

**North Carolina Department of Labor  
Occupational Safety and Health OSH  
Division**

**Raleigh, NC**

Administrative Information System

Administrative Procedure Notice 3L

***Subject:*** Professional Certification

**A.     Purpose.**

Staffing the Occupational Safety and Health (OSH) OSH Division of the North Carolina Department of Labor (NCDOL) with employees who have obtained applicable professional certifications and licenses will better ensure the quality and credibility of our program. This Administrative Procedure Notice (APN) establishes the procedure for authorizing reimbursement for successful completion of exams and administrative leave associated with the pursuit and continuance of the following professional certifications: Associate Safety Professional (ASP), Certified Hazardous Materials Manager (CHMM), Certified Industrial Hygienist (CIH), Certified Instructional Trainer (CIT), Certified Safety Professional (CSP), Construction Health and Safety Technician (CHST), Occupational Health and Safety Technologist (OHST), and Professional Engineer (PE). This procedure does not apply to other safety and health certifications not listed in this APN (e.g., GSP). This APN also provides guidance regarding salary adjustment consideration for those employees that successfully obtain and retain identified certifications, licenses, and certificates.

**B.     Organizations.**

**Board for Global EHS Credentialing (BGC)** – The BGC administers the CIH credential, which is a means to objectively assess and measure the professional knowledge and understanding of practitioners engaged in the specialty of industrial hygiene. The mission of the BGC is that the CIH credential is globally recognized as the premier standard of professional competence in Industrial Hygiene/Occupational Health and Safety.

**Board of Certified Safety Professionals (BCSP)** – The BCSP purpose is to certify practitioners in the safety profession. The BCSP is recognized as a world leader in high quality credentialing for safety, health, and environmental practitioners in order to enhance the safety of people, property, and the environment. The BCSP administers the following certifications covered by this procedure: ASP, CIT, CSP, CHST, and OHST.

**Institute of Hazardous Materials Management (IHMM)** – The IHMM administers the

CHMM certification for those that have demonstrated professional competency in the area of hazardous materials.

**North Carolina Board of Examiners for Engineers and Surveyors (NCBEES)** – The NCBEES is charged with the responsibility of administering the provisions of the North Carolina Engineering and Land Surveying Act (N.C.G.S. 89C), which includes promoting the general welfare and protecting the public by safeguarding life, health and property. Upon successful completion of the requirements, NCBEES issues a North Carolina license to engineers so they may legally practice in North Carolina.

**C. Certifications and Licenses Covered by this Procedure.**

**Associate Safety Professional** is an independent certification awarded by BCSP. This certification denotes that an individual has met academic requirements and has passed the Safety Fundamentals Examination (the first of two examinations leading to the CSP). ASP's must remain up-to-date with changes in professional safety practice by achieving a minimum number of recertification points every five years.

**Certified Hazardous Materials Manager** is a certification established by the IHMM held by those that have demonstrated professional competency in the area of hazardous materials pertaining to standards, regulations, management, occupational safety and health. The CHMM credentials received accreditation from the American National Standards Institute (ANSI) under ANSI/ISO/IEC 17024, the international standard for personnel certification programs.

**Certified Industrial Hygienist** is a safety and/or health professional who has met education and experience requirements, has demonstrated by examination the knowledge that applies to the professional practice of industrial hygiene, continues to meet recertification requirements established by the BGC, and is authorized by BGC to use the Certified Industrial Hygienist designation. CIH certification is considered the highest recognized certification an occupational health professional can achieve. The CIH is nationally accredited by the National Commission for Certifying Agencies (NCCA) and internationally accredited by the American National Standards Institute under the ANSI/ISO/IEC 17024. In addition, BGC is a recognized certification board by the International Occupational Hygiene Association (IOHA). CIH's must remain up-to-date with changes in professional safety and health practice by achieving 40 certification maintenance (CM) points every five years.

**Certified Instructional Trainer** is a certification established by BCSP held by those with experience and expertise in the developing, designing, and delivering safety, health and environmental training. CITs must remain up-to-date with changes in professional safety practice by achieving a minimum of 20 recertification points every five years.

**Certified Safety Professional** is a safety and/or health professional who has met education and experience requirements, has demonstrated by examination the knowledge that applies to professional safety practice, continues to meet recertification requirements established by the Board of Certified Safety Professionals, and is authorized by the BCSP to use the Certified Safety Professional designation. CSP certification is considered the highest recognized certification an occupational safety professional can achieve. The CSP is nationally accredited by the NCCA and internationally accredited by the American National Standards Institute under the ANSI/ISO/IEC 17024 standards for personnel certification programs. CSPs must remain up-to-date with changes in professional safety and health practice by achieving 25 recertification points every five years.

**Construction Health and Safety Technician** is a certification awarded to safety practitioners who meet and continue to meet all requirements established by BCSP. BCSP awards CHST certification to individuals who demonstrate competency and work part-time or full-time in health and safety activities devoted to the prevention of construction illness and injuries. CHSTs must remain up-to-date with changes in professional safety practice by achieving a minimum of 20 recertification points every five years.

**Occupational Health and Safety Technologist** is a certification awarded to safety practitioners who meet and continue to meet all requirements established for the OHST by BCSP. Some examples of occupational health and safety activities are making worksite assessments to determine risks, potential hazards and controls, evaluating risks and hazard control measures, investigating incidents, maintaining and evaluating incident and loss records, and preparing emergency response plans. OHSTs must remain up-to-date with changes in professional safety practice by achieving a minimum of 20 recertification points every five years.

**Professional Engineer** is a license that is issued by the NCBEES. To become a licensed professional engineer in North Carolina, engineers must complete a four-year college degree from an accredited engineering institution, apply to NCBEES, work under a Professional Engineer for at least four years, and pass two intensive competency exams. To retain their licenses, PEs must continually maintain and improve their skills throughout their careers by fulfilling continuing education requirements.

**D. Examination and Travel Reimbursement for ASP, CHMM, CHST, CIH, CIT, CSP, and OHST Certifications and/or PE License.**

The OSH Division encourages staff to attain professional certifications and/or PE license in their respective fields. Those employees pursuing their ASP, CHMM, CHST, CIH, CIT, CSP, and OHST certifications and/or PE license, may be eligible for reimbursement of each application fee, exam fee and associated travel costs. In addition, “other management approved” leave may be granted to allow an employee to prepare for their examination. Employee eligibility for fee reimbursement, travel reimbursement and leave requires that the certification being sought must be related to the employee’s job and must be approved

by the supervisor, bureau chief and director in advance of pursuit. The OSH Division supports these efforts through the following:

1. One-time reimbursement of the application fee for ASP, CHMM, CHST, CIH, CIT, CSP, and OHST certifications and/or PE license for each exam successfully completed which leads to the previously mentioned certifications.
2. One-time reimbursement of the examination fee for ASP, CHMM, CHST, CIH, CIT, CSP, and OHST certifications and/or PE license for each exam successfully completed which leads to the previously mentioned certifications.
3. One-time reimbursement of the travel costs at state per diem rates for ASP, CHMM, CHST, CIH, CIT, CSP, and OHST certifications and/or PE license exams successfully completed. ***Note:** The exam must be taken at the location closest to the employee's duty station.*
4. To request a reimbursement of the application fee, examination fee and associated travel costs, the employee must complete a DOLB 8 prior to applying for a certification. The DOLB 8 and associated application and exam fee documentation (e.g., screen shot of BCSP/BGC webpage or similar documentation) must be submitted for approval through the employee's supervisor and bureau chief. Once the forms have been approved through Financial Services, the employee can apply for the certification. ***Note:** Reimbursement is subject to funding availability.*
5. When the employee successfully passes the exam, they submit the receipts for the application and examination fees along with documentation of a passing score (e.g., copy of certification, email confirmation from certifying board) along with a copy of the previously signed DOLB 8 through their supervisor and bureau chief for reimbursement.
6. Upon recommendation of the supervisor and approval of bureau chief, the OSH Division will grant "other management approved leave" (9531) of up to five (5) working days to staff wishing to review or prepare for exams leading to the ASP, CHMM, CHST, CIH, CIT, CSP, and OHST certifications and/or PE license. The five working days are total for an employee's duration of employment with the OSH Division and not per exam. The employee can use all five days for one exam or split the time over multiple exams.

The five working day allowance includes training days spent in exam preparatory courses sponsored by NCDOL or another provider. This leave period will be deducted from the forty (40) hours per year allowed for continuing education. ***Note:** The employee must request permission from their supervisor regarding when the study days will be taken. The employee's supervisor is responsible for tracking the*

*five days to ensure that no more than the allotted five days are taken.*

No compensation time will be granted for time spent traveling or taking the exam. The “other management approved leave” provision may be utilized for a total of five working days during employment with the OSH Division. The examination cost provision may be utilized for each level of each certification mentioned in paragraph D. above.

**E. In-Range Salary Adjustments.**

In an effort to attract and retain qualified occupational safety and health professionals, the OSH Division may consider in-range salary adjustments for employees obtaining the certifications, licenses and certificates covered by this procedure. The following guidelines shall be utilized for assessing in-range increases:

1. A 2% in-range salary adjustment may be considered for each of the following certifications obtained during employment with the NCDOL: CHMM, CHST, CIT and OHST. A copy of each certification must be produced, and certifications will be verified with the applicable accredited organization. Each certification must be reflected in the employee’s official training records. ***Note:** Only those within OSH performing training activities as a primary responsibility of their job duties shall be eligible to receive a salary adjustment for obtaining their CIT.*
2. A 5% in-range salary adjustment may be considered for ASP certifications obtained prior to or during NCDOL employment. A copy of the certification must be produced, and the certification will be verified with the applicable accredited organization. Each certification must be reflected in the employee’s official training records.
3. A 10% in-range salary adjustments may be considered for CSP and CIH certifications or a PE license obtained prior to or during NCDOL employment. A copy of each certification must be produced and certifications will be verified with the applicable accredited organization. Each certification must be reflected in the employee’s official training records.

Employees obtaining both the ASP and CSP certifications will be eligible for a maximum 10% increase. Likewise, employees obtaining ASP and CIH certifications will be eligible for a maximum 10% increase.

4. Employees obtaining a combination of CIH and CSP certifications, and/or PE license before or during their employment with NCDOL may be eligible for a maximum of 15% salary increase over their career with NCDOL. However, per the NC state government personnel policy there is a maximum of 10% in range

adjustment per 12-month period. Therefore, employees obtaining multiple certifications within the same 12-month period will not be eligible to receive associated salary adjustments exceeding 10%. Additional adjustments may be considered at a later date if permitted under state requirements.

5. Employees obtaining a combination of any certifications or PE license covered by this procedure may be eligible for a maximum of 20% salary increase over their career with NCDOL. However, per NC state government personnel policy there is a maximum of 10% in range adjustment per 12-month period. Therefore, employees obtaining multiple certifications within the same 12-month period will not be eligible to receive associated salary adjustments exceeding 10%. Additional adjustments may be considered at a later date if permitted under state requirements.

**F. Additional Criteria.**

1. Only OSH employees whose primary job responsibilities, activities and tasks are directly related to health and safety fall within the criteria established within this APN.
2. Employees receiving an in-range salary increase for certifications, and/or PE license must maintain the specific certifications and/or licenses for which they received any salary adjustment. Failure to maintain certifications may result in a salary decrease, up to the amount originally received for the certification. If an employee fails to retain a certification and/or license, they shall report it to their supervisor in a timely fashion so that appropriate action may be taken.
3. To ensure that certifications and/or PE license are maintained, ETTA will verify that dues for the respective certification(s) are paid annually per the schedules outlined by the appropriate accredited organizations. ETTA will report any unpaid dues to the respective bureau chief, assistant OSH director and OSH director.
4. To be added to the list for salary increases, the employee must submit a copy of their certification to ETTA. The certificate will also be added to the employee's training record.
5. An employee must be meeting or exceeding all performance expectations covered in their work plans to be eligible for consideration of any salary adjustment associated with certifications and certificates covered by this policy.
6. Trainees are not eligible for consideration of any type of salary adjustment associated with certifications and certificates covered by this policy.

7. All salary adjustments are dependent on the availability of funding in specific funding codes. Management shall make efforts to obtain the necessary funding to carry out the intent of this procedure. However, this procedure should not be taken as a guarantee of a salary increase. In addition, all increases are subject to state policy and legislative mandates.
8. OSH employees holding certifications and/or licenses will receive priority regarding OSH Division salary adjustments.

**G. Expiration.**

APN 3K is canceled. This APN is effective on the date of signature. It will remain in effect until revised or canceled by the director.



Paul Sullivan  
Assistant Director



Jennifer Haigwood  
Director

03/30/2023

Date of Signature