperson and the Secretary of the Chapter shall serve as Secretary of the Executive Committee.

(b) A regular meeting of the Executive Committee shall be held. Notice of regular Executive Committee meetings shall be given to the Executive Committee at least five (5) days prior to such meetings. These meetings may be by electronic methods, if necessary.

(c) A quorum shall consist of three (3) Executive members, but a smaller number may hold a meeting, discuss business, and submit any decisions which it may make to a vote of the entire Executive Committee.

(d) The Executive Committee shall manage the affairs of the Chapter. It shall:

- (1) Have supervision and care of all property.
- (2) Make provisions for suitable facilities and equipment.
- (3) Adopt the budget.
- (4) Have full authority to commit the Chapter to action in conformance with resolutions adopted at regular or special meetings of the Chapter.

(e) The Executive Committee may cooperate with other organizations on such basis as shall be acceptable to the Chapter, and as such shall not impair the ability of the Chapter to pursue its purposes independently.

(f) The Executive Committee shall be responsible for the policies and program of the Chapter and ensuring they are in line with the NASP.

(g) .The Executive Committee shall be responsible for the finances of the Chapter.

Section 6. Each major objective as listed in Article II, Section 2 (a), (b), (c), and (d) of the Bylaws, shall be under the supervision of either a Chapter officer or an appointed committee chairperson.

Section 7. Special meetings of the Executive Committee shall be held upon call of the President, or any three (3) members of the Executive Committee.

Section 8. The Executive Committee members shall be notified of special meetings by mail, telephone, or other electronic methods stating the time, place, and purpose of the meeting. Such meetings shall take place not less than five (5) days after notices have been mailed, telephoned, or electronically sent. No action shall be taken at a special meeting other than that named in the meeting call.

Section 9. The Chapter President shall call the first Executive Committee meeting of his or her term between July 1 and August 1 for the purposes of implementing Chapter Committee functions.

(a) The President shall have prepared a committee charge for each committee. The committee charge shall outline:

- (1) The name of the committee.
- (2) The general scope and function of the committee.
- (3) Budgetary provisions and initial budget for the committee.
- (4) Any limitations or constraints of scope or function of the committee.
- (5) Nature and frequency of reports to be made to Executive Committee.
- (6) The member of the Executive Committee to whom the committee will look for advice, assistance and support.

(b) The officer having functional responsibility for a committee(s) shall

recommend for appointment committee chairpersons. The Executive Committee shall ratify the appointments.

Section 10. At the discretion of the Executive Committee, committees may include, but are not limited to:

- (a) Awards and Honors
- (b) Councilors(s) to the Houston Engineering Council, or other organization
- (c) Governmental Affairs
- (d) Job Placement/Employment Coordinator
- (e) Long-Range Planning
- (f) Membership
- (g) Membership Directory
- (h) Nominating
- (i) Professional Development
- (j) Program Planning
- (k) Public Relations

Special committees may be established by action of the Executive Committee, and chairpersons for these committees may be appointed by the President, when necessary and appropriate. The committee charges of these committees shall be approved by the Executive Committee. The President, the Executive Committee, and/or the committee chairperson, subject to formal approval by the President, may name members for any committee.

Section 11. At times as requested by the President, each committee shall submit written reports to the Secretary.

Section 12. Chapter members shall elect chapter officers.

Section 13. Quorum. A majority of members shall constitute a quorum for the transaction of business at any meeting.

Section 14. Rules of Order. The latest edition of "Robert's Rules of Order" shall govern the transaction of business at all Chapter meetings and meetings of the Executive Committee unless otherwise provided in these articles.

## **ARTICLE V - ADMISSIONS, ELECTIONS, RESIGNATIONS**

Section 1. Membership is conferred in accordance with the NASP Bylaws. Any person may apply by filing an application, with required fees, with the Chapter and/or the NASP.

Section 2. Each applicant shall provide information, as required, by the NASP.

Section 3. Required membership fees include the standard NASP membership fee and chapter membership fee as determined by the chapter members.

Section 3. Applications and NASP membership fees received by the Chapter shall be forwarded promptly to the NASP. The transmittal should include all requested information and pertinent comments concerning the applicant.

Section 4. A member may be censured, reprimanded or terminated from membership for conduct contrary to the "Code of Professional Conduct" adopted by the NASP, or upon conviction for a felony, fraud, theft, embezzlement or an offense involving moral turpitude tending to bring discredit upon the membership, the Chapter or the NASP. The procedure shall be set forth in the NASP Bylaws.

## **ARTICLE VI - OFFICERS**

Section 1. Elected officers of the Chapter shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Delegate to the NASP House of Delegates

Section 2. Duties of the President.

The President shall:

- (a) Preside at meetings of the Executive Committee.
- (b) Preside at regular and special meetings of the Chapter.
- (c) Represent the Chapter at meetings of other organizations where official representation of the Chapter is desirable.
- (d) Assure that the Chapter's opinions and views on Regional activities are appropriately expressed to the NASP.
- (e) Appoint such committees as are necessary to implement the objectives of the Chapter.
- (g) Submit an annual report of the Chapter activities to the NASP.
- (h) As early as possible, submit to the NASP the names of Chapter officers elected for the ensuing year.

Section 3. Duties of the Vice President

The Vice President-Communications shall:

- (a) Preside as the Chairperson of the Executive Committee and at meetings of the members in the absence of the President.
- (b) Succeed to the office and carry out the duties in case the President is unable to serve.

- (c) Be responsible for all forms of Chapter communication with Chapter members.
- (d) Supervise Chapter publicity activities.
- (e). Present to the Executive Committee reports, when requested, concerning assigned duties and responsibilities.
- (f) Perform such other duties as may be assigned by the President.

#### Section 4. Duties of the Secretary.

The Secretary shall:

- (a) Keep minutes and attendance of the regular Chapter meetings and publish minutes as directed by the Executive Committee.
- (b) Serve as Secretary and keep minutes and attendance records of meetings of the Executive Committee and distribute minutes to committee members.
- (c) Cause to be issued notices of regular and special meetings of the Chapter.
- (d) Record all resolutions and actions of the Chapter members and of the Executive Committee and bring them to the attention of the proper persons, committees or organizations.
- (e) Receive reports from the Nominating Committee and other nominations and cause them to be published as prescribed in the Bylaws.
- (f) Announce all proposed changes to the Bylaws to the Chapter members and the Executive Director of the NASP.
- (g) Maintain official records of the Chapter, and of the Executive Committee and of their transactions except those specially assigned by the Bylaws to another officer or committee chairperson.
- (h) Appoint a Chapter Parliamentarian who shall have these duties:
  - (1) Be responsible for educating, supporting and consulting with Chapter leadership on the proper conduct and execution of all meetings in accordance with Chapter and NASP Bylaws and, except as otherwise provided, in accordance with the latest edition of "Robert's Rules of Order".
  - (2) Assure, by monitoring and/or immediate intervention if necessary, that all meetings are conducted and executed in accordance with the prescribed rules of order.
  - (3) Assist in revising and updating Chapter Bylaws to conform to NASP Bylaws, to remain in harmony with the NASP's "Model Bylaws for Chapters", and to accomplish the Chapter's objectives.
  - (4) Assume the duties of the Treasurer or Vice President, as necessary, until another Treasurer or Vice President can be elected.
  - (5) Perform such other duties as may be assigned by the President.

#### Section 5. Duties of the Treasurer.

The Treasurer shall:

- (a) Supervise the receipt and disbursement of funds as directed by the Executive Committee.
- (b) Supervise the preparation of an annual budget for approval by the Executive Committee.
- (c) Report to the Executive Committee on receipts, assets and liabilities.
- (d) Maintain Chapter funds in depositories approved by the Executive Committee.
- (e) Assume the duties of Secretary, as necessary, until another Secretary can be elected.
- (f) Perform such other duties as may be assigned by the President.

#### Section 8. Immediate Past President

The Immediate Past President shall:

- (a) Provide guidance to the Chapter Executive Committee in a non-voting capacity.
- (b) Serve as a member of the Chapter Long-range Planning Committee.
- (c) If the Immediate Past President is not able to perform these duties, the most recent Past President available shall serve in their place.

#### Section 9. Duties of Representatives to the House of Delegates.

Representatives to the House of Delegates shall:

- (a) Throughout the year, participate actively in the meetings, deliberations, and activities of the Chapter Executive Committee.
- (b) Keep the Chapter informed of NASP actions and proposed actions.
- (c) Transmit the Chapter's opinions and views on NASP activities.

### **ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS**

Section 1. The Immediate Past President shall chair the meeting of the Chapter designated for the election of officers. Such election shall be held annually.

Section 2. The Immediate Past President shall accept nominations from the floor for all elective offices.

Section 3. The procedure for election of candidates for office shall be as follows:

- (a) If there is only one (1) nominee for each office, the election shall be by voice or a show of hands.
- (b) If more than one (1) candidate is nominated for any office, the vote for all offices shall be by secret ballot of all Chapter members qualified to vote. The election shall be by balloting at the designated meeting. The candidate receiving the highest number of votes shall

be declared elected. In case of a tie vote, another secret ballot shall be conducted. Results of the elections shall be announced at the designated Chapter meeting.

Section 4. The term of elected Chapter officers shall be for one (1) year.

Section 5. Elected Chapter officers may be removed from office by a majority vote of Chapter members at a regular or special meeting of the Chapter. Notification of such meeting shall be mailed to each member at least 30 days in advance of the meeting. The initiative for a recall election, for removal of a Chapter officer in this manner, shall be one of the following:

- (a) A recall petition signed by one third of the members of the Chapter.
- (b) Non-performance of duties by an officer. Repeated absences from Chapter or Executive Committee meetings, failure to fulfill the stated duties of the office and/or unwillingness to resign when requested shall be considered sufficient cause for a recall election.

Section 6. Vacancies in elected Chapter offices, which occur during the year, shall be filled by the succession designated in the various offices. If no succession is designated, the Chapter President shall:

- (a) Hold a special election at the next regular meeting.

## **ARTICLE VIII-FEES AND DUES**

Section 1. Each member, with the exception of student, emeritus, or honorary members, shall be assessed Chapter dues in the amount agreed upon by the Chapter members, in addition to the NASP dues.

Section 2. All annual NASP dues are payable to the NASP by each member's annual renewal date.

Section 3. All annual Chapter dues are payable to the Secretary by each member's annual renewal date.

## **ARTICLE IX - RELATIONSHIP BETWEEN NASP AND THE CHAPTER**

Section 1. An approved NASP Chapter is authorized to use the name "National Association of Safety Professionals", the acronym "NASP", the official NASP logo, and in other ways to use the good name and reputation of the National Association of Safety Professionals to achieve the mutual goals of the NASP and the approved NASP Chapter. Neither the Chapter nor any individual associated with it shall use the name "National Association of Safety Professionals", the acronym "NASP", the official NASP logo, or the good name and reputation of the

National Association of Safety Professionals for personal enrichment or for any other purpose not specifically approved by the NASP.

Section 2. NASP Chapters shall comply with all requirements of the NASP. At any time that, in the judgment of the NASP Board of Directors, the Chapter is operating outside of the policies and directives of the NASP, the NASP Board of Directors may dissolve the Chapter by majority vote of the Board.

Section 3. NASP Chapters are not empowered to make any promise, contract, or to incur any debt in the name of the NASP.

Section 4. NASP Chapters are not legal subdivisions of the corporation known as the National Association of Safety Professionals. Chapters are responsible to comply with the laws of their nations, states, and regions in regard to any need of incorporation, registration, or other legal establishment.

Section 5. The NASP Chapter assumes the entire responsibility for its activities and hereby agrees to protect, indemnify, defend and hold the National Association of Safety Professionals, the National Association of Safety Professionals, their auxiliary organizations, and the officers, directors, employees, and agents of all of them, which are collectively hereinafter referred to as "the NASP," harmless against all claims, losses, and damage to persons or property, governmental charges or fines and attorneys fees arising out of or caused by the activities of the Chapter. Each individual Chapter member, by joining the chapter, waives all claims or causes of action against the NASP arising out of their participation in the activity of the NASP Chapter and releases, holds harmless, and discharges the NASP from all liability arising out of their participation in the activity of the NASP Chapter.

Section 6. The NASP will provide assistance and encouragement to the Chapters by every means possible to meet the NASP goals of improving workplace safety worldwide.

## **ARTICLE X - MISCELLANEOUS**

Section 1. The Chapter members may dissolve the Chapter in the following manner:

- (a) A resolution to dissolve the Chapter shall be acted upon at a meeting of the Executive Committee. The resolution shall set forth the reasons for dissolution.
- (b) Within 30 days following the Executive Committee action, a mail ballot shall be sent to all Chapter members setting forth the reasons for the dissolution. Thirty (30) days after the ballots are mailed, those

returned or postmarked within the thirty (30) day period shall be counted by the Executive Committee. A two-thirds (2/3) vote of returned ballots is required for approval of the action.

- (c) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Chapter in conformance with applicable laws and NASP Bylaws.

Section 2. The Chapter may be dissolved by the NASP Board of Directors after failure of the Chapter to conform to minimum NASP requirements for activities or upon performance of actions contrary or detrimental to the NASP. Upon notice, the officers shall carry out the dissolution of the Chapter.

Section 3. The official NASP symbol may be used by the Chapter on correspondence, publications and other official documents, in accordance with the provisions for use and reproduction in the NASP Bylaws.

Section 4. Any fund-raising projects or activities shall be limited to those activities, which are consistent with the purpose of the NASP and the Chapter.

Section 5. Chapter officers shall assure retention of needed Chapter and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- (a) Minutes of Meetings - five (5) years following completion of Chapter year.
- (b) Correspondence - two (2) years following completion of the Chapter year.
- (c) Financial Records - five (5) years following completion of Chapter year.

Section 6. The Chapter shall hold annual nominations for, and elect, a Chapter Safety Professional of the Year in accordance with NASP and Chapter guidelines. The award for the Chapter Safety Professional of the Year shall be purchased with Chapter funds and be presented at the Chapter's designated meeting. The annual Chapter Safety Professional of the Year winner shall be the automatic submission by the Chapter as the candidate for the Regional Safety Professional of the Year. Additional candidates may also be submitted in addition to the annual Chapter winner as desired, as long as they meet the requirements as candidates for the Regional competition.

## **ARTICLE XI - AMENDMENTS**

Section 1. Amendments to the Bylaws may be proposed by the Chapter Executive Committee or by two thirds of the Chapter members. Amendments

proposed by the latter shall be presented to the Chapter Executive Committee.

Section 2. The Chapter Executive Committee shall publish any proposed amendments to these Chapter Bylaws to the membership at least thirty (30) days in advance of the meeting at which action will be taken.

Section 3. Chapter Bylaws amendments shall be voted on at a regular meeting at which action will be taken if a quorum is present. A two-thirds (2/3) affirmative vote will be required for adoption.

Section 4. All amendments to these Bylaws will become effective after approval by the NASP.

ATTEST: These Bylaws for the SAMPLE Chapter of the National Association of Safety Professionals are hereby affirmed.

Chapter President	Date	NASP President	Date
Chapter Vice-President	Date	NASP Secretary	Date
Chapter Secretary	Date	Charter Member	Date
Chapter Treasurer	Date	Charter Member	Date
Charter Member	Date	Charter Member	Date
Charter Member	Date	Charter Member	Date
Charter Member	Date	Charter Member	Date
Charter Member	Date	Charter Member	Date