



## CERTIFIED BIOLOGICAL SAFETY PROFESSIONAL INSTRUCTIONS

Please read these instructions and Procedures for Registration thoroughly before completing the application. The documentation you provide serves as the basis for the Evaluation Board's evaluation. If the application is incomplete, it will be returned to you.

Allow ample time for your application and supporting reference questionnaires and academic transcripts to reach the Evaluation Board. It is the responsibility of the applicant to ensure that the application and all supporting documentation is sent to the Evaluation Board.

### PROCEDURES AND CHECKLIST

**DRAFT APPLICATION:** Prepare a draft copy of the application and keep it for your records.

**ACEDMIC TRANSCRIPTS:** Academic transcripts are required to receive credit for your education. Transcript fees when required by the institution are to be paid by the applicant.

Certified transcripts must be provided by the college or university directly to the Evaluation Board (student copies or other copies are not acceptable). Allow sufficient time for the transcripts to arrive. It is the responsibility of the applicant to ensure that transcripts are submitted on time.

For an applicant providing transcripts from a college or university outside the United States or Canada, verification of the degree program including a detailed course-by-course report in English will be required. Any evaluation company accepted by the National Association of Credential Evaluation Services (<http://www.naces.org>) is acceptable to evaluate academic credentials.

**PROFESSIONAL REFERENCES:** A minimum of two references are required to be completed and returned using the Professional Reference Questionnaire form. One reference must be from your current supervisor. If you are self-employed, the reference should be from someone familiar with your professional biological safety experience. The second reference may be anyone familiar with your biological safety experience.

Be certain to list on the application only those references who will be submitting reference questionnaires.

Allow sufficient time for your references to complete and submit their questionnaires. It is the responsibility of the applicant to ensure that reference questionnaires arrive on time.

The Evaluation Board may request additional references, if circumstances dictate.

**PROFESSIONAL BIOLOGICAL EXPERIENCE FORM:** Beginning with your present assignment, show a history of your safety career to date, accounting for all time during the last 15 years (or to your earliest employment, if less than 15 years) including any breaks or lapses in your safety experience.

Provide sufficient details summarizing each position. Do not use this space merely to refer to an attachment(s).

Complete a separate block for each position held, provide an estimate of the percentage of your time devoted to biological safety.

**FINAL COPY:** The final copy of your application for submission must be completed in its entirety. If the application is incomplete, it will be returned to you.

**SIGNATURE:** Be certain that your signature appears on the application. If you have not signed your application, it will be viewed as incomplete and it will be returned to you.

**APPLICATION FEE:** The non-refundable \$100.00 application fee must be submitted at the time of application. Checks or money orders drawn on a United States bank must be made out to ABSA International. Payments can be made through the ABSA Store. Search Miscellaneous/CBSP Exam Application Fee.