Instructions for Membership Upgrade

The International System Safety Society (ISSS) Constitution and bylaws establish three **professional membership grades** and two **administrative categories**. The following three pages provide the necessary guidelines, checklist and forms for current society members to submit the necessary data to apply for reclassification/upgrade.

# STEP 1 - Selecting grade or category

A summary of the various individual grades is provided below to assist in determining which grade or category should be selected, as eligibility is based on current qualification status. The qualifying points referred to below are defined in the checklists described on subsequent pages of this form.

## Criteria for Professional Membership Grades

* **Senior Member:** One who can demonstrate a high level of professional competence through educational, experience, and professional achievement areas. In addition, evidence is required demonstrating significant achievement in system safety field, which has contributed to the professional development of the applicant. Must have been an ISSS member for four (4) years.
* **Fellow Member:** To qualify for the highest grade of professional recognition that may be granted by the Society, the applicant must demonstrate (in addition to qualify for the Senior Member grade) outstanding contributing to the Society and the system safety profession. Must have been a Senior Member for five (5) years and supply three letters of recommendation from other Fellow members.

# STEP 2 – Complete Form / Checklist

For those applying for a member or administrative category, only the Application Form needs to be completed. For those applying for a Senior or Fellow Membership grade, both pages of the Application Form and the Qualification Evaluation checklist (with necessary supporting documentation to verify claimed points) must be completed.

## Criteria Requirements

* **Senior Member:** Application Form and Qualification Evaluation. Minimum of 35 points, of which at least 12 points must be from the combined educational, experience, and contributing achievement areas, and at least 10 points from the professional achievement area.
* **Fellow Member:** Application Form, Qualification Evaluation, and three letters of recommendation. Minimum of five (5) years of Senior membership: minimum of 70 points, with at least 35 points qualifying under the Senior Member criteria and the other 35 points from the contributing achievement area.

# STEP 3 – Determining Fees

These fees are needed to help defray added administrative costs involved with the reclassification process and preparation of membership rosters. For those applying for the Fellow Member grade, the reclassification fee includes a special plaque.

* Senior Member – $35 for reclassification
* Fellow Member – $90 for reclassification/plaque

# STEP 4 – Submit Forms and Payment

All fees owed must be paid in U.S. dollars. If you are paying by credit card, we suggest that you call 1-800-747-5744 with your credit card information, as the SSS does not have a secure email address. You may also pay by check or money order payable to the International System Safety Society. Applications received without appropriate fees may be returned. Send completed application and necessary supplemental data with payment to **INTERNATIONAL SYSTEM SAFETY SOCIETY**, P.O. Box 70, Unionville, VA 22567-0070. Or email form to systemsafety@system-safety.org.

APPLICATION FORM FOR UPGRADE

Please fill in all information, then either postage mail or email completed form to the address above. Thank you!!

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| Name: | | | | | | | | | | | | | | | | | | |
| Where would you like your Journals to be sent?  Company  Home? | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | |
| City, State, Zip, & Country: | | | | | | | | | | | | | | | | | | |
| Work & Home Telephone: | | | | | | | | | | | | | | | | | | |
| Company: | | | | | | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | | | | | | |
| May we have your permission to use your name, address, and email for SSS Official Business?  Yes  No | | | | | | | | | | | | | | | | | | |
| Senior | | | | | | | Fellow | | | | | | | | | | | |
| Other professional societies, organizations, certifications, or registrations held: | | | | | | | | | | | | | | | | | | |
| Name of Societies and/or Organization | | | | Grade | | Year Joined | | | | Issued By | | | | Specialty | | | Date Issued | |
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| University or college attended (Name and Location): | | | | | | | | Begin Date (mm/yy) | | | Major | | Minor | | | Degree | | Grad Date (mm/yy) |
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| Briefly describe your current job title/position and related activities.  If applying for student grade, please attach verification of current academic status and expected graduation date. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Do you have a SSS sponsor? If so, who? | | | | |  | | | | | | | | | | | | | |
| I would be willing to serve on chapter/society activities as marked below: | | | | | | | | | | | | | | | | | | |
| Local Chapter Officer/Committee  Local Chapter Formation  Education Committee  Professional Development  Conference/Seminars  Publications | | | | | | | | | | | | | | | | | | |
| If you are paying by credit card, you may call 1-800-747-5744 with your credit card information, as the SSS does not have a secure email address. You also may pay by check or money order payable to the International System Safety Society. | | | | | | | | | | | | | | | | | | |
| I hereby submit this application and supporting documentation, which is correct to the best of my knowledge and belief, for evaluation by the ISSS. I understand I may not initially be accepted into the specific grade requested, but will have the opportunity to resubmit whenever desired. Upon acceptance, I agree to support the activities and objective of the Society to the best of my ability. | | | | | | | | | | | | | | | | | | |
| By retyping in your name you agree with the above statement: | |  | | | | | | | | | | Date: | | | | | | |
| Credit Card: | Visa | | MasterCard | | | | | | Discover | | | | | | American Express | | | |
| Name on the Credit Card: | | | | | | | | | | | | | | | | | | |
| Credit Card Number & Expiration Date (see step four on page 2): | | | | | | | | | | | | | | | | | | |

\*Member applications must include a current resume.

Qualification Evaluation

**Complete this page when applying for Senior or Fellow Membership Grade.**

For those making application for reclassification into a professional membership grade, the checklists provided must be submitted together with supporting documentation and your completed application form. Study the criteria below to determine the grade for which you qualify and wish to apply. Next review the checklist and the factors for which you qualify. In the “Points Claimed” column indicate the number of points you are claiming for each factor.

# SUPPORTING DOCUMENT GUIDELINES

It is the applicant’s responsibility to submit all necessary supporting documentation on factors claimed for points. In general, such documentation must be sufficient to provide the reviewing committee a clear basis for evaluating how many points, if any, should be awarded for each factor selected. Where data is not included as part of the application form, attachments must be provided and clearly keyed as Educational, Experience, Professional Achievement, and/or Contributing Achievement. ***Failure to provide sufficient documentation may result in being denied claimed points. Be sure each claimed factor is backed up with a suitable reference or verification.***

* **EDUCATIONAL:**  Copies of transcripts, diplomas, and/or certificates you have earned.
* **EXPERIENCE:** Full description of functional responsibilities for each qualifying position held, including employer, immediate supervisor, and dates of employment.
* **PROFESSIONAL & CONTRIBUTING ACHIEVEMENTS:** Full description of each claimed factor, with copies of supporting certificates, programs, copies of journal extracts covering papers presented; letterheads, business cards, and newsletters. Letters from employers or committee chair people that verify professional services claimed, etc.

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| --- | --- | --- | --- |
| **EDUCATIONAL: Points** | **Max. Allowed** | **Claimed** | **Awarded** |
| 1. Doctorate degree in engineering, an applied science or system safety | 6\* |  |  |
| 1. Master’s degree in engineering, an applied science or system safety | 5\* |  |  |
| 1. Bachelor’s degree in engineering, an applied science or system safety | 4\* |  |  |
| 1. Associate degree in an applied science or technology field | 2\* |  |  |
| 1. A degree in a non-technical area | 3\*\* |  |  |
| 1. College-level educational units resulting in a degree | 3\*\* |  |  |
| 1. Completion of non-credit courses in system safety related areas | 3\*\* |  |  |
| \* Credit allowed only for highest degree attained |  |  |  |
| \*\* Credit based on evaluation of contribution of applicant’s professional development in relation to that afforded by a degree |  |  |  |
|  | **TOTAL** |  |  |

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| --- | --- | --- | --- |
| **EXPERIENCE: Points** | **Max. Allowed** | **Claimed** | **Awarded** |
| 1. Full-time professional-level employment in one or more of the system safety functional areas | 1/year\* |  |  |
| 1. Less than full-time professional level employment in one or more of the system safety functional areas (minimum 50%) | 0.5/year\* |  |  |
| 1. Instructor of system safety courses | 0.25/year\* |  |  |
| \* Experience claimed must be reflected in qualification area |  |  |  |
|  | **TOTAL** |  |  |

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| --- | --- | --- | --- |
| **PROFESSIONAL ACHIEVEMENT: Points** | **Max. Allowed** | **Claimed** | **Awarded** |
| 1. Registered Professional Engineer – safety | 15\* |  |  |
| 1. Registered Professional Engineer – other than safety | 12\* |  |  |
| 1. Certified by an acceptable board in a system safety related profession (CSP, CHP, CIH, etc.) | 10\* |  |  |
| 1. Recipient of SSS Professional Development, Engineer, or Manager of the Year Award | 10\*\* |  |  |
| 1. Responsible for development/implementation of a new system safety technique | 10\*\* |  |  |
| 1. System safety related technical paper presented at an approved conference or symposium | 8\*\* |  |  |
| 1. Chairman of a system safety related group or committee sponsored by a technical society or organization, governmental agency or industry association not part of primary job duties | 7/year\*\* |  |  |
| 1. Active participant in above-type group or committee | 5/year\*\* |  |  |
| 1. Passed EIT examination, but not yet a PE | 8 |  |  |
| 1. Promotion to position having increased system safety responsibilities | 3\*\* |  |  |
| 1. Author of text book or technical paper on a system safety related subject published in a recognized journal | 5/paper |  |  |
| 1. Other Professional Achievement – please list | specify\*\* |  |  |
| \* Credit allowed only for one type of registration/certification |  |  |  |
| \*\* Credit allowed based on evaluation of relative contribution to the advancement of system safety |  |  |  |
|  | **TOTAL** |  |  |

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| --- | --- | --- | --- |
| **CONTRIBUTING ACHIEVEMENT: Points** | **Max. Allowed** | **Claimed** | **Awarded** |
| 1. Served as President of the SSS | 20\* |  |  |
| 1. Served as elected officer or director of the SSS other than President | 15\* |  |  |
| 1. Served as appointed Society operating Vice President or Chairman of a standing committee established by Executive Order | 12\* |  |  |
| 1. Served as member of a Society committee established by Executive Order | 5/year\*\* |  |  |
| 1. Served as the technical editor of Hazard Prevention/Journal of System Safety | 5/year  served\*\* |  |  |
| 1. Served as Session Organizer for SSS sponsored conference or symposium | 5/activity |  |  |
| 1. Subcommittee Chairman for a Society conference or symposium | 10\*\* |  |  |
| 1. Served as Organizer for a local chapter of the SSS | 10 |  |  |
| 1. Served as SSS Chapter officer or director | 8 |  |  |
| 1. Served as SSS Chapter officer or director year number 2 and beyond | 2/year |  |  |
| 1. Served as SSS appointed Chapter function | 5\*\* |  |  |
| 1. Any other acceptable contributing achievement factors | specify\*\* |  |  |
| \* Credit allowed for highest level claimed |  | --- |  |
| \*\* Points awarded based on relative contribution to the Society and advancement of the system safety discipline |  | --- |  |
|  | **TOTAL** |  |  |
| **GRAND TOTAL** | |  |  |