

# Certified Injury Prevention Specialist (CIPS) CRITERIA

(Complete to add CIPS credentials to your name!)

By completing our Injury Prevention Specialist Training, you will receive a certificate outlining your contact hours and recognizing your training within the field of injury prevention/early intervention. Upon completing this course, which includes a short test and hands-on demonstration of early intervention/injury prevention techniques, you may add CIPS credentials to your name by applying to become a Certified Injury Prevention Specialist (CIPS).

To apply, visit [www.occupro.net/certification](http://www.occupro.net/certification) to start the Application Package.

## Application Package

The Application Package consists of the following materials:

1. Certification Application Form - 1
2. Professional Experiences Form - 1
3. Statement of Professional Ethics and Practice Form - 1
4. Professional Reference Form - 2
5. Report Submission Form - 1



Professional references are completed electronically. Applicants enter each reference's name and email address, and the system sends an email link to a secure web page where the reference completes the current Professional Reference Form and submits it. The system notifies the applicant when a reference opens the form and when the form is completed. If needed, the system can send additional (backup) reference requests if one or more references do not respond.

## Certification Criteria

The following criteria need to be met for certification:

1. Pass a 20-question quiz at the end of day 1 of the course and obtain an 80% score or better

## Certification Eligibility and Process

To be eligible for certification as a Certified Injury Prevention Specialist (CIPS) you must:

1. Be a fully qualified professional and one who has completed the level of Associate of Science degree or higher
2. Complete the Injury Prevention Specialist Training

3. Perform and thoroughly document 2 injury prevention/early intervention case studies outlining:
  - During report submission, indicate whether you use OccuPro's Injury Prevention Software (IPS). If selected, the system verifies you are an IPS user by matching email addresses. If verified, you may proceed to pricing. If not verified, contact OccuPro to confirm your IPS account. If you do not use IPS, continue with the standard submission process.
  - What was found in the orthopedic evaluation of the employee?
  - What ergonomic issues were discovered that may have caused the incident
  - What OSHA first aid techniques were used to mitigate or eliminate the sign/symptom
  - How many visits did it take to mitigate/eliminate the symptom?
4. Submit a completed Application Packet
5. Submit a non-refundable processing fee of US \$400.00 for the peer-reviewed process
  - Applicants may also choose to purchase a professional plaque to be mailed for an additional US \$125.00 (optional)
  - US \$100.00 per year to maintain your certification and your certification status for your clinics
6. Submit your application. If you use OccuPro's Injury Prevention Software (IPS), your documentation will be reviewed by OccuPro's Director of Ergonomics who has 30 years of experience providing on site injury prevention services. If the visits are deemed sufficient, certification may be awarded immediately. If you do not use OccuPro's Injury Prevention Software, your application follows the standard peer-review process where you need to upload 2 full case studies.
7. Upon successful completion, the system generates a CIPS certificate (paper-based) and automatically adds it to your account under My Certifications

## Re-Certification

You are required to renew your certification every 4 years. To be eligible for re-certification you must:

1. Submit documentation of 16 hours of continuing education within the field of ergonomics, injury prevention, or early intervention

**OR**

Take or retake the OccuPro Injury Prevention Specialist Training (50% off), Office Ergonomic Evaluator Training (50% off), or Industrial Ergonomic Evaluator Training (50% off)

**AND**
2. Submit for critique 1 injury prevention/early intervention case study which was performed since your last certification.