

## CP-12 PROFESSIONAL CERTIFICATE FACT SHEET

- The CP-12 Certificate Program is a means to close the gap in qualified 0018's as a result of the AAA conducted in 2009 – this is a requirement for all 0018's and is documented in the ACTEDS plan. Although a requirement only for 0018's – individuals in other job series, career programs, or services may apply.
- Certificate programs are based on the completion of specific combinations of courses (similar to any university certificate program). Use credible experience on the Level I Skills Assessment conservatively. Most competencies in Level I should be satisfied by taking the actual course or an equivalent course listed on the equivalency matrix. If you are claiming experience, you must provide evidence of experience (evaluations, etc...).
- CP-12 Professional Certificate requirements are Level I (section IV) ONLY of the skills assessment sheet – pre-requisites in section III are not required for careerists who do not sit through the entire intern program.
- Certificate applications must include 4 elements:
  - Completed skills assessment (form 1)
  - Bio or Resume
  - Signed memo through Senior Safety Director (ACOM Level)
  - Supporting documentation for each skill in Level I – (documentation for each, but no additional documentation is needed – please do not send entire professional portfolio)
- Do not send CP12 certificate packets direct to CRC – you must submit through your ACOM/ASCC/DRU Senior Safety Director.
- Documentation is KEY! The Safety Center is accountable to ANSI under the accreditation and must maintain the integrity of the program. Send documentation (certificates of completion, transcripts, appraisals, DD214's, etc) for every entry in Level I – HOWEVER, do not send other training documents that do not apply to level I. The more streamlined and accurate the package, the more efficiently the panel can review.
- Attach college transcripts for equivalent training – does not need to be official – print out is acceptable.
- Please scan documents into a pdf with all documents facing the same direction. The panel now reviews applications electronically.
- When submitting application packets or follow up submissions (to satisfy a conditional approval), do not send multiple emails with varying requirements. Please submit all requirements as a package. (i.e. an individual has 4 remaining requirements resulting from a conditional approval – do not send each certificate as you receive it – send as one submittal).

### Points of Contact:

Professional Certificate in Safety and Health: Dr. Brenda Miller/Tamara Nazario

Professional Certificate in Explosives Safety: Jim Patton/Buster Hurd/Brenda Miller