



## Recertification Guidelines

### Instructions for Requesting CTSP CEUs

As a Certified Tree Care Safety Professional (CTSP), it is essential that you continue to develop and improve your professionalism through constant learning and growth, through training/teaching others, or through developing material for your organization's safety program. You must obtain **30 CEUs** during your three-year recertification period in the three (3) mandatory categories of *Training*, *Professional Development* and *Safety Program Development*.

#### Obtaining CEUs for pre-approved events.

TCIA attempts to "pre-approve" as many regional and local events as possible. All you need to do to obtain professional development CEUs for such an event is to fill out the CTSP CEU sign-up sheet at the event.

#### Filling out the CTSP CEU Application

For all qualifying activities that are not pre-approved for CEUs, you must fill out this *CTSP CEU Application* and submit it with acceptable verification. *We require either your instructor's/employer's/supervisor's signature or some documentation from the CEU activity. Applications without verification will not be processed.*

- Be sure to fill out this form thoroughly to avoid delays in getting credit or losing credits completely.**
- For verification, be sure to provide documentation and/or your instructor's/employer's/supervisor's signature.**
- Read the CEU requirements below to determine what type of credit you earned:**
  - **Professional Development** - Not less than 5 and not more than 15 credits can come from attending the approved courses, seminars or workshops.  
Topics must relate to one of four CTSP program elements:
    - ✓ Safety Leadership
    - ✓ Hazard Identification/Assessment
    - ✓ Hazard Prevention/Control
    - ✓ Adult LearningThe CEU Application must be submitted with documentation of the CTSP's attendance at the event such as:
    - ✓ Conference or workshop: receipt for program registration
    - ✓ In-house training: attendance verification form or CEU application signed by authorized individual.
    - ✓ College course: copy of the course transcript. College courses are granted 10 CEUs per credit hour.
    - ✓ CPR/First Aid course: copy of certificate or wallet card (front and back).
  - **Safety Program Development** - Not less than 5 and not more than 15 credits can come from the development of "safety program elements" (safety policy, written safety procedures, unique safety lessons, forms/checklists, manuals, etc.) or participation in the Safety Committee. CEU Application must be submitted with copies of any written or visual elements you created (forms, videos, copies of the program elements, etc.)
  - **Safety Training** - Not less than 5 and not more than 15 credits can come from preparation and delivery of a unique safety training/meeting. CEU Application must be submitted with copies of any written or visual elements of the training (images, handouts, videos, etc.) and the training/meeting attendance sign-up sheet.

*Please note: Time spent preparing your safety training may be claimed for either **Training** or **Safety Program Development** CEUs, but it cannot be claimed under both categories.*

**Tailgate Safety program users:** By convention, each **Tailgate** session is worth .5 Safety Program Development and .25 Training CEUs to the CTSP who teaches it, and .25 Professional Development CEU to the CTSP who receives the training. For documentation please use a roster listing the date, the trainer and the trainees.

- Mail, email or fax the completed CEU Application with supporting documentation to: TCIA –CTSP, 136 Harvey Road, Suite 101, Londonderry, NH 03053. Fax: 603-314-5386. Email: ikochurov@tcia.org**



# CTSP CEU Application

## 1. Basic Information

CTSP's name (please print)	Date(s) of the CEU activity(ies)
Title or brief description of activity(ies)	Total time in hours & minutes (not including breaks, meals) spent on CEU activity(ies).  <i>Please tell us the total time you spent preparing, conducting or otherwise participating in this event.</i>

## 2. What type(s) of CEUs did you earn? For the event listed above, how much time did you spend in:

CEU Type	Hrs./Min.	Activities that would qualify:
Professional Development	/	You <u>received</u> training/education in safety, principles of leadership, or how to train others.
Safety Training	/	You <u>provided</u> training/education in safety to others.
Safety Program Development	/	You prepared training, developed a safety policy/procedure, participated in a safety (committee) meeting, or other similar activity.

## 3. Verification of CEU Activity

Name(s) of Instructor(s), if applicable	Event location (City, ST)
<p>CEU activities must be verified one of two ways. <b>Applications without this information will not be processed.</b></p> <p>1. Signature of instructor, employer or supervisor _____ Date _____</p> <p>2. Description of documentation provided with application, such as an "agenda" or "sign-up sheet".</p> <p><i>For the CTSP: I attest that the information provided above is accurate. I understand that I am only eligible to receive CEUs through CTSP if my certification was current and valid at the time of the activity(ies) noted.</i></p>	

For Office Use Only		
DATE ENTERED	INITIALS	CEUs