



# Professional Development CEU Application

## Guide for Requesting and Granting CTSP Recertification Units (CEUs)

The CTSP Council believes that the Certified Tree Care Safety Professional (certificant) should continue to develop and improve their professionalism through constant learning and growth, through teaching others, through the actual implementation of CTSP's teachings, and through contributing to the intellectual property of the CTSP program. Certificants must obtain 30 CEUs during their three year recertification period.

Certificants may obtain CEU **approval** by submitting this form fully completed along with appropriate proof of attendance:

- A. Seminars/workshops: Attendance verification form signed by an authorized individual.
- B. College course: Copy of the course transcript showing grade received by certificant.
- C. In-house training: Include a copy of handouts; overview of information; length of meeting and proof of attendance.
- D. CPR/First Aid course: Copy of the valid cards, front and back.

Any submissions must be safety-related.

Date(s) of program (mm/dd/yy)	Name(s) of instructor(s)/presenter(s)		
Program/course title	Total credit hours <sup>1</sup> or total seat time (not including breaks, meals) <sup>2</sup>		
Program/course location (City, ST)			
Name & ID number of Certificant:			
Relevance: Topic(s) must relate to one or more of the four (4) CTSP safety program elements to qualify for CEUs. Check the element(s), listed just below, that apply to your program.			
<input type="checkbox"/>	Safety Leadership (business case for safety, management commitment, employee involvement)		
<input type="checkbox"/>	Hazard Identification/Assessment		
<input type="checkbox"/>	Hazard Prevention/Control		
<input type="checkbox"/>	Learning (includes training, education, behavior modification)		
Provide an explanation of the program's relevance:			
Attendance verification: I verify that the certificant listed above attended the course/session described.			
Signed: _____		Date: _____	
<b>For the certificant:</b> I attest that the information provided above is accurate. I understand that I am only eligible to receive CEUs through CTSP if my certification is current and valid at the time of the program and further I understand that I must have the program instructor or other authorized person positively verify my attendance at this program by signing and dating in the space above.			
Signed Certificant: _____		Date: _____	

For Office Use Only			
DATE ENTERED	INITIALS	CEU ID	CEUs

<sup>1</sup> College courses completed within the recertification period are granted 10 CEUs per credit hour. Course work must be from an academically accredited two- or four-year institution.

<sup>2</sup> CEUs for continuing education shall be granted one (1) CEU for every hour of "seat time"; i.e., time spent in the actual acquisition of training/education.

The subject training/education shall be at least one-quarter hour (15 minutes) duration in order to be granted CEUs, and CEUs shall be granted in 0.25 unit increments. The certificant must earn a minimum of 5 CEU hours (maximum 15 CEU hours allowable) in one three-year recertification period for attending approved courses, seminars, workshops, or third party training events.

**Send this completed form to: TCIA-CTSP; 136 Harvey Road, Suite 101 - Londonderry, NH 03053;  
or fax to 603-314-5386.**



# Safety Program Development CEU Application

## Guide for Requesting and Granting CTSP Recertification Units (CEUs)

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The certificant may submit documentation of his/her development of completed safety program elements for CEU credit using this form.

Name of certificant / CTSP ID #	Date that element(s) went into effect (mm/dd/yy)
Name of project	Estimated hours the certificant spent on the project <sup>1</sup>
<i>Please submit copies of any written or visual elements you created (forms, videos, etc.) with this form.</i>	
I attest that the information provided above is accurate. I understand that only persons who are CTSP certified at the time of this program's development are eligible to receive CEUs.	
Signed:	Date:

For Office Use Only		
DATE ENTERED	INITIALS	CEUs

<sup>1</sup> CEUs for the development of "safety program elements" (i.e., safety policy, written safety procedures, unique safety lessons) shall be granted thus: 1 CEU for every hour of "development time"; i.e., documented time spent developing or implementing the material.

Certificant must earn a minimum of 5 CEU hours (maximum 15 CEU hours allowable) in one three-year recertification period for developing and implementing approved formal safety program elements (developing new documented and original training documents, forms, manuals).

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# Safety Training CEU Application

## Guide for Requesting and Granting CTSP Recertification Units (CEUs)

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Certificant may submit documentation of safety training delivered for CEU credit using this form.

Name of certificant / CTSP ID #		Date of completion of the training (mm/dd/yy)
Name/title of the training/lecture	Estimated hours certificant spent preparing and conducting training <sup>1</sup>	
<i>Please submit copies of any written or visual elements of the training (images, handouts, videos, etc.) with this completed form.</i>		
I attest that the information provided above is accurate. I understand that only persons who are CTSP certified at the time of the training development are eligible to receive CEUs through this program.		
Signed:		Date:

For Office Use Only		
DATE ENTERED	INITIALS	CEUs

<sup>1</sup> CEUs for preparation and delivery of safety training shall be granted thus: 1 CEU for every hour of "development time"; i.e., documented time spent developing or delivering the training. Please note: Time spent developing unique, new safety training lessons may alternately be credited under, "Safety Program Development", but it cannot be claimed under both categories.

Certificant must earn a minimum of 5 CEU hours (maximum 15 CEU hours allowable) in one three-year recertification period for preparing and delivering safety training.

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# Exam Question Development CEU Application

## Guide for Requesting and Granting CTSP Recertification Units (CEUs)

The CTSP Council provides the Certified Tree Care Safety Professional (certificant) to acquire up to five (5) CEUs in the three-year recertification period by contributing to the intellectual property of the CTSP program.

The certificant may submit two or more CTSP exam questions (items) for CEU credit using this form<sup>1</sup>

Name of certificant _____ / _____		CTSP ID # _____
<b>Item 1</b> - "Stem" or question	Correct answer	
First incorrect answer (distractor)	Second distractor	
Third distractor	Source(s)	
<b>Item 2</b> - Stem	Correct answer	
First distractor	Second distractor	
Third distractor	Source(s)	
<i>Additional or lengthy items may be submitted on a separate sheet.</i>		
I attest that the items provided above or attached are unique and original to the best of my knowledge. I understand that only persons who are CTSP certified at the time items are submitted are eligible to receive CEUs through this program.		
Signed: _____	Date: _____	

For Office Use Only		
DATE ENTERED	INITIALS	CEUs

<sup>1</sup> Certificant may submit a minimum of two (2) original and unique, multiple-choice test questions (items) supporting one or more of the CTSP safety program elements (Management commitment & employee involvement; hazard identification/assessment; hazard control; learning). Essay and true/false items as well as items with multiple correct answers shall not be accepted. The certificant must cite source(s), where applicable.

Credit will be awarded on the basis of 0.25 CEUs per item for any item that the CTSP Certification Council Item Committee deems acceptable for use in an upcoming CTSP exam.

Certificant can earn a maximum of 5 CEU hours (there is no minimum) in one three-year recertification period for submitting specific CTSP program items.

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