

# COSS Recertification

## COSS RECERTIFICATION FORMS

For all COSS Recertification actions taken, there are official forms that must be completed and submitted online. These forms include:

- COSS Recertification Worksheet or
- Extension of Time Request Form or
- Exemption Form

These forms, and the entire COSS Recertification Guidelines may be downloaded at [www.coss.net](http://www.coss.net).



**Certified Occupational  
Safety Specialist**

### In order to maintain the COSS certificate, COSS graduates must:

- Recertify every three years
- Participate in professional development activities to earn 6.0 CEUs or 60 contact hours
- Submit a Recertification Worksheet that outlines CEUs or contact hours (worksheets are only accepted online during the year of your expiration).
- Only submit supporting documentation of CEUs or contact hours earned **when requested by COSS Management**
- Register (online credit card payments only) and submit the recertification payment of \$135 every 3 years (late submission of documents will incur late fees)
- Use the proper recertification worksheet & registration form, which is located at [www.coss.net](http://www.coss.net)
- Upload your completed worksheet and submit credit card payment online at [www.coss.net/Recertification.aspx](http://www.coss.net/Recertification.aspx)

For more information on COSS recertification, email [info@coss.net](mailto:info@coss.net), visit [www.coss.net](http://www.coss.net) or call 877-610-COSS

### Understanding CEUs & Contact Hours

The required CEUs or contact hours must come from any safety, health, leadership and/or management related course, which is taken at any:

- Safety Council
- Training Institution
- Post-secondary Institution
- Conference
- Seminar

For a list of pre-approved courses, visit [www.coss.net](http://www.coss.net). Courses that you have developed and/or taught do not meet the requirements.

### Understanding Contact Hours

Some classes or seminars that you participate in may not offer CEUs. In these instances, you will need to accurately record the number of contact hours you spent in the training. For example: a seminar that you attend from 9:00 a.m. – 11:00 a.m. would count as 2 contact hours.

### Acceptance of College Credits

Only safety & health-related college courses will be accepted, and will be counted as contact hours. For example, a safety & health class held for 3 hours a week for 15 weeks would equal 45 contact hours.

CEUs should be converted to contact hours by multiplying the number of CEUs by 10. For instance, if you take a class that offers 4.0 CEUs, you would multiply 4.0 CEUs by 10 to get a sum of 40 contact hours (4.0 CEUs X 10 = 40 contact hours).

# COSS Recertification

## YOUR CONTACT INFORMATION

To allow us to keep you informed of your recertification status, you must update your contact information at least once per year.

## EXTENSION OF TIME

Under certain circumstances, the COSS recertification expiration date may be extended. In order to extend the date, COSS graduates must meet the requirements outlined in the Recertification Guidelines for one of the following requests:

- Leave of Absence
- Extension of Time
- Full or Partial Exemption



## Notification of Recertification Status

- COSS recertification requirements are met  
If you meet the minimum of 6 CEUs or 60 contact hours, you will receive a recertification certificate with your new expiration date.
- COSS recertification requirements are NOT met  
If you do not meet the minimum of 6 CEUs or 60 contact hours, you will be asked to provide additional information to justify CEUs or contact hours claimed. If you do not respond within 30 days before the expiration date, your certificate will expire.

## Options for Reinstating an Expired Certificate

- 1. 90-day Grace Period with penalty:** You have until March 31 of the following year to fully comply with recertification requirements. In the event you submit your recertification within the 90 grace period, you must submit 6 CEUs or 60 contact hours on the recertification worksheet AND provide the supporting documentation of the CEUs/Contact Hours earned. You must also pay a nonrefundable recertification reinstatement fee of \$50.00, in addition to the original recertification fee (\$135), for a total of \$185.00.
- 2. Retake COSS class:** By retaking the COSS class, a student's expiration date will be adjusted according to his/her new graduation date.

## Recertification Table

IF THE DATE YOUR COSS CERTIFICATE WAS RECEIVED IS BETWEEN THESE DATES:	THEN YOUR COSS CERTIFICATE EXPIRATION DATE IS:
January 1, 2014 – December 31, 2014	December 31, 2017
January 1, 2015– December 31, 2015	December 31, 2018
January 1, 2016 – December 31, 2016	December 31, 2019
January 1, 2017 – December 31, 2017	December 31, 2020
January 1, 2018 – December 31, 2018	December 31, 2021



**Certified Occupational  
Safety Specialist**

For more information on COSS recertification, email [info@cooss.net](mailto:info@cooss.net), visit [www.cooss.net](http://www.cooss.net) or call 877-610-COSS