

**COSS Recertification Expiration Table:**

<b>IF THE DATE YOUR COSS CERTIFICATE WAS RECEIVED IS BETWEEN THESE DATES:</b>	<b>THEN YOUR COSS CERTIFICATE EXPIRATION DATE IS:</b>
January 1, 2006 – December 31, 2006	December 31, 2009
January 1, 2007 – December 31, 2007	December 31, 2010
January 1, 2008 – December 31, 2008	December 31, 2011
January 1, 2009 – December 31, 2009	December 31, 2012
January 1, 2010 – December 31, 2010	December 31, 2013

**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



**Certified Occupational  
Safety Specialist**

**COSS Recertification Forms:**

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

- **COSS Recertification Worksheet**
- **COSS Recertification Registration Form**
- **Extension of Time Request Form**
- **Leave of Absence Request Form**
- **Appeals Form**

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

**For more information on COSS Recertification, contact [Beth Gordon](mailto:Bgordon@Coss.net) at [Bgordon@Coss.net](mailto:Bgordon@Coss.net) or 877-610-COSS. Or visit [www.coss.net](http://www.coss.net) for general COSS information**

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# COSS Recertification Requirements

## 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 on it.
- **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, or you may work with COSS Management to resolve the shortage of CEUs or contact hours. If you do not respond or seek to resolve the shortage of CEUs or contact hours within 30 days of notification, your certificate will expire.

## Reinstating an Expired Certificate

- If you allow your COSS Certificate to expire, you will have two options to reinstate it:
1. You will have 30 days from the date of the notice to fully comply with the recertification requirements (a late fee of \$25 will apply).
  2. You may retake the COSS class, at the then current rate, and meet all requirements to achieve a new COSS Certificate.

## Appeals Procedure

If you do not agree with the decision of your certificate expiration, you will have six months from the date of the expiration notification to file an appeal.

## Updating Your Contact Information

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

## 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 course 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).

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