

Certification Maintenance Program Handbook

March 19, 2012

Note: Printed versions of the CM Program Handbook may be out-of-date.
The most up-to-date information will be available on the ABIH web site.



6015 W. St. Joseph Hwy, Suite 102, Lansing MI, 48917
Phone: 517-321-2638 Fax: 517-321-4624 email: abih@abih.org Web: www.abih.org

Table of Contents

Introduction3
 ABIH Code of Ethics3
 Contact Information & Communications.....3
 Annual Fees4
 CM by Examination.....4
 CM By Worksheet5
 Minimum CM Point Requirements.....5
 CM Worksheet Process5
 CM Worksheet Reporting Calendar.....6
 CM Worksheet Audits.....7
 Record Retention7
 CM Hardship Help.....8
 Cycle Extension8
 Leave of Absence.....9
 Voluntarily Surrendering the Certification10
 Decertification10
 Reactivation (After Loss of Certification)11
 Appendix 1 – Category 1 – Active IH Practice13
 Appendix 2 – Category 2 – Technical/Professional Committee Service.....14
 Appendix 3 – Category 3 – Publication of IH Papers/Books.....15
 Appendix 4 – Category 4 – Attendance at Educational Programs16
 Determining CM Credit for Educational Events18
 Appendix 5 – Category 5 – Teaching/Presenting in IH.....19
 Appendix 6 – Category 6 – ABIH Examination20
 Appendix 7 – Category 7 – Other Activities21

Introduction

An ABIH Diplomate is a person who has met the qualifications for education, experience, and examination; *and*, has continued to meet the obligations for certification maintenance. A Diplomate maintains their certification by passing the examination or by submitting an acceptable CM worksheet.

The purpose of the Certification Maintenance (CM) program, which began in 1979, is to ensure that Diplomates develop and enhance their professional-level industrial hygiene knowledge and skills during the time period that they are certified by ABIH. The CM program primarily emphasizes technical advancement but does make allowances for some professional development activities when there is an environment, safety or health aspect. Generic career skills development or career advancement may occur as a result of being a Diplomate but it is not a focus area for the ABIH CM program.

Each Diplomate receives a wallet card (annually); has access to the private web roster; and, is allowed to use their ABIH-awarded certification terms:

- Certified Industrial Hygienist or CIH
- Certified Associate Industrial Hygienist or CAIH

The above terms are registered with the U.S. Patent and Trademark Office as is the ABIH logo and the terms American Board of Industrial Hygiene and ABIH.

ABIH Code of Ethics

During the applications process, each Diplomate agreed to adhere to the ABIH Code of Ethics which is available on the ABIH web site. Diplomates are asked to sign a similar commitment each time that a CM cycle is completed. It is a condition of CM that each Diplomate practice ethical behavior to the best of their abilities.

Any individual may file an ethics complaint. The process and forms to do so are provided on the ethics portion of the ABIH website. All complaints are treated seriously and where warranted, further investigated by the ABIH Ethics Review Committee which may include the use of Legal Counsel. The Committee is appointed by the ABIH Executive Director. A Diplomate found to be in violation of the ABIH Code of Ethics will be subject to a range of sanctions up to and including decertification.

Contact Information & Communications

Diplomates are responsible to maintain up-to-date contact information in the ABIH roster to ensure that communications are sent to a current address. Once a year, ABIH requires that all Diplomates verify their contact information on record. Diplomates should do this as often as needed, not necessarily waiting for the annual prompt.

ABIH communicates with Diplomates on a regular basis, primarily using email. If the Diplomate does not have an email address on file, some but not all communications are sent via postal mail. For email, the Diplomate must use an email address that is not blocked or filtered (which can sometimes occur with company, military or academic IT systems). When this occurs, a personal email address may be more effective for ensuring that electronic communications are received by the Diplomate.

The ABIH Advisor is the primary means for updating Diplomates about ABIH programs and activities. The newsletter is published several times a year on an as-needed basis. An email announcing each new

issue is sent to all Diplomates with e-mail addresses. The newsletter is available on the public portion of the ABIH web site.

Changes to CM program requirements are announced in the newsletter. In addition, as the change warrants, email or postal communication may also be sent to the Diplomates.

It is the responsibility of the Diplomate to read the newsletters and communications and ensure understanding.

Annual Fees

Payment of annual fees is a condition of maintaining certification. Fees are due in the fourth quarter of a calendar year in advance of the upcoming year.

Diplomates are sent several notices of payment beginning in September. Annual fees are also posted on the ABIH web site where Diplomates may pay online.

Fees must be postmarked or received at ABIH by the due date. If not paid on time, the Diplomate will owe an additional late fee and will have reduced functionality on the ABIH private website.

Annual fees are non-refundable.

If fees are unpaid for 2 years, the Diplomate will be subject to de-certification in the 3rd year.

Each year, ABIH evaluates the need for a fee-increase. Annual fee increases are set primarily based on an annual cost of living adjustment but additional costs may be factored in each year.

CM by Examination

Any CIH certified in Comprehensive Practice may take the exam during the two exam periods immediately preceding the CM cycle end date, or the exam period immediately after the CM cycle end date. Successful examination earns 40 CM points in Category 6.

CIHs that plan on taking the examination for recertification are required to submit the *CM By Exam* request form. The examination fee will be billed after the request is received. CIHs are not held to the exam application deadline dates of February 1 (spring exam) and August 1 (fall exam). The exam windows are April-May (spring) and October-November (fall).

Since the Aspects and CAIH examinations have been discontinued, maintaining certification by taking these exams is no longer an option. Diplomates could apply for the comprehensive exam if their current work experience qualifies.

CM By Worksheet

A Diplomate recertifies by accumulating at least the minimum CM credit requirements in Categories 1-5 and 7. Each Category is further explained in the Appendices.

- Category 1 - Active IH Practice
- Category 2 - Technical/Professional Committee Service
- Category 3 - Publication of IH Materials
- Category 4 – Education
- Category 5 - Teaching/Presenting of IH
- Category 7 - Other

Minimum CM Point Requirements

During a CM cycle, Diplomates must accrue the minimum number of CM credit in order to be recertified. There is no maximum number of overall CM points that can be earned during a CM cycle. There are a few maximums in some of the individual Categories (see Appendices). Diplomates can check their CM cycle at the ABIH web site Diplomate Services Menu.

Diplomate	Cycle	Overall Points	Category 4 - points (hrs)	
			IH ¹	IH Ethics ²
CIH	54 months	36	9 (54 hrs)	0.33 (2 hrs)
	60 months	40	10 (60 hrs)	0.33 (2 hrs)
CAIH	54 months	31.5	9 (54 hrs)	0.33 (2 hrs)
	60 months	35	10 (60 hrs)	0.33 (2 hrs)

¹ Those with the IEQ sub-specialty, at least 30 hours (5 points) must be in air quality

² The *IH Ethics* points also count as *IH* points.

CM Worksheet Process

CM worksheet forms are available on the ABIH web site in the Documents Library. Older, out-of-date worksheets are honored but the Diplomate is expected to follow the most current CM rules as posted on this web site or in the CM Program Handbook.

ABIH sends several reminder communications during the last 6 months of the CM cycle. During this time period, it is important that the Diplomate's contact information is up-to-date.

Worksheets are submitted at the end of the CM cycle according to the worksheet calendar. The due date depends upon the specific cycle end date assigned to the Diplomate. Diplomates can check their CM cycle end date by checking the ABIH web site. (Note: The expiration date on the Diplomate's paper certificate is not the CM cycle end date.)

All worksheets must be submitted and approved no later than 5 months after the CM cycle end date or the Diplomate is subject to decertification.

Activities claimed on the worksheet must be supported through a written impartial record. If a written record is not available, the Diplomate should not list the item on the worksheet. Examples of satisfactory records are listed in each of the Category sections (see Appendices).

Worksheets are initially submitted without proof-of-participation records.

Worksheets are reviewed in the order in which they are received. The review process can take up to 8 weeks. Allow ample time if you need to align your ABIH re-certification with other certifications. There is no charge for reviewing worksheets; however, if a Diplomate is in fees arrears, the worksheet will not be processed until the fees are paid.

ABIH reviews each worksheet until the minimums are achieved. ABIH will contact the Diplomate if the minimums are not achieved or if there is anything unclear or missing on the worksheet.

CM credit earned in excess of the minimum requirements does not earn extra credit nor does it carry over to a future CM cycle.

Being re-certified does not mean that everything listed on the worksheet was acceptable for CM points. If a Diplomate has questions about what was or was not acceptable (for purposes of future worksheets), the Diplomate should contact ABIH.

CM Worksheet Reporting Calendar

Diplomates can check their cycle dates by using the *Diplomate Services* portion of the ABIH web site.

Cycle Duration ¹	Passed the Exam	Cycle Start/End Dates ²	Submit Worksheet	Penalties		
				\$100 Late Fee ³	Include Audit Records ⁴	Last Day to Submit ⁵
54 months	NA	Jan 1 – June 30	Mar 1 – Aug 1	Aug 2 – Nov 1	Oct 1 – Nov 1	Nov 1
60 months	Spring	July 1 – June 30	Mar 1 – Aug 1	Aug 2 – Nov 1	Oct 1 – Nov 1	Nov 1
60 months	Fall	Jan 1 – Dec 31	Sept 1 – Feb 1	Feb 2 – May 1	Ap 1 – May 1	May 1

¹ Diplomates are normally on a 60 month reporting period that starts with the first CM cycle immediately after passing the exam. In 2011, some Diplomates were placed on a one-time 54 month CM cycle with proportionately reduced requirements.

² CM credit can only be earned during this time period. If a Diplomate is granted a Cycle Extension, additional time will be allowed for earning CM credit and the Diplomate will receive new instructions.

³ Worksheets received or postmarked during this time period must include a \$100 late fee.

⁴ Worksheets received or postmarked during this time period must include all audit records for all worksheet entries.

⁵ Worksheets submitted after this day likely will not be processed due to limited time before certificate expiration (decertification).

CM Worksheet Audits

During each CM cycle, some Diplomates are randomly selected for a CM audit. Activities claimed on the worksheet are verified through written, impartial records

The purpose of the audit is to:

- Verify that the Diplomate has achieved the minimum number CM credit necessary for recertification.
- Identify areas where Diplomates have difficulty in providing records so that ABIH may continuously improve its programs.

Diplomates selected for an audit are notified regarding which records are required. The provided records must be consistent with the dates and activities listed on the CM worksheet. Examples of satisfactory records are listed in each of the CM Categories Appendices.

Diplomates are normally allowed four weeks to send the records to ABIH. This may occasionally be adjusted to account for holiday time periods. Additional time can be granted in some cases due to circumstances where the Diplomate does not have access to the records, e.g., extended business or personal travel, location shutdowns, medical or family illnesses. The Diplomate must contact ABIH to request additional time which may or may not be granted.

Audit results are reported to the Diplomate. If the provided records supports that the Diplomate achieved the required minimum CM credit, a re-certification letter and new certificate is mailed.

If the provided records do not support that the required minimum points were achieved, the Diplomate will be contacted to secure other records or look for additional, overlooked CM point opportunities.

The Diplomate will have failed to maintain certification if:

- the audit records were not submitted, or
- the audit records do not support that the minimum requirements were achieved

Record Retention

Records acceptable for CM are described in the Appendices for the various Categories. Ideally, the Diplomate should establish a CM records folder which can be added to throughout the cycle. A single storage folder or location will also increase the chance that documentation will be available when needed. CIHs often leave valuable records at a previous employer when changing jobs.

After the Diplomate has received the recertification letter and certificate from ABIH, records pertaining to the previous CM cycle will not be needed by ABIH. You may wish to retain some records for personal, professional and tax purposes but ABIH does not require they be kept for purposes of its certifications.

Persons who have voluntarily surrendered their certification or have had their certification revoked should retain their records to accommodate future re-certification efforts.

CM Hardship Help

ABIH offers two programs to help with hardship case situations for Diplomates in good standing:

Program	Implication
CM Cycle Extension	An additional six months to earn CM credit.
Leave of Absence	Minimum requirements are reduced during the cycle.

Diplomates should notify ABIH as soon as the need exists. Requests can be sent via email, fax or postal mail. Requests, which will be held in strict confidence, must include a brief description of the circumstances and current status of CM credit that has been accumulated. Supporting documentation may be required.

The term good standing means that the Diplomat has no unresolved ethics issues, and is current on annual renewal and late fees.

Cycle Extension

The CM cycle extension provides an additional six months to earn CM credit. The Diplomat will be assigned a new CM cycle end date and will follow the worksheet schedule for their new CM cycle.

Cycle extensions are granted for circumstances such as but not limited to:

- Personal or family catastrophic illness/disability
- Overseas military deployment
- Geographic displacement due to natural disasters (e.g., weather, earthquake)
- Maternity leave
- Involuntary unemployment

Leave of Absence

The Leave of Absence (LAO) is for those who are unable to practice industrial hygiene for a minimum of one year and a maximum of two years due to circumstances such as:

- Medical or health related (personal or family)
- Military assignment
- Educational pursuit
- Family care

Note: Unemployment is a circumstance that is excluded from the LOA program because there are educational events that are free and online which can be used to achieve the CM requirements.

During the LOA period, the Diplomate's minimum requirements are proportionately reduced for the total CM points and the IH CM Credit in Category 4. For example, for Diplomates on a 60 month CM cycle, a 12-month LOA will reduce the minimum requirements by 20% (12/60) to 32 total CM points (from 40 points) and 48 IH hours (8 IH points) in Category 4 (from 60 hrs). The IH Ethics requirement of 2 hours (0.33 points) in Cat 4 per CM cycle is not affected.

Up to two LOAs will be granted during a CM cycle as long as the sum of the two LOA periods is less than the two year maximum. A LOA of one year can be extended (during the same CM cycle) upon written request to ABIH. Additional supporting documentation may be required.

During the LOA, the Diplomate:

- Is listed as CIH-Inactive in the ABIH roster
- Is restricted from using their certification designation (e.g., CIH), embossing seal or stamp on any new efforts but does not need to remove the designation from previous materials, e.g. business cards, resumes
- Continues to pay fees
- Can earn CM credit only in Category 4 - Education

Diplomates must submit an acceptable CM worksheet in order to recertify. If the requested LOA period ends at or near the end of the normal CM cycle, the Diplomate has three timing options to submit a CM worksheet:

1. Pre-LOA – before the start of the LOA, or
2. Post-LOA – within 90 days of the LOA end date, or
3. The regularly scheduled cycle calendar window.

If the LOA period overlaps two CM cycles, the LOA rules will apply to both CM cycles with one exception. Exception: for the 2nd CM cycle, the Diplomate will submit their worksheet during the 2nd CM cycle following the regularly scheduled cycle submission window.

The new certificate is delivered at the end of the CM cycle, not when the CM worksheet is reviewed and approved.

Voluntarily Surrendering the Certification

Diplomates may voluntarily surrender their certification before their certification expires unless involved in an ABIH ethics case. The voluntary surrender form is on the ABIH web site.

A Diplomat who surrenders their certification:

- Can continue to practice IH
- Can use the ABIH certification designations only when referencing the years of active certification, e.g., Certified Industrial Hygienist, 1990-2009
- Cannot use the ABIH embossing seal or stamp
- Is removed from the ABIH email distribution list
- Is relieved of CM requirements and fees
- Can reactivate at any time
- Is subject to ABIH ethics case procedure provisions if found to be in violation of the voluntary surrender terms

Former Diplomates can continue to be listed in the ABIH online roster depending upon their status.

If the Diplomat is	Then the person
In good standing ¹	<ul style="list-style-type: none"> ○ will continue to be listed in the online public roster, showing years of certification ○ will have access to the online private roster ○ may choose to be deleted from the roster at any time ○ can be re-listed in the roster at any time but may be subject to a nominal processing fee²
Not in good standing	<ul style="list-style-type: none"> ○ will be removed from the online public and private roster ○ can be re-listed in the roster (showing years of certification) by paying back fees (due at the time of surrender) and a nominal processing fee²

¹ No unresolved ethics issues, and current on all fees (due before the end of a CM cycle)..

² The nominal processing fee is posted on the ABIH web site.

Decertification

A Diplomat has failed to maintain their certification when any of the following conditions occur:

- a CM worksheet is not approved prior to the 5th month after the end of the CM cycle, or the examination is not passed (in the re-certification time periods)
- annual fees (renewal & late) have not been paid for 2.5 years
- a CM audit verifies that the minimum CM point requirements have not been achieved
- an ethics review results in a decertification decision

ABIH may revoke a person's certification at any time for cause related to an ethics sanction.

When a Diplomate fails to renew the certification, ABIH sends a written notice of expiration to the person’s current postal mailing address. ABIH will publish the names of persons whose certification has expired.

Decertification decisions can be appealed following the *Certification Appeals Procedure* available on the ABIH web site.

Except for an ethics-related decertification, a person formerly certified may pursue reactivation.

It is considered unethical conduct for a person to advertise himself/herself as an ABIH Diplomate, CIH, CAIH, Certified Industrial Hygienist, Certified Associate Industrial Hygienist if the person:

- is not currently certified by ABIH
- has allowed their certification to expire
- has voluntarily surrendered their certification
- has been de-certified for cause

ABIH reserves the right and does take legal action when a non-certified person is found to be advertising himself/herself as an ABIH Diplomate.

Reactivation (After Loss of Certification)

People who were previously certified may want to pursue reactivation:

If you de-certified	And you want to recertify	You may recertify by
For any reason except an ethics sanction	At any time	Examination if you submit a written request attesting to your current IH practice. Pay reapplication & exam fees
By Voluntary Surrender	Before your cycle ends ¹	Submitting a written request, paying the annual fees
	≤ 5 months after your cycle ends	Submitting an acceptable worksheet for the previous CM cycle. Paying the current annual fees and late CM worksheet fee (if due)
	> 5 months after your cycle ends	Submitting an acceptable worksheet for the previous 60 months. Paying the current annual fees and a processing fee ²
By failing to submit an acceptable worksheet	≤ 12 months after the end of the cycle	<ol style="list-style-type: none"> 1. Submitting a worksheet for the previous cycle 2. Including proof-of-participation records to support that the minimum CM requirements were achieved (Your worksheet will be audited) 3. After a CM audit, paying any unpaid annual fees, late annual fees, a late CM worksheet fee, and reinstatement fee ³
Failing to pay annual fees	Before your cycle ends	Submitting a written request. Paying the current annual fee plus all back fees
	After the cycle ends	Submitting an acceptable worksheet for the previous 60 months. Paying the current annual fee, all back fees, and a worksheet reactivation fee

¹ The CM cycle end date is based on the 54 or 60 month cycle.

² The nominal processing fee is posted on the ABIH web site.

³ The reinstatement charge is equal to the exam re-application fee and exam fee.

When a person has been re-certified after prior loss of the certification, a re-certification letter will be sent and ABIH will publish a public notice.

Diplomates certified in an Aspect must qualify to take the Comprehensive Practice examination by providing a Reapplication form and a Professional Reference Questionnaire form from supervisors covering the latest two years of employment. The person must pay the reapplication fee and the examination fee in effect at the time of the request.

Since the CAIH examination has been discontinued, re-certification by taking the CAIH exam is no longer an option.

It is ABIH policy that an individual's original certification number will not be reassigned.

Appendix 1 – Category 1 – Active IH Practice

Category 1 – Active IH Practice			CM Cycle Points	
	IH practice	Claim ¹	Minimum	Maximum
CIH	≥ 50%	3 pts/12 months	None	15 pts
	≥ 20% - < 50%	2 pts/12 months		
	< 20%	0 points		
CAIH	≥ 20%	2 pts/12 months	None	10 pts
	< 20%	0 points		

¹ If on the 54 month cycle, see special note below

Description:

Twenty percent (20%) IH practice is roughly equivalent to 360 work-hours per calendar year. Fifty percent (50%) IH practice is roughly equivalent to ~900 work-hours per calendar year.

ABIH does not ask that Diplomates keep precise work history records but CM credit claimed in Category 1 should be consistent with the Diplomates work activities and job responsibilities.

ABIH believes that the IH professional boundaries are constantly in flux as CIHs do more with their knowledge and skills and as the profession adapts to changing business and population needs.

Consequently, exact or precise definitions of what is, or is not, IH does not exist. In general, if the work aligns with the IH Rubrics or the Job Analysis document, it can be counted as IH. Diplomates are advised to consult with ABIH if there are any questions about their professional practice areas.

Special note: Diplomates on the 54 month CM cycle and employed full time receive CM points during the last 6 months of the cycle (January – June) as follows:

- >95% IH = 3 points
- 40% - 95% IH = 2 points
- < 40% IH = 1 point
- 0% IH = 0 points

Records:

Acceptable records include but are not limited to:

- Any documentation showing company logo or letterhead, bearing the Diplomates name and organizational title.
- Correspondence from the employer (past or current) attesting the Diplomate's work history dates and job responsibilities in a company.

Appendix 2 – Category 2 – Technical/Professional Committee Service

Category 2 – Technical/Professional Committee Service		CM Cycle Points											
		Minimum	Maximum										
		None	5										
If you are the	Then, for each 12 months of service, you can claim ¹												
Committee Chair or AIHA Local Section President	1 pt												
Committee Member ² , or AIHA Local Section Elected Officer (including Directors)	0.5 pt												
¹ Points can be pro-rated if the time period is less than 12 months ² AIHA Local Section committee members are not eligible													
<p>Description:</p> <p>CM points are awarded for IH technical or professional committee service outside of the Diplomate's organization. In general, if the work aligns with the IH Rubrics or the Job Analysis document, it can be counted as IH. For example:</p> <table border="1" data-bbox="310 968 1149 1224"> <thead> <tr> <th>Serving on a</th> <th>Acceptable for CM Points?</th> </tr> </thead> <tbody> <tr> <td>LEPC</td> <td>Yes</td> </tr> <tr> <td>Statewide Ergonomics Taskforce</td> <td>Yes</td> </tr> <tr> <td>Internal company PPE Standards</td> <td>No</td> </tr> <tr> <td>National Safety Standard</td> <td>No</td> </tr> </tbody> </table> <p>ABIH places no restrictions on how often the committee meets, how much time is invested, or how much progress is made.</p>				Serving on a	Acceptable for CM Points?	LEPC	Yes	Statewide Ergonomics Taskforce	Yes	Internal company PPE Standards	No	National Safety Standard	No
Serving on a	Acceptable for CM Points?												
LEPC	Yes												
Statewide Ergonomics Taskforce	Yes												
Internal company PPE Standards	No												
National Safety Standard	No												
<p>Records:</p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> • Documents published by the Committee Sponsor or Society, showing the Committee roster for each year of claimed service • Pertinent documents or correspondence which identify you a committee member, e.g., meeting agendas or minutes. • If the Diplomate served on a committee but their name was not well documented, additional information will be needed, e.g., a letter from the committee chair. 													

Appendix 3 – Category 3 – Publication of IH Papers/Books

Category 3 – Publication of IH Papers/Books		CM Cycle Points	
		Minimum	Maximum
		None	None
If you publish in a	And are the	Then you can claim	
Peer-reviewed journal or book ¹	Primary Author	2 pts/publication or book chapter	
	Co-Author	1 pt/publication or book chapter	
Non peer-reviewed article ²	Primary Author	0.5 pt/publication	
	Co-Author	None	
<p>¹ Peer-reviewed journal or book means that the work was subjected to a knowledgeable peer(s) who has authority to accept, edit, or reject the work. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.</p> <p>² Must be > 500 words in length, technical in nature, pertain to IH subject matter and contain references.</p>			
<p>Description:</p> <p>The information must be related to industrial hygiene. In general, if the publication aligns with the IH Rubrics or the Job Analysis document, it can be counted as IH. Diplomates are advised to consult with ABIH if there any questions about their content.</p> <p>Conference Proceedings do not receive Category 3 CM points due to their limited distribution.</p> <p>Industrial hygiene related chapters in books or similar publications, and patents are treated as peer-reviewed articles.</p>			
<p>Records:</p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> • Copies or links to the published material showing the publication, date, article title and Diplomate’s name 			

Appendix 4 – Category 4 – Attendance at Educational Programs

Category 4 – Attendance at Educational Programs		CM Credit Hours (points)	
If you are	You must accumulate CM credit in	Minimum	Maximum
on the 60 month CM cycle	IH IH Ethics ¹ Management ² Safety	60 hours (10 points) 2 hours (0.33 point) 0 0	None 30 hours (5 points) 30 hours (5 points) None
on the 54 month CM cycle	IH IH Ethics ¹ Management ² Safety	54 hours (9 points) 2 hours (0.33 point) 0 0	None 30 hours (5 points) 30 hours (5 points) None
Diplomate w/IEQ Specialty	IH ³	30 hours (5 points)	None

¹ Also counts towards the *IH* minimums

² General management courses are eligible for CM points if taken before January 1, 2010.

³ Courses or conferences must have an indoor air quality emphasis.

Description:

1. Diplomates calculate their CM credit for an event using the method below.
2. CM credit is claimed in at least one of the CM Areas of *IH*, *Safety*, *IH Ethics* or *Management*. Definitions on the ABIH web site should be used to categorize an event. Note: Events previously assigned Fundamentals CM credit may now be counted as IH CM credit.
3. The same **course** may be claimed only one time per CM cycle. An initial training course and then later, a refresher training course are counted as two different courses. Note: A course can be repeated and then claimed in different CM cycles.
4. Internal company training often qualifies for CM credit if it's a designated topic on the meeting agenda and meets the time and subject matter specifications below. Note: Many topics do not qualify since they are already credited in Category 1 Active Practice, e.g., leadership messages, goal reviews, strategy sessions, problem solving sessions, area updates.
5. Newer CM worksheets will accept either CM points or CM hours. Older worksheets only accept CM points and the hours must be converted: 1 hour = 0.167 point.
6. A Doctoral degree completed during the CM cycle, in IH or an IH-related field, can be claimed for 60 IH hours (10 points). CM credit is not awarded for a Master's Thesis (or degree); however, academic courses in the Doctoral or Masters programs can be claimed for CM credit if the course meets the criteria below.
7. Physical presence events and distance learning events (e.g. virtual courses, home study) are treated the same for purposes of CM credit calculations.

Records:

Acceptable records include but are not limited to:

CM Credit Calculation If the Diplomate has calculated their CM credit, retain an agenda, schedule or other document showing topics and contact time.

A certificate of completion may be adequate if it clearly shows the contact time and subject matter that aligns to at least one of the CM Areas.

- Attendance Records**
- Attendance roster
 - Acknowledgement letter
 - Certificate of completion
 - On-site registration receipt for a same-day event
 - Transcript showing event completion
 - Hotel, meal or parking receipts in the city on the day(s) of the events.
 - An approved expense report.
 - Attendance Verification Form (see Documents Library)
 - CIH Vouching: For one event during a CM cycle, a Diplomate is allowed to have another Diplomate vouch for attendance. This is expected to be used only when other proof-of-participation is not available.

Unacceptable Records

- Registration receipt or travel purchases - these show intent, not participation.
- Documentation dated differently than the dates claimed on the worksheet
- Event badges - often, these are received prior to events, not during the actual event
- Airline boarding passes - these only show arrival & departure

Determining CM Credit for Educational Events

Diplomates claim CM credit in Category 4 using either the 1) ABIH-Calculated, or 2) Diplomate-Calculated methods

1. ABIH-Calculated									
If previous ABIH approval is readily available, the Diplomate can but is not required to use it. However, to use the previous ABIH approval, the Diplomate must have personally participated in the event.									
2. Diplomate-Calculated									
The Diplomate determines the technical contact hours aligned to at least one CM Area of <i>IH</i> , <i>Safety</i> , <i>IH Ethics</i> , or <i>Management</i> . The event must be targeted to the professional level (not technician level), and advance the IH's technical knowledge/skills.									
Technical Contact Hours	<p>Must be a minimum of 1 hour (60 minutes). Exception: ethics courses can be less than 1 hour.</p> <p>Hours or CEUs (0.1 CEU = 1 hour) are often supplied by an event Provider. If not supplied, the contact hours must be calculated.</p> <p>Contact time can be:</p> <ul style="list-style-type: none"> • Exact, e.g. 75 minutes = 1.25 hours • Estimated - using the average hours per half day, e.g., 2.5 hrs/half day X 6 half days = 15 hours • Rounded down but not up, e.g. 95 minutes = 1.5 hrs <p>Includes but is not limited to presentations, lectures, break outs, Q&A, exams, event overview, event recaps, and discussions.</p> <p>Excludes the non-technical portions: e.g., generic welcome speeches, participant introductions, breaks, meals, networking, exhibitor time, roundtables or discussions with unspecified topics, social tours</p> <p>Academic courses receive 15 CM hours per academic semester credit-hour, or 10 CM hours per academic quarter-hour.</p>								
CM Areas	<p>Content must align to at least one of the CM Areas: <i>IH</i>, <i>Safety</i>, <i>IH Ethics</i> or <i>Management</i></p> <p>Management CM credit can only be claimed for general management courses completed before January 1, 2010.</p> <p>Management CM credit and <i>IH Ethics</i> CM credit are each capped at 30 hours (5 points) per event.</p>								
Claiming CM Credit	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Use Either:</td> <td style="background-color: #e0e0e0;">Ex: An 8 hour PDC is 75% <i>IH</i> and 25% ethics.</td> </tr> <tr> <td style="background-color: #e0e0e0;">The CM Area that is >50%,</td> <td style="background-color: #e0e0e0;">8 <i>IH</i> hours</td> </tr> <tr> <td style="background-color: #e0e0e0;"><i>or</i></td> <td style="background-color: #e0e0e0;"><i>or</i></td> </tr> <tr> <td style="background-color: #e0e0e0;">All the CM Areas</td> <td style="background-color: #e0e0e0;">6 <i>IH</i> hours and 2 <i>IH Ethics</i> hours</td> </tr> </table>	Use Either:	Ex: An 8 hour PDC is 75% <i>IH</i> and 25% ethics.	The CM Area that is >50%,	8 <i>IH</i> hours	<i>or</i>	<i>or</i>	All the CM Areas	6 <i>IH</i> hours and 2 <i>IH Ethics</i> hours
Use Either:	Ex: An 8 hour PDC is 75% <i>IH</i> and 25% ethics.								
The CM Area that is >50%,	8 <i>IH</i> hours								
<i>or</i>	<i>or</i>								
All the CM Areas	6 <i>IH</i> hours and 2 <i>IH Ethics</i> hours								

Note: If using an older worksheet which accepts only CM points (not hours), the Diplomate-Calculated hours can be converted to points at a rate of 0.167 points per hour.

Appendix 5 – Category 5 – Teaching/Presenting in IH

Category 5 – Teaching/Presenting in IH		CM Cycle Points	
		Minimum	Maximum
		None	20
If you teach or present	And the presentation is	Then you can claim	
A live, peer-reviewed ¹ presentation at a National or Intl. Conference	≥ 20 minutes	1 pt – Presenter 0.5 pt - Co-Author (non-presenter)	
All other live events outside your organization	≥ 15 but < 60 minutes	0.25 pt	
	≥ 60 minutes	0.33 pt/hour	
A static poster (i.e., non-speaking) at a National or Int. Conference	A poster	0.5 pt – Primary Author	
Asynchronous classes	≥ 1 hr	0.17 pt/hr	
As part of a consulting practice	See below	0 pts	

¹ Peer-reviewed means that the work was subjected to a knowledgeable peer(s) who has authority to accept, edit, or reject the work. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.

Description:

The topic must be IH or IH-related which means that it aligns to the IH Rubrics or the Job Analysis. Other topics may be accepted but the Diplomate should contact ABIH if there is any question about the subject.

Diplomates should also avoid double-dipping, i.e., claiming CM pts when both *presenting* (Category 5) and *participating* (Category 4) at the same event. ABIH has not established specifications in this area but we do watch for abusive practices – which may lead to new rules. As rule of thumb, the Diplomate may claim both Category 4 and 5 CM points if the teaching/presenting time is < 15% of the total participation time (e.g., 1 hour teaching during a 6 hour class).

Consultants are not eligible for Category 5 points when the teaching or presentation is part of a consulting practice. Generally, this means that the Diplomate:

- consults as their primary job, and
- was compensated, and
- solicited the audience to purchase a product or service related to the presentation (without identifying competition) Note: Inclusion of the consulting firm name on the slides is acceptable.

A poster session with a speaker is treated as a "presentation" and subject to the rules above.

Records:

Acceptable records include but are not limited to:

- Evidence in the form of an agenda, schedule or proceedings showing name, topics, dates and times
- Sponsor acknowledgement indicating length and topic of the presentation

Appendix 6 – Category 6 – ABIH Examination

Category 6 – ABIH Examination	CM Cycle Points	
	Minimum	Maximum
	None	40
<p>Description:</p> <p>A CIH may take the exam during the two exam testing periods offered during the last year of the CM cycle, or in the exam test period immediately after the end of the CM cycle. If the exam is passed, the Diplomate will be recertified for their next scheduled CM cycle.</p> <p>Since the Aspects and CAIH examinations have been discontinued, those Diplomates can not recertify by examination.</p> <p>CIHs that plan on taking the examination for recertification are required to submit the <i>CM By Exam</i> request form.</p> <p>The examination fee will be billed after the request is received.</p> <p>CIHs are not held to the exam application deadline date of February 1 (spring exam) and August 1 (fall exam). The exam windows are April-May (spring) and October-November (fall).</p>		
<p>Records:</p> <p>None required.</p>		

Appendix 7 – Category 7 – Other Activities

Category 7 – Other Activities		CM Cycle Points	
		Minimum	Maximum
		None	See below
Description:			
Only the following other professional activities have been approved for CM points in Category 7. Diplomates are advised to contact ABIH if they have an activity that should be considered.			
<ul style="list-style-type: none"> A. Miscellaneous Activities B. Mentoring C. Other Professional Certifications 			
A. Miscellaneous Activities			
Activity	CM Points	Comments	Records
ACGIH Co-op Book Review Panel	0.5 pt/review		Participation letter
AIHce Session Arranger ¹	0.5 pt/session		Conference brochure
AIHA Synergist Test Series, ≤ 2009	6 hours (1 pt) for 11 exams	Claimed in Cat. 4 or 7.	Completion certificate
AIHA Synergist Test Series, ≥ 2010	12 hours (2 pts) for 12 exams	Claimed only in Cat. 4	Completion certificate
AIHA Points for Podcast (P2)	3 hours (0.5 pt) for 7 exams 6 hours (1 pt) for 12 exams	Claimed in Cat. 4 or 7	Completion certificate
Writing one ROH essay question, ≤ 2010	2 pts/question		Participation letter
Grading ROH Exams, ≤ 2010	1 pt/yr		Letter of participation
JOEH Action Level participant, ≤ 2010	3 hours (0.5 pt) per calendar quarter	Claimed in Cat. 4 or 7	Completion certificate
JOEH Action Level participant, ≥ 2011		Claimed only in Cat. 4	Completion certificate

¹ AIHce session moderators are not eligible for Category 7 pts. If the Moderator presents as part of the session, the presentation may be eligible in Category 5.

Continued on next page

7a) Miscellaneous Activities, *continued*

Activity	CM Points	Comments	Records
Peer-reviewed journal article reviewer, or book chapter editor or reviewer ²	0.5 pt per review		Participation letter
Submitting acceptable questions for the CSP, OHST and STS examinations, ≤ 2010	1 pt/5 questions 5 pts/yr - maximum		Participation letter
Pro-bono activity ³	0.5 pt/40 hrs		Participation letter, or time and task tracking log
Workplace HR & Safety participant, ≤ 2009	3 hours (0.5 pt) for 12 articles	Claimed in Cat. 4 or 7	Completion certificate
Workplace HR & Safety participant, ≥ 2010	3 hours (0.5 pt) for 12 articles	Claimed only in Cat. 4	Completion certificate

² Peer-reviewed journals must be related to the IH rubrics. Diplomates should contact ABIH to ensure that their journal will be acceptable for Category 7 points.

³ IH performed as a community service not as part of a regular job, for continuing education or for pay, e.g., work at disaster sites, local emergency training, Science Fairs, OHTA efforts. Several activities may be added together to total 40 hours (cumulative) during a CM cycle.

B. Mentoring	CM Cycle Points	
	Minimum	Maximum
Mentor to other IH professionals - 1 pt/yr 6 hr minimum for each Mentee	None	5 pts/cycle
A formal Mentoring program must be pre-approved by ABIH, meeting the following conditions:		
Mentor Program Coordinator:	<ol style="list-style-type: none"> 1. Documents mentoring program including: program objectives; Mentor training requirements (if any), time tracking and assessment means; and, administrative procedures. 2. Formally evaluates mentoring activity. 3. Provides evidence (e.g., certificate or letter) of mentoring program completion. 	
Mentor:	<ol style="list-style-type: none"> 1. Relationship (to the Mentee) cannot be part of normal job responsibilities. 2. Must keep track of mentoring time. 3. Mentoring scope must include but is not limited to the IH rubrics. 	

C. Other Certifications

Some professional certifications achieved during a CM cycle are eligible for CM points. ABIH awards 2.5 CM points/half day of written examination, maximum of 5 CM points. All of the following criteria must be achieved. The Certification:

- is targeted to the professional level (not technician)
- is national/international in scope
- has eligibility requirements which include an educational component (i.e., a Bachelor’s degree or greater)
- has a written examination
- is related to the IH Rubrics
- is third-party accredited, e.g., Council of Engineering and Scientific Specialty Boards, or American National Standards Institute, or National Commission for Certifying Agencies

Certification	Abr.	CM Pts
American Board of Preventive Medicine/Occupational Medicine		5
American Board of Toxicology - Diplomate		NE*
American Council for Accredited Certification - all certifications are not eligible for ABIH CM points with two exceptions noted below: CEIC and CMC.		NE
Associate in Risk Management	ARM	NE
Canadian Registered Safety Professional	CRSP	2.5
Certified Business Continuity Professional		NE
Certified Environmental, Safety & Health Trainer	CET	2.5
Certified Hazardous Materials Manager	CHMM	2.5
Certified Hazardous Materials Practitioner	CHMP	NE
Certified Healthcare Safety Professional	CHSP	NE
Certified Health Physicist	CHP	5
Certified Laser Safety Officer	CLSO	NE
Certified Mine Safety Professional	CMSP	NE
Certified Professional Ergonomist	CPE	5
Certified Professional Environmental Auditor	CPEA	5
Certified Professional Environmental Auditor-Management System	CPEA-MS	2.5
Certified Safety and Health Manager	CSHM	2.5
Certified Safety Professional	CSP	5
Chemical Hygiene Officer		NE
Council-Certified Indoor Environmental Consultant (NOTE: Not eligible for points when completed after January 1, 2013)	CIEC	2.5
Council-Certified Microbial Consultant (NOTE: Not eligible for points when completed after January 1, 2013)	CMC	2.5
Healthy Homes Specialist (from NEHA)	HHS	NE
Industrial Radiography Radiation Safety Personnel	IRRSP	2.5
IOSH Members (Graduate or Chartered)		NE
LEED Accredited Professional Certification	AP	NE
Project Management Professional (from PMI)	PMP	NE
Qualified Environmental Professional	QEP	5
Safety Trained Supervisor	STS	NE

* NE = Not Eligible for CM points