Supplemental Information for Calculating CM Credit in Category 4 – Education

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

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
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
Calculating CM Credit

**Contact Time**

CM Areas
Calculation Method
Common Mistakes

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

Calculating CM Credit

Contact Time
CM Areas
Calculation Method
Common Mistakes

To calculate time from the agenda or schedule:

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

- ABIH does **not** favor one method over another
- Choose one and then be consistent for the event being reviewed
## Ex: Calculating Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Technical Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:15</td>
<td>Breakfast</td>
<td>No</td>
</tr>
<tr>
<td>8:00</td>
<td>Welcome</td>
<td>No</td>
</tr>
<tr>
<td>8:10</td>
<td>Participant Introductions</td>
<td>No</td>
</tr>
<tr>
<td>8:30</td>
<td>Course Overview</td>
<td>Yes</td>
</tr>
<tr>
<td>8:45</td>
<td>Module 1</td>
<td>Yes</td>
</tr>
<tr>
<td>9:45</td>
<td>Break</td>
<td>No</td>
</tr>
<tr>
<td>10:00</td>
<td>Module 2</td>
<td>Yes</td>
</tr>
<tr>
<td>11:30</td>
<td>Q&amp;A</td>
<td>Yes</td>
</tr>
<tr>
<td>11:45</td>
<td>Lunch</td>
<td>No</td>
</tr>
<tr>
<td>12:30</td>
<td>Module 3</td>
<td>Yes</td>
</tr>
<tr>
<td>1:30</td>
<td>Break</td>
<td>No</td>
</tr>
<tr>
<td>2:30</td>
<td>Module 4</td>
<td>Yes</td>
</tr>
<tr>
<td>3:30</td>
<td>Break</td>
<td>No</td>
</tr>
<tr>
<td>3:45</td>
<td>Q&amp;A</td>
<td>Yes</td>
</tr>
<tr>
<td>4:00</td>
<td>Exam</td>
<td>Yes</td>
</tr>
<tr>
<td>5:00</td>
<td>Adjourn</td>
<td></td>
</tr>
</tbody>
</table>

**6.25 hours technical time**
### A Typical Conference

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Included?</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Opening Ceremony</td>
<td>No</td>
</tr>
<tr>
<td>8:10</td>
<td>President’s Welcome</td>
<td>No</td>
</tr>
<tr>
<td>8:15</td>
<td>Keynote Speaker</td>
<td>Yes</td>
</tr>
<tr>
<td>9:00</td>
<td>Technical Sessions</td>
<td>Yes</td>
</tr>
<tr>
<td>10:30</td>
<td>Visit Our Sponsors</td>
<td>No</td>
</tr>
<tr>
<td>11:30</td>
<td>Lunch</td>
<td>No</td>
</tr>
<tr>
<td>1:00</td>
<td>Technical Sessions</td>
<td>Yes</td>
</tr>
<tr>
<td>3:30</td>
<td>Networking Break</td>
<td>No</td>
</tr>
<tr>
<td>4:00</td>
<td>A. E. Newman Memorial Lecture</td>
<td>Yes</td>
</tr>
<tr>
<td>4:45</td>
<td>Awards &amp; Door Prizes</td>
<td>No</td>
</tr>
<tr>
<td>4:50</td>
<td>Closing Conf. Remarks</td>
<td>Yes</td>
</tr>
<tr>
<td>5:00</td>
<td>Conference Closes</td>
<td>No</td>
</tr>
</tbody>
</table>

5.67 hours or round down to 5.5 hours
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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>Opening Ceremonies</td>
<td>Program Announcements</td>
<td>Committee Awards Breakfast</td>
</tr>
<tr>
<td>8:30</td>
<td>Keynote</td>
<td>Technical Sessions</td>
<td>Technical Sessions</td>
</tr>
<tr>
<td>9:30</td>
<td>Technical Sessions</td>
<td>Exhibits Open</td>
<td>Exhibits Open</td>
</tr>
<tr>
<td>11:30</td>
<td>Roundtable Current Issues</td>
<td>Lunch &amp; Motivational Speaker</td>
<td>Lunch &amp; Technical Presentation</td>
</tr>
<tr>
<td>12:30</td>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00</td>
<td>Technical Sessions</td>
<td>Technical Sessions</td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td>1:30</td>
<td></td>
<td></td>
<td>Conference Ends, Travel Safely</td>
</tr>
<tr>
<td>3:00</td>
<td>Exhibitor Sponsored Break</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td>Costanza Award Lecture</td>
<td>Social Hour</td>
<td>Fun Run</td>
</tr>
<tr>
<td>5:00</td>
<td>Day End</td>
<td>Exhibits Close</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Banquet</td>
<td></td>
</tr>
</tbody>
</table>

Technical Time: 7 hrs 6 hrs 4.5 hrs
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

A Diplomate’s claimed CM credit cannot exceed the maximum as listed on the agenda, schedule or course description.

For example:

<table>
<thead>
<tr>
<th>If a Diplomate completes</th>
<th>then the Diplomate claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.3 CEU course in 4 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>0.3 CEU course in 2 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>3 days of a 4.5 day conference that is 3 hours per half day</td>
<td>18 hours</td>
</tr>
</tbody>
</table>
• In addition to the technical contact time, the CM Area must be determined

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

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### 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.
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
• 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
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

Events are capped at 30 hours (5 points) per event.
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
• 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
Notes:

- 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

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

Contact Time

CM Areas

Calculation Method

Common Mistakes

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

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

<table>
<thead>
<tr>
<th>Use Either ¹</th>
<th>Ex: an 8 hour PDC is 75% IH and 25% ethics. The event is claimed for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The CM Area that is &gt;50%</td>
<td>8 IH hours</td>
</tr>
<tr>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td>All the CM Areas</td>
<td>6 IH hours and 2 IH Ethics hours</td>
</tr>
</tbody>
</table>

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

#### Calculating CM Credit
- Contact Time
- CM Areas
- Calculation Method

#### Common Mistakes

<table>
<thead>
<tr>
<th>Common Mistakes</th>
<th>For Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assuming a “1 day” class is 8 hours</td>
<td>A “day” can be highly variable in terms of actual hours</td>
</tr>
<tr>
<td>Time spent by the Diplomate beyond the Providers’ stated time</td>
<td>Taking 4 hours to complete a 0.3 CEU (3 hours) online course (This still only counts as 3 hours)</td>
</tr>
<tr>
<td>Rounding Up</td>
<td>A 50 minute class does not equal 1 hour</td>
</tr>
<tr>
<td>Claiming the Sponsor-reported maximum hours for a conference even though you attended less</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Common Mistakes

<table>
<thead>
<tr>
<th>Common Mistakes</th>
<th>For Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not targeted to the professional level</td>
<td>Radiographer Technician Class</td>
</tr>
<tr>
<td>Not aligned to one of the Category 4 CM Areas</td>
<td>First-Aid training</td>
</tr>
<tr>
<td></td>
<td>A general photography class</td>
</tr>
<tr>
<td></td>
<td>Finance Training</td>
</tr>
<tr>
<td>Internal Company Meeting that is Category 1 – Active Practice</td>
<td>Leadership messages, goal reviews, strategy sessions, problem solving</td>
</tr>
<tr>
<td></td>
<td>sessions, area updates</td>
</tr>
<tr>
<td>Claiming a CM Area based on a previous CM approval</td>
<td>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.</td>
</tr>
</tbody>
</table>
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  
Contact Time  
CM Areas  
Calculation Method  
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)