

Orange County Chapter of the American Society of Safety Professionals
Standard Operating Guidelines

**Appendix G: Awards & Honors, Professional
Certification Reimbursement Award**

DESCRIPTION

This award is intended to reimburse chapter members for costs associated with pursuing professional certification, such as examination fees and study materials, in an amount up to \$500.

ELIGIBILITY

- Applicants must be a member in good standing with Orange County Chapter with membership tenure of no less than one year.
- Applicants must be registered to take or must have already taken one or more of the exams required to achieve professional certification as described below in the General Criterion section.
- The applicant must not be reimbursed for the cost associated with pursuing professional certification by any other source, such as the applicant's employer.
- The applicant may not be a previous recipient of this award.

GENERAL CRITERION

- This award will be granted one time per year.
- The candidate must not have incurred the expenses for which reimbursement is applied more than 2 years prior to the filing deadline.
- The candidate must be pursuing or must have achieved a recognized professional certification that is related to the broad field of environmental safety and health. Examples of recognized professional certifications include, but are not necessarily limited to:
 - AEP - Associate Ergonomics Professional
 - AHFP - Associate Human Factors Professional
 - ARM - Associate in Risk Management
 - ASP - Associate Safety - Professional
 - CAIH - Certified Associate Industrial Hygienist
 - CEA - Certified Ergonomics Associate
 - CET - Certified Environmental, Safety & Health Trainer
 - CFPS - Certified Fire Protection Specialist
 - CHFP - Certified Human Factors Professional
 - CHMM - Certified Hazardous Materials Manager

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- CHP - Certified Health Physicist
 - CHST - Construction Health and Safety Technologist
 - CIH - Certified Industrial Hygienist
 - CPE - Certified Professional Ergonomist
 - CRM - Certified Risk Manager
 - CSP - Certified Safety Professional
 - GSP - Graduate Safety Practitioner
 - OHST - Occupational Health and Safety Technologist
 - PE - Professional Engineer in Safety
 - STS - Safety Trained Supervisor
 - STSC - Safety Trained Supervisor Construction
- Other certifications will be considered by the Awards & Honors Committee upon receipt of the award application. Related certifications with accreditation by a recognized certifying body such as the Council of Engineering and Scientific Specialty Boards (CESSB) will be preferred. Awards for reimbursement of expenses incurred in pursuing professional certifications other than those named above will be at the sole discretion of the Awards & Honors Committee.

APPLICATION GUIDELINES

- A cover letter describing the certification being pursued and a complete OCASSP Awards application should be mailed to the OCASSP Awards & Honors Committee, P.O. Box 27932, Santa Ana, CA 92799-7932. Please do not mail in a manner that requires a signature to receive the package. Electronic submissions may be compiled into one PDF document and emailed to phillipcombest@gmail.com.
- Copies of the receipts for the expenses associated with pursuing the professional certification should be included with the application. The award will not be granted until the expenses are incurred and copies of receipts are provided to the Awards & Honors Committee.
- The application should include the self-employment verification or a statement from the applicant affirming that the applicant's employer does not reimburse the costs associated with pursuing professional certification.
- Applications may be sent any time during the chapter year.

TIPS FOR LOCATING CANDIDATES

Members of the Awards & Honors Committee should make this award program known by advertising in the chapter newsletter and announcing the program at monthly luncheons and events.

Many chapter members pursue professional certification. Some of these members are not reimbursed for the costs associated with pursuing these certifications, or they are

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unemployed or self-employed. Chapter Executive Committee members or other chapter members may be able to provide information leading to other members who might be qualified for and/or interested in this award.

The ASSP Consultants Practice Specialty may be able to put the Awards & Honors Committee in touch with chapter members who are self-employed consultants, and some of these members may be qualified for and/or interested in this award.

SELECTION AND AWARD PROCEDURES

- Reimbursement of certifications expenses will be awarded to qualifying applicants on a first-come, first-served basis.
- If more than one qualifying application is received, the recipient will be chosen at random from the pool of qualifying applications in the presence of a quorum of the Awards & Honors Committee.
- Upon selection of the qualifying candidate, the selected candidate will be notified by a member of the Awards & Honors Committee. Any applicants who are not selected will also be notified by a member of the Awards & Honors Committee.
- The selected candidate will be invited to attend the next available regular OCASSP meeting to be recognized and awarded the Professional Certification Award. If the selected candidate does not wish to be recognized publicly, the award shall be provided privately to the selected candidate.

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Appendix K: Scholarship & Awards Application



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS
Orange County Chapter

P.O. Box 27932, Santa Ana, CA 92799-7932
<http://orangecounty.assp.org>

Name _____ Are you an ASSP Member # _____
Last First MI Required except for Scholarship application

Employer _____ Title _____

Mailing Address _____
Street Address Apt. /Suite/Unit #

City _____ State _____ ZIP _____

Phone () - e-mail address _____

Complete the appropriate section for the program you are applying for (one program per application only)

☐ **Professional Certification Reimbursement Award:** 100% up to \$500 of the cost of the application, examination fee for certification, prep course and study material.
Certification pursued: _____

Certifying Body _____

(Subject to approval) _____

☐ **Student Scholarship:** \$500.00 and student membership in ASSP for one year.

School _____ Major _____

Degree ☐ AS/AA ☐ BS/BA ☐ MS/MA ☐ PhD ☐ Other _____

Year in School _____ Expected Graduation Date ____/____/____

Full Time Student ☐ Yes ☐ No

Cumulative GPA _____ Cumulative GPA in Safety & Health related courses _____

☐ **Membership Dues Reimbursement Award:** 100% up to \$180.00 of the cost of the annual ASSP membership dues.

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Scholarships & Awards Application

Award Eligibility Requirements and Checklist

Professional Certification Reimbursement Award

Eligibility

- ASSP Orange County Chapter Member (all categories of membership) in good standing for at least one year.
- Candidate must have taken exam or be registered to take a professional certification examination within the scope of certifications and criteria listed in the limitations section.
- Candidate's is not reimbursed by any other source.
- Must not be a previous recipient of this award.

Submit the following:

- ☐ Completed application form (Appendix K including Eligibility Requirements and Checklist)
- ☐ Proof of registration.
- ☐ The candidate must remit all related receipts (or copies of receipts) in order to complete the award process and get reimbursed.
- ☐ Professional Certification Award Application - Declaration.

Student Scholarship

Eligibility

- Students with permanent home address as Southern California. Zip codes 90000 to 93599.
- Applicants is a student attending a degree granting institution and admitted/enrolled in a safety program.
- Applicants must be enrolled at the sophomore level or higher and be seeking a career in Occupational Safety and Health.
- Applicants must possess a cumulative, overall 3.0 GPA for safety & health courses, or a GPA lower than 3.0 should include an explanatory note from the applicant.

Submit the following:

- ☐ Completed application form (Appendix K including Eligibility Requirements and Checklist)
- ☐ Cover letter indicating consideration for scholarship and indicating career objectives in safety (maximum one 8-½ X 11 page).
- ☐ Original, official Transcript (or unofficial copy) which shows the coursework in safety or related fields.
- ☐ Resume
- ☐ A letter of recommendation from the applicant's Faculty Advisor or other person who knows the applicant.

Membership Dues Reimbursement

Eligibility

- Applicants must be a member in good standing with Orange County Chapter with membership tenure of no less than one year.
- The applicant must not be reimbursed for the cost associated with ASSP membership by any other source, such as the applicant's employer.

Submit the following:

- ☐ Completed application form (Appendix K including Eligibility Requirements and Checklist)
- ☐ Proof of payment of membership dues (or a copy of the receipt)
- ☐ Membership Dues Reimbursement Award Application - Declaration.

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CERTIFICATION OF APPLICANT:

To be completed by award applicant

I certify that I have read, understand and meet the eligibility requirements for the award I am applying for and that all information provided on and with this form is correct to the best of my knowledge.

Signature _____ *Date* ____/____/____

Mail all application materials to:

**Awards & Honors Chair
OCASSP
P.O. Box 27932
Santa Ana, CA 92799-7932**

Electronic submissions may be emailed to:

**Awards & Honors Chair
phillipcombest@gmail.com**