

APPLICATION REQUIREMENTS

GENERAL

To qualify for admission to the ABIH examinations, an applicant must comply with all regulations of the Board that are in effect at the time the application is filed. An applicant must:

- Meet academic requirements/IH coursework
- Meet a professional industrial hygiene experience requirement supported by references
- Be in the current practice of industrial hygiene

All applicants are evaluated without regard to age, sex, race, religion, national origin, disability or marital status.

All applicants must agree to adhere to the ABIH Code of Ethics and be governed by the ABIH Ethics Case Procedures.

All application materials, including transcripts, references, and educational coursework (including ethics) must be postmarked by February 1 for the Spring examination or August 1 for the Fall examination.

When initial review of an application/reapplication indicates that pertinent information is not clear, supplemental information may be requested from the applicant. In that case, review of the application/reapplication will not proceed until the requested information is received.

Directors of the Board are not authorized to give an opinion to any applicant as to his/her eligibility, either before or after an application is filed.

As part of the ABIH **record-retention** program, files that have been inactive for three years will be destroyed. Prior to destroying a file, the staff will attempt to notify the applicant using their last known address.

ACADEMIC REQUIREMENTS

Graduation from a regionally accredited college or university, or other college acceptable to the Board, with a Bachelors Degree in biology, chemistry, physics, engineering, or an ABET accredited program in industrial hygiene or safety is accepted.

The Board will consider, and may accept, any other Bachelors Degree from an acceptable college or university so long as the degree is based upon appropriate coursework and represents at least 60 semester hours of creditable subjects, with at least 15 of those hours at the upper level (junior, senior or graduate level). Creditable subjects are undergraduate or graduate level courses in science, mathematics, engineering and science-based technology. An applicant who is found to have an unacceptable bachelor's degree may remedy that degree with additional academic science coursework from an acceptable college or university, or by completion of an acceptable cognate graduate degree.

Academic credit granted by a college or university based upon a candidate's activities unrelated to appropriate coursework will

not be accepted by ABIH. For example, the completion of the Graduate Record Examination (GRE), College Level Examination Program (CLEP) examinations, DANTES Subject Standardized Tests (DSSTs), and/or other similar equivalency credits granted by an institution for work/life experience are not considered educational courses for the purpose of satisfying the academic certification eligibility requirements.

The social sciences are not considered to be qualifying sciences. Evaluation of the science content of a bachelor's degree will be made from the official transcripts. When further information about the content of a degree, such as course descriptions or content is required, the applicant will be requested to provide the information and review of the degree will not proceed until the information is received.

Official transcripts for each degree are required. An official transcript is one sent directly to ABIH by the college or university or, as an alternative, the applicant may submit official transcripts if they are in a sealed envelope with the registrar's stamp across the seal. When a degree includes credits which were transferred from another college or university, official transcripts for those course credits must be sent upon request.

The Board will consider a U.S. college or university to be acceptable when it holds institutional accreditation from one of the six Regional Accrediting Bodies or the Distance Education and Training Council which are recognized by the Council for Higher Education Accreditation (CHEA) and the US Department of Education. The degree must be awarded during the time for which the institutional accreditation was issued.

A college or university which is located outside the U.S./Canada will be considered for acceptability on the basis of its accreditation status in the education system which has jurisdiction. Applicants with international degrees will be required to submit their transcript(s) to a member of the National Association of Credential Evaluation Services, Inc. (www.naces.org) and request that a report be forwarded to ABIH. If the degree is in biology, chemistry, engineering or physics, a General/Document-by-Documents report must be provided. Any other degree requires a Comprehensive/Course-by-Course report. If you have several degrees and at least one of them is from the U.S./Canada, a transcript evaluation may not be required for your international degree(s). Please contact the office (abih@abih.org; 517-321-2638 Ext 3) for advice.

If you are considering additional certifications by an organization other than ABIH, you should consult that organization's website for international degree requirements.

INDUSTRIAL HYGIENE COURSEWORK

The Board requires applicants to document completion of 180 academic contact hours or 240 continuing education contact hours of specific industrial hygiene courses. At least half of the required coursework (90 academic or 120 continuing education contact hours) must cover the broad subjects of industrial hygiene toxicology, fundamentals of industrial hygiene, measurements and controls.

Acceptable toxicology courses will cover the essential aspects of toxicology (adverse effects of chemicals on living systems) with an emphasis on humans. Topics covered are likely to include dose response relationships; absorption, distribution, metabolism and excretion of toxic substances in the body; biotransformation; organ systems; chemical carcinogenesis & mutagenesis; etc.

Fundamentals courses are likely to address recognizing hazards/stressors found in the work environment. This includes chemical, physical (noise, radiation, thermal), biological and ergonomic stressors.

Measurement courses and control (engineering, substitution, administrative, PPE) courses will address the same four broad stressor categories as fundamentals (chemical, physical, biological and ergonomic).

The remaining coursework may be in industrial hygiene subjects that are narrower in scope (i.e. asbestos, lead, mold, confined space entry, etc.). Regulatory refresher courses can only be counted once.

The IH Coursework requirement can be satisfied if the necessary contact hours were completed as part of the applicant's academic degree.

If additional coursework is taken to meet this requirement, then academic courses, continuing education courses or a combination of both can be submitted. One semester hour equals 15 academic contact hours and one quarter hour equals 10 academic contact hours. One CEU equals 10 continuing education contact hours. For documentation of continuing education contact hours, copies of certificates need to be sent with the application. **If the number of contact hours or CEUs are not on the certificate, an agenda must be included.**

New applicants are required to document that they have completed at least two contact hours of coursework in ethics. This will count as part of the current Industrial Hygiene coursework requirement. Credit for ethics is capped at five contact hours.

EXPERIENCE REQUIREMENTS

Four years of employment in the professional practice of industrial hygiene acceptable to the Board are required to be eligible for examination.

To be recognized as "**professional level**" work, the experience must include:

- Independence of actions – relates to the amount of planning, self-direction, decision-making and autonomy involved in the work experience;
- A depth of work requirements – relates to the extent to which work experience requires data-gathering, analysis and interpretation;
- Level of interaction – relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers; and

- Responsibility for work outcome – relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

"Technician or pre-professional" experience is not creditable towards eligibility.

Creditable experience is expected to include the continuum of the process of Industrial Hygiene practice which is anticipation, recognition, evaluation, control and management of occupational health hazards.

Experience credit may be given for research, teaching or Industrial Hygiene program administration if done at a professional level. Research or teaching done as a student does not earn experience credit.

After receipt of an acceptable bachelors' degree, a masters student in an ABET accredited industrial hygiene program or an industrial hygiene doctoral student may be considered to be in "industrial hygiene practice" for the purpose of determining his/her eligibility for examination. However, only the **completed** advanced degree will be credited towards experience equivalency.

An applicant who is otherwise qualified, but whose industrial hygiene career has been interrupted for one year or less for graduate studies in a cognate science, medical reason, unemployment, or the like, may be considered to be "in practice" for purpose of determining examination eligibility. The time spent out of practice will not receive experience credit toward any future examination.

A candidate must also be practicing "**broad scope**" industrial hygiene. Two dimensions are evaluated in judging the scope of experience:

1. "work function" includes the continuum of the process of Industrial Hygiene practice, which is anticipation, recognition, evaluation, control and management of occupational health hazards. Although no proportion of time devoted to each of these aspects is prescribed, broad-scope practice must exhibit experience in the entire process;
2. "stressor category" includes four generic categories of occupational health stressors: chemical, physical, biological and ergonomic. Experience is expected in at least two of these four stressors.

Professional-level experience which does not meet the broad-scope criteria will be considered narrow-scope experience. A maximum of one year of narrow-scope experience may be credited towards eligibility.

A **maximum** of one year of **experience equivalency** may be credited for industrial hygiene degrees from institutions acceptable to the Board. For bachelors level industrial hygiene degrees, six months experience credit will be awarded only when the program is accredited by the accreditation Board for Engineering & Technology (ABET). For masters level industrial hygiene degrees awarded after December 31, 1996,

one year experience credit will be awarded only when the program is accredited by ABET. One year may be granted for an acceptable doctoral degree, provided that the graduate degree is in industrial hygiene and that all academic requirements have been completed.

REFERENCES

A minimum of two professional references must be provided.

A reference from an applicant's current supervisor is required to document current industrial hygiene practice.

There must be a reference from the applicant's immediate supervisor(s) covering the entire time period for which the applicant requests experience credit. When an applicant is/was a principal in a business, the Board will accept references from major clients.

There must also be a reference from a **CIH** who is familiar with the applicant's industrial hygiene work and can describe, from first hand experience, the nature of the applicant's industrial hygiene responsibilities. The CIH reference may also be a supervisory reference.

In the event that no **CIH** is available who is familiar with the applicant's industrial hygiene work, the applicant may substitute a reference from an individual certified at the professional level by an organization whose industrial/occupational hygiene certification scheme has been recognized by the International Occupational Hygiene Association/IOHA. Another alternative is to provide three written work examples which demonstrate a range of industrial hygiene activities. The examples must span the time period being claimed as professional level experience and be identifiable as the applicant's own work. Work examples will not be returned unless specifically requested.

Each reference must be provided on the Board's Professional Reference Questionnaire form, have an original signature and be prepared only by the person giving the reference. It is **unacceptable** for the applicant to complete the form and have it signed by his or her reference.

Each Professional Reference Questionnaire must be mailed or faxed directly to ABIH by the person giving the reference.

An applicant's spouse or other relative, a person whom the applicant supervises, or a member of the Board may not act as a reference for an applicant. References are not accepted if written by the applicant.

A Professional Reference Questionnaire which does not comply with the requirements of this section will not be accepted by ABIH.

Each Professional Reference Questionnaire shall remain confidential between the author and ABIH.

TEST ACCOMODATIONS

The American Board of Industrial Hygiene (ABIH) provides reasonable accommodations, in accordance with the Americans with Disabilities Act as amended and other applicable laws, for individuals with documented disabilities who demonstrate a need for accommodations. In accordance with the Americans with Disabilities Act, ABIH does not discriminate against individuals with disabilities in providing access to its examination program.

If a candidate has a documented disability and requires test accommodations, s/he must submit a Test Accommodation Request Form, which can be found on the ABIH website at www.abih.org/certified/index.html. The request must accompany the application form and be received by the normal application deadline (February 1/August 1).

REAPPLICANTS

A reapplicant whose original approval/reapproval was **less than two years ago** and who wishes to be examined/reexamined in an examination which was delayed/failed previously must notify ABIH in writing prior to appropriate deadlines when he/she wishes to take the approved examination, and submit a \$75.00 reapplication fee.

A reapplicant whose original approval/reapproval was **more than two years ago** and who wishes to be examined/reexamined in an examination which was delayed/failed previously must submit a Reapplication Form, a \$75.00 reapplication fee, a Professional Reference Questionnaire from a current supervisor and must meet all current eligibility standards including the completion of the required industrial hygiene coursework. The application deadlines of February 1 and August 1 apply.

If your file has been destroyed (due to being inactive for three years) all the requirements for new applicants must be followed.

APPLICATION/REAPPLICATION DATES

All documentation required to review an application or reapplication must be postmarked by February 1 when applying for the Spring examinations and by August 1 for the Fall examinations.

Examinations will be held twice each year at Prometric Testing Centers.

An applicant approved for the Spring exam can make an appointment with Prometric for April or May. Fall examinees can schedule for October or November.

FEES

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| Application fee | \$150.00 |
| Reapplication fee | \$ 75.00 |

These fees are nonrefundable. However, an applicant/reapplicant declared ineligible for examination may resubmit or modify his/her application on the basis of new or supplemental information within two years of the filing date of the initial application without payment of an additional reapplication fee.

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| Examination fee | \$350.00 |
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This fee is nonrefundable. If an examination is cancelled with the testing center at least 48 hours in advance of the scheduled exam the fee will be carried over to your next approval. If your examination is not cancelled at least 48 hours in advance of the scheduled exam, the fee is forfeited.

An application/reapplication fee and examination fee are required for each exam taken.

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| Annual Renewal fee | \$ 115.00 |
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