

Supplemental Information for Calculating CM Credit in Category 4 – Education

Calculating CM Credit
Contact Time
CM Areas
Calculation Method
Common Mistakes

NOTE: except where identified, the material in this presentation assumes the Diplomate attends the entire event.

Calculating CM Credit

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Common Mistakes

The content must be:

- Targeted to the professional level
- At least 1 hour except for ethics which can be any length
- IH, Safety or Ethics related topics
- CM points are claimed at a rate of 0.167 point/hour
 - 6 hours = 1 point, same as the previous ABIH CM point system)

Technical Contact Time

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Common Mistakes

- Includes the technical portions of the event
EX: presentations, lectures, break outs, workshops, Q&A, exams, event overview, event recaps, and discussions
- Excludes the non-technical portions
EX: breaks, lunches, networking, exhibitor time, generic roundtables or discussions, travel time, social tours

Technical Contact Time

Calculating CM Credit

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Common Mistakes

The “hours” are often supplied by the event Sponsor or Provider

For Courses,

- Use the Sponsor’s Hours
 - Some report in CEUs (1 CEU = 10 hours)

- Academic courses
 - 1 semester credit hour = 15 hours
 - 1 quarter hour = 10 hours

- If the hours are not provided by the Sponsor, the technical contact time will need to be determined from the agenda or schedule

Technical Contact Time

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The “hours” are often supplied by the event Sponsor or Provider

For Conferences

- Use the Sponsor’s reported time if you attended every technical session.

- If you did not attend every technical session:
 - Report your actual participation time, or
 - If tracking time is not convenient, then use an estimate of 3 hours for each half day of attendance

- If not provided by the Sponsor, the technical contact time will need to be determined from the agenda or schedule

Technical Contact Time

To calculate time from the agenda or schedule:

Time Calculation Options	Example	Best to use for
Exact hours	100 minutes = 1.67 hrs	Simple agendas
Rounded down	95 minutes = 1.5 hrs	Quick analysis
Approximated using average hrs/half day	2.5 hrs/half day X 6 half-days = 15 hrs	Complicated agendas stretching over many days

- ABIH does not favor one method over another
- Choose one and then be consistent for the event being reviewed

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Ex: Calculating Time

A Typical Course

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7: 15	Breakfast	No
8:00	Welcome	No
8:10	Participant Introductions	No
8:30	Course Overview	Yes
8:45	Module 1	Yes
9:45	Break	No
10:00	Module 2	Yes
11:30	Q&A	Yes
11:45	Lunch	No
12:30	Module 3	Yes
1:30	Break	No
2:30	Module 4	Yes
3:30	Break	No
3:45	Q&A	Yes
4:00	Exam	Yes
5:00	Adjourn	

Counts as Technical Time?

6.25 hours
technical time

Ex: Calculating Time

A Typical Conference

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		<u>Included?</u>
8:00	Opening Ceremony	No
8:10	President's Welcome	No
8:15	Keynote Speaker	Yes
9:00	Technical Sessions	Yes
10:30	Visit Our Sponsors	No
11:30	Lunch	No
1:00	Technical Sessions	Yes
3:30	Networking Break	No
4:00	A. E. Newman Memorial Lecture	Yes
4:45	Awards & Door Prizes	No
4:50	Closing Conf. Remarks	Yes
5:00	Conference Closes	No

5.67 hours or
round down to
5.5 hours

Ex: Calculating Time

This conference averages ~3 hours/half day with 5 half days = 15 hrs

Or add it up and claim exactly 17.5 hours, if you went to all the technical sessions.

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	Monday		Tuesday		Wednesday
8:00 am	Opening Ceremonies		Program Announcements		Committee Awards Breakfast
8:30	Keynote		Technical Sessions		Technical Sessions
9:30	Technical Sessions	Exhibits Open		Exhibits Open	
11:30	Roundtable Current Issues		Lunch & Motivational Speaker		Lunch & Technical Presentation
12:30	Lunch				
1:00	Technical Sessions		Technical Sessions		Closing Ceremony
1:30					Conference Ends, Travel Safely
3:00	Exhibitor Sponsored Break		Exhibits Close		
4:00	Costanza Award Lecture	Social Hour	Fun Run		
5:00	Day End	Exhibits Close	Banquet		
Technical Time	7 hrs		6 hrs		4.5 hrs

No Time Available?

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Common Mistakes

- Sometimes, the only written description of an event doesn't include an agenda or means of calculating contact time
 - EX: The description shows the event as an "all day" event or only lists the start/stop times

- When this occurs, assume:
 - 30 minutes of breaks for each half day
 - 1 hour lunch
 - EX: An event is listed as 8 am – 5 pm but no other timing detail is documented
 - Claim 7 hours of contact time

Stated vs. Actual Time

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Common Mistakes

- A Diplomate's claimed CM credit cannot exceed the maximum as listed on the agenda, schedule or course description
- For example:

If a Diplomate completes	then the Diplomate claims
0.3 CEU course in 4 hours	3 hours
0.3 CEU course in 2 hours	3 hours
3 days of a 4.5 day conference that is 3 hours per half day	18 hours

CM Areas

- In addition to the technical contact time, the CM Area must be determined

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CM Area	Simplified Description	Examples
IH	Any topic that aligns to the IH Rubrics or the IH Job Analysis	Ergonomics Confined Space Entry Risk Assessment
Safety	A topic not included in the IH definition, and addresses an acute hazard concern	Fall Protection Guarding Physical Security
IH Ethics	A topic that addresses professional conduct	Information Privacy Code of Conduct Discrimination

IH CM Area

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Common Mistakes

- The IH profession is very broad and its boundaries are constantly in flux
- Many events align very clearly to the IH Rubrics or CIH Job Analysis (Exam Blueprint)
- In general, any event with an occupational or community health-related emphasis will be acceptable

IH CM Area

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IH Rubrics*

- Air Sampling & Instrumentation
- Analytical Chemistry
- Basic Science
- Biohazards
- Biostatistics & Epidemiology
- Community Exposure
- Engineering Controls/Ventilation
- Ergonomics
- Health Risk Analysis and Hazard Communication
- IH Program Management
- Noise
- Non-Engineering Controls
- Radiation/Ionizing
- Radiation/Nonionizing
- Thermal Stressors
- Toxicology
- Work Environments and Industrial Processes

CIH Job Analysis*

Three major areas of responsibility:

1. Exposure Assessment Principles and Practice
2. Control Selection, Implementation, and Validation
3. Risk Management

For each major area, the knowledge and skills are defined for the key performance tasks.

***Refer to the web site since it will always contain the most current information.**

IH CM Area

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Common Mistakes

- Sometimes, it can be challenging to know if a topic aligns to the *IH* CM Area
- For example, the following events are acceptable for the IH CM Area

Accident Investigation

Behavior-Based Safety

Climate Change (health related aspects)

Compliance Systems

EH&S Auditing

EH&S Reporting/Tracking Systems

EH&S Expert Witness

Emergency Response

Engineering courses

Environmental Engineering,

Env. Mgt. Systems: ISO 14001 & OSHA 18001

Environmental Permitting

Environmental Risk Assessments

Environmental Workshops

Gamma Spectroscopy

General : Math, Physics, Chemistry, Statistics

Good Laboratory Practice (GLP)

Green Chemistry

Greenhouse Gases

Globally Harmonized System (GHS)

Hazardous Waste Management

Hydrocarbon Storage Management

Incident Command

LEED (health-related aspects)

Management of an IH Program

Occupational Health and Medicine

OSHA Log Reporting

Process Safety Management

Product Stewardship

RCRA/TSCA

REACH

Regulatory Reviews

RMP Reviews

Root Cause Analysis

Six Sigma (the statistics portion)

Sustainability (health-related aspects)

Transportation (ER aspects)

Vapor Intrusion

Safety CM Area

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- The subject matter is more acute hazard oriented and not addressed by the IH CM Area
- For example:
 - Arc Flash
 - Combustible Dust
 - Cranes & Derricks
 - Driving
 - Electrical hazards
 - Excavations
 - Fall protection
 - Fire Prevention
 - Gas Cylinders
 - Hot Work
 - Lock Out/Tag Out
 - Machine Guarding
 - OSHA Construction
 - OSHA General Industry
 - Powered Industrial Trucks
 - Rigging/Hoisting
 - Physical security
 - Scaffolding
 - Trenching
 - Worker’s Compensation
 - Workplace violence
- Per Board legacy rules, First Aid or CPR/AED training is not eligible for CM credit

IH Ethics CM Area

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- The subject matter aligns with the ABIH [Code of Ethics](#) or the Joint Industrial Hygiene Associations Member Ethical Principles
- ABIH is interpreting this very broadly today
- For example:
 - Business conflicts
 - Professional conduct
 - Conflict of Interest
 - Privacy information
 - And activity that compromises an organization's values
 - Workplace relationships
 - Confidentiality
 - Intellectual property rights
- Events are capped at 30 hours (5 points) per event

Alignment Not Clear?

If an event does not clearly align to a CM Area:

- Question whether the event should be claimed
- Carefully review the event's target audience and learning objectives
- Assume that it will be questioned by ABIH if audited

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Alignment Not Clear?

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- Avoid the “derivative” rationale
 - Claiming that an event is related to a CM Area because there is an indirect relationship
- EX: A class on Small Engine Repair
 - The derivative rationale would argue that the class aligns to the IH CM Area since engine exhaust is related to emissions and the need for ventilation control
 - However, the objective of this class is engine repair, not the EH&S aspects of engine repair so it should not be claimed for CM credit

Topics Not Eligible

Examples of some topics that are **not** eligible for CM credit unless they contain acceptable EH&S aspects. This list is not all inclusive:

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- Animal Health
- Business Continuity Planning
- Client Relationships
- Computer Skills
- Contract Management
- Driving Training (Personal)
- Emotional IQ
- EMT
- Erosion Technology
- Expert Witness
- Facilitation Skills
- Fire Extinguisher (Personal)
- Home Disaster Planning (Personal)
- Human Performance Management
- Hurricane Preparedness (Personal)
- Insurance Law
- Leadership Workshops
- Media Skills
- Partnering with Local Governments
- Photography (General)
- Plant or Site Safety Indoctrinations
- Poison Prevention (Personal)
- Process Improvement Tools
- Project Management
- Quality Management Systems
- Reputation Management
- Resiliency Skills
- Situational Leadership
- Stress Management
- Structural Roofing
- Substance Abuse
- Supervisory Skills
- Technical Writing
- Trafficking In Persons
- Train-the-Trainer
- Wilderness Survival & Response

Calculating CM Credit

- To review, to calculate the CM credit, you need:
 - Technical Contact Time (hours)
 - CM Area (IH, Safety or IH-Ethics)

Calculating CM Credit

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Common Mistakes

- Most events usually only have one CM area and the time is obvious:
 - 6 hour PPE Selection course = 6 *IH* hours
 - 0.8 CEU Electrical Arc-Flash PDC = 8 Safety hours
 - 6 hour Control Banding conference = 6 IH hours
 - 2 ½ day (6 hrs/day) Process Safety course = 15 IH hours
 - 0.3 CEU Emergency Planner course = 3 IH hours
 - 30 hour OSHA Construction course = 30 Safety hours
 - 30 minute Code of Conduct class = 0.5 IH Ethics hour
 - 4 ½ hour Behavior-Based Safety class = 4.5 IH hours

Calculating CM Credit

- Calculating CM Credit
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- Common Mistakes

If the event has multiple CM Areas, the Diplomate has a choice:

Use Either ¹	Ex: an 8 hour PDC is 75% IH and 25% ethics. The event is claimed for:
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

¹ The 50% method is faster while the All CM Areas method gives the Diplomate greater control. The latter is useful to better manage CM Areas on the worksheet.

Time Errors

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Common Mistakes	For Example
Assuming a “1 day” class is 8 hours	A “day” can be highly variable in terms of actual hours
Time spent by the Diplomate beyond the Providers’ stated time	Taking 4 hours to complete a 0.3 CEU (3 hours) online course (This still only counts as 3 hours)
Rounding Up	A 50 minute class does not equal 1 hour
Claiming the Sponsor-reported maximum hours for a conference even though you attended less	CM credit can be claimed only for the portions that were attended. Time spent in the non-technical portions should not be claimed, e.g. breaks, lunches, exhibit time.

CM Area Errors

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Common Mistakes	For Example
Not targeted to the professional level	Radiographer Technician Class
Not aligned to one of the Category 4 CM Areas	First-Aid training A general photography class Finance Training
Internal Company Meeting that is Category 1 – Active Practice	Leadership messages, goal reviews, strategy sessions, problem solving sessions, area updates
Claiming a CM Area based on a previous CM approval	The content of conferences and sometimes courses can sometimes change radically from year to year. An “IH” event one year may be “safety” the next year.

The Big Mistake

Calculating CM Credit
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Common Mistakes

What happens if the Diplomate incorrectly calculates the CM credit and it negatively impacts the recertification ?

- ABIH is committed to the success of every Diplomate who wants to remain certified
- Each situation will be addressed on a case-by-case basis, considering factors like:
 - Previous CM worksheet activities
 - Reasonable, good-faith efforts by the Diplomate
- In some situations, a Diplomate will be granted a one-time CM Cycle Extension to accrue more CM credit

Finally!

Calculating CM Credit
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Common Mistakes

- ABIH is committed to maintaining the high standards and integrity of the CM program
- ABIH has confidence that Diplomates will continue to wisely choose events that meet their development needs
- Diplomates are entrusted to claim CM credit without ABIH oversight
- Diplomates are advised to calculate their own CM credit before the end of the CM cycle (so that any questions can be clarified)