

American Board of Industrial Hygiene CIH Examination

Scheduling Your Appointment

To ensure that you obtain the location and date you prefer, you should call Prometric immediately or go online to schedule an appointment. We recommend that you schedule your appointment online since it is a faster and more efficient process. If you are scheduling by phone, and are in North America call Prometric's Customer Service Contact Center (CSCC) at (800) 800-1123. Operators are available from 8:00 am to 8:00 pm (Eastern Time) Monday through Friday. If you are an international examinee please see the following list:

Australia and New Zealand (M-F, 8:30 to 17:00 GMT +10:00)	612-96405899
China (M-F 8:30 – 19:00 GMT +10:00)	8610-62799911
India (M-F, 9:00 to 17:30 GMT + 05:30)	91 124 4147700
Japan (M-F 8:30 – 19:00 GMT +10:00)	81 3 5541 4800
Korea (M-F 8:30 – 19:00 GMT +10:00)	82 2 2116 8331 or 1566 0990
South East Asia (M-F, 8:00 to 20:00 GMT +08:00)	60 3 7628 3333
Europe (M-F, 9:00 – 18:00GMT +10:00)	31 320 239 540
Middle East (Sunday-Thursday)	31 320 239 530
North Africa (Sunday-Thursday)	31 320 239 530
Sub-Sahara Africa (M-F, 9:00 – 18:00GMT +10:00)	31 320 239 593
Latin America (M-F, 9:00 to 5:00 Eastern Time)	443 751 4995

You will need to provide the following information when scheduling your appointment:

- your name
- your identification number (listed in the Authorization To Test or ATT letter)
- a daytime telephone number
- the name of the examination sponsor (ABIH)
- the examination you are taking (CIH)

If you are scheduling online, go to www.prometric.com/abih. You must have an email address to schedule online.

When you schedule your appointment either by telephone or online, you will receive a confirmation number. Make sure you keep a record of your confirmation number and appointment information. You will need your confirmation number if you want to confirm, reschedule or cancel your appointment. **You will not receive written notification concerning your appointment if you schedule via telephone.** If you schedule online, you will receive email confirmation of your appointment.

Test Site Location

You may take your examination at Prometric Testing Centers (PTC) in the United States, Canada, Puerto Rico, Guam, US Samoa, the Virgin Islands and internationally. Determine the best PTC location for taking your examination by selecting "Locate a Test Center" on Prometric's web site www.prometric.com/abih. When scheduling your appointment, you should confirm the address of your test center and obtain directions. You may obtain directions to the PTC at Prometric's web site: www.prometric.com/abih or by calling CSCC.

Examination Window

The Spring testing window opens on April 1st and closes on May 31st. The Fall testing window opens October 1st and closes November 30th. **You must test during the window for which you are approved.** The test will be 3.5 hours in the morning with an optional 1 hour break and then 3.5 hours in the afternoon. There will be additional time allotted for a brief computer tutorial before the test begins and a brief survey afterwards.

Confirming Your Appointment

It is your responsibility to verify that you have been scheduled for the date, time and place you have requested. To confirm your appointment, you can either call (800) 800-1123 or the international phone number if you are taking it in another country and select the option for confirming your appointment or you may confirm your appointment online at www.prometric.com/abih. You can confirm your appointment online even if you scheduled your appointment via telephone.

Examination Day

You should arrive at the test center at least 30 minutes prior to your scheduled exam time. You will need to show one current, valid government-issued photo identification document with a signature (e.g., driver's license or passport). A digital fingerprint and information from your identification including an image of your photo will be captured. You should also bring your "Authorization to Test" (ATT) letter from the Board. **If you do not provide the required identification and fully participate in the identity validation process during check-in and breaks, you will not be permitted to test and you will forfeit the testing fees.**

Examinees may bring one or two **non-programmable** calculators* selected from the approved list below. Any calculator within the series listed in the information provided to candidates is acceptable. Not all models within a series are listed because of the variety and the model changes that take place. For example, the listing of a Texas Instruments TI-30 as "approved" means that such models as the TI-30X, TI-30Xa, TI-30XII, TI-30XIIs are all acceptable. The Prometric instructions to their staff indicate this, so the person checking you in at the Prometric Test Center will be aware that these are acceptable calculators.

*Approved Calculator List:

Casio - Models FX-115, FX-250, FX-260, FX-300, FX-350

Hewlett-Packard - Models hp-9S, hp-10S, hp-30S, hp-300S **Note: hp-9G is not acceptable**

Texas Instruments - Models TI-30, TI-34, TI-35, TI-36

Other than the approved calculators and the materials provided by the test centers for working out calculations, no other materials are allowed in the examination room by the examinee. Cell phones, pagers, watches, books, manuals, notes, PDAs or other electronic devices or reference materials as well as food and drinks are not allowed in the examination room.

The ABIH equation sheets and plates from the ACGIH "Ventilation Manual" will be available on the computer on which you are taking your exam when you click on the "Reference" button.

Canceling, Rescheduling and Missed Appointments

If you need to cancel, postpone or change your examination location, you must do so by noon at least two (2) business days prior to your appointment. You may cancel or reschedule by calling (800) 800-1123 or the international phone number from the list. You will need to provide your confirmation number. **If you miss your appointment, you will not be rescheduled and you will forfeit the testing fees.** If you are late for your appointment, you may not be admitted. Late admission is at the discretion of the Prometric Testing Center. If you decide to delay your examination see your ATT letter for more details.

Problems with Prometric Scheduling and Testing

You should call ABIH at (517) 321-2638 if you encounter one of the following problems:

- you cannot schedule an exam because the Prometric operator does not have a file with your name and identification number
- you go to your scheduled appointment and you are unable to test due to Prometric technical or personnel difficulties.

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