



The Mark of Professionalism

## CM Program Handbook

This publication provides information about the certification maintenance program and other related information pertinent to CIHs and CAIHs.

### Benefits of the CIH and CAIH

After passing the examination, a certificate and information on the certification maintenance program are mailed to each new CIH/CAIH. Order forms are available at the Framing Success website [www.framingsuccess.com](http://www.framingsuccess.com) for those interested in purchasing a frame for their certificate. If you ever lose or damage your certificate, a replacement certificate can be produced for a nominal fee.

CIHs and CAIHs in *good standing* receive access to the web Roster, the ABIH Newsletter and a wallet card. The Newsletter contains general information on ABIH, examination results, changes to the certification maintenance program and the qualifications process to become certified. The ABIH renewal fee notices are mailed in October and are due by December 31st. Diplomates not in good dues standing by March 1 will lose the right to use the CIH/CAIH designations. An electronic version of the roster of active CIHs, and CAIHs is available at the ABIH web-site ([abih.org](http://abih.org)).

### Use of the CIH and CAIH Title

A CIH may use the designations “Certified Industrial Hygienist” or “CIH” so long as their certification has not expired or been revoked. A CAIH may use the designations “Certified Associate Industrial Hygienist” or “CAIH” so long as their certification has not expired or been revoked. The ABIH logo, American Board of

Industrial Hygiene, ABIH, Certified Industrial Hygienist, CIH, Certified Associate Industrial Hygienist and CAIH are registered with the U.S. Patent and Trademark Office.

### Embossing Seal/Stamp

CIHs/CAIHs can order a seal and/or stamp from ABIH by contacting the office or obtaining the order form on the web-site ([abih.org](http://abih.org)). It is appropriate to use the seal/stamp on work products you originate or those you review and approve.

### ETHICS

When you applied to ABIH, you agreed to adhere, to the best of your ability, to the Code of Ethics. Each time you recertify you sign a similar statement. Any ethics complaint against a Diplomate is addressed under the Ethics Case Procedures at the ABIH website. The full Code is also available at the website.

### ABIH Code of Ethics

- Introduction
- Preamble/General Guidelines
  - Responsibilities to ABIH, the profession and the public
    - Certificant and candidate compliance with all organizational rules, policies and legal requirements
  - Responsibilities to clients, employers, employees and the public
    - Education, experience, competency and performance of professional services
    - Conflict of interest and appearance of impropriety
    - Public health and safety

## Certification Maintenance Program

The purpose of the Certification Maintenance program, which began in 1979, is to ensure that CIHs/CAIHs continue to develop and enhance their professional industrial hygiene knowledge and skills for the duration of their active careers. The emphasis of the certification maintenance program is on continuing education.

### Review Process

In order for a certification to be maintained, a Diplomate must provide written evidence to ABIH of continued professional qualifications by submitting a CM worksheet or successfully completing the Comprehensive Practice examination. Certification Maintenance worksheets are available at the ABIH office in Lansing or at the ABIH web-site (abih.org). ABIH publishes a schedule for maintenance of certificates and sends three courtesy notices to Diplomates who are due to report. Initially, CM worksheets are submitted without supporting documentation. If a Diplomate is selected for audit, ABIH will request supporting documentation for the activities listed on the worksheet. After receiving a CM worksheet, ABIH will send a written notice of receipt. When ABIH finds that a Diplomate has submitted an acceptable CM worksheet, a written notice that certification has been maintained will be sent. When ABIH finds that an acceptable CM worksheet has not been submitted, ABIH will send a written notice to that effect and will provide an opportunity for the individual to resolve the discrepancies. When the discrepancies are resolved, a letter of recertification will be sent. If the discrepancies are not resolved, the Diplomate will be so notified.

### Basic CM Requirements

- **CIH** – 40 CM points must be accumulated over 5 years.
- **CAIH** – 35 CM points must be accumulated over 5 years.
- Cycle begins January 1, the year following passing the certification exam and ends December 31, the 5<sup>th</sup> year of the cycle.
- CM worksheets are due by February 1 of the year immediately following the end of the 5 year cycle. Worksheets postmarked after February 1 must be accompanied by a \$100 late fee.
- There is no ceiling on CM points per year.
- A *minimum* of 10 CM points must be accumulated in Category 4 (Attendance at Educational Programs) in IH rubrics within a 5 year cycle, of which at least 0.33 CM points must be in 'ethics'.
- Points claimed in a CM cycle must have been accrued during the CM cycle.
- Payment of the annual renewal fees.
- Maintaining certification can also be accomplished by passing the Comprehensive Practice examination, if qualified, in the spring or fall of the 5<sup>th</sup> year of the CM cycle or the spring of the 6<sup>th</sup> year.

## CHANGES IN CIH/CAIH STATUS

**Active Status:** CIHs/CAIHs maintain certification by submitting a CM Worksheet meeting 40/35 CM points every 5 years and paying the annual renewal fee. Renewal fee notices are mailed October 1 with timely payment due by December 31. Informing ABIH of home and/or employer address and telephone/e-mail changes is the responsibility of the CIH/CAIH.

- **Cycle Extension:** Active CIHs/CAIHs may request a 5 month extension of their cycle due to circumstances such as personal or family catastrophic illness/disability, overseas military deployment, displacement because of weather related emergencies, maternity leave or involuntary unemployment. Diplomates desiring such consideration should notify ABIH as soon as it is known that the need exists (i.e., do NOT wait until the end of the CM cycle). Requests, which will be held in strict confidence, should be in writing and include a brief description of the circumstances. Supporting documentation may be required. Diplomates who submit a deficient CM Worksheet after their cycle ends will not be evaluated for retroactive consideration.

**Retired Status:** Diplomates in good dues standing who have retired from the full-time or part-time practice of industrial hygiene are eligible for Retired status thus relieving them of any further obligation to pay dues or accumulate CM points. Diplomates who continue to practice will be expected to fulfill all requirements to maintain their certification in good standing. Diplomates who continue to practice, either full-time or part-time, but elect not to pay dues and/or submit a satisfactory recertification CM Worksheet when due will be subject to existing Board policy concerning revocation of certification. The designations CIH (Ret), CAIH (Ret), Certified Industrial Hygienist (Retired) or Certified Associate Industrial Hygienist (Retired) may **not** be used on any work product relating to industrial

hygiene. A CIH/CAIH (Ret) can return to active status by submitting a CM worksheet for the previous 5 years that demonstrates 40/35 CM points in continuing IH activity in all categories on the ABIH worksheet except Category 1. Retired CIHs may also reactivate by passing the Comprehensive Practice exam if qualified.

CIH (Ret) previously certified in an Aspects area must qualify to take the Comprehensive Practice exam.

**A submittal form for Retired Status is available at the ABIH website.**

### Voluntary Termination of Certification

CIHs/CAIHs who are no longer interested in retaining the CIH or CAIH designation may voluntarily terminate that certification at any time. Voluntary termination takes effect upon receipt of the signed submittal form.

**A submittal form for Voluntary Termination is available at the ABIH website.**

## CATEGORIES FOR ACCRUING CM POINTS

CATEGORIES	POINTS
<b>Category 1:</b> Active Industrial Hygiene Practice	<b>CIH:</b> 50% or greater IH practice = 3 CM points per year, 20% or greater but less than 50% = 2 CM points per year  <b>CAIH:</b> 20% or greater IH practice = 2 CM points per year
<b>Category 2:</b> IH Technical/Professional Committee Service	Maximum of 5 CM points per cycle
<b>Category 3:</b> Publication of IH Papers	No maximum
<b>Category 4:</b> Attendance at Educational Programs	No maximum. Minimum requirement of 10 CM points per cycle in IH rubrics of which, at least 0.33 CM points must be in ethics.

<b>Category 5:</b> IH Teaching	Maximum of 20 points per cycle.
<b>Category 6:</b> ABIH Examination	CIH/40 points in any cycle
<b>Category 7:</b> Other Activities	No maximum

### Frequently Asked Questions about the CM Program

*When are CM worksheets due?*

The first courtesy reminder letter is mailed in the spring of the 5<sup>th</sup> year of a CM cycle. CM worksheets can be submitted as early as September 1 of the 5<sup>th</sup> year of the CM cycle but must be **postmarked** no later than February 1 of the 6<sup>th</sup> year. A second reminder is mailed in the fall of the 5<sup>th</sup> year of a CM cycle. Late worksheets submitted after February 1 must be accompanied by a \$100.00 late fee. The final reminder is sent in the spring of the 6<sup>th</sup> year of a CM cycle. Worksheets are reviewed as they arrive and a written notice of receipt is sent. CM worksheets submitted early rather than at deadline receive a faster review.

*How many CM points are awarded for attending the AIHCE?*

The AIHCE and PCIH are awarded IH CM points at a rate of .5 point per .5 day. A CM approval number is not required for these conferences or for their approved PDCs. Safety PDCs receive safety CM points and IH PDCs receive IH CM points.

*What are the IH rubrics (subject areas) included in the minimum point requirement in Category 4, "Attendance at Educational Programs"?*

The specific IH subject areas are: **Basic Sciences** (Chemistry, Physics, Biology, Mathematics); **Occupational Disease, Illness, Injury and Surveillance** (Biostatistics, Epidemiology,

Toxicology); **Health Hazards** (Ergonomics/Human Factors, Physical Stressors, Biological Stressors, Chemical Stressors); **Work Environments** (Indoor Air, Industrial Processes); **Program Management Principles** (Investigation Methods, Ethics, Risk Communication, Guidelines and Standards, Data Management and Integration, Emergency Response); **Evaluation Practices** (Instrumentation, Sampling Methods/Techniques, Analytical Chemistry); **Hazard Control** (Engineering, PPE, Administrative); **Community Stressors** (Air Pollution, Hazardous Waste).

To meet the minimum point requirement, the content for a course or conference can be in one specific subject area or multi-subject areas such as the AIHCE. "Fundamentals of Industrial Hygiene" or similarly titled courses and general management courses can receive a maximum of 5.0 CM points per course and are limited to 5.0 CM points per 5 year cycle. Effective January 1, 2010, general management courses will no longer be awarded CM points. Safety topics receive safety CM points which are accrued toward the 40/35 CM point requirement and are not part of the minimum IH requirement.

*Does academic coursework receive CM points?*

Academic coursework in IH or a related field receives 2.5 CM points per semester credit hour, no CM approval number required. Academic coursework is claimed in Category 4.

*How can CIHs/CAIHs accrue CM points with restricted travel budgets?*

Diplomates unable to travel have several means for obtaining CM points. CM points can be claimed for IH technical/professional committee work (Category 2), publications of IH papers (Category 3) and IH teaching activities (Category 5). Many other CM point accrual options are covered under Category 7. Examples include: JOEH journal article reviewer (0.5 CM points); JOEH/Action Level participant (0.5 CM points/quarter); participating in the AIHA Synergist Test Series (1 CM point/11 articles); writing questions for the CIH, CSP, OHST, CHST and STS examinations (1 CM point per 5 acceptable questions/5 point max per year; Peer reviewed journal column editor/book reviewer (0.5 CM point per review); AIHCE session arranger (0.5 CM

point); ABIH item writing workshop (0.5 CM point per 0.5 day); passing other certifications; and, participation in an ABIH approved formal mentoring program. See the ABIH web site for the complete listing of all Category 7 options. In addition, many distance learning courses may be eligible for Category 4 CM points (Attendance at Educational Programs).

*What happens if a CM worksheet is audited?*

The audit selection is made on a random, not individual basis. The audit is not intended to question the credibility of a Diplomate but to provide validation of the activities listed on a CM worksheet. CIHs/CAIHs selected for an audit will receive a letter indicating materials required for the audit. Dates and activities listed on the CM worksheet must be consistent with the information submitted for audit. Examples of satisfactory audit documentation materials are:

- Category 4. Attendance at a conference or course is supported with a receipt for registration and one or more of the following: a hotel receipt or an approved expense report. Attendance at a course is supported with an attendance roster or certificate. Attendance at a local activity can be supported by a receipt of registration and a confirmation of attendance is documented with a roster/certificate issued by the sponsoring organization. If no certificate is issued (as with conferences), a Diplomate must provide some means of verification that he/she did attend. The ABIH Verification Form can be used for local meetings and conferences and is available on our web-site.
- Category 5. Teaching activity verification may be copies of programs and sponsors acknowledgements which show the length and topic of the presentation.

A re-certification letter is mailed after the review of a worksheet and supporting documentation that

validates a minimum of 40/35 CM points is completed. CIHs/CAIHs with incomplete worksheets or missing audit materials will be contacted.

*Do courses and conferences listed in Category 4 on the ABIH CM worksheet need prior approval before submitting a worksheet?*

All courses, conferences, seminars and educational programs (except AIHCE and PCIH) listed in Category 4 must be reviewed and approved for CM points before they can be listed on a CM worksheet. The review can be requested by the sponsoring organization or submitted directly by a CIH/CAIH. Courses, conferences, seminars and educational programs are evaluated for CM points based on content and timeframe. CM points are awarded at a rate of 0.17 CM points per hour. Courses are not capped; Conferences are capped at 1 CM point per day.

**A listing of approved courses and conferences are available at the ABIH website.**

*What happens to CIHs/CAIHs who fail to maintain certification?*

When a Diplomate fails to submit an acceptable CM worksheet, does not successfully complete the Comprehensive Practice examination or is dues delinquent, ABIH will consider that the CIH/CAIH has failed to maintain their certification. A failure to respond to a notice of being selected for an audit or to provide adequate documentation after being selected for an audit is also considered a failure to maintain certification. When ABIH finds that a Diplomate has failed to renew his/her certification, ABIH sends that person written notice of expiration at the person's current mailing address. ABIH may publish, from time to time, the names of persons whose certification has expired.

*Can CIHs become re-certified if they lose their certification?*

A person who failed to maintain their certification may be re-certified by passing the Comprehensive Practice examination. It is ABIH policy that an individual's original certification number will not be reassigned. To re-certify by examination, a person

previously certified in the Comprehensive Practice is required to submit a written request attesting to current industrial hygiene practice and a \$75.00 re-application fee. CIHs 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 and a re-application fee of \$75.00. The examination fee for either exam is \$350.00. Since the CAIH examination has been discontinued, maintaining your certification by taking the CAIH exam is no longer an option.

*What is the late worksheet provision?*

When a CIH/CAIH is informed of the expiration of their certification, he/she may file a late worksheet with ABIH providing that all of the following conditions are met within 12 months of the end of their scheduled CM report period.

- The Diplomate must send a completed CM worksheet to ABIH.
- The worksheet must show a minimum of 40/35 CM points for the report period and must be accompanied by documentation to support a complete audit of the points claimed on the worksheet.
- The CIH/CAIH will be contacted when the audit confirms that 40/35 CM points have been documented. At that time all lapsed dues, reinstatement fees and a late review fee (\$425.00) will be required. When all fees have been paid, a re-certification letter will be sent and ABIH will publish a public notice to that effect. When ABIHs review of the worksheet and supporting documentation do not confirm 40/35 CM points during the audit period, ABIH will notify the CIH/CAIH that his/her certification will not be reinstated.

***It is considered unethical conduct for a person who has not been certified by the American Board of Industrial Hygiene, who has allowed his/her certification to expire, or whose certification has been revoked to advertise himself/herself as a Diplomate or as a Certified***

***Industrial Hygienist/Certified Associate Industrial Hygienist or use the designation CIH or CAIH. ABIH may revoke a person's certification for cause.***

For further information on the CM program contact ABIH at: **ABIH, 6015 W. St. Joseph, Suite 102, Lansing, MI 48917, 517-321-2638, [www.abih.org](http://www.abih.org).**

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