CPPS® Candidate Handbook

Your guide to qualifying for the Certified Professional Product Steward® (CPPS®) Exam

September 2, 2021

BOARD FOR GLOBAL
EHS CREDENTIALING

Please visit the BGC website for the most up-to-date version of this handbook.

Welcome...

I and the Directors of the Board for Global EHS Credentialing (BGC) would like to thank you for your interest in advancing your career by obtaining a BGC credential. We wish you success in achieving this tangible expression of your dedication to the health of your community.

The Certified Professional Product Steward (CPPS) certification program enables you to establish your professional level knowledge and skills within your organization. My BGC credential has provided opportunities that would not have been possible if I had not taken the time and effort required to achieve it. The CPPS credential is a globally respected standard that is only granted to those who meet our education and experience requirements along with successfully completing an examination. Once granted, the CPPS designation can be proudly used as long as you follow our certification maintenance process and uphold the *BGC Code of Ethics*.

Our staff is here to help you with any questions that might arise during your journey to join the CPPS family. We are committed to world class customer service and value your feedback on any areas of excellence or where we can improve.

Alan Leibowitz, CIH, CSP, FAIHA
BGC Chair (2021)

Contents 2021

Overview

The practice of Product Stewardship encompasses the health, safety, regulatory compliance, legal, sustainability, and environmental aspects of chemical raw materials, intermediates, or industrial, commercial, and consumer products throughout their life cycle and across the value chain.

The Certified Professional Product Steward (CPPS), the first credential of its kind, will provide product stewards with an opportunity to distinguish their expertise and build professional credibility within their organizations.

Application Requirements

To qualify for admission to the BGC examinations as an applicant, you must comply with all Board requisites. Documents and forms sent by you and third parties will be needed to assess your eligibility to sit for the exam(s). BGC will evaluate all applicants using the criteria established for the certification eligibility and will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, military, or any other legally protected status. We may ask you for additional documentation when initial review of your application (or reapplication) indicates that pertinent information is missing or unclear. In that case, review of your application or reapplication will not proceed until we receive the requested information. Submitting your application well in advance of deadlines may give you sufficient time to provide additional information without delaying your approval to sit for the exam. Your application packet is active for two years. If you do not pass the exam within the two years, you are required to submit an updated supervisory reference and pay a reapplication fee every two years to keep your application active.

Qualifications and Evaluation

To qualify for admission to the BGC examinations as an applicant, you must comply with all Board requisites.

- Submit only one application per person.
- Meet academic requirements.
- Meet the professional product stewardship experience requirement documented by references.
- Be in the current practice of product stewardship.
- Agree to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*.
- Pay your application fee and examination fee.

Your application packet is active for 4 consecutive exam windows, which is equal to two years. You are required to submit an updated supervisory reference and pay a reapplication fee every two years to keep your application active.

Deadline

Your application materials, including transcripts, references/proof of professional practice, and educational coursework (including supplemental Information) must be postmarked no later than December 1 for the Spring CPPS examination or June 1 for the Fall CPPS examination. Your application packet will be valid for four test windows which is equal to two years.

Evaluation

BGC will evaluate all applicants using the criteria established for CPPS eligibility and will not discriminate on the basis of race, creed, national origin, religion, age, disability, political affiliation, sex, sexual orientation, or marital, parental, military, or any other legally protected status.

We may ask you for additional documentation when initial review of your application (or reapplication) indicates that pertinent information is missing or unclear. In that case, review of your application or reapplication will not proceed until we receive the requested information.

> **Tip**
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> Submitting your application well in advance of deadlines may give you sufficient time to provide additional information without delaying your approval to sit for the exam.

Confidentiality

Original applications and supporting documentation are treated by the BGC Board of Directors and staff as confidential information. As noted in the *BGC Privacy Policy*, all reasonable precautions are taken to prevent unauthorized access to individual information. BGC does not disclose personal information obtained from you or any other applicant to third parties, except when authorized in writing by you or if necessary to complete the process – for example, arranging for you to sit for the exam.

Record Retention

In accordance with the BGC record-retention policy, paper files and electronic documents provided by applicants that have been inactive for three years will be destroyed. Prior to destroying a file, the staff will attempt to notify you using your last known address.

> **Tip**
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> **BGC Director Assessment of Your Eligibility**
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> A Director of the Board is not authorized to give you a determination on your eligibility, either before or after your application is filed.

Academic Requirements

You must have a bachelor's degree from a regionally accredited college or university or from another college that is acceptable to the Board (see details below).

U.S. and Canadian Degrees

Official transcripts must be submitted for each degree. An "official" transcript is one sent directly to BGC by your college or university through mail or as secure e-transcripts. Alternatively, you may

submit official transcripts if they are in a sealed envelope with the registrar's stamp across the seal. When a degree includes credits that were transferred from another college or university, official transcripts for those course credits must be sent upon request.

The Board will consider a U.S. college or university to be acceptable when it holds institutional accreditation from one of the six U.S. Regional Accrediting Bodies or the Distance Education Accrediting Commission (DEAC), which are recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Your degree must be awarded during the time that the institutional accreditation is in effect. A Canadian college or university will be considered acceptable if it is recognized under applicable provincial standards, depending on where the school is located. In addition, it may hold specialized program accreditation as noted by membership in the Association of Universities and Colleges of Canada (AUCC).

International Degrees

A degree from a college or university that is located outside the United States or Canada will be considered for acceptability based on the institution's accreditation status in the education system that has jurisdiction. Applicants with international degrees will be required to submit their transcript(s) for a credential evaluation unless the academic program is authorized by BGC or through a BGC-recognized accreditation agency to issue BGC verification statements.[1]

A member of the National Association of Credential Evaluation Services, Inc. (http://www.naces.org/members.htm) or a member of the Association of International Credential Evaluators (http://www.aice-eval.org) must be used to prepare a General (Document-by-document) credential evaluation report, and you must request that the report be forwarded to BGC.

Experience Requirements

To be eligible for the examination, you must (a) have 48 months (four years) of experience where at least 50% is in the professional practice of product stewardship and (b) currently be engaged in active practice at the time of application. If your product stewardship career has been interrupted for one year or less (because of unemployment, medical leave, or so on), we will consider you to be "in practice" for up to one year following your last position for the purpose of determining examination eligibility. Any time outside of employment, however, cannot be counted toward experience credit.

Professional-Level Experience

To be recognized as "**professional-level**" work acceptable to the Board, your experience must meet the following four criteria:

- **Independence of actions**. This relates to the amount of planning, self-direction, decision-making, and autonomy involved in your work experience.
- **Depth of work**. This relates to the extent to which your work experience requires data-gathering, analysis, and interpretation.
- **Level of interaction**. This relates to the degree to which you interact with a broad spectrum of contacts, including decision-makers.
- **Responsibility for work outcome**. This relates to accuracy and the extent to which you are held accountable for your work and decisions.

Research, teaching, or product stewardship program administration can also satisfy experience requirements if you have done them at a professional level.

Product Stewardship Practice

A candidate must also be practicing product stewardship. The process of product stewardship practice encompasses the health, safety, regulatory compliance, legal, sustainability, and environmental aspects of chemical raw materials, intermediates, and/or industrial, commercial, and consumer products throughout their life cycle and across the value chain.

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[1] BGC verification statements streamline and shorten the review for applicants. Please contact your program director to find out if verification statements are available for you.

Ineligible Experience

The following do not count toward the work experience requirement:

- Technician or pre-professional level experience
- Courses or research done for academic credit
- Teaching course content that is technician or pre-professional level

Documentation of Work Experience in Product Stewardship

An applicant must assure the independent documentation of 48 months (4 years) of work experience at a minimum of 50% time by choosing one of two options:

- **Option 1**: Supervisory references covering 48 months (4 years) for which you are claiming professional product stewardship practice at 50% time or more. The most recent reference must cover work done within the last 12 months.
- **Option 2**: (a) a combination of one supervisory reference documenting your product stewardship responsibilities for work done within the last 12 months, plus (b) verification of employment (e.g., through official job descriptions) and duration of employment from your employer(s). The documentation must cover the 48 months (4 years) for which you are claiming professional product stewardship practice at 50% time or more.

Submitting References

Supervisory references are required to document, from firsthand experience, the nature of your product stewardship practice using a CPPS *Professional Reference Questionnaire* form (*PRQ*). A *PRQ* must comply with the requirements of this section. Each *PRQ* will remain confidential between the author and BGC.

- You must initiate communication with your references to request that they submit the completed CPPS *Professional Reference Questionnaire* electronic form that you will send them. BGC does not initiate communication with references for you.
- Each reference must be provided on the Board's CPPS *[Professional Reference Questionnaire (PRQ)](https://GoBGC.org./cpps-prq/)* (https://GoBGC.org./cpps-prq/) electronic form.
- It is *unacceptable* for you to provide the response on the form and then have it signed by your reference. We may use the contact information provided to verify authenticity of the reference and confirm who prepared the text.
- Each *PRQ* must be submitted on the BGC website by the person writing the reference.

It is your responsibility to communicate with your reference(s) as frequently as needed to assure that the *PRQ* is submitted in time to meet BGC application deadlines.

Verification of Employment

Verification of Employment is documentation from your employers of the amount of time that you have been employed in product stewardship. The *Verification of Employment* must comply with the requirements of this section. Each *Verification of Employment* will remain confidential between your employer and BGC.

- You must initiate communication with your employers to request that they submit information specified on the *[Verification of Employment](https://GoBGC.org/cpps_documents/)* (https://GoBGC.org/cpps_documents/) electronic form. BGC does not initiate communication with your employers for you.
- Each *Verification of Employment* must be provided on company letterhead or include the name of the employer in the body of the document.
- It must identify the applicant as a current or former employee with:
  - Full name of the applicant
  - The title of the position
  - Dates of employment
  - Confirmation that 50% of duties or more were in product stewardship
  - Official Job Description (a one- or two-paragraph summary of the job from the employer is acceptable if an Official Job Description is not available.)
- It must include the contact information of the author of the document or of someone who can discuss the document in the event of questions from BGC.
- It is preferable that the document include a handwritten signature, but not required.

- It is *unacceptable* for the applicant to prepare the *Verification of Employment* or send the form.
- Each *Verification of Employment* must be emailed, faxed, or sent by certified or registered mail directly to BGC by the Employer.

It is your responsibility to communicate with your employer as frequently as needed to assure that the *Verification of Employment* is submitted in time to meet BGC application deadlines.

Unqualified and Suspicious Documentation

*PRQ*s and *Verifications of Employment* that appear to have been prepared by any of the following individuals may result in your application being delayed or rejected:

- Your spouse or other relative
- A person whom you supervise
- Yourself, preparing your own *PRQ* (even when it is for someone else to sign) or *Verification of Employment*

Ethics Requirement

Regardless of any other professional affiliation, the *BGC Code of Ethics* applies to each individual seeking certification (candidates) and each individual certified by BGC credentialing programs or holding a BGC designation (certificants). The Code serves as the minimum ethical standards for your professional behavior and is designed to provide both appropriate ethical practice guidelines and enforceable standards of conduct. The Code also serves as a professional resource for EHS professionals, as well as for those served by BGC candidates and certificants. Consequently, you are required to adhere to the *BGC Code of Ethics* and to be governed by the *BGC Ethics Case Procedures*. Both documents are available at https://GoBGC.org/ethics.

Tip	**Avoid Investigations about the Validity of Your Reference and Documents**
	When references from different people have identical wording, they will be investigated to determine who actually prepared them. This can cause delays that may cause you to be prevented from taking the exam or being blocked permanently if you are found to have prepared the content of the *PRQ* or *Verification of Employment*. Sometimes the supervisors who are providing your references may need a memory jog about the work that you have done for them so provide it verbally, not in writing or from a written job description, so that they are not tempted to cut and paste. Make sure that what you tell them is unique to the job that you did to avoid giving exactly the same information to other references and employers.

Reapplicants

An application is considered to be active for four consecutive exam windows, which equals two years. After the second year, your application expires. You must update the description of your current practice, provide an updated supervisory reference, and pay a reapplication fee to reactivate an expired application in order to sit for the exam. The application deadlines of December 1 or June 1 apply to all materials and fees that must be submitted by reapplicants. To reactivate an expired application and sit for the exam, you must complete the following steps:

- Submit a *Reapplication Form* *(https://GoBGC.org/cpps_documents/)*
- Have a CPPS *Professional Reference Questionnaire (PRQ)* submitted by a work supervisor that is no more than 12 months old (see the Documentation of Work Experience in Product Stewardship section)
- Update your work experience information to document your current practice
- Meet all current application requirements
- Pay the $150 reapplication fee (non-refundable)

Tip	**Don't Lose Your Application!**
	If your application file is inactive for more than three years without being approved for the exam, it will be automatically purged, and you will have to follow the procedure as a new applicant if you wish to apply again. Please notify us in writing before three years of inactivity to keep your file open and contact information up to date.

Application/Reapplication Deadlines

All documentation required for the review and approval of your application or reapplication must be postmarked, faxed, or emailed by December 1 when applying for the Spring examination or by June 1 for the Fall examination.

Examinations are held each year at Scantron testing centers during two testing windows:

- Examinees approved for the Spring examination can make an appointment with Scantron for February.
- Examinees approved for the Fall examination can schedule for August.

You are only allowed to schedule one examination in a test window.

CPPS Fees

The application, examination, and credential maintenance processes require you to pay fees on or before the due dates. The fees are listed in the table below. Fees may be subject to change, so please check the BGC website to obtain the most current fee schedule.

Fee	Amount	Description
Application/Reapplication Fee	$150	The fee to have your documents reviewed and to maintain your file. Your application/reapplication fee is valid for 4 exam windows, which is equivalent to two years. You must pay a reapplication fee and submit updated documents every two years to keep your file active until you pass the exam.
Examination (Scheduling) Fee	$250	The payment to schedule an exam and reserve a seat at the testing center.
Annual (Maintenance) Fee	$150 ($75)	The yearly fee to maintain your credential after it is awarded. Normally, your annual fee is paid by the beginning of each year. If you pass the exam in the spring, your first annual fee will be prorated to $75 for the remainder of the current year.

Refund Information!

Application or reapplication fees are not refundable or transferrable.

Your examination fee is not refundable, either, but if you cancel your examination with the testing center at least 48 hours in advance of the exam time, the fee will be carried over to the next exam window. If your cancellation is made less than 48 hours in advance, your fee is forfeited.

Examination Information

BGC conducts a Job Task Analysis (JTA) study, also known as the Role Delineation Study (RDS) or Practice Audit, and prepares supporting documentation and reports consistent with ISO/ANSI17024, NCCA, and CESB accreditation standards.

A panel of professionals is selected and convened who must represent a variety of practice settings, geographic regions, educational levels, gender, ethnicity, and years of experience. A BGC board member is also included on the panel to assist in documenting the credibility of the process for the BGC board.

Panel members must identify the domains, tasks, knowledge, and skills essential to performing the work of the practitioner. A large sample of professionals who were not involved in the JTA meetings are asked to review and validate the information and to ensure that the certification exam reflects the essential knowledge necessary for competent practice as a professional. The results are analyzed from the context to become the basis of the final Examination Blueprint, the document, which lists the domains and elements for the credential. The subject matter experts also determine eligibility requirements and recertification requirements for the credential. As an additional validation step, participants can compare and contrast their work against documents prepared by other groups (if available), which identify tasks and supporting knowledge and skills in practice.

In order to ensure that credentialed practitioners protect the public through their work, BGC conducts a JTA every five to seven years so that eligibility, domains, tasks, knowledge, skills, examination, recertification, and ethical requirements reflect current, real-world practice.

Examination Purpose and Format

The examination is designed to test your knowledge across the broad, general practice of product stewardship.

The exam contains 150 multiple-choice questions (125 scored and 25 pilot questions) that are selected to match the job analysis. You can find the job analysis currently in use in the CPPS Exam Blueprint section.

The duration of the examination is three hours. You may go back and review questions at any time during the exam. There is a short tutorial prior to the examination and a short survey following the exam. Instructions for the exam also explain how you can submit comments about the content of specific questions during the exam. BGC staff will review your comments; however, for exam security reasons, staff will not be able to discuss your comments with you.

Also see the Examination Process and Examination Scoring sections.

Examination Scheduling

The Board for Global EHS Credentialing's certification examinations are delivered at Scantron Test Centers located throughout the United States and internationally. A current listing of Scantron Test Centers, including addresses and driving directions, may be viewed at https://www.scantron.com/test-site-cities/. The examinations are administered by appointment only, Monday through Saturday.

Your eligibility to take the examination is valid for two years from the last day of the month when your application was approved and will expire after that time. If you fail to schedule an appointment for this examination within the two-year period, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

Remote Proctoring

Remote proctoring is available. You can take the exam through a Scantron Test Center or in the comfort of your own home through Remote Proctoring. When you schedule your exam, you will be able to select which option you prefer.

Scheduling Your Appointment

Your examination fee must be paid before you will be allowed to schedule your examination. You will not appear in Scantron's computer file of approved examinees until you have paid your examination fee.

Online Scheduling

As early as 30 days prior to the opening of the testing window, Scantron will send approved candidates a Notice to Schedule (NTS) by email, which will provide a username, password, and any additional information needed to schedule the testing appointment. Approved candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least four business days prior to your preferred test date during the scheduled testing window. Most testing centers will have morning and afternoon testing sessions available. Scantron will do its best to accommodate the requested test site and date. Seats are filled on a first come, first-served basis, based on test center availability. Therefore, it is to your advantage to schedule your test appointment as soon as you receive your NTS. You will be notified of the exact test location, date, and time by an email confirmation.

Telephone Scheduling

If you are scheduling by phone in North America, call Scantron's Candidate Support Contact Center (CSCC) at +1 (919) 572-6880. Please note that if you schedule by telephone, you will not receive written notification of your appointment.

Confirmation Number

When you schedule your appointment, either by online or by phone, you will receive a confirmation number. Make sure to keep a record of your confirmation number and appointment information. You will need your confirmation number if you want to confirm, reschedule, or cancel your appointment. BGC will not have a record of your confirmation number.

Test Site Location

You may take your examination at Scantron Testing Centers in the United States, Canada, and Puerto Rico. Determine the best test center location for taking your examination by selecting Locate a Test Center on Scantron's website https://www.scantron.com/test-site-cities/.

Pease note: When scheduling your appointment, you should confirm the address of your test center and obtain directions.

Examination Window

You must test during the window for which you were approved.

- The Spring testing window opens on February 1 and closes on March 30.
- The Fall testing window opens August 1 and closes September 30.

Special Arrangements for Candidates with Disabilities

The Board for Global EHS Credentialing (BGC) provides reasonable accommodations, in accordance with the Americans with Disabilities Act (ADA) as amended and other applicable laws, for individuals with documented disabilities who demonstrate a need for accommodation. In accordance with the Americans

with Disabilities Act, BGC does not discriminate against individuals with disabilities in providing access to its examination program.

The purpose of accommodations is to provide equal access to BGC examinations for all individuals. Accommodations "match up" with the identified functional limitation so that the area of impairment is relieved with an auxiliary aid or an adjustment to the testing procedure. Functional limitation refers to the aspects of a disability that currently interfere with an individual's ability to function; that is, what someone cannot do on a regular and continuing basis as a result of the disability.

The purpose of documentation is to validate that an applicant for test accommodations is covered under the ADA as a disabled individual. Comprehensive information by a qualified professional is necessary to allow BGC to understand the nature and extent of the applicant's disability and the resulting functional impairment that limits access to its examinations. Documentation also allows BGC to provide appropriate accommodations for such a disability.

BGC will provide, without cost to the candidate, reasonable accommodations designed to facilitate equal access to its certifying examination for those candidates whose documentation supports such a determination. In no case will accommodations be provided which would compromise the examination's ability to test accurately the skills and knowledge it professes to measure. Similarly, no auxiliary aid or service will be provided that would fundamentally alter the examination.

Scantron and the Board for Global EHS Credentialing comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability (as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment) is deprived of the opportunity to take the examination solely by reason of that disability. Scantron will provide reasonable accommodations for candidates with disabilities. If you have a documented disability which requires test accommodations, you must submit a *Test Accommodation Request Form* (located at https://GoBGC.org/testing-accommodations/). The request form and supporting documentation must accompany your application form and be received by the application deadline (December 1/June 1).

Examination Day

Plan to arrive at the test center at least 30 minutes prior to your scheduled exam time.

What to Bring

The test center will provide materials for working out calculations. You must bring the following items:

- A copy of the confirmation that you received via email.
- Your current, valid, government-issued photo identification document with a signature (e.g., driver's license or passport).

Avoid Identification Headaches

The name on your government-issued photo identification document must match the name that you used to register for the exam. If you have a name change, such as by marriage, please notify BGC at applications@GoBGC.org and Scantron at (919) 572-6880 immediately. This information must be submitted no less than 48 hours before your exam. If you do not provide the required identification or fully participate in the identity validation process during check-in and breaks, you will not be permitted to test, and you will forfeit your testing fees.

Examination Restrictions

Candidates are expressly prohibited from bringing the following items to the test site:

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials
- Notes, books, dictionaries, or language dictionaries except as expressly permitted by the exam sponsor
- Bookbags or luggage
- Purses or handbags

- iPods, mp3 players, tablets, headphones, or pagers
- Calculators (except as expressly permitted by the test sponsor), computers, PDAs, or other electronic devices with one or more memories
- Personal writing utensils such as pencils, pens, and highlighters
- Google and smart glasses (any glasses with electronics)
- Watches, smart devices, and other jewelry except wedding or engagement rings
- Weapons
- Medicine, including cough drops (except as expressly permitted in advance)
- Food and beverages
- Coats and jackets
- Hats, hoods, and other headwear are not permitted in the examination room unless required for religious purposes. All items are subject to inspection by the proctor if suspicious behavior is detected

Please note that sweaters and sweatshirts without pockets or hoods are permitted to be worn. Candidates wearing glasses may be asked to give them to the proctor for inspection. No glasses with electronics, even if they have prescription lenses, will be permitted in the exam room. See the Additional Examination Specific Information in your confirmation notice email if applicable.

Missed Appointments/Cancellations/Rescheduling of Exams

If you need to cancel, delay, or change your examination location, you must do so at least two (2) business days in advance of your scheduled exam through the online scheduling system. A $50 non-refundable fee will apply when you reschedule your exam appointment.

Day of Testing Appointment:	Must Reschedule/Cancel By:
Monday	end of day Saturday
Tuesday	end of day Sunday
Wednesday	end of day Monday
Thursday	end of day Tuesday
Friday	end of day Wednesday
Saturday	end of day Thursday
Sunday	end of day Friday

If you decide to delay your examination to a future examination window, please consult your confirmation letter for reapplication details. You may also cancel or reschedule by contacting Scantron's Candidate Support Contact Center (CSCC) at candidatesupport@scantron.com or +1 (919) 572-6880. You will need to provide your confirmation number.

If you do not appear for your testing appointment or do not reschedule your exam at least two (2) business days before your testing appointment, you will be marked as a no-show candidate, and you will forfeit your entire testing fee. You will not be rescheduled.

If you are late for your examination appointment, you may not be admitted. Late admission is at the discretion of the Scantron testing center.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee are required to register for another examination.

Problems with Scantron Scheduling and Testing

You should call the BGC office at (517) 853-5763 (between 8:00 AM to 5:00 PM, Monday through Friday, U.S. Eastern Time) if you encounter either of the following problems:

- You cannot schedule an exam because the Scantron operator does not have a file with your name and identification number.
- You arrive at your scheduled examination appointment but are unable to test due to Scantron technical or personnel difficulties.

Examination Scoring

Your passing score is based on the total number of questions that you answer correctly in the entire examination. It will be to your advantage to answer all questions.

- All questions have the same point value.
- There is no penalty for incorrect answers (such as "number correct minus a percentage of the number of incorrect answers").
- A "passing" score is **not** required in each of the individual subareas.

A criterion-referenced passing score has been established by a panel of subject-matter experts in product stewardship using appropriate standard-setting procedures under the guidance of Scantron. The passing score for each subsequent administration of the certification examination is based on a statistical equating process, which adjusts for fluctuations in difficulty levels across different versions of the examination. Equating is performed to help ensure that candidates are evaluated according to the same competency standard from year to year.

Examinees may request a review of their exam score by filling out the *Review of Exam Score Form* (https://gobgc.org/cpps_documents/) which will be forwarded to our testing vendor to conduct a score verification. The examinee should consider that, given the quality control procedures that are in place, it is highly unlikely that the score will change.

Notification of Examination Results

Examinees will receive their official results in writing approximately four to six weeks after taking the examination.

If you fail your examination, we will inform you of your overall score.

All examinees will receive a performance report indicating their scores in the individual areas.

Confidentiality

As noted in the *BGC Privacy Policy*, examination reports, scores, and failures are not released outside of BGC without your authorization. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate. The names of those who pass the examination will be listed on the BGC website and entered in the web Rosters.

Re-Examination

If you fail the examination, you can re-take the exam at a later date. You will need to schedule an examination date and pay the examination fee. Refer to the Examination Scheduling section.

Obligations of Credential Holders

After you pass the exam and are issued your credential, you are required to meet several obligations, not limited to:

- Paying your fees on or before the due date
- Continually updating your knowledge and skills
- Documenting knowledge and skills through the Certification Maintenance Process
- Upholding the *BGC Code of Ethics*

Please be aware that if the requirements for certification and recertification change, you will be required to meet them in order to hold your certification.

Examination Preparation

The BGC Board encourages you to consider your knowledge and experience and to assess your recognized strengths and weaknesses.

Self-study, specific training, and group discussions are recognized methods of improving perceived weaknesses. However, the Board does not endorse or support specific training courses, study guides, or other activities that are intended or purported to be preparation for its examinations.

Sample Questions

The following are provided to familiarize you with the nature and form of questions that may be found on the Board's examinations. Their subject matter and level of difficulty do not necessarily reflect the content of BGC examinations.

1. Which of the following models represents the best practice for a robust product stewardship program?

    A. See, say, fix, and watch
    B. Hire, teach, train, and guide
    C. Look, listen, speak, and act
    D. Plan, do, check, and act

2. What is the best time to advocate to an industry working group or trade association due to a government ruling?

    A. When a government ruling places adverse labelling on a product
    B. When a company possesses robust data to dispute a government ruling
    C. When a government ruling has unfavorable effects on product sales
    D. When a company feels public perception may change due to ruling

3. Which of the following can be claimed as confidential business information (CBI) under the U.S. Toxic Substances Control Act (TSCA)?

    A. Safety studies, where the chemical has been offered for commercial distribution
    B. General information describing manufacturing tonnages/volumes
    C. Precise chemical name of a new molecule offered for commercial distribution
    D. Process conditions that customarily would be shared with the general public

4. Which of the following refers to the regulatory framework designed to protect the Australian people and the environment by assessing the risks of industrial chemicals and providing information to promote their safe use?

    A. TSCA
    B. NICNAS
    C. ECHA
    D. PMDA

Publications and References

BGC examination questions are supported by many sources that reflect the underlying purposes and principles of product stewardship as well as the current knowledge that is expected of the product steward. Frequently citied resources are provided below, but the list is not exhaustive:

Publications

Fleeger, Allan K., ed. *Realizing the Full Business Value of Product Stewardship*. Falls Church: AIHA Product Stewardship Society, 2016.

Hart, Gailen (Gail) A., ed. *Professional Practices of Product Stewardship*. Falls Church: AIHA Product Stewardship Society, 2018.

Standards

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CPPS® Exam Blueprint

Effective September 2019. Based on the Board for Global EHS Credentialing's 2019 Job Analysis for the development of the Certified Professional Product Steward Credential (CPPS).

The test specifications identify four domains of performance and seventeen tasks. A domain is a major area of responsibility that defines the role of a Certified Professional Product Steward. A task is an activity performed within a performance domain. Knowledge and skills candidates should possess in order to perform the tasks are also included.

Domain I: Assessment, Impact Analysis, & Risk Management

This section comprises 33% of the exam.

<u>Task 1</u>: Assess, identify, and interpret hazard, exposure, and risk of substance, process, or system.

<u>Knowledge of:</u>
a. Advanced math (e.g., algebra, statistics)
b. Advanced science (e.g., toxicology, biology, chemistry)
c. Assessment methodologies (e.g., hazard, exposure, risk)
d. Hazard classifications (e.g., GHS, dangerous goods)
e. Regulatory frameworks

<u>Skill in:</u>
f. Recognizing potential hazards
g. Extracting critical information (e.g., literature, standards, guidelines)
h. Reading, understanding, and interpreting regulations

Task 2: Integrate and actively participate in product development and modification to ensure product stewardship issues do not adversely impact supply chain continuity.

<u>Knowledge of:</u>
a. Raw material selection
b. Product and process design
c. Hazard classifications (e.g., GHS, dangerous goods)
d. Industry process, supply chain, and end use
e. Sustainability principles
f. Emerging regulations/issues
g. Regulatory frameworks
h. Materials science
i. Industry and third-party standards
j. Change management principles

<u>Skill in:</u>
k. Recognizing potential issues
l. Extracting critical information (e.g., literature, standards, guidelines)
m. Reading, understanding, and interpreting regulations
n. Cross-functional collaboration

Task 3: Manage product stewardship issues associated with adverse events.

<u>Knowledge of:</u>
a. Supply chain
b. Risk assessment principles
c. Impact analysis
d. Reporting/notification
e. Emergency procedures/protocols (e.g., recalls, spills, exposure)

<u>Skill in:</u>
f. Recognizing potential hazards
g. Responding to emergencies

Task 4: Integrate product stewardship into change management activities to ensure business compliance and continuity.

<u>Knowledge of:</u>
a. Supply chain
b. Product-related processes and procedures (new and existing)
c. Regulatory frameworks
d. Customer specifications/restrictions
e. End use
f. Notifications (internal and external)
g. Change management principles

<u>Skill in:</u>
h. Deductive reasoning

i.   Identifying potential opportunities

Task 5: Conduct and/or interpret life cycle analysis (LCA) to determine final fate and environmental impacts of the product or product packaging.

Knowledge of:
a.   Sustainability principles
b.   Regulatory frameworks
c.   Supply chain
d.   End uses
e.   Final fate/end of life (e.g., disposal, recycling practices)
f.   Advanced math (e.g., algebra, statistics)
g.   Advanced science (e.g., toxicology, biology, chemistry)

Skill in:
h.   Recognizing potential hazards
i.   Extracting critical information (e.g., literature, standards, guidelines)
j.   Reading, understanding, and interpreting regulations

Task 6: Ensure adequacy of product stewardship program through the development and execution of an audit program.

Knowledge of:
a.   Auditing programs and principles (e.g., ISO, ANSI, ASTM, Responsible Care®)
b.   Product relevant policies and procedures
c.   Regulatory frameworks
d.   Professional ethics
e.   Quantitative and qualitative analyses

Skill in:
f.   Gathering information
g.   Identifying and implementing corrective actions
h.   Collecting and analyzing data

Domain II: Communication

This section comprises 20% of the exam.

Task 1: Demonstrate the value of product stewardship to stakeholders.

Knowledge of:
a.   Key aspects of product stewardship
b.   Key aspects of product life cycle
c.   Product stewardship value (e.g., business, societal)
d.   Influential stakeholders

Skill in:
e.   Effective communication (e.g., verbal, written)
f.   Translating technical information

Task 2: Communicate product stewardship requirements, potential risks, hazards, and value-added opportunities to stakeholders.

Knowledge of:
a.   Key aspects of product stewardship
b.   Key aspects of product life cycle
c.   Requirements, risks, and hazards (e.g., business, environment, society, health)

Skill in:
d.   Effective communication (e.g., verbal, written)
e.   Translating technical information
f.   Recognizing potential hazards
g.   Extracting critical information (e.g., literature, standards, guidelines)
h.   Reading, understanding, and interpreting regulations

Task 3: Prepare and maintain product stewardship responses, statements, and assurance claims.

Knowledge of:
a.   Regulations, legislation, and customer requirements
b.   Potential impacts of responses, statements, and assurances

Skill in:
c.   Effective communication (e.g., verbal, written)
d.   Translating technical information

Task 4: Advocate and educate internal business and industry working groups; trade associations; and government, NGO, and academic panels/workshops in support of product stewardship.

Knowledge of:
a.   Technical aspects of potential issues
b.   Key aspects of product stewardship
c.   Key aspects of product life cycle
d.   Product stewardship value
e.   Emerging issues
f.   Relevant trade associations and working groups

Skill in:
g.   Effective communication (e.g., verbal, written)
h.   Translating technical information

Domain III: Data and Information Management

This section comprises 19% of the exam.

Task 1: Collect and manage data for internal metrics and/or compliance with market and regulatory requirements.

Knowledge of:
a. Data collection and management principles
b. Data analysis techniques (e.g., statistics)
c. Data storage policies (e.g., regulatory compliance documents, test data)
d. Appropriate metrics
e. Regulatory frameworks
f. Stakeholders

Skill in:
g. Project management
h. Data organization
i. Knowledge transfer and data delivery
j. Effective communication (e.g., verbal, written)

Task 2: Collaborate with responsible departments to ensure data security, privacy, and data integrity measures are in place and implemented.

Knowledge of:
a. Security, privacy, and confidentiality principles (e.g., business sensitive information, employee data, formulation disclosure)
b. Data protection program objectives
c. Relevant laws, regulations, and corporate policies regarding records management, retention, legal holds, and destruction practices

Task 3: Validate data integrity as required by company policy, standards, regulations, or certifying organizations.

Knowledge of:
a. Regulatory requirements
b. Indicators of reliability
c. Quality management system (QMS)

Skill in:
d. Assessing information and source credibility
e. Continuous assessment and improvement processes

Domain IV: Regulatory Compliance

This section comprises 28% of the exam.

Task 1: Monitor legislative and regulatory landscape and public perception that can affect the business, disrupt the supply chain, and/or impact product viability.

Knowledge of:
a. Advanced science (e.g., toxicology, biology, chemistry)
b. Regulatory and non-regulatory requirements (e.g., standards, guidelines)
c. Product life cycle
d. Trends in policies and stakeholder approaches

Skill in:
e. Researching regulatory information (e.g., online/electronic materials, public hearings/meetings, industry groups)
f. Performing data and literature searches
g. Determining product or process applicability

Task 2: Interpret existing and emerging regulations to ensure compliance for stakeholders.

Knowledge of:
a. Advanced science (e.g., toxicology, biology, chemistry)
b. Regulatory requirements
c. Product life cycle
d. Available resources (e.g., trade associations, regulators, industry groups)

Skill in:
e. Interpreting information
f. Translating technical information
g. Determining product or process applicability

Task 3: Prepare and submit reports, registrations, or other documents required for statutory or regulatory compliance.

Knowledge of:
a. Regulatory requirements
b. Regulatory documentation (e.g., SDS)
c. Data sources
d. Relevant stakeholders

Skill in:
e. Effective communication (e.g., verbal, written)
f. Translating technical information
g. Project management
h. Performing data and literature searches

Task 4: Represent product stewardship interests in the development of corporate communications, marketing claims, and legal documents to ensure technical accuracy and regulatory compliance to minimize liability.

Knowledge of:
a. Key concepts around determining the accuracy of environmental and relevant product stewardship claims
b. "Duty of care" and relevant liability theories and their applicability to product stewardship
c. Regulatory requirements
d. Stakeholders and their respective objectives

Skill in:
e. Interpreting information
f. Effective communication (e.g., verbal, written)
g. Assessing validity of data or information

Other Information

Included in this section is the CPPS Eligibility checklist and CPPS important dates. Also included is the current BGC Board of Directors as well as information on the staff at BGC.

CPPS Eligibility Checklist

This is a simple check list of eligibility requirements for people interested in pursuing the CPPS® credential. Please complete this form before contacting BGC® so that we can better assist you. If you are unable to check all of the boxes below, it may mean that you have an eligibility gap that must be resolved.

Academic Degree
☐ **A.** I have at least a 4-year bachelor's degree from a U.S. college or university that is accredited by a U.S. Department of Education (USDE) recognized regional or national accreditation agency or a degree from an appropriately accredited foreign institution that is academically equivalent to a U.S bachelor's degree.
Professional Practice Experience
☐ **B.** I can document that I have worked 4 years (48 months) through one of the following one of the following options: Option 1: I have supervisors who have overseen my work over 48 months who are willing to send references on my behalf.   OR   Option 2: (a) I have a supervisor who can provide a reference for work within the last 12 months, and (b) my current or previous employers can verify the duration and scope of my employment.
☐ **C.** The documentation for my Professional Practice Experience shows that I worked for at least 50% of my time over a total of 48 months in product stewardship.
☐ **D.** The documentation for my Professional Practice Experience shows independence of actions, depth of work, level of interaction, and responsibility for work outcome to demonstrate that I have been practicing product stewardship at the professional level (not as a technician) over a total of 48 months.
Ethical Practice
☐ **E.** I have not been involved in any unethical behavior, and I am willing to adhere to the *BGC Code of Ethics*.
Fees
☐ **F.** I am able to pay all fees required to obtain and hold the credential including: • Application/Reapplication Fee   • Examination Fee   • Annual Fee (after Passing the exam)

CPPS Important Dates

The table, below, shows the dates for the Spring and Fall Examination Windows.

CPPS Test Window	Application Deadline	Examination Dates
Spring	December 1	February 1 – March 30
Fall	June 1	August 1 – September 30

BGC's Decision-Making Body and Committees

BGC is governed by a board of 13 voting members. New board members are elected by the current board. The BGC chair appoints members of the BGC board to the following standing committees: Nominations, Quality Improvement, Financial Oversight/Audit, Bylaws/Policies (ANSI), and Awards.

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BGC Director 2017-2021
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Retired

Past Chair

Cynthia Hanko, CIH
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BGC Director 2019-2022
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BGC Director 2021-2024
Covestro

Paula Steven, MSE, RS/REHS, CIH, CSP
BGC Director 2021-2024
United States Government

Public Member

Eileen J. O'Neill, PhD, BCES, Public Member
BGC Director 2020-2021
Retired

Volunteer Opportunities

If you are interested in serving on a BGC committee or the BGC Board of Directors, please contact us at applications@GoBGC.org.

BGC Staff, Services, and Information

Staff members of the Board for Global EHS Credentialing are available to provide consultation, guidance, and support for you to achieve eligibility to sit for BGC credentialing examinations and maintain your credential. Please email applications@GoBGC.org or call (517) 3121-2638. Normal business hours are 8:00 AM to 5:00 PM Eastern Time, Monday through Friday.

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More Information

For more information or access to documents and forms for obtaining and maintaining your BGC certifications, please visit our website: http://www.GoBGC.org.

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