



The International System Safety Society

Member Upgrade Instructions

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. Send completed application and necessary supplemental data with payment to The International System Safety Society, 1000 Westgate Drive, Suite 252, St. Paul MN 55114, U.S.A or fax it in to the office at 1-651-290-2266.

Per Payment Card Industry-Data Security Standards (PCI-DSS), ISSS will not accept credit card information sent via email. Mail or fax only.



The International System Safety Society

Member Upgrade Application Form

Member Preferred Contact Information

Name:

Professional Title:

Company Name:

Address:

Town/City:

State/Location:

Postal Code:

Country:

Email:

Phone:

May we have your permission to use your name, address, and email for ISSS Official Business? Yes No

Other professional societies, organizations, certifications, or registrations held:

Name of Societies and/or Organization	Grade	Year Joined	Issued By	Specialty	Date Issued

College or university attended:

Name of School and Location	Begin Date (mm/yy)	Major	Minor	Degree	Grad Date (mm/yy)



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Member Upgrade Application Form

Briefly describe your current job title/position and/or any related safety activities.

I would be willing to serve on chapter/society activities as marked below:

Local Chapter Officer/Committee
Professional Development

Local Chapter Formation
Conference Seminars

Education Committee
Publications

Payment must accompany application of membership. If paying by credit card, all fields below are required.

TOTAL: Check (made payable to ISSS) Visa Mastercard American Express Discover

Name (as it appears on card):

Card Number:

Security Code:

Expiration Date:

Address (if different than above):

Town/City:

State/Location:

Postal Code:

Country:

Email:

Phone:

Authorized Signature:

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.

I have read and grant consent to use my data as outlined in data privacy policy at system-safety.org/Privacy_Statement.aspx.

Mail/Fax with payment to:

The International System Safety Society (ISSS)
1000 Westgate Drive, Suite 252
St. Paul, MN 55114
Fax: 1-651-290-2266

PCI Compliance: Per Payment Card Industry-

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(For office use only)

initials		fin.
date		
CK/CC		
paid		



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Member Upgrade Qualification Evaluation

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, diploma, 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, newsletters, letters from employers or committee chair people that verify professional services claimed, etc.

EDUCATIONAL POINTS	Max. Allowed	Claimed	Awarded
Doctorate degree in engineering, an applied science or system safety	6 points*		
Master’s degree in engineering, an applied science or system safety	5 points*		
Bachelor’s degree in engineering, an applied science or system safety	4 points*		
Associate degree in an applied science or technology field	2 points*		
A degree in a non-technical area	3 points**		
College-level educational units resulting in a degree	3 points**		
Completion of non-credit courses in system safety related areas	3 points**		
* 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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Member Upgrade Qualification Evaluation

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

PROFESSIONAL ACHIEVEMENT POINTS	Max. Allowed	Claimed	Awarded
Registered Professional Engineer – safety	15 points*		
Registered Professional Engineer – other than safety	12 points*		
Certified by an acceptable board in a system safety related profession (CSP, CHP, CIH, etc.)	10 points*		
Recipient of SSS Professional Development, Engineer, or Manager of the Year Award	10 points*		
Responsible for development/implementation of a new system safety technique	10 points**		
System safety related technical paper presented at an approved conference or symposium	8 points**		
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 points/year**		
Active participant in above-type group or committee	5 points/year**		
Passed EIT examination, but not yet a PE	8 points		
Promotion to position having increased system safety responsibilities	3 points**		
Author of text book or technical paper on a system safety related subject published in a recognized journal	5 points/paper		
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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Member Upgrade Qualification Evaluation

CONTRIBUTING ACHIVEMENT POINTS:	Max. Allowed	Claimed	Awarded
Served as President of the SSS	15 points*		
Served as elected officer or director of the SSS other than President	12 points*		
Served as appointed Society operating Vice President or Chairman of a standing committee established by Executive Order	10 points*		
Served as member of a Society committee established by Executive Order	10 points*		
Served as the technical editor of Hazard Prevention/Journal of System Safety	10 points**		
Served as Session Organizer for SSS sponsored conference or symposium	8 points**		
Subcommittee Chairman for a Society conference or symposium	7 points/year**		
Served as Organizer for a local chapter of the SSS	5 points/year**		
Served as SSS Chapter officer or director	8 points		
Served as SSS Chapter officer or director year number 2 and beyond	3 points**		
Served as SSS appointed Chapter function	5 points/paper		
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:			