



# CAMBRIDGE CENTER FOR BEHAVIORAL STUDIES



## APPLICATION CHECKLIST for BEHAVIORAL SAFETY CERTIFICATION or ACCREDITATION

The Cambridge Center for Behavioral Studies™  
Commission for the Accreditation of Behavioral Safety Programs

- STEP 1** Go to the CCBS website [here](#) and download the Application Checklist (this document).
- STEP 2** Go to the CCBS website [here](#) and download the following materials:
  1. *CCBS Behavioral Safety Certification and Accreditation Standards and Criteria*
  2. *Behavioral Safety Accreditation "Are you ready?"*
  3. *Guidelines for Completing the Behavioral Safety Program Description and Application*
  4. *Behavioral Safety Program Description and Accreditation Application*
  5. *Cost Estimate for Behavioral Safety Certification or Accreditation*
- STEP 3** Note the following contact information, mailing and email addresses, and phone number. Send all correspondences and forms to this address. The Managing Commissioner, Timothy Ludwig, will be your liaison during the certification/accreditation process. Please feel free to contact him at any time during the process if you have questions or need guidance.

*Cambridge Center for Behavioral Studies  
c/o Timothy Ludwig, Managing Commissioner  
Behavioral Safety Accreditation  
550 Newtown Road, Suite 950, Littleton, MA, USA 01460  
[ludwigtd@ppstate.edu](mailto:ludwigtd@ppstate.edu)*

- STEP 4** If applying for re-certification or re-accreditation, skip to Step 6.
- STEP 5** Consider requesting information for a pre-certification or pre-accreditation readiness review. The CCBS Commission will conduct a brief preliminary evaluation of your program and recommend the best course of action for your organization. If interested, complete the Behavioral Safety Accreditation "Are you ready?" form, and send it to CCBS. An electronic, fillable form is available for download [here](#). Soon after CCBS's receipt of the "Are you ready?" form, you will receive more information.
- STEP 6** If ready to apply for certification or accreditation, complete the *Behavioral Safety Program Description and Accreditation Application* form. Contact the Managing Commissioner with any questions about the application form or standards.
- STEP 7** Contact the Managing Commissioner to obtain a quote for the certification/accreditation fee. This is a fixed-price fee that covers all costs associated with the application and accreditation process. The fee structure and estimated costs are detailed in the document titled *Cost Estimate for Behavioral Safety Certification or Accreditation*, which is available for download [here](#).
- STEP 8** If ready to submit the application, send the completed *Behavioral Safety Program Description and Accreditation Application* form and fee to CCBS.
- STEP 9** Upon receipt of your application and fee, CCBS will contact you to acknowledge your submission and to begin preparations for the site visit.
- STEP 10** Prepare for a CCBS site visit. Most site visits are 1-2 days depending on the size of the organization and complexity of the program. At least 2 CCBS Commissioners will meet with workers, the behavioral safety team, safety professionals, and members of management and conduct a brief tour of the facility. The Managing Commissioner will confer with you to select the site visit dates, times, locations, and other details, including a suggested agenda/itinerary.
- STEP 11** After the site visit, the full-commission will review the site visit report and your written program description, and evaluate your program using the CCBS Behavioral Safety Accreditation Standards available for download [here](#). You will receive formal notification of award along with an award certificate and information about obtaining optional banners, flags, or other promotional materials to help your organization celebrate your successes. Consider scheduling a certification or accreditation award celebration to recognize the efforts of all personnel involved.
- STEP 12** Keep the *Behavioral Safety Program Description and Application Form* updated to facilitate your application for re-certification or re-accreditation in 3 years. Revisit Step 2 periodically to obtain updated information and materials, and be sure to contact CCBS at any time if you have questions or desire assistance with your program. CCBS offers limited services (e.g., readiness audits, training, workshops, and referrals) that can assist you in obtaining the highest level of accreditation—Platinum.