



## PEEB Certified Safety Specialist (CSS)

1089 Stockport Road, M19 2RE  
Manchester United Kingdom,  
Tel: +441614251310  
Email: [info@peebonline.com](mailto:info@peebonline.com)

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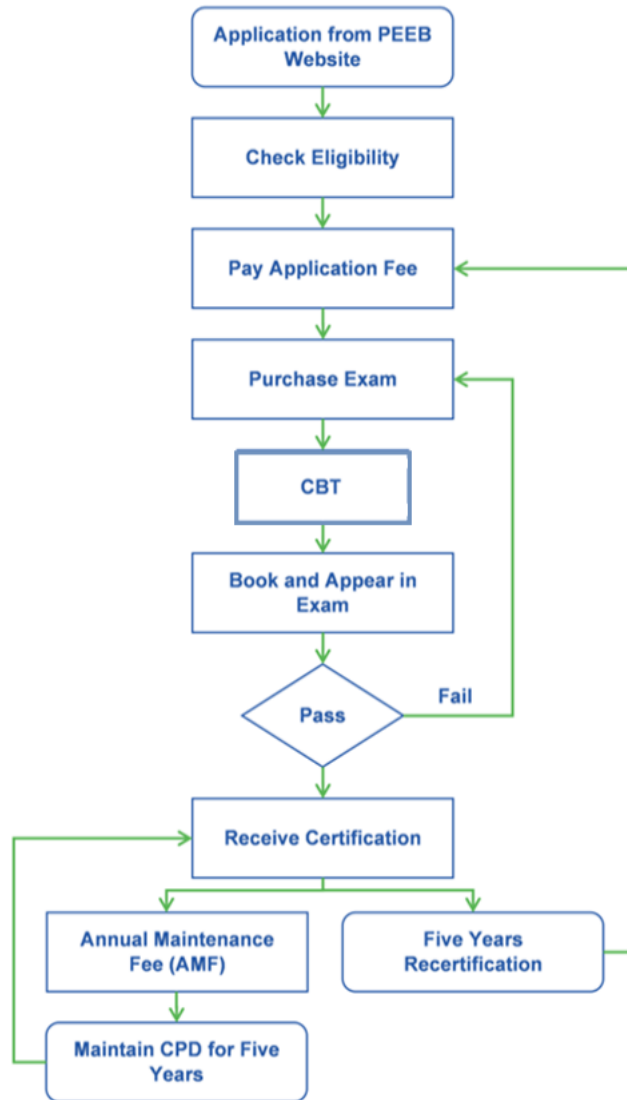
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# APPLICATION, EXAMINATION, & RECERTIFICATION

## 1.1 Certification & Application Process

PEEB offers a very clear and easy procedure for the PEEB certification. Candidate Can go towards the PEEB Certification by following these application and examination steps.



## 1.2 Certification Steps

### Step 1 – Pick A certification

The first stage is to select a certification from the PEEB website according to the eligibility.

### Step 2 – Check Eligibility

The second step is to check the certification criteria through the PEEB official website. Applicants for PEEB certification must meet one of the following three options given in Chapter 2.

### Step 3 – Pay and Submit Application

Fill up the signup form, pay the application fee and then submit the remaining application at the PEEB online portal. Applications are reviewed by PEEB management and evaluate the material presented

by an applicant i.e., Applicants for PEEB certification must meet one of the following three options given in chapter 2. Applicants will receive a notification about their application status within 3 business days of receiving your application.

#### **Step 4 – Purchase Exams**

Once the application is approved, the applicant will purchase the exam set and the Applicants must have to sit an examination within one year of validity.

#### **Step 5 – Select Exam**

PEEB Exams is a computer-based test CBT.

#### **Step 6 – Book and Appear in Exam**

Once the exam is purchased, the Candidate can take the exam anytime by visiting the Exam link provided through email.

#### **Step 7 – Pass the Examination**

Once the Candidate passes the PEEB certification exam he qualifies for the certification. PEEB will award certification who pass the certification exams.

#### **Step 8 – Pay Annual Renewal Fee**

There is an annual renewal fee who earn the PEEB credential. Candidate must have to maintain and submit the CPD points yearly.

### **1.3 Recertification**

Certification holders are required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The Certification is valid for five years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

Certified Professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending on the certification applicable, these activities include education, work experience, auditor training, audit experience, implementation and/or consulting experience.

This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

**When to submit CPD Logs:** The certified professionals will need to provide the number of hours of CPD-related tasks they have performed with the contact details of individuals/organizations who can validate these tasks. The CPD can be maintained and logged in the MY PEEB application once any activity is completed.

The CPD must be submitted every year, starting from their initial certificate issuance date, as well as paying their Annual Maintenance Fee (AMF).

The evaluation process will take place to ensure that a candidate verifies the Recertification points claimed. PEEB randomly selects 5% of Recertification Worksheets for audit. If selected, PEEB notifies the candidate with instructions on how to submit verification and when materials are due.

For a successful evaluation, the candidate must achieve 24 CPD points for the following categories.:

<b>Sr. No.</b>	<b>Category</b>	<b>Maximum Points Allowed per Cycle</b>
1	Memberships of Professional Safety Organizations	4
2	Organizational Service	4
3	Professional Safety Practice	4
4	Publications, Conference Presentations	4
5	Service to PEEB	4
6	Professional Development Conferences	4
7	Safety-related Courses or Seminars, Other Educational Programs, Certificates	4
8	College or University Courses	4
9	Advance Degree	4
10	Additional Certification or License	4