



CLSO

Certified Laser Safety Officer

Certification Maintenance Manual

This manual provides information regarding certification maintenance pertinent to CLSOs.

Maintaining Certification

After an individual has passed the certification examination, he/she will be sent a certificate, a CLSO wallet card and a CLSO lapel pin. Maintaining certification is an important and vital part of becoming a CLSO. As the industry and technology changes, so must the knowledge of a CLSO.

The recertification fee of \$150.00 is due no later than January 31st after the third year and must be accompanied by the Certification Maintenance (CM) worksheet with supporting documentation. Failure to submit the CM worksheet and recertification fee will result in “*Inactive Status*,” discussed in more detail in the *CLSO Policies & Procedures Manual*. A CLSO who turns in his/her worksheet after the January 31st deadline must also submit a \$50.00 late fee.

Rights and Privileges

Certified Laser Safety Officer (CLSO)

A person who is certified by the Board of Laser Safety will receive an individually numbered certificate. That person may then use the designations “Certified Laser Safety Officer” and “CLSO,” in accordance with the policies developed

by the BLS, so long as he/she is in good standing with the BLS.

A person who is not certified, who has let his/her certification expire, or is not in good dues standing, may not use the designation “Certified Laser Safety Officer” or “CLSO.”

Code of Professional Conduct

When you submitted your application to the BLS, you agreed to adhere to the Code of Professional Conduct. Each time you recertify, you sign a similar statement. Any complaint against a CLSO is addressed in the Disciplinary Procedures section of the *CLSO Policies & Procedures Manual*.

This code provides principles of professional conduct for all laser safety officers certified by the BLS. As a requirement of being certified, such persons act professionally, safely, and in accordance with this code.

CLSOs shall:

1. Practice the profession using their knowledge and skill for the enhancement of safety and health of people whose lives and well-being may depend on their professional judgment.
2. Strive to increase or improve their self-development, competence, professional knowledge and skills in the area of laser safety.
3. Perform services and assignments only in the areas of their competence.
4. Act in the best interests of public health and safety.
5. Avoid conflicts of interest.
6. Be honest and impartial and act responsibly to uphold the integrity of the profession while serving the public, employees, employers and clients with fidelity.
7. Counsel the public, employees, employers and clients regarding potential health and

safety risks to avoid unsafe practices and injury.

8. Obey all federal and state laws applicable to the profession.

Details of Maintaining Certification

Certification Maintenance (CM) Points

- Ten (10) CM points must be obtained over the course of each 3-year cycle.
- The CM cycle starts on January 1st of the year following the year in which the individual passed the examination and ends on December 31st of the third year.
- For continuing education, teaching and conference categories, the CM point breakdown is as follows:
 - < 2 hours = ¼ CM point
 - 2 hours to 4 hours = ½ CM point
 - 4 hours to 6 hours = ¾ CM point
 - > 6 hours to 1 day = 1 CM point
- An updated list of courses and activities eligible for CM points will be main-tained by the BLS. You can obtain a listing by contacting the BLS or visiting www.lasersafety.org.

CM Point Categories

1. Laser Safety Experience, i.e., your job – category maximum of 3 CM points total¹. One CM point per year for professional practice of laser safety to be certified in writing by CLSO’s supervisor. Refer to page 2 of the *CLSO Policies & Procedures Manual* for specific responsibilities of an LSO.
2. Attendance² and successful completion of laser safety specific education and training – category maximum of 7 CM points total. See point breakdown under “*Certification Maintenance (CM) Points.*”

3. Writing laser safety or laser application related articles published external of your organization in the form of peer-reviewed journals, proceedings, periodicals, books and book chapters, 1 CM point per article. Published magazine or newsletter submissions (print or online) will be accepted at ½ CM point per article – category maximum of 3 CM points total.
4. Membership in laser safety-related professional/technical organizations or societies, e.g., LIA, AIHA or HPS – category maximum of 3 CM points total, 1 CM point given per year of membership.
5. Teaching laser safety courses or laser safety in a course external from your organization, i.e., not part of your primary job responsibilities – category maximum of 3 CM points total. See point breakdown under “*Certification Maintenance (CM) Points.*”
6. Active participation in laser safety standards or regulations committees external of your organization, i.e., at the regional, state, national or international level – category maximum of 3 CM points total. For example, a CLSO could earn 1 CM point per year for being an active member of ANSI ASC Z136 or one of its subcommittees.
7. Attendance at laser safety or application professional conferences or meetings – category maximum of 4 CM points total. CM points are determined based on length of laser safety and laser application determined based on length of laser safety and laser application sessions attended. For example, a CLSO could earn 1 CM point for each day of attendance at the International Laser Safety Conference (ILSC[®]). See point breakdown under “*Certification Maintenance (CM) Points.*” Please attach a session outline or conference program when you submit your CM Worksheet for the BLS to determine CM points. If you attend a

¹ For each category, maximum number of points total means per the 3-year cycle.

² Attendance means online, electronic or in person.

conference hosted by anyone other than the LIA, please take a Conference Verification Form³ with you to obtain event attendance verification.

8. Presentations or poster papers at laser safety professional conferences or meetings, e.g., ILSC, AIHce, or LSO Workshop – category maximum of 2 CM points total, ½ CM point given per presentation.
9. Writing CLSO exam questions – category maximum of 2 CM points total, ¼ CM point awarded for each accepted question.
10. Other Activities – Points may be claimed for laser-related activities such as professional certifications (e.g., CIH = ½ CM point), or reviewing laser safety or laser application related journal articles. Please complete the Journal Article Verification Worksheet⁴. Article titles and access information will be delivered via the *BLS News & Review* e-newsletter and/or the BLS website – category maximum of 2 CM points total.
11. A CLSO who is unable to achieve the 10 CM points required over the 3-year cycle and wishes to maintain his/her certification may retake the CLSO exam. The following limitations apply: (a) the exam must be taken and passed prior to the end of the 3-year cycle, i.e., before the December 31st expiration date, (b) payment for the exam is due prior to retaking the exam; however, the application process and \$50 fee will be waived, and (c) the individual has not participated on a BLS Review Board or proctored an exam during the 3-year cycle. The ability to retake the exam in lieu of submitting points for renewal is available only in year three of the individual’s CM cycle.

If the candidate does not pass the exam, he/she is no longer certified. If the

individual wishes to become certified again, he/she must reapply (submit application, application fee, and references), take and pass the exam, i.e., start over as new.

A current list of sample conferences ancillary to laser safety and a list of laser-related professional/technical organizations and societies may be obtained by contacting the BLS or visiting www.lasersafety.org.

Dual Certification

If an individual has achieved both the CLSO and CMLSO designations, each designation must be renewed at the end of its 3-year CM cycle regardless of the other designation cycle date. The number of CM points and renewal fee required for recertification of a designation remains consistent.

CM points obtained for a specific activity cannot be used for both certifications. Similar activities within the same category could be used, one per designation (e.g. conference attendance or membership, see example). A CM worksheet should be completed for each certification and submitted to the BLS.

Dual Certification Example

| Certification | Activity | CM Points |
|---------------|----------------|--------------------|
| CLSO | Job Experience | 3 (1 pt. per year) |
| | LIA Member | 3 (1 pt. per year) |
| | ILSC 2011 | 4 (1 pt. per day) |

| | | |
|-------|-----------------|--------------------|
| CMLSO | ILSC 2013 | 4 (1 pt. per day) |
| | AORN Member | 3 (1 pt. per year) |
| | ANSI Z136 Part. | 3 (1 pt. per year) |

³ Both the CM Point Request Form (for event host) and Conference Verification Form (for individuals) may be downloaded from www.lasersafety.org.

⁴ The Journal Article Verification Worksheet may be downloaded from www.lasersafety.org.

Reviewing Certification Maintenance

It is the responsibility of the CLSO to submit CM forms⁵ and recertification fees on time. Notices will be sent out only as a reminder to recertify. All forms must be postmarked by January 31st after the third year. Failure to recertify by January 31st will result in “*Inactive Status.*” To restore status, CM worksheets accompanied with the recertification fee and a late fee of \$50 will be accepted up to and including May 31st. After that time, it will be necessary to retake the exam to become active again, which includes reapplying, resubmission of reference letters, and payment of the \$50 application fee, in addition to payment of the exam fee.

CM forms should include all supporting documentation. The BLS may or may not ask for additional supporting documentation when reviewing a CM form. Once a CM form has been reviewed and accepted by the BLS, a letter stating certification has been maintained will be sent to the CLSO. If there are any questions with the CM form, the BLS will contact the CLSO for clarification. The CLSO then has sixty (60) days to resolve the situation with the BLS. If the situation is not resolved, the CLSO will go to “*Inactive Status.*”

Applying for CM Credit

Organizations or individuals may apply for CM credits. The CM Point Request Form may be downloaded from www.lasersafety.org.

If an organization believes it offers products and services that are beneficial to the continuing education of CLSOs, it may submit its offerings to the BLS for consideration.

If an individual attends a training course, or participates in an activity that is currently not approved for CM points, he/she may submit the information to the BLS for consideration of points toward Certification Maintenance. It is preferable

this information be submitted to the BLS at the time of the activity for documentation purposes.

If an activity is approved by the BLS for CM points, it will be assigned a unique BLS approval code and the number of CM points assigned.

CM worksheets may be downloaded from www.lasersafety.org or obtained by contacting the BLS. Completed forms should be sent directly to the BLS with all supporting documentation for consideration. Approval of CM points is an approximate one-month process. Only activities that contribute to continuing education in the area of laser applications and/or laser safety will be considered.

⁵ “Forms” in this context refers to CM worksheet, Conference Verification Form, Journal Article Verification Worksheet and CM Point Request Form, as applicable.