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INSTITUTE OF PROFESSIONAL CERTIFICATIONS

CERTIFIED UK WORKPLACE HEALTH SAFETY MANAGER™

CWHS™

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By:**

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PROGRAM OVERVIEW



The UK's Workplace Health and Safety Regulations is complex. **Recent studies by the Health and Safety Executive reveal that organizations face mounting pressures to navigate over 200 interconnected pieces of legislation, with safety leaders spending approximately 76 hours monthly on documentation alone.** As enforcement becomes increasingly stringent, with annual health and safety fines exceeding £54 million, safety leaders must develop comprehensive expertise to effectively manage these evolving requirements and mitigate substantial organizational risks.

This certified program is designed to equip safety professionals with the advanced knowledge and practical skills needed to confidently navigate the UK's multifaceted health and safety regulatory landscape. You will develop expertise across critical areas including the **Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, COSHH regulations, and industry-specific requirements for high-risk sectors.** You will master the complexities of **risk assessment methodologies, accident investigation protocols, and enforcement procedures** while exploring high-risk areas including hazardous substances (COSHH), machinery safety (PUWER/LOLER), fire risk management, manual handling, and workplace transport.

ACCREDITATIONS



4.8



4.6



PROGRAM OVERVIEW



Furthermore, you will acquire specialized knowledge in implementing **robust safety management systems aligned with ISO 45001 standards, developing effective safety leadership strategies, and creating organization-wide safety cultures** that drive continuous improvement. The program addresses practical challenges in **safety communication, employee engagement, contractor management, and compliance documentation** systems. This includes understanding the evolving relationship between UK regulations and international standards following regulatory divergence from EU frameworks, ensuring you remain at the forefront of best practices in an increasingly complex global safety environment.

Upon completing the program and passing the Chartered exam, you will attain the **Certified UK Workplace Health Safety Manager (CWHS™)** designation. This certification will validate your capabilities in navigating the UK's demanding health and safety regulatory landscape, implementing effective compliance strategies, and fostering organizational safety excellence. This industry-recognized credential holds lifelong validity and will serve as definitive evidence of your professional distinction in workplace health and safety leadership, opening doors to enhanced career opportunities while enabling you to make meaningful contributions to organizational safety performance.

ACCREDITATIONS



4.8



4.6



KEY SKILLS YOU WILL GAIN

From This Program



**UK HEALTH & SAFETY LAW COMPLIANCE
ISO 45001 IMPLEMENTATION
HSG65 SAFETY MANAGEMENT SYSTEM
RISK ASSESSMENT TECHNIQUES**

**HAZARD IDENTIFICATION
HIERARCHY OF CONTROLS APPLICATION
SAFETY DOCUMENTATION BEST PRACTICES
INTERNAL AUDITING & INSPECTION PLANNING**

**INCIDENT INVESTIGATION METHODS
CORRECTIVE & PREVENTIVE ACTION (CAPA)
FIRE SAFETY RISK MANAGEMENT
REPORTING OF INJURIES**

**DISEASES & DANGEROUS OCCURRENCES
REGULATIONS (RIDDOR)
COSHH COMPLIANCE
MANUAL HANDLING RISK CONTROL
PUWER/LOLER EQUIPMENT SAFETY**

**MANUAL HANDLING OPERATIONS REGULATIONS
1992 (MHOR)**

YOUR FACULTY DIRECTOR



John Duplessis, B.Sc., CRSP

Award-Winning Health, Safety, and Environment (HSE)
Expert

John Duplessis is a seasoned Health, Safety, and Environmental (HSE) professional with 29 years of experience, including 20 years as a safety manager in high-hazard industries. Over the past 29 years, John has worked with notable companies like Enbridge, Gibson Energy, and Habshan, **one of the world's largest gas processing facilities, ensuring impeccable safety records and zero incident rates during his tenure.**

John's dedication to safety has earned him numerous awards, such as the **ADNOC HSE Innovation Award and the Work Safe Alberta Best Safety Performer Award.** As a respected industry voice, he has **presented at international conferences, including the IMPACT World in Houston and the Safety Management Congress in Abu Dhabi,** and is dedicated to achieving zero injuries through performance in high-hazard industries.

OUR PARTICIPANTS

Over 70% of FORTUNE 500 Companies Have Attended Our Accredited Programs Before



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MODULE 1 - UK HEALTH AND SAFETY LAW

- Introduction to UK Health and Safety Legislation
 - Purpose and structure of the legal framework
 - Goal setting vs. prescriptive regulation
- The Health and Safety at Work etc. Act 1974 (HSWA)
 - Scope and foundational principles
 - Meaning of “so far as is reasonably practicable”
 - Enforcement and criminal liability
- Legal Duties of Employers and Employees
 - Employer obligations under Section 2
 - Employee responsibilities under Sections 7 & 8
 - Importance of shared accountability
- Regulatory Bodies and Enforcement Powers
 - Role of the Health and Safety Executive (HSE)
 - Role of Local Authorities
 - Powers of inspectors (entry, notices, prosecution)
 - Fee for Intervention (FFI)
- Key Health and Safety Regulations Under HSWA
 - **RIDDOR (2013)** – Reporting incidents and legal thresholds
 - **COSHH (2002)** – Controlling hazardous substances
 - **PUWER (1998)** – Safe use of work equipment
 - **LOLER (1998)** – Lifting equipment and safe operations

MODULE 2 - HEALTH AND SAFETY MANAGEMENT SYSTEMS

- Understanding HSG65 vs. ISO 45001:2018
 - HSG65's PDCA approach to managing health and safety
 - ISO 45001:2018 as a certifiable international standard
 - Key similarities and differences between the two systems
 - Suitability for different types and sizes of organisations
- Setting Policy and Strategic Direction
 - Legal requirement for a written health and safety policy (for organisations with 5+ employees)
 - Key components: Statement of intent, roles and responsibilities, and arrangements
 - Aligning H&S policy with organisational goals and stakeholder expectations
 - Setting SMART objectives and allocating adequate resources
- Defining Roles, Responsibilities, and Communication
 - Clarifying health and safety responsibilities at all levels using tools like RACI charts
 - Ensuring legal compliance through clear delegation of duties

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- Creating effective two-way communication channels (e.g., toolbox talks, safety reps, feedback systems)
- Fostering employee engagement in health and safety
- Integrating Health and Safety into Wider Business Systems
 - Connecting health and safety with quality (ISO 9001), environment (ISO 14001), procurement, HR, and operations
 - Avoiding siloed approaches to risk management
 - Embedding safety into strategic planning, KPIs, and performance reviews
 - Benefits of an Integrated Management System (IMS)

MODULE 3 - RISK ASSESSMENT AND CONTROL

- The Five Steps to Risk Assessment (HSE INDG163)
 - Identifying hazards
 - Determining who might be harmed and how
 - Evaluating risk and selecting precautions
 - Recording findings and implementing controls
 - Reviewing and updating assessments
- Identifying Hazards Across Categories
 - Physical, chemical, biological, ergonomic, psychosocial, and radiation/energy hazards
 - Emphasis on uncovering less obvious and emerging risks

- Evaluating Risk Using Likelihood and Severity
 - Using risk matrices
 - Incorporating data sources: Incidents, SDSs, worker input
- Applying the Hierarchy of Controls
 - Elimination to PPE, in descending order of effectiveness
 - Understanding control reliability, feasibility, and compliance
- Reviewing and Documenting Risk Assessments
 - When and how to review (e.g. after incidents or operational changes)
 - Best practices for clear, accessible, and actionable documentation

MODULE 4 - INSPECTIONS AND AUDITS

- Types of Inspections: Informal, Formal, and Statutory
 - Definition, purpose, and examples of each
 - Legal obligations under the Health and Safety at Work etc. Act 1974
 - The role of inspections in daily hazard identification and legal compliance
- Creating Effective Checklists and Inspection Schedules
 - Characteristics of a good checklist (clear, tailored, risk-based)

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- Building inspection schedules based on task, area, frequency, and risk level
- Aligning inspection activities with legal standards and internal procedures
- Internal Audits: Planning, Execution, and Follow-Up
 - Purpose and structure of internal audits
 - Steps in planning and conducting an effective audit
 - Gathering evidence, interviewing workers, and documenting findings
 - Maintaining objectivity and neutrality
- Managing Non-Conformities and Audit Closure
 - Defining non-conformities and their implications
 - Root cause analysis and corrective action planning
 - Ensuring follow-up, closure, and organisational learning
 - Treating audits as learning tools—not just compliance exercises

MODULE 5 - INCIDENT REPORTING AND INVESTIGATION

- Legal Obligations Under RIDDOR
 - What qualifies as a reportable incident (fatalities, specified injuries, diseases, dangerous occurrences)
 - Reporting procedures, timelines, and responsibilities
 - Legal consequences of non-compliance

- Incident vs. Near-Miss Reporting
 - Definitions and key differences
 - The value of near-miss reporting as a proactive safety measure
 - Encouraging a non-punitive reporting culture
- Investigation Methodology
 - Steps in a structured investigation (scene control, evidence collection, analysis, reporting, follow-up)
 - Root cause analysis using tools such as:
 - 5 Whys Technique
 - Fishbone (Ishikawa) Diagram
- Developing CAPA (Corrective and Preventive Action) Systems
 - Differentiating corrective vs. preventive actions
 - Assigning actions using SMART criteria
 - Linking root causes to specific system improvements
 - Monitoring progress and verifying closure
- Maintaining Investigation Records
 - Recordkeeping requirements for RIDDOR and internal documentation
 - Importance for legal defence, audits, trend analysis, and ISO 45001 compliance
 - Components of a complete investigation record (evidence, actions, timelines)

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MODULE 6 - FIRE SAFETY MANAGEMENT

- The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)
 - Scope of the RRFSO and its risk-based approach
 - Legal duties of employers and occupiers
 - Enforcement powers of the Fire and Rescue Authorities
- Conducting Fire Risk Assessments
 - Legal requirement under Article 9 of the RRFSO
 - Five steps of fire risk assessment
 - What a fire risk assessment must include
 - Importance of site-specific and regularly updated assessments
- Roles of Responsible Persons and Fire Wardens
 - Duties of the Responsible Person (RP)
 - Fire warden responsibilities and staff-to-warden ratios
 - Integration of wardens into daily fire safety practices
- Fire Safety Systems: Alarms, Routes, and Drills
 - Alarm system standards (BS 5839) and maintenance
 - Emergency routes, signage, and lighting (BS 5266)
 - Best practices for planning and evaluating fire drills

- Liaison with Fire and Rescue Authorities
 - Importance of proactive engagement
 - Sharing plans, assessments, and access information
 - Fire service roles: Enforcement, emergency response, and guidance

MODULE 7 - MANUAL HANDLING AND ERGONOMICS

- The Manual Handling Operations Regulations 1992 (MHOR)
 - Legal duties of employers and employees
 - The importance of avoiding hazardous manual handling where possible
 - Common pitfalls, such as overreliance on training instead of risk elimination
- Ergonomic and Manual Handling Risk Factors (TILEE)
 - Task, Individual, Load, Environment, and Equipment (TILEE) considerations
 - Common ergonomic hazards across sectors
 - Use of tools like body maps and discomfort surveys
- Training Requirements and Risk Reduction Techniques
 - When training is legally required and what it must cover
 - Limitations of generic training

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- Practical control strategies: Task redesign, mechanical aids, team handling, job rotation
- DSE (Display Screen Equipment) Assessment and Best Practice
 - Legal duties under the DSE Regulations 1992
 - Components of a DSE assessment: Posture, lighting, equipment setup
 - Practical workstation adjustments and remote work considerations

MODULE 8 - WORKPLACE EQUIPMENT AND MACHINERY SAFETY

- PUWER and LOLER Compliance Obligations
 - Overview of PUWER (Provision and Use of Work Equipment Regulations 1998)
 - Overview of LOLER (Lifting Operations and Lifting Equipment Regulations 1998)
 - Overlapping duties for lifting equipment (e.g., forklifts)
 - Legal consequences of non-compliance
- Machine Guarding, Safe Isolation, and Lockout/Tagout (LOTO)
 - Types of machine guards (fixed, interlocked, adjustable, trip devices)
 - Legal requirements for guarding under PUWER
 - Safe isolation and energy control procedures (LOTO)
 - Common failures and importance of proper LOTO implementation

- Inspection, Maintenance, and Recordkeeping
 - Legal inspection intervals (routine, preventive, thorough examinations)
 - Distinction between preventive and reactive maintenance
 - Key records to retain for compliance (e.g., certificates, job sheets, checklists)
 - HSE inspection expectations
- Competence and Supervision of Equipment Users
 - Components of worker competence (knowledge, experience, training)
 - Supervisory roles in monitoring and enforcing safe use
 - Training requirements and refresher frequency
 - Practical examples of competence verification (e.g., warehouse operations)

MODULE 9 - COSHH AND HAZARDOUS SUBSTANCES

- Legal Requirements Under COSHH (2002)
 - Scope of hazardous substances covered under COSHH
 - Employer and employee duties
 - Key legal expectations: Assessment, control, training, and emergency planning
- Using Safety Data Sheets (SDS)
 - Structure and legal status of SDSs under REACH and CLP

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- Key sections (e.g., hazards, PPE, emergency response)
- Employer responsibilities for access, understanding, and use in assessments
- Storage, Labelling, and Exposure Monitoring
 - Safe storage practices and segregation of chemicals
 - CLP labelling requirements: Pictograms, signal words, hazard statements
 - Monitoring techniques: Air sampling, surface testing, biological indicators
- Health Surveillance and Emergency Response Planning
 - When health surveillance is legally required under COSHH Regulation 11
 - Types of health monitoring (skin, lung, biological)
 - Emergency planning: Spills, exposures, first aid, evacuation
 - The role of drills, equipment, and preparedness in all workplaces

MODULE 10 - WORKPLACE TRANSPORT AND TRAFFIC MANAGEMENT

- Risk Control Measures for On-Site Vehicles
 - Key transport hazards: Forklifts, plant, delivery vehicles
 - Legal duties under HSWA, PUWER, and workplace regulations

- Core risk controls: Segregation, traffic plans, one-way systems, designated loading zones
- Reversing, Loading/Unloading, and Pedestrian Safety
 - Common risks during reversing operations
 - Control measures: Trained banksmen, alarms, signage
 - Safe loading/unloading practices
 - Effective design of pedestrian zones and access restrictions
- Signage, Speed Control, and Driver Training
 - Legal requirements for safety signage (Safety Signs and Signals Regs 1996)
 - Speed control methods: Signage, bumps, chicanes
 - Driver training: Competence, refresher training, and site-specific awareness
 - Additional factors: Language barriers, fatigue, medical fitness
- Accident Prevention and Transport Safety Monitoring
 - Common incident types: Pedestrian strikes, overturns, falling loads
 - Preventive measures: Inspections, site audits, behavioural safety
 - Monitoring systems: Near-miss reporting, visual dashboards, CCTV

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MODULE 11 - OCCUPATIONAL HEALTH AND WELLBEING

- Physical vs. Psychosocial Risk Factors
 - Physical hazards: Noise, vibration, manual handling, ergonomics, hazardous substances
 - Psychosocial hazards: Workload, harassment, poor management, lack of control or support
 - Legal frameworks: COSHH, PUWER, Manual Handling Regulations, DSE Regulations, and HSE guidance on stress
- Fatigue, Mental Health, and Wellbeing Strategies
 - Risks associated with fatigue and shift work
 - Organisational and individual strategies to support mental health
 - Preventive and promotive approaches: EAPs, risk assessments, wellness programs
- Role of Health Surveillance and Occupational Health Support
 - When health surveillance is legally required
 - Common health checks: lung function, skin, hearing, biological monitoring
 - The proactive role of occupational health in assessments, return-to-work, and fitness-for-duty decisions
- Creating a Supportive Work Environment
 - Principles of a psychologically safe and healthy workplace

- Leadership, communication, inclusive culture, and work design
- Early intervention, manager training, and recognising early warning signs

MODULE 12 - CONTRACTOR AND SUPPLIER SAFETY MANAGEMENT

- Due Diligence and Competence Assessments
 - Legal duties under HSWA 1974 and MHSWR 1999
 - Pre-qualification checks on contractor experience, certifications, and safety history
 - Competence verification: RAMS, training records, insurance, and cultural indicators
- Contractor Induction and Supervision
 - Site-specific inductions covering rules, hazards, and emergency procedures
 - Tailoring induction depth based on risk and task complexity
 - Ongoing supervision to ensure RAMS compliance and safe conduct
- Permit-to-Work Systems and Risk Coordination
 - When and how to use permit-to-work systems for high-risk tasks
 - Core components of a safe PTW process (authorisation, validity, verification)
 - Coordination of overlapping contractor activities using planning tools and communication protocols

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- Managing Shared Responsibilities Under CDM Regulations (Construction Focus)
 - Overview of CDM 2015 and its key duty holders (Client, Principal Contractor, Designer, Contractor)
 - Understanding shared responsibilities on multi-contractor sites
 - Use of core CDM documentation (PCI, CPP, H&S File) to manage and track compliance

MODULE 13 - EMERGENCY PREPAREDNESS AND BUSINESS CONTINUITY

- Types of Workplace Emergencies
 - Identify foreseeable emergencies such as fires, chemical spills, medical events, violence, and severe weather
 - Include modern risks like IT system failure, pandemics, and supply chain disruption
 - Risk profiles should consider site location, workforce makeup, and hazardous materials
 - Emergency planning must cover both physical and operational threats
- Emergency Response Planning
 - Legal requirements include the Fire Safety Order, COMAH, and Health and Safety at Work Act
 - Plans must be tailored, not generic—site-specific hazards, layout, and workforce must be considered

- Assign clear roles: Fire wardens, first aiders, incident commanders
- Include procedures for evacuation, alerts, communication, and post-incident actions
- Emergency types include fire, chemical, medical, and violent threats—with unique response needs for each
- Testing and Evaluating Emergency Procedures
 - Regular testing validates plan effectiveness and builds staff readiness
 - Drill types include evacuation drills, tabletop exercises, functional drills, and full simulations
 - Use evaluation criteria: Communication effectiveness, staff role clarity, vulnerable person assistance
 - Each drill should result in debriefs, lessons learned, and documented improvement actions
- Business Continuity and Disaster Recovery Basics
 - Business continuity ensures critical operations can continue during disruptions
 - Disaster recovery focuses on restoring IT systems and data
 - Plan steps include business impact analysis, risk assessment, continuity strategies, and recovery timelines
 - Assign business continuity coordinators and crisis communication leads
 - Align planning with ISO 22301 and BS 11200 standards for international compliance

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MODULE 14 - SAFETY CULTURE AND LEADERSHIP

- Visible Leadership and Its Impact on Culture
 - Leaders must model safe behaviours to build credibility and trust
 - Key behaviours: Participating in inspections, using PPE, responding to reports
 - Reinforces that safety is a core value, not just a compliance requirement
 - Inconsistent or absent leadership presence undermines safety efforts
- Psychological Safety and Engagement
 - Psychological safety encourages open dialogue and near-miss reporting
 - Reduces fear of blame and supports learning from mistakes
 - Engagement strategies: Involve workers in safety decisions and committees
 - Reward openness and feedback, not just outcomes
- Behaviour-Based Safety (BBS) Concepts
 - Focuses on identifying and influencing high-risk behaviours
 - Observations are used to coach, not punish
 - BBS programs must complement—not replace—engineering and procedural controls
 - Requires a no-blame culture and leadership commitment to act on findings

- Aligning Leadership with Operational Realities
 - Safety goals must reflect frontline conditions and resource realities
 - Encourage feedback loops and collaborative safety planning
 - Use both lagging (injury rates) and leading indicators (training, reporting)
 - Frontline engagement builds trust and improves initiative success

MODULE 15 - CERTIFICATION, REPORTING AND LEGAL UPDATES

- Reporting Performance and Setting Safety KPIs
 - Performance measurement drives accountability, compliance, and continuous improvement
 - Leading indicators include proactive measures like near-miss reporting and training completion
 - Lagging indicators track outcomes such as injury rates and lost workdays
 - KPIs should be SMART and aligned with specific safety goals
 - Visual dashboards and regular sharing promote engagement and transparency
- ISO 45001 Certification Cycle
 - ISO 45001 is the international standard for OH&S management systems
 - The certification process includes gap analysis, implementation, internal audits, and external audits (Stage 1 and 2)

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- Certification is valid for 3 years with annual surveillance audits
- Maintaining certification requires ongoing internal reviews, updates, and regulatory alignment
- Successful implementation demonstrates a structured and proactive approach to health and safety
- Keeping Up with HSE Bulletins and Legal Updates
 - Staying current with regulatory changes is essential for ongoing compliance
 - Subscribe to HSE bulletins and industry publications (e.g., IOSH, SHP)
 - Monitor changes to RIDDOR, ACOPs, sector-specific guidance, and enforcement priorities
 - Use legal registers or compliance services to track updates systematically
 - Designate internal responsibility for monitoring and distributing updates
- Organisational Learning from Internal and External Events
 - Learning from incidents, near misses, and audit findings strengthens systems
 - Use tools like root cause analysis, corrective action plans, and lessons learned logs
 - Incorporate public incident reports and regulatory prosecutions to prevent similar events

- Update procedures, training, and risk assessments in response to new insights
- A learning culture anticipates risk and improves before failure occurs

EXAMINATION

YOUR CHARTER DESIGNATION



Chartered Institute of Professional Certifications' programs are unique as they provide you with professional charter designations and marks that can be used across your lifetime once you have completed our programs.

Upon successfully attending this program, you will be awarded with the **Certified UK Workplace Health Safety Manager (CWHS™)** designation. that can be used in your resume, CV and other professional credentials. This certification is industry-recognized with lifelong validity.

Globally demanded and recognized, this certification demonstrates your expertise in navigating the complexities of UK health and safety law, implementing ISO 45001-aligned systems, and leading safety performance across high-risk sectors. It validates your ability to design and manage robust safety frameworks, ensure regulatory compliance, and foster a proactive safety culture in line with HSE expectations. Developed by **Chartered Institute of Professional Certifications**, the content of this program has been independently accredited by **CPD Certification Service** as adhering to the highest standards of continuing professional principles.

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