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# POLICIES AND PROCEDURES MANUAL 2024

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## **General Certification Information**

In this section you will find information about:

- The Board of Laser Safety (BLS)
- Scope of Certification
- Prerequisites and Application Requirements
- What it means to be an LSO
- Job and Task Descriptions of an LSO
- Required Competence for certification
- Professional Code of Conduct

## About the Board of Laser Safety (BLS)

The BLS was incorporated in September 2002 as a 501(c)(3) nonprofit organization affiliated with the Laser Institute of America (LIA), a California nonprofit corporation.

The mission of the BLS is to provide a means for improvement in the practice of laser safety by providing opportunities for the education, assessment, and recognition of laser safety professionals.

To achieve this objective, the BLS (1) offers examinations to individuals who have met the qualifications of education and experience; (2) acknowledges individuals who have passed the examination by issuing a certificate and allowing them to use the title of “Certified Laser Safety Officer,” “Certified Medical Laser Safety Officer,” and the “CLSO,” “CMLSO,” acronym after his/her name; (3) requires each CLSO/CMLSO to maintain his/her certification by obtaining certification maintenance points in laser safety; and (4) maintains and publishes a roster of CLSO/CMLSOs for public knowledge.

## Scope of Certification

Board of Laser Safety (BLS) certification demonstrates that an individual has met certain requirements of professional experience and has successfully completed an examination designed to test knowledge in the field of laser safety. It will enhance the credibility of a designated Laser Safety Officer and validate that these individuals serving in the field of laser safety have agreed to adhere to high standards of safety and professional practice. Certification and certification maintenance will identify and distinguish laser safety officers among those involved in laser safety practices. Holders of BLS certification may identify themselves as a Certified Laser Safety Officer/Certified Medical Laser Safety Officer or a CLSO/CMLSO.

### Disclaimer

It should be emphasized that a certificate awarded by the BLS does not constitute a license to practice, nor does it guarantee that a CLSO/CMLSO meets any federal, state or other requirements related to the practice of laser safety.

## Definitions

### Laser Safety

Laser safety can be defined as optimizing the safe design and use of laser equipment to further the use of laser technology with minimum risk to safety and health.

### Laser Safety Officer (LSO)

From the ANSI Z136.1 standard, the Laser Safety Officer is “one who has the authority to monitor and enforce the control of laser hazards and effect the knowledgeable evaluation and control of laser hazards.” Depending on the extent and number of laser installations, the position of LSO may or may not be a full time position.

## Remotely Proctored Exam

Remotely proctored exams are hosted through our third-party test administrator, ProV Inc. and their partner ExamRoom.Ai. It allows for the certification exams to be delivered through an examinee's personal computer/laptop internet browser. Webcams and microphones are required to allow the live proctor to give exam instructions and communicate with the examinee as needed. ExamRoom.Ai's software tracks key movements and other indicators through their algorithms to determine if cheating is taking place, securing the integrity of the exam, and ensuring that all examinees have the same opportunities to succeed.

## Prerequisites and Application Requirements

In order for an individual to qualify to take the CLSO/CMLSO examination, the following requirements must be met:

1. Candidates must have a 4-year degree from an accredited institution or a 2-year AS degree or high school diploma **and** substantial experience in laser safety.
2. Candidates must have a minimum of one (1) year of experience with laser safety or acting as LSO, having performed the specific responsibilities outlined in the ANSI Z136.1 *American National Standard for Safe Use of Lasers*/ANSI Z136.3 *American National Standard for Safe Use of Lasers in Health Care* (see [LSO Work Experience](#) for more details).
3. Candidates must provide two (2) professional reference statements or letters of recommendation from the applicant's supervisor, and/or other knowledgeable person(s), stating that the applicant has performed the specific responsibilities of an LSO.
4. Candidates must provide a certificate of completion of a BLS approved Laser Safety Officer course. In special cases, this requirement may be waived by the BLS upon application with supporting documentation. BLS approved Laser Safety Officer courses can be found on [www.lasersafety.org](http://www.lasersafety.org). The BLS reviews a series of criteria to determine approved courses. BLS approved courses' content is also reflected in the exam content, which can be found in the [Required Competence](#) section. To get a course approved to meet the certification criteria, follow the same procedures listed in [Applying for CM Credit](#). Please note, the information in these courses can help you prepare for the certification exam. However, use of this information by itself will not be adequate for preparation for the exam. A CLSO/CMLSO Examination Reference Guide may be obtained by contacting the BLS or by visiting [www.lasersafety.org](http://www.lasersafety.org).

## LSO Work Experience

### Responsibilities of an LSO in Non-Medical Settings

Listed below are specific responsibilities of an LSO as outlined in the ANSI Z136.1-2014 *American National Standard for Safe Use of Lasers*<sup>1</sup>. In addition to the specific responsibilities listed here, additional responsibilities are referenced in the ANSI Z136.1 standard. Note that performing one or more of these responsibilities does not constitute eligibility for certification.

1. Responsibilities of an LSO reproduced with permission from ANSI Z136.1-2014 *American National Standard for Safe Use of Lasers*, Appendix A1.2. Copyright 2014, Laser Institute of America, Orlando, FL. All rights reserved.

- **Safety Program.** The LSO shall establish and maintain adequate policies and procedures for the control of laser hazards. These policies and procedures shall comply with applicable requirements including federal, state and local regulations.
- **Classification.** The LSO shall classify, or verify classifications of lasers and laser systems used under the LSO's jurisdiction.
- **Hazard Evaluation.** The LSO shall be responsible for hazard evaluation of laser work areas, including the establishment of Nominal Hazard Zones (NHZ).
- **Control Measures.** The LSO shall be responsible for ensuring that the prescribed control measures are implemented and maintained in effect. This includes avoiding unnecessary or duplicate controls, and recommending or approving substitute or alternate control measures when the primary ones are not feasible or practical.
- **Procedural Approvals.** The LSO shall approve Class 3B and Class 4 standard operating procedures (SOPs) and other procedures that may be part of the requirements for administrative and procedural controls.
- **Protective Equipment.** The LSO shall recommend or approve protective equipment, such as eyewear, clothing, barriers and screens, that may be required to ensure personnel safety. The LSO shall ensure that protective equipment is audited periodically to assure proper working order.
- **Signs and Labels.** The LSO shall review the wording on area warning signs and equipment labels.
- **Facility and Equipment.** The LSO shall review Class 3B and Class 4 laser installations, facilities and laser equipment prior to use. This also applies to modification of existing facilities or equipment.
- **Training.** The LSO shall ensure that adequate safety education and training are provided to laser personnel.
- **Medical Examination.** The LSO shall effect medical examination when necessary.
- **Records.** The LSO shall ensure that the necessary records required by applicable government regulations are maintained.
- **Audits, Surveys and Inspections.** The LSO shall periodically audit or survey by inspection for the presence and functionality of the laser safety features and control measures required for each Class 3B and Class 4 laser or laser system in the laser facilities.
- **Accidents.** The LSO should develop a plan to respond to notifications of incidents of actual or suspected exposure to potentially harmful laser radiation.
- **Approval of Laser System Operations.** Approval of a Class 3B or Class 4 laser or laser system for operation shall be given only if the LSO is satisfied that laser hazard control measures are adequate. These include SOPs for maintenance and service operations within enclosed systems and operation procedures for Class 3B and Class 4 laser systems. The procedures should include adequate consideration of safety from non-beam hazards.

## Responsibilities of an LSO in Health Care Settings

Listed below are specific responsibilities of an LSO as outlined in the ANSI Z136.3-2011 *American National Standard for Safe Use of Lasers in Health Care*. In addition to specific responsibilities listed here, additional recommendations are referenced in the ANSI Z136.1-2014 *American National Standard for Safe Use of Lasers*, normative Appendix A. Note that performing one or more of these responsibilities does not constitute eligibility for certification (see Application Requirements). LSO responsibilities, as defined above, include:

- **Classification.** Ensure the proper classification of all lasers and laser systems in the HCF in accordance with the federal regulations, and the correct classification label is affixed.
- **Hazards Evaluation.** Affect a hazard analysis of laser treatment areas, including the NHZs as provided by the HCLS manufacturer's safety information, and a determination of their adequacy. The LSO, or a designee, shall immediately inform the surgeon of imminent danger from a laser hazard.
- **Control Measures.** Ensure that control measures as prescribed by the HCLS manufacturer or other sources are in effect; recommend or approve substitute or alternate control measures when the primary ones are not feasible or practical, and periodically audit the control measures in use.
- **Procedural Approvals.** Ensure that standard operating procedures (SOPs), alignment procedures, and other required procedures that may be a part of the requirements for administrative and procedural control measures are followed. These procedures should include, for example, maintenance, service and perioperative checklists used by operating personnel.
- **Protective Equipment.** Ensure that protective equipment to assure personnel safety, as recommended by the manufacturer or the LSO, is available, in good working order and is used correctly.
- **Signs and Labels.** Ensure that the wording on area signs and equipment labels is in accordance with section 4.7 of the ANSI Z136.3 standard.
- **Facilities and Equipment.** Prior to use, approve the HCLS installation and equipment to ensure that it is consistent with the manufacturer's safety recommendations appearing in the manufacturer's labeling. Modification of existing facilities shall be reviewed by the LSO (or a safety consultant). Modification to the equipment shall meet the Food and Drug Administration's (FDA) requirements and have a safety analysis submitted by the user, the LSO (or a consultant), and a copy retained on file by the LSO. The LSO shall ensure that periodic maintenance and service is carried out by qualified technical assistants.
- **Training.** Ensure appropriate safety education and training is provided to all personnel associated with lasers such as staff, technicians, students and other health care personnel (HCP).
- **Medical Surveillance.** Ensure those individual staff members' personnel categories for medical surveillance is established.

## Required Competence

There are two steps involved in becoming a Certified Laser Safety Officer/Certified Medical Laser Safety Officer. First, an individual must provide information demonstrating he or she meets certain educational prerequisites and work experience. Second, the individual must pass an examination demonstrating his/her knowledge in the area of laser safety. A minimum score of 72 is required to pass the Certified Laser Safety Officer exam and a minimum score of 70 is required to pass the Certified Medical Laser Safety Officer exam.

## Job and Task Descriptions

### CLSO Examination Content

There are nine (9) areas of practice on the subject matter of laser safety. Each area of practice is broken down into tasks performed by an LSO. To assist you in understanding the subject matter, the areas of practice and related tasks are provided here.

#### **Area of Practice I – Lasers & Optics Fundamentals – 11%**

Task 1 – Radiometric Terms and Units

Task 2 – Properties of Laser Light

Task 3 – Laser Output

Task 4 – Laser Types & Wavelengths

Task 5 – Electromagnetic Radiation

Task 6 – Laser Components

Task 7 – Geometrical Optics

Task 8 – How Lasers Work

Task 9 – Laser Applications

#### **Area of Practice II – Laser/Optical Radiation Bioeffects – 11%**

Task 1 – Effects on the Eye

- a. Structure and Function of the Human Eye
- b. Optical Gain of the Eye
- c. Photochemical and Thermal Effects
- d. Retinal Effects
- e. Corneal Effects

## Task 2 – Effects on the Skin

- a. Structure of the Skin
- b. Thermal Effects
- c. Photochemical Effects

### **Area of Practice III – Non-beam Hazards Associated with Lasers – 8%**

#### Task 1 – Chemical Hazards

- a. Laser Generated Airborne Contaminants
- b. Compressed Gasses
- c. Laser Dyes and Solvents

#### Task 2 – Physical Hazards

- a. Electrical Hazards
- b. Collateral and Plasma Radiation
- c. Fire Hazards
- d. Explosion Hazards

### **Area of Practice IV – Laser Control Measures – 17%**

#### Task 1 – Engineering Controls

#### Task 2 – Administrative and Procedural Controls

#### Task 3 – Laser Protective Eyewear

### **Area of Practice V – Regulations and Standards – 14%**

Task 1 – Working knowledge of ANSI Z136.1 *Safe Use of Lasers* standard and an understanding of the vertical standards, including the industry to which the standard applies. For example, ANSI Z136.3 *Safe Use of Lasers in Health Care* is used within the medical industry; ANSI Z136.4 *Recommended Practice for Laser Safety Measurements for Hazard Evaluations* provides guidance for making optical measurements associated with laser safety requirements, ANSI Z136.5 *Safe Use of Lasers in Educational Institutions* is used in educational institutions, etc.

Task 2 – 1040.10 - 21 CFR Subchapter J – Federal Laser Product Performance Standard (FLPPS)

## Task 3 – OSHA Regulations

- a. Construction Industry Standard (29 CFR 1926)
- b. Non-ionizing Radiation (29 CFR 1926.54)
- c. General Industry Standard
- d. Personal Protective Equipment (29 CFR 1910.132)
- e. Eye and Face Protection (29 CFR 1910.133)
- f. Respiratory Protection (29 CFR 1919.134)
- g. Lock out/Tag out (29 CFR 1910.147)

## Task 4 – IEC 60825-1 Safety of Laser Products

## Task 5 – State Regulations

### **Area of Practice VI – Hazard Evaluation & Classification – 15%**

#### Task 1 – Determining Laser Hazard Class

#### Task 2 – Laser Hazard Classification

#### Task 3 – Environment in Which the Laser is Used

- a. Nominal Hazard Zone
- b. Indoor Applications
- c. Outdoor Applications

#### Task 4 – Determining Exposure Conditions

### **Area of Practice VII – Maximum Permissible Exposures (MPE) – 11%**

#### Task 1 – Parameters Needed to Determine MPE

#### Task 2 – Extended and Small Source Viewing

#### Task 3 – Ocular MPE

- a. Visible & Infrared Exposures
- b. Ultraviolet Exposures
- c. Repeated Exposures

#### Task 4 – Skin MPE

- a. Visible & Infrared Exposures
- b. Ultraviolet Exposures
- c. Repeated Exposures

## **Area of Practice VIII – Laser Safety Program Administration – 10%**

Task 1 – Standard Operating Procedures

Task 2 – Training for Employees

Task 3 – Laser Audits

Task 4 – Accident Investigation & Documentation

Task 5 – Duties and Responsibilities of an LSO

Task 6 – Medical Surveillance

a. Categories of Personnel

b. Procedures

## **Area of Practice IX – Laser Measurements – 3%**

Task 1 – Small Source

Task 2 – Extended Source

Task 3 – Instruments Used for Measurements

## **CMLSO Examination Content**

There are eight (8) areas of practice on the subject matter of laser safety. Each area of practice is broken down into tasks performed by an LSO. To assist you in understanding the subject matter, the areas of practice and related tasks are provided here.

## **Area of Practice I – Lasers & Optics Fundamentals – 13%**

Task 1 – Definitions

Task 2 – Properties of Laser Light

Task 3 – Laser Output

Task 4 – Laser Types & Wavelengths

Task 5 – Electromagnetic Spectrum

Task 6 – Laser Components & Delivery Systems

a. How Lasers Work

## **Area of Practice II – Laser Tissue Interactions – 13%**

Task 1 – Photoacoustic (Electromechanical)

Task 2 – Photoablative

Task 3 – Photothermal

Task 4 – Photochemical

## **Area of Practice III – Laser Beam Hazards of Eye & Skin – 16%**

Task 1 – Effects on the Eye

- a. Structure and Function of the Human Eye
- b. Optical Gain of the Eye
- c. Parameters Needed to Determine Maximum Permissible Exposure (MPE)
- d. Retinal Effects
- e. Corneal Effects

Task 2 – Effects on the Skin

Task 3 – Specular and Diffuse Reflections

## **Area of Practice IV – Non-beam Hazards Associated with Lasers – 11%**

Task 1 – Laser Generated Airborne Contaminants (LGAC)

Task 2 – Compressed Gasses

Task 3 – Laser Dyes and Solvents

Task 4 – Electrical Hazards

Task 5 – Fire Hazards

Task 6 – Explosion Hazards

## **Area of Practice V – Regulations and Standards – 15%**

Task 1 – Knowledge of ANSI Z136.1 *American National Standard for Safe Use of Lasers*

Task 2 – Working knowledge of ANSI Z136.3 *American National Standard for Safe Use of Lasers in Health Care*

Task 3 – Regulatory Agencies

- a. 1040.10 - 21 CFR Subchapter J – Federal Laser Product Performance Standard (FLPPS)
- b. Occupational Safety & Health Administration (General Duty Clause)
- c. Joint Commission on Accreditation of Healthcare Organizations
- d. (JCAHO)/Accreditation Association for Ambulatory Health Care (AAAHC)

Task 4 – IEC 60825-1 Safety of Laser Products

## **Area of Practice VI – Laser Hazard Classification & Controlled Areas – 13%**

Task 1 – Laser Hazard Classification

Task 2 – Nominal Hazard Zone

Task 3 – Laser Treatment Control Area (LTCA)

## **Area of Practice VII – Procedural Control Measures – 12%**

Task 1 – Personal Protective Equipment (PPE)

Task 2 – Controlled Access

- a. Laser Warning Signs & Labels
- b. Laser Protective Barriers and Curtains
- c. Authorized Personnel

Task 3 – Test Firing/Calibration

Task 4 – Control of Fire Hazards

Task 5 – Standby and Emergency Off Controls

Task 6 – Footpedal Controls

Task 7 – Key Control

Task 8 – Smoke Evacuation

Task 9 – Electrical Hazard Controls

## **Area of Practice VIII – Administrative Control Measures – 7%**

Task 1 – Policies and Procedures

- a. Airway Management Protocols
- b. Service and Maintenance

Task 2 – Education & Training

Task 3 – Laser Audits

Task 4 – Accident Investigation

Task 5 – Documentation

Task 6 – Duties and Responsibilities of an LSO

## Board of Laser Safety Code of Professional Conduct

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

CLSO/CMLSOs 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.



## **Certification Process**

In this section you will find information about:

- Initial Certification
- Exam Process
- Certification Maintenance

## Initial Certification

### New Applicants

Each new application must be completed in full. [Prerequisites and Application Requirements](#) can be found in the [General Certification Information](#) section. If any part of the application is incomplete, it will automatically be returned to the applicant. Applications may be obtained by contacting the BLS or by visiting the BLS website at [www.lasersafety.org](http://www.lasersafety.org). A non-refundable fee of \$50.00 must accompany the application. Any application submitted without the appropriate fee will not be processed and will be returned to the applicant.

During the application review process, the BLS may request further information from the applicant. All such requests will be made in writing and all such applications will be identified as pending. Pending applications will not be processed until all requests for additional information are addressed to the satisfaction of the BLS. In addition, BLS may independently verify or audit any information received.

The BLS will advise each applicant in writing <sup>2</sup> of his/her eligibility to sit for the certification examination. The candidate will have a two (2) year period from the date of notification of acceptance that they may take the examination<sup>3</sup>. An applicant who has not taken the examination during the 2-year exam window forfeits his/her eligibility acceptance and must reapply following [New Applicant](#) procedures, which includes payment of the application fee. The exam window can only be modified at the discretion of BLS and in accordance to [Emergency Procedures](#). Please see our [Cancellation policy](#) and [Rescheduling Fee](#) for more information on rescheduling exams.

### Retaking the Examination

An applicant who wishes to retake the exam due to cancellation or failure must notify the BLS in writing within the two (2) year exam window. Applicants may only retake the examination one (1) time during the 2-year period. There is a \$100.00 fee to retake the exam in addition to any other applicable fees found in the [Fees](#) section. If an applicant fails a second time, they must wait until the end of their exam window before they can reapply following [New Applicant](#) procedures.

### Assessment Methods

Exam dates, locations and delivery method (paper and pencil, web, computer, etc.) are administrative decisions and at the discretion of the BLS staff. There will be a minimum of two (2) paper and pencil exam dates per year, in the spring and fall (unless [Emergency Procedures](#) enacted). Other exam dates throughout the year may be added at the discretion of the BLS staff. Computer based testing availability is subject to local testing center accessibility as well as personal computer technical specifications.

### Accommodations

Computer Based [Testing Accommodations \(ADA and non-ADA\)](#) can be requested through our third-party testing partner, Prov. Pencil and paper exam accommodations can be requested by contacting BLS. Pencil and paper testing accommodation requests must adhere to [Application Deadlines](#).

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2. For the purpose of these policies and procedures, the term “in writing” refers to paper or electronic media.

3. This period of time will be referred to as the exam window.

## Application Deadlines

All applications for the certification examination must be postmarked/emailed no later than four weeks prior to the pencil and paper exam date. There are no deadlines to submit applications for computer based exams.

## Examination Process

### Examination Preparation

This examination is multiple-choice consisting of 100 questions. Each question has a possibility of five answers. Here are a few strategies to consider prior to beginning the examination:

- Allow yourself time to answer all questions.
- Answer the questions you are sure of first, then go back and answer the remaining ones.
- Answer all questions, even if you are unsure of the answer. An educated guess is better than no guess at all.
- If you are unsure of an answer, your first instinct is usually the correct one.

### Exam Reference Guide

The CLSO/CMLSO Examination Reference Guide can be downloaded from [www.lasersafety.org](http://www.lasersafety.org) or may be obtained by contacting the BLS. You can also refer to the [Required Competence](#) section to find a brief overview of the examination content.

## Examination Procedures

### Pencil and Paper Exams

Registration for an exam will begin ½ hour to one (1) hour prior to the exam start time. For example, for an examination that is scheduled to begin at 9:00am local time, registration will open no later than 8:30am local time. Exam times will be posted on the website and included in the attendee's letter of admission. Each examinee must provide a picture ID such as a driver's license or a state identification card, in addition to bringing his/her letter of admission from the BLS.

The examination is made up of 100 multiple-choice questions. The questions are grouped into areas of practice. Each question has five (5) possible answers from which to choose. The total allotted time to take the examination is three (3) hours.

All exam booklets, answer sheets and No. 2 pencils will be provided at the time of the exam. If taking the CLSO exam, examinees may bring a simple scientific calculator (non-programmable) and spare batteries, if desired. With the exception of the simple scientific calculator, electronic devices are not permitted in the examination. Personal computers are not permitted in the examination. Books, manuals, notes or other reference materials may not be brought into the exam room.

Materials will be inspected on-site, and proctors can refuse to allow examinees to bring certain calculators or other materials into the examination room. If you have any questions about what types of calculators or other materials are permitted, please contact the BLS in advance.

## Computer Based Testing

Computer-based testing is available all year via appointment through our third-party partner, Prov Inc. Once a candidate is approved for a computer-based exam and applicable fees are paid, instructions for scheduling this exam will be emailed by Prov.

### Scheduling

It is the examinee's responsibility to schedule their exam within their two-year window of approval. If rescheduling becomes necessary, it is the candidate's responsibility to immediately notify Prov. Failure to notify Prov within the necessary period in accordance with Prov's policies can result in being marked as a "No Show" and result in additional fees. BLS considers a 'No Show' as a used exam attempt. Please review the [Examination Fee](#) section for more details on the [Rescheduling Fee](#) and the BLS [Refunds](#) policy.

### Testing Centers

Prov Inc. utilizes college and university testing centers across North America to serve as their Computer Based Testing Centers. Some locations allow for scheduling through Prov's online portal, while others require that the candidate call Prov to schedule. It is the examinee's responsibility to locate a testing center that is convenient and schedule their exam within their two-year window of approval.

### Remotely Proctored Exams

Remotely proctored exams must be scheduled through Prov Inc. Remotely proctored exams are offered in the United States and internationally. Please note, international testing may be unavailable based on the country's current data privacy laws and US sanctions that are in effect. Remote Proctoring is not available in the following countries:

- North Korea
- Cuba
- Iran
- Iraq
- Pakistan

The exam is only available in English. It is the candidate's responsibility to ensure their computer meets ExamRoom.Ai's system requirements and that they have access to a stable internet connection at the location they plan to take the exam. Candidates are responsible for choosing an appropriate testing environment. Devices can be tested for ExamRoom.Ai compatibility online. Verification of technical specifications must be completed on the laptop or personal computer that will be used to take the exam. Taking the exam via mobile devices such as cell phones or tablets is not permitted. Microphones and webcam must be turned on and active the duration of the exam. Examinee must be able to provide a photo ID such as a driver's license, passport, or a state identification card at the time of the exam.

The exam will be shut down if the following occur:

- Screen printing/screen capturing or taking photos
- Additional, unauthorized, person in the room
- Use of prohibited materials (notes, books, etc.)
- Gone more than five (5) minutes for single restroom break
- Using cell phone during exam
- Repeated camera failure
- 360 App lost stream/ disconnected (if applicable)
- Repeated audio failure
- Repeated internet failure

If the exam is shut down for any of the above reasons, the examinee will forfeit their examination fee as well as any future exam attempts.

## Cancellation Policy

Applicants who send notification of cancellation in writing (can also be sent via e-mail) to the BLS more than 30 days prior to the paper and pencil examination may request a refund of the examination fee. For those applicants who wish to postpone taking the examination, it would be in their best interest to reschedule within the 2-year period of acceptance. Failure to reschedule the examination within this 2-year period will result in forfeiture of all paid application and exam fees and unused exam attempts. Candidates who wish to take the exam after their 2-year period of acceptance has closed are subject to the full application process and must be approved in order to open a new 2-year period of acceptance. Please review the [Examination Fee](#) section for more details on the [Rescheduling Fee](#) and [Refunds](#).

## Exam Assessment Process

Each examinee will be notified in writing (via e-mail) within twenty (20) business days after a paper and pencil examination whether he/she passed the exam (unless [Emergency Procedures](#) enacted.) Computer-based examinees receive their score immediately following completion of the exam. The score to pass the examination is established by the BLS and Prov. Scores may be nullified in the event that the BLS determines that cheating or other irregularities have occurred. If it is determined that a candidate has cheated, that candidate will no longer be eligible to take the exam and future applications from the candidate will not be accepted. To petition against a score/exam result please file an official [Complaint](#) via the process found in the [Administrative Procedures](#) section.

## Recertification Assessment/Maintaining Certification

### Certification Maintenance

Achieving the designation of Certified Laser Safety Officer (CLSO)/Certified Medical Laser Safety Officer (CMLS) is a great accomplishment. After an individual has passed the certification examination, he/she will be emailed the following:

- Certificate showing date of initial certification and current date of expiration
- A congratulatory letter and CLSO/CMLSO “wallet card”
- A letter containing a brief overview of certification maintenance
- The Certification Maintenance (CM) Manual.

Maintaining certification is an important and vital part of becoming a CLSO/CMLSO. As the industry and technology changes, so must the knowledge of a CLSO/CMLSO. It takes a lot of hard work and dedication to obtain the CLSO/CMLSO designation; it takes commitment and determination to maintain it. Maintaining certification is an important and vital part of becoming a CLSO/CMLSO.

The CLSO/CMLSO designation is valid for a 3-year cycle. The CM cycle starts on January 1st of the year following the year in which an individual passed the certification exam. It ends on December 31st of the third year. At the end of this cycle, an individual must renew their certification to continue using the designation.

In order to maintain certification upon the end of a cycle, an individual must have accrued at least 10 CM points during their CM cycle. There are many different opportunities throughout a cycle to receive 10 CM points. Note that activities must be related to laser safety or laser applications to earn CM points. 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](http://www.lasersafety.org).

## Renewing Certification

It is the responsibility of the CLSO/CMLSO to submit CM forms<sup>4</sup> and recertification fees on time. Email notices will be sent out only as a courtesy reminder to recertify. CM forms and recertification documentation can be submitted for renewal at any time during the certification cycle, however all CM forms must be postmarked/emailed by December 31<sup>st</sup> of the expiration year. A grace period has been allotted until January 31<sup>st</sup> to renew without penalty. Failure to recertify by the end of the *grace period*<sup>5</sup> will result in *Inactive Status*. To restore status, CM forms accompanied with the recertification fee and a late fee will be accepted up to and including May 31<sup>st</sup>. After that time, it will be necessary to retake the exam to become certified again, which includes reapplying, resubmission of reference letters, and payment of the application fee, in addition to payment of the exam fee. Upon passing the exam, the candidate will have a new certification date and a new certification number.

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/CMLSO. If there are any questions regarding the submitted forms/documentation, the BLS will contact the CLSO/CMLSO for additional documentation or clarification. The CLSO/CMLSO then has sixty (60) days to resolve the situation with the BLS (not applicable if approved for an extension year.) If the situation is not resolved, the CLSO will go to *Inactive Status*.

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

5. This time period is from January 1<sup>st</sup> to January 31<sup>st</sup> following the third year. It allows ample time for CLSO/CMLSOs to submit any last-minute supplementary documentation or fee payments.

## Alternative Recertification Assessment Methods

A CLSO/CMLSO who is unable to achieve the 10 CM points required over the 3-year cycle and wishes to maintain his/her certification may choose from the options below.

### Retake the Certification Exam

The exam must be taken and passed prior to the end of the 3-year cycle, i.e., before the December 31st expiration date. The payment for the exam is reduced to the cost of the recertification fee and is due prior to retaking the exam; the application process and application fee will be waived. Only individuals that have not participated on a BLS Review Board or proctored an exam during the 3-year cycle are eligible. The ability to take the exam in lieu of submitting points for renewal is available only in year three of the individual's CM cycle.

If the individual 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. Please note that the retake policy does not apply to taking the exam-in-lieu-of-points. The only exception is in the case of a 'no-show'. Failure to arrive for your scheduled exam time is considered a 'no-show' and counts as your exam attempt. In the case of a 'no-show', you may reschedule your exam one time for the retake fee of \$125 if taken before the December 31 deadline. Failure to present for the second attempt will result in your certification becoming inactive and no additional retakes are allowed.

### Extension Year

The extension year was retired on January 1, 2024 and is no longer available for request. The following information only applies to those requests previously approved before this date. The Extension Year allows CLSO/CMLSOs one (1) additional year to earn CM points. The point maximums for each category will remain the same. Only new points in categories not fulfilled will be applied towards the 10 CM points needed. If a CLSO/CMLSO meets the requirements to maintain their certification, their new cycle will begin January 1st following the extension year. The following limitations apply:

- The request and payment for both the renewal fee and extension year fee must be submitted no later than December 31st of the original 3-year cycle, i.e., the original certification expiration date
- An extension year may only be requested once every other certification cycle
- A CLSO/CMLSO can only renew by CM points in their extension year
- There is no "grace period" allotted to the fourth year

The CM worksheet, fees, and any other supplemental documentation must be completed and submitted by December 31<sup>st</sup> of the extension year. If there are any questions concerning the CM form, the BLS will contact the CLSO/CMLSO for clarification. The CLSO/CMLSO will not have the usual sixty (60) days to resolve the situation. If the situation is not resolved by December 31st of the extension year, the CLSO/CMLSO will go to [Inactive Status](#).

## Details of Certification Maintenance Points (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 3rd year.
- For continuing education, teaching and conference categories, the CM point breakdown is as follows:
  - < 2 hours =  $\frac{1}{4}$  CM point
  - 2 hours to 4 hours =  $\frac{1}{2}$  CM point
  - 4 hours to 6 hours =  $\frac{3}{4}$  CM point
  - 6 hours = 1 CM point
- An updated list of courses and activities eligible for CM Points will be maintained by the BLS. You can obtain a listing by contacting the BLS or visiting [www.lasersafety.org](http://www.lasersafety.org).

### CM Point Categories

1. Laser Safety Experience, i.e., your job – category maximum of 3 CM points total <sup>6</sup>. One CM point per year for professional practice of laser safety to be certified in writing by CLSO/CMLSO's supervisor. Refer to [Job and Task Descriptions](#) for your setting for more detailed information regarding what constitutes as Laser Safety Experience.
2. Attendance <sup>7</sup> and successful completion of laser safety specific education and training – category maximum of 7 CM points total. See point breakdown under *Details of Certification Maintenance Points (CM Points)*.
3. Writing of 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  $\frac{1}{2}$  CM point per article – category maximum of 3 CM points total.
4. Membership in a laser safety-related professional/technical organization or society, 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 a part of your primary job responsibilities – category maximum of 3 CM points total. See point breakdown under *Details of Certification Maintenance Points (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/CMLSO 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 related professional conferences or meetings – category maximum of 4 CM points total. CM points are determined based on length of laser safety and laser application sessions attended. For example, a CLSO/CMLSO could earn

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

7. Attendance means online, electronic or in person.

1 CM point for each day of attendance at the International Laser Safety Conference (ILSC®). See point breakdown under “*Details of Certification Maintenance Points (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 conference hosted by anyone other than the LIA, please take a Conference Verification Form <sup>8</sup> 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. 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 Worksheet <sup>9</sup>. 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.

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](http://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, membership see below for example). A CM worksheet should be completed for each certification and submitted to the BLS.

### Dual Certification Example

Designation	Activity	Total CM Points
CLSO	Job Experience	3 (1 per year)
	LIA Member	3 (1 per year)
	ILSC 2011	4 (1 per day of conference)
CMLSO	ILSC 2013	4 (1 per day of conference)
	AORN Member	3 (1 per year)
	ASC Z136 Participation	3 (1 per year)

<sup>8</sup> Both CM Point Request Form (for event host) and Conference Verification Form (for individuals) may be downloaded from [www.lasersafety.org](http://www.lasersafety.org).

<sup>9</sup> The Journal Article Verification Worksheet may be downloaded from [www.lasersafety.org](http://www.lasersafety.org).

## Pre-Approval of Activities for CM Points (Applying for CM Points)

Organizations or individuals may apply for CM points. 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 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/when 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. The requestor will also receive a formal letter of approval via e-mail.

### Applying for CM Points

To apply for CM points, a CM Point Request Form must be submitted along with a description, agenda/course outline, and CV of any speaker or instructor of the course or activity to assist the BLS in its evaluation. The CM Point Request Form may be downloaded from [www.lasersafety.org](http://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.



## **Change in CLSO/CMLSO Status**

In this section you will find information about:

- Active CLSO/CMLSO Status
- Inactive Status
- Revocation of Certification
- Resignation

## CLSO/CMLSO

Active CLSO/CMLSOs maintain certification every three (3) years by earning at least 10 CM points, and by paying the recertification fee. Notices will be sent out via e-mail only as a reminder to recertify. It is the sole responsibility of the CLSO/CMLSO to provide the BLS with current contact information including telephone number and e-mail address. All CM forms must be postmarked/e-mailed by January 31st after the 3rd year. Failure to submit the recertification documentation and fee will result in [Inactive Status](#).

## Inactive Status

“Inactive Status” means a CLSO/CMLSO may no longer use the rights and privileges outlined by the BLS in this document until he/she has obtained “Active Status” again. During the grace period (January 1st through January 31st after the 3rd year), an inactive CLSO/CMLSO may become active again by submitting applicable CM forms along with the \$150.00 recertification fee. After that time, it will be necessary to retake the exam to become active again, which includes reapplying, resubmission of reference letters, in addition to payment of the application fee and examination fee.

## Revocation of Certification

The BLS may revoke certification if there is evidence of intent to deceive on an application or CM form, examination fraud, recertification process, violation of the responsibilities of an LSO, or violation of the law. Any person for whom such action is contemplated shall have the right to appear before the BLS Commission. Please refer to the section titled [Grounds for Revocation of Certification](#) for more information.

### **Grounds for Revocation of Certification**

In the event of a violation of the Code of Professional Conduct or other substantive requirements of the certification process by a CLSO/CMLSO, the CLSO/CMLSO may be reprimanded or the CLSO/CMLSO’s certification status may be suspended or terminated. The grounds for sanctions are as follows:

- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, professional activity.
- Gross negligence or willful misconduct in the performance of professional services, or other unethical or unprofessional conduct based on demonstrable and serious violations of the Code of Professional Conduct.
- Fraud or misrepresentation in the application or maintenance of association membership, professional accreditation or other professional recognition or credential.

The BLS will ensure that information concerning the complaint process, as developed by the BLS, will be available to consumers and the public at appropriate locations. The [Administrative Procedures](#) apply to all complaints or inquiries received about a BLS CLSO/CMLSO.

It should be emphasized that actions taken under the [Administrative Procedures](#) do not constitute enforcement of the law, although referral to appropriate federal, state or local government agencies may be made about the conduct of the CLSO/CMLSO in appropriate situations. Individuals initially bringing complaints are not entitled to any relief or damages by virtue of this process, although notification of actions taken will be provided.

## Resignation

A CLSO/CMLSO may resign at any time. A written (or e-mail) resignation must be submitted to the BLS. Once resigned, an individual may not use the designations "Certified Laser Safety Officer," "Certified Medical Laser Safety Officer," "CMLSO," or "CLSO."

If a CLSO/CMLSO who is the subject of a complaint voluntarily surrenders his or her BLS certification at any time during the pendency of a complaint under these [Administrative Procedures](#), the complaint is dismissed without any further action by the BLS Commission, the BLS or an Appeal Board established after an appeal. The entire record is sealed and the individual may not reapply for certification by the BLS. However, the BLS may communicate the fact and date of resignation, and the fact and general nature of the complaint that was pending at the time of the resignation, to or at the request of a government entity engaged in the administration of law. Similarly, in the event of such resignation, the CLSO/CMLSO's employer and the person or entity who submitted the complaint are notified of the fact and date of resignation and that BLS has dismissed the complaint as a result.



## Fees

Fees are non-refundable except where stated. Acceptable forms of payment are MasterCard, Visa, American Express, Discover and check. All fees must be paid in U.S. dollars; checks must be drawn on a U.S. bank.

In this section you will find information about:

- Application Fees
- Exam Fees
- Recertification Fees

## Application Fee

A non-refundable application processing fee must accompany each application. An applicant whose application is not accepted may reapply within two (2) years of the original application date without paying another application fee. After the 2-year period, if an applicant wishes to reapply, he/she must once again submit an application fee with the application.

## Examination Fee

Once an applicant has been accepted, he/she will be notified by the BLS in writing as to when and where he/she is expected to take the examination. The applicant must submit the examination fee at least two (2) weeks prior to the examination. Any applicant who has not paid will not be permitted to sit for the examination. Additional fees apply to computer-based exams taken at international locations, including Canada.

## Rescheduling Fee

If the applicant is unable to take the scheduled pencil and paper examination, he/she may request to reschedule the examination. Applicants who request to reschedule an examination more than 30 days prior to the examination date may apply the examination fee to a future exam within the 2-year period of acceptance, without incurring the rescheduling fee. Requests to reschedule an examination less than 30 days notice prior to an examination date are subject to a rescheduling fee. In some circumstances, this rescheduling fee may be waived. For consideration, petitions must be made in writing to the BLS and will be reviewed on a case-by-case basis.

## Refunds

A refund of the examination fee may be granted to applicants who send notification of cancellation in writing (or e-mail) to the BLS more than 30 days prior to the pencil and paper examination. Refund requests for computer based examinations must be submitted, prior to scheduling the examination, in writing (or e-mail) to the BLS and will be reviewed on a case-by-case basis.

## Recertification Fee

A recertification fee, accompanied by a completed Certification Maintenance (CM) worksheet, with supporting documentation as necessary, is due triennially (every third year). Recertification fees should be postmarked no later than January 31<sup>st</sup> after the 3<sup>rd</sup> year of the CM cycle. Failure to submit the CM worksheet and recertification fee will result in [Inactive Status](#), as discussed in more detail in the [Change in CLSO/CMLSO Status](#) section.



## Administrative Procedures

The Board of Laser Safety (BLS) was incorporated as a 501(c)(3) nonprofit organization affiliated with the Laser Institute of America (LIA) for the evaluation of individuals who wish to enter, continue and/or advance in the profession of laser safety through the certification process.

Those certified (referred to as “CLSO/CMLSOs”) have successfully completed the required certification process, which includes meeting certain educational requirements, passing a certification examination, verifying professional knowledge, and demonstrating experience in the profession. BLS CLSO/CMLSOs subscribe to a Code of Professional Conduct established by the BLS.

Successful candidates are granted certification by the BLS and may hold themselves out to the public as such. In order to maintain and enhance the credibility of the BLS certification program, the BLS has adopted Administrative Procedures to allow consumers, and others, to bring complaints concerning a CLSO/CMLSO’s conduct to the BLS.

In this section you will find information about:

- The BLS Commission
- Complaints/Appeals Process
- Emergency Procedural Changes
- Rights and Privileges

## BLS Commission

The BLS Board of Commissioners, hereinafter referred to as the “BLS Commission” is responsible for the implementation of the Administrative Procedures. The BLS Commission is composed of eight individuals elected or appointed in accordance with the BLS Bylaws.

The BLS Commission Chair presides at all meetings of the BLS Commission and is specifically responsible for ensuring that these Administrative Procedures are implemented and followed.

All BLS volunteers, staff and other individuals engaged in investigations or decisions with respect to any complaint under these Administrative Procedures may be indemnified and defended by the BLS against liability arising from BLS related activities to the extent provided by law.

## Complaints

Complaints may be transmitted in any manner by any individual or entity, but must be in writing. Inquiries or submissions other than complaints may be reviewed and handled by the BLS Commission at its discretion.

Upon receipt and preliminary review of a submission involving the BLS certification program or the Code of Professional Conduct, the BLS Commission Chair may conclude, in his/her sole discretion, that the submission (1) contains unreliable or insufficient information, or (2) is patently frivolous or inconsequential. In such cases, the BLS Commission Chair may determine that the submission does not constitute a valid and actionable complaint that would justify bringing it before the BLS Commission for investigation and a determination of whether there has been a violation of the Code of Professional Conduct or other substantive requirements of the certification process. If so, the submission is disposed of by notice from the BLS Commission Chair to its submitter, if the submitter is identified. All such preliminary dispositions by the BLS Commission Chair are reported to the BLS Commission and the BLS Executive Director.

If a submission is deemed by the BLS Commission Chair to be a valid and actionable complaint requiring disciplinary action, the BLS Commission shall see that written notice is provided to the CLSO/ CMLSO whose conduct has been called into question and to that individual’s employer, if applicable. The BLS Commission Chair also shall ensure that the individual submitting the complaint receives notice that the complaint is being reviewed by the BLS Commission.

## Review of Complaint

For each submission involving an alleged violation of the Code of Professional Conduct or the BLS certification program that the BLS Commission Chair concludes is a valid and actionable complaint, the BLS Commission authorizes an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand or corroborate the information provided by the submitter.

Both the individual submitting the complaint and the person who is the subject of the investigation (or his or her employer) may be contacted for additional information with respect to the complaint. The timeline for providing such additional information shall be established by the BLS Commission. At its

discretion, the BLS Commission may contact such other individuals who may have knowledge of the facts and circumstances surrounding the complaint.

All investigations and deliberations of the BLS Commission are conducted objectively, without any indication of prejudice, and in confidence, with all written communications sealed and marked “Personal and Confidential”. An investigation may be directed toward any aspect of a complaint that is relevant or potentially relevant. Formal hearings are not held and the parties are not expected to be represented by counsel, although the BLS may consult its own counsel.

## Determination of Violation

Upon completion of an investigation, the BLS Commission should make a determination if there has been a violation of the Code of Professional Conduct or of other substantive requirements of the certification process. If the BLS Commission finds a violation, an appropriate sanction should be imposed or an appeal can be submitted. If the BLS Commission determines that a violation has not occurred, the complaint is dismissed with notice to the individual, the individual’s employer (if applicable), and the individual or entity who submitted the complaint; a summary report is also made to the BLS Commission and the BLS Executive Director.

In certain circumstances, the BLS Commission may consider that the person, such as a CLSO/CMLSO, who has violated the Code of Professional Conduct should be offered an opportunity to submit a written assurance that the conduct in question has been terminated and will not recur. If such an offer is extended, the CLSO/CMLSO at issue must submit the required written assurance within thirty (30) days of receipt of the offer, and the assurance must be submitted in terms that are acceptable to the BLS Commission. If the BLS Commission accepts the assurance, notice is given to the CLSO/CMLSO’s employer (if applicable) and to the submitter of the complaint.

## Sanctions

Any of the following sanctions may be imposed by the BLS Commission upon a CLSO/CMLSO whom the BLS Commission has determined to have violated the Code of Professional Conduct, although the sanction applied must reasonably relate to the nature and severity of the violation, focusing on reformation of the conduct of the member and deterrence of similar conduct by others:

- written reprimand to the CLSO/CMLSO
- suspension of the CLSO/CMLSO’s certification for a designated period
- termination of the CLSO/CMLSO’s certification from the BLS

For each of these three sanctions, a summary of the determination and the sanction with the CLSO/CMLSO’s name is published by the BLS.

Reprimand in the form of a written notice from the BLS Commission Chair normally is sent to a CLSO/CMLSO who has received his/her first substantiated complaint. Suspension normally is imposed on a CLSO/CMLSO who has received two substantiated complaints. Termination normally is imposed on a CLSO/CMLSO who has received two substantiated complaints within a 2-year period, or three or more

substantiated complaints. At its discretion, the BLS Commission may impose any of the sanctions, if warranted, dependent upon specific case.

A CLSO/CMLSO whose certification has been terminated may not be considered for BLS certification again in the future. If certification is terminated, any and all certificates or other materials requested by the BLS must be returned promptly to the BLS.

## Appeal

Within thirty (30) days from receipt of notice of a determination by the BLS Commission that a member violated the Code of Professional Conduct or of other requirements of the certification process, the affected party may submit to the BLS in writing a request for an appeal. Upon receipt of a request for appeal, the BLS Commission Chair establishes an appellate body consisting of at least three, but not more than five, individuals. This Appeal Board may review one or more appeals, upon request of the BLS Commission Chair. The Appeal Board may be composed of CLSO/CMLSOs, but must include at least one individual who is not. No current members of the BLS Commission may serve on the Appeal Board; further, no one with any personal involvement or conflict of interest may serve on the Appeal Board.

The Appeal Board may only review whether the determination by the BLS Commission of a violation of the Code of Professional Conduct or of other substantive requirements of the certification process was inappropriate because of (1) material errors of fact, or (2) failure of the BLS Commission to conform to published criteria, policies or procedures. Only facts and conditions up to and including the time of the BLS Commission's determination as represented by facts known to the BLS Commission are considered during an appeal. The appeal shall not include a hearing or any similar trial-type proceeding. Legal counsel is not expected to participate in the appeal process, unless requested by the appellant and approved by the BLS Commission. The BLS and Appeal Board may consult BLS legal counsel.

The Appeal Board conducts and completes the appeal within ninety (90) days after receipt of the request for an appeal. Submissions are made according to whatever schedule is reasonably established by the Appeal Board. The decision of the Appeal Board either affirms or overrules the determination of the BLS Commission, but does not address a sanction imposed by the BLS Commission. The decision of the Appeal Board, including a statement of the reasons for the decision, is reported to the BLS Commission and the BLS Executive Director. The Appeal Board decision is binding upon the BLS, the affected CLSO/CMLSO, and all other persons involved in the appeal.

## Emergency Procedures

Should a natural disaster or significant world event take place that inhibits normal day to day operations for BLS, the following changes may occur on a temporary/permanent basis at the BLS' discretion:

- Extending exam windows
- Delaying receipt of exam results/certification
- Postponing/cancelling exams.

CLSO/CMLSO's may contact the BLS to find what emergency procedural changes are being enacted.

Alteration of [Administrative Procedures](#) or [Rights and Privileges](#) will not occur in response to an emergency situation. Emergency procedural changes will be communicated exclusively through e-mail and will only be communicated as needed.

## Rights and Privileges

### Impartiality

All applications for CLSO/CMLSO submitted to the BLS are reviewed without consideration of age, sex, religion, race, disability or national origin. BLS reserves the right to revise, update and amend its applications, examinations, policies and other material related to the certification program at any time. Please see [Accommodations](#) for testing accommodations.

### Certified Laser Safety Officer (CLSO)/ Certified Medical Laser Safety Officer (CMLSO)

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," "Certified Medical Laser Safety Officer," "CMLSO," or "CLSO" in accordance with BLS policies, 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 designations "Certified Laser Safety Officer," "Certified Medical Laser Safety Officer," "CMLSO," or "CLSO."

### Confidentiality

In general, BLS employees, volunteers and contracted partners shall keep confidential, and not release, information contained in an individual's application, examination and related material without the applicant's consent, or as provided below. Specifically, no BLS employees, volunteers or contracted partners are authorized to reveal the name of any individual who has applied to take the examination, except: 1) as designated by the individual in writing; 2) to necessary staff, legal consultants or others with a need to know; 3) when verifying references provided by the applicant; 4) as required by law or these procedures; or 5) in the course of providing a list of examinees to exam site proctors. Names of certified individuals will be made publicly available.

### Disclaimer

Certification does not constitute a license to practice and is not a substitute for compliance with government, agency, or other requirements. BLS cannot, and does not, guarantee, warrant, endorse or otherwise make representations with regard to an individual applicant or CLSO/CMLSO's ability or performance. BLS expressly disclaims any and all liability, costs or damages, including, but not limited to, direct, indirect or consequential damages that may result from the certification program or the actions of a BLS Certified Laser Safety Officer/Certified Medical Laser Safety Officer.





The mission of the BLS is to provide a means for improvement in the practice of laser safety by providing opportunities for the education, assessment, and recognition of laser safety professionals.

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