



Department of Labor
License and Certificate Unit
Harriman State Office Campus
Building 12, Room 161A
Albany, New York 12240
(518) 457-2735
www.labor.ny.gov

Information on and Submittal Instructions for a Workplace Safety and Loss Prevention Consultant Certificate

Any individual performing a Workplace Safety and Loss Prevention Consultation for an employer who is subject to Section 134 (1) of the Workers' Compensation Law shall be certified by the Commissioner of Labor.

A. Requirements

Qualifications

To be eligible for a certificate renewal you must meet **one** of the qualifications listed below:

- * Certified Safety Professional (CSP) as granted by the Board of Certified Safety Professionals (BCSP); *or*
- * Certified Industrial Hygienist (CIH) as granted by the American Board of Industrial Hygiene (ABIH); *or*
- * certification as a Certified Safety Executive (CSE), a Certified Safety Manager (CSM), **or** a Certified Safety Specialist (CSS) granted by the World Safety Organization; *or*
- * a New York State licensed Professional Engineer **with** five years of documented professional safety and health experience within the last eight years; *or*
- * a Bachelor of Science degree or higher in industrial hygiene, safety, occupational safety and health, biology, chemistry, environmental health and science, physics, engineering, or a related field, **with** five years documented professional safety and health experience within the last eight years; *or*
- * eight and a half years of documented professional safety and health experience within the last ten years; *or*
- * an insurance professional with qualifications as an Associate in Loss Control Management (ALCM) **or** an Associate in Risk Management (ARM) **plus** five years appropriate safety and health experience.

Note: The “**Professional Safety and Health Experience,**” which the Commissioner of Labor will evaluate and deem acceptable prior to renewal of a certificate, is defined as work experience which includes analysis, synthesis, design, investigation, planning, and communication to optimally control or reduce the hazards and exposures which would be detrimental to the safety and health of individuals. Additionally, it is work experience in which an applicant has developed and defended recommendations for analytical approaches and engineering or administrative controls designed to control or reduce safety and health hazards to individuals.

Fee

As of April 1, 2015, there is no fee required for the application for Workplace Safety & Loss Prevention Consultant and Specialist Certifications and Renewals.

B. Application Process

Forms

Complete the "Application for a Workplace Safety and Loss Prevention Consultant Certificate" (SH 890) and the "Appendix to a License" (GO1).

(All applicants except for CSP, CIH, CSE, CSM, or CBS must complete the work experience section on the application.)

Child Support Obligations

Every applicant applying for or renewing a certificate or license must complete a notarized statement swearing that he or she is (or is not) obligated to pay child support, and that if he or she is under such obligation, he or she does (or does not) meet the requirements listed on the GO 1, "Appendix to a License Application."

Note: To speed up the certification process, please submit proof that you have been awarded a Bachelor of Science degree in an appropriate major and/or verification of your work experience with your application.

C. Submittal Instructions

Material

An original application, any documentation verifying your educational and/or work background **or** a Verification Statement form for the institution which issued your degree and/or for each employer, and the notarized "Appendix to a License".

Mail to:

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D. General Information

Questions

Send any questions regarding the Workplace Safety and Loss Prevention Consultant Certificate to the License and Certificate Unit at the address shown above or call (518) 457-2735.

Certification

Once we have received and reviewed your complete application, we will notify you, in writing, of the denial of the certificate, or if approved you will receive your certificate in the mail.

Term of Certificate

The certificate is valid for three years.

Renewal

To renew your certificate, you must continue to demonstrate that you meet the qualifications for certification.