



PSC Candidate Handbook

Professional Safety Certified (PSC)

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Your PSC certification route

PSC is a professional personnel certification accessed directly through Pro Class. Training through an Approved Centre is not mandatory. Pro Class controls eligibility, the examination, scoring, the certification decision, credential issuance and ongoing certification status.

Welcome

This handbook explains the Professional Safety Certified (PSC) certification journey from application through examination, certification, maintenance and recertification. It is intended for applicants, candidates, certificants, employers and other stakeholders who need a clear explanation of the PSC requirements.

PSC certification confirms that an individual has met the applicable Pro Class requirements for education and professional experience, passed the controlled PSC examination, satisfied integrity and ethical requirements, and received a separate certification decision from Pro Class. It is not a training completion certificate, employment guarantee or legal licence to practise.

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1. About PSC

Professional Safety Certified (PSC) is a professional certification for occupational health and safety practitioners. The certification recognises professional competence relevant to hazard identification, risk assessment, safety controls,



workplace compliance, incident prevention, occupational health, emergency preparedness, performance monitoring, communication and ethical professional judgement.

Important distinction

Professional certifications such as PSC are accessed directly through Pro Class. Qualification and training programmes are a separate route that may be delivered by approved external training centres.

2. Who PSC Is For

- Experienced occupational health and safety practitioners.
- Professionals whose duties include substantial responsibility for occupational health and safety.
- Individuals who can demonstrate the required education and professional experience.
- Practitioners who are expected to apply professional judgement, recognise limits of competence and act ethically.

3. Certification Process

1. Apply directly to Pro Class and submit the required evidence.
2. Pro Class completes the eligibility review.
3. When eligibility is approved, schedule and complete the controlled PSC examination.
4. Receive the examination result through the official Pro Class process.
5. Pro Class completes a separate certification decision, including applicable eligibility and integrity checks.
6. If certification is granted, Pro Class issues the PSC credential and maintains the certification record.
7. Maintain the certification through annual declarations, CPD, professional activity and ethical compliance.
8. Apply for recertification at the end of the five-year certification cycle.

4. Eligibility

Route	Education	Professional experience
Route 1 - Degree	Relevant degree or equivalent qualification	Minimum 3 years relevant professional experience, with at least 50% of professional duties involving occupational health and safety responsibilities.
Route 2 - Diploma	Associate Diploma or Diploma in HSE or a closely related discipline	Minimum 4 years relevant professional experience, with at least 50% occupational health and safety duties.
Route 3 - Secondary Education and Experience	A recognised secondary education qualification or equivalent	Minimum 5 years of relevant occupational health and safety or related industry experience, with at least 50% of professional duties involving occupational health and safety responsibilities. Applicants must provide verifiable evidence of their education, employment history and relevant duties. Pro Class may request additional evidence where necessary.

Common applicant requirements

Route 3 - Secondary Education and Experience Route, in full:

A recognised secondary education qualification or equivalent, plus a minimum of 5 years of relevant occupational health and safety or related industry experience. At least 50% of the applicant's professional duties must involve occupational health and safety responsibilities. Applicants must provide verifiable evidence of their education, employment history and relevant duties. Pro Class may request additional evidence where necessary.

- Minimum age 18.
- Government-issued photo identification.
- Current CV or professional history.



- Verifiable qualification evidence.
- Verifiable employment and professional-experience evidence.
- Job description or other evidence of occupational health and safety duties where required.
- Accurate candidate declarations.
- Acceptance of the Pro Class Code of Ethics and Professional Conduct.
- Agreement to examination-security and certification rules.

Pro Class may contact educational institutions, employers, professional bodies or issuing organisations to verify evidence. False or misleading evidence may result in rejection, disciplinary action, or later withdrawal of certification.

Once eligibility is approved, the approval is valid for 12 months. Permitted examination attempts must be completed within that period.

5. Required Evidence

- Identity evidence matching the application.
- Qualification certificate and, where needed, transcript or equivalent verification.
- CV or professional history.
- Employer-supported experience evidence, role description or duty evidence.
- Additional clarification or verification evidence requested by Pro Class where the application is incomplete, inconsistent or cannot otherwise be verified.

6. Fees

Fee	Amount
Application / eligibility review	£50
First examination + certification-decision processing	£139
Retake examination	£49.99
Annual maintenance	£10 per year
Five-year recertification	£99

The first examination fee includes the first examination attempt, certification-decision processing, and a digital professional certificate if certification is granted. Payment does not guarantee eligibility, a passing result or certification.

7. Examination Overview

Format	200 scored questions
Time allowed	180 minutes (3 hours)
Delivery	Computer-based
Reference conditions	Closed-book
Language	English
Minimum passing score	70%
Invigilation	Mandatory proctoring or invigilation
Remote delivery	Permitted through an approved controlled remote examination arrangement



Physical delivery	Permitted at an approved examination location
Question source	Controlled PSC item bank

Incorrect and unanswered questions receive zero. There is no negative marking. Your final score is expressed as a percentage of the 200 scored questions. The minimum passing score is 70%.

8. Examination Content

The examination covers nine professional-practice domains. The 200 scored questions are assembled to the PSC examination blueprint using the following domain weights:

Domain	Practice domain	Percentage
1	Hazard Identification & Risk Assessment	16%
2	Health & Safety Legal and Compliance Practice	10%
3	Safety Management Systems & Organisational Controls	12%
4	Incident Prevention, Investigation & Corrective Action	13%
5	Occupational Health & Workplace Risk	10%
6	Emergency Preparedness & Response	8%
7	Inspection, Monitoring & Performance Evaluation	10%
8	Communication, Consultation & Safety Culture	9%
9	Professional Ethics & Safety Judgement	12%

Questions may test a core principle directly or use a workplace scenario. Candidates may be asked to identify the best control, interpret evidence, prioritise an action, identify causes, determine when escalation is required, supply a missing term, or match items between two lists. The domain weights and the item formats used are shown below.

9. Examination-Day Rules

Identity and admission

- Present valid government-issued photo identification or complete the approved identity-verification process.
- Candidate identity must match the booking and Pro Class record.
- Complete required room, system, camera, microphone or equipment checks for the selected delivery mode.
- Remove prohibited materials and unauthorised devices before the examination starts.

Closed-book conditions

Unless specifically authorised as a reasonable adjustment or examination-system function, candidates must not use:

- Books, notes, handbooks, printed reference material or personal study material.
- Internet searches, messaging services, email, social media or external websites.
- Mobile phones, smart watches, secondary computers or unauthorised electronic devices.
- Another person, translator, tutor or external adviser.
- AI assistants, generative AI tools or automated answer-generation services.
- Screen-capture, recording or copying tools intended to reproduce examination content.



Time and breaks

- The standard examination duration is 180 minutes (3 hours).
- Routine breaks are not an automatic entitlement unless the delivery process or an authorised adjustment allows them.
- Approved reasonable adjustments may change timing or break arrangements without reducing the competence standard.
- Authorised interruptions are recorded and handled through the examination incident process.

Misconduct and examination security

- Impersonation or false identity.
- Receiving or giving unauthorised assistance.
- Using prohibited notes, websites, software, devices or communication channels.
- Copying, photographing, recording, reconstructing or distributing examination content.
- Attempting to obtain or share secure question-bank content.
- Interfering with proctoring, monitoring or examination-system controls.
- Providing false information during an integrity investigation.

Automated or AI-generated proctoring flags do not by themselves establish misconduct. Material concerns require appropriate human review and a documented decision.

10. Results and Certification Decision

- The minimum passing score is 70%.
- The examination system may display or communicate PASS / FAIL after submission where the applicable controls permit.
- A result may be withheld while a material technical, identity, security or misconduct issue is reviewed.
- A PASS is an examination result only. It does not itself issue the PSC credential.
- Pro Class completes the separate certification decision before the credential becomes active.

Separation of decisions

Passing the PSC examination is necessary for the normal certification route, but certification is granted only after Pro Class confirms the applicable eligibility, examination and integrity requirements through the certification-decision process.

11. Retakes

Minimum wait after a failed attempt	2 weeks
Maximum attempts	3 attempts within 12 months
After the third failed attempt	12-month waiting period
After the waiting period	A new application and eligibility review are required
Retake form	An equivalent controlled form is used with appropriate item variation where practicable

12. Reasonable Adjustments

Candidates may request reasonable examination adjustments through Pro Class. Adjustments must address a genuine accessibility need, preserve the competence requirement, avoid revealing answers, and be documented and authorised.

- Authorised additional time.
- Permitted breaks.
- Accessible presentation settings.



- Other reasonable delivery modifications that preserve what the examination is intended to assess.

13. Ethics and Candidate Agreement

PSC applicants, candidates and certificants are expected to act honestly and professionally throughout the certification process.

- Provide complete and accurate application information.
- Allow Pro Class to verify certification evidence.
- Protect confidential examination content.
- Comply with examination-security and misconduct rules.
- Work within the limits of personal competence.
- Protect confidential information and respect privacy.
- Disclose relevant conflicts of interest.
- Use the PSC designation and Pro Class marks only as authorised.
- Cooperate with legitimate certification, verification, audit or investigation activity.
- Notify Pro Class of material information that may affect continuing certification where required.

14. Certification Validity and Annual Maintenance

PSC certification is valid for five years from the certification decision or issue date, subject to continuing compliance with the certification requirements.

- Complete the annual maintenance declaration.
- Maintain professional and ethical compliance.
- Notify relevant changes.
- Pay the annual maintenance fee of £10.
- Remain subject to the Pro Class certification rules.

15. Continuing Professional Development (CPD)

A PSC certificant must complete a minimum of 20 CPD hours in each annual maintenance period. This is a mandatory annual minimum, not a recommendation. Over the five-year certification cycle this gives a minimum of 100 CPD hours. At least 2 hours during the cycle must relate to ethics or professional conduct.

CPD category	Maximum counted in five-year cycle
Structured courses / formal development	No fixed maximum
Webinars	40 hours
Self-directed learning	25 hours
Teaching / training delivery	20 hours
Research / publication	20 hours
Committee / professional-body participation	15 hours

- The same activity must not be double-counted.
- Unused CPD hours do not carry over into the next certification cycle.
- Evidence must be retained and may be audited by Pro Class.

16. Continued Professional Activity

During the five-year certification cycle, the certificant must demonstrate at least two years of relevant professional activity. Evidence may include employment records, employer confirmation, consultancy activity, project evidence, role descriptions, professional-practice records or other verifiable evidence.

17. Recertification

Recertification is required every five years and is not automatic. The certificant must demonstrate the required CPD, continued professional activity, continued competence, ethical compliance, compliance with certification requirements and satisfactory certification standing.

- Pro Class may use documentary review, professional-practice review, interview, targeted assessment or re-examination where justified.
- 15% of recertification submissions may be selected for random audit.
- Targeted audit may be used where risk, inconsistency or concern exists.
- False CPD or professional-practice evidence may result in sanctions.
- A 90-day recertification grace period may be used in accordance with the certification rules, but expiry does not automatically mean the credential remains ACTIVE during that period. Exceptional extensions may be considered case by case.

18. Suspension, Withdrawal and Reinstatement

Suspension

Suspension temporarily removes ACTIVE certification status. Reasons may include failure to maintain certification, unpaid maintenance obligations, an ethics investigation, misuse of certification, unresolved evidence requirements or other temporary non-compliance. A normal correction period may be up to 90 days unless the circumstances require another controlled period.

Withdrawal

- Fraud or falsified evidence.
- Serious examination misconduct.
- Serious ethics violations.
- Certification or mark misuse.
- Continued failure to resolve suspension.
- Voluntary withdrawal.

Reinstatement

Reinstatement may be considered where the reason for suspension has been satisfactorily resolved, required evidence has been provided, fees or maintenance obligations have been addressed where applicable, and an authorised Pro Class decision confirms that ACTIVE status may be restored.

19. Complaints and Appeals

Complaints

- Anyone may submit a complaint about the certification service, process or conduct.
- Pro Class acknowledges complaints within 5 working days.
- The normal resolution target is 30 calendar days.
- Complex cases may extend to 60 calendar days with notice.

Appeals

- Applicants, candidates and certificants may appeal relevant decisions.
- Appeals should be filed within 30 days of the relevant decision.
- The appeal must be reviewed independently from the original decision.
- No person should decide an appeal against their own decision.
- An appeal does not automatically change the original result or certification decision while the review is underway.

20. Use of the PSC Designation and Pro Class Marks

Only certificants whose PSC certification is ACTIVE may represent themselves as holding current PSC certification or use an authorised PSC designation or mark.



- Do not alter official marks or certification artwork.
- Do not imply company, product or service certification.
- Do not suggest that Pro Class endorses an employer, product or service.
- Do not continue using the PSC designation or mark after withdrawal or expiry, or while use is prohibited during suspension.
- Do not represent PSC as a legal licence to practise unless a separate law or regulator grants such authority.
- Do not make accreditation claims that have not been formally granted and authorised.

21. Privacy and Certification Records

Pro Class processes information required to administer certification, including identity, application, evidence, examination, result, credential, maintenance and verification data. Access should be limited to legitimate certification, legal, quality and verification purposes.

- Candidate information should be protected against unauthorised access.
- Only information reasonably required for certification should be collected and retained.
- Limited credential information may be used for public verification.
- Candidates should keep their contact information reasonably current.
- The online certification record is the authoritative source of current certification standing.

22. Candidate Checklist

Check	Complete
I have reviewed the PSC eligibility routes and required evidence.	☐
My application information is accurate and verifiable.	☐
I understand that PSC is accessed directly through Pro Class and training is not mandatory.	☐
I understand the 200-question, 180-minute, closed-book examination format and that it contains multiple-choice, fill-in-the-blank and matching questions.	☐
I understand the 70% minimum passing score and that a PASS is not itself certification.	☐
I understand the examination security and misconduct rules.	☐
I understand the retake limits.	☐
I understand the five-year maintenance and recertification requirements and the mandatory minimum of 20 CPD hours in each annual maintenance period.	☐
I understand the Code of Ethics and certification-use obligations.	☐
I know how to raise a complaint or appeal.	☐

23. Contact Pro Class

Website	https://proclass.uk
Email	info@proclass.uk
Certification route	Direct through the official Pro Class website

Candidates should use the current information provided through the official Pro Class certification route. Where a candidate-facing summary conflicts with a controlled Pro Class certification requirement, the controlled requirement and current certification record govern.