

# Certification Maintenance Program Handbook

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**September 29, 2015**

**Note:** Printed versions of the CM Program Handbook may be out-of-date.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<sup>®</sup> web site.



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## Purpose of the CM Program

The purpose of the ABIH® 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 Diplomat but it is not a focus area for the ABIH CM program.

Diplomates are required to recertify every five years in order to maintain their ABIH certification. ABIH believes that the five year cycle allows ample time for the Diplomat to develop new knowledge/skills as well as enhance or refresh on previously acquired knowledge/skills.

The CM cycle length of five years is based on the premise that the knowledge/skills to be a professional-level industrial hygienist evolve over time but do not change radically from year-to-year. Industrial Hygiene is a mature profession, having been established in the 1930's. As an applied science profession, it uses an amalgam of many different pure sciences and core disciplines, e.g. chemistry, biology, anatomy, mathematics, toxicology, engineering. Advancements in those sciences and disciplines are integrated into the IH profession, usually in an adaptive, gradual manner. Thus, since the level of IH knowledge and skills to be a practicing, professional-level Industrial Hygienist does not change radically each year, a more frequent recertification period does not appear to be warranted.

This approach is also consistent with the CIH® Job Analysis which is done every five to seven years and used to identify the current knowledge and skills possessed by a professional level industrial hygienist with three to four years of broad scope professional level practice. If the Job Analysis indicates a fundamental change in the IH Rubrics, Domains, or Tasks, the CM program would be evaluated for both the recertification frequency and methodologies (i.e., CM Categories and approved activities).

## Diplomate Identification

An ABIH Diplomat is a person who has met the qualifications for education, experience, and examination; and, has continued to meet the obligations for CM which include: practicing ethically; paying annual fees; submitting an acceptable CM Worksheet (CMW) or passing the Exam; and, passing a CMW audit (if audited).

It is ABIH policy that the names and certification types of all Diplomates in good standing will be listed in the Public Roster. The term *in good standing* means that the Diplomat is paid up on all fees and is not involved in an ethics dispute. Diplomates in good standing and former Diplomates who voluntarily surrendered or retired their certification have access to the ABIH Private Roster, a location where additional contact information can be privately shared amongst other professional colleagues. Roster contact information is managed by the Diplomat at My Account.

Upon request, each Diplomat will be provided a wallet card at the time of annual fees payment.

Each Diplomat 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®.

## **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 form and process 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 CEO. 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 asks 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 may be 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.

Changes to CM program requirements are announced on the ABIH web site. In addition, as the change warrants, email or postal communication may also be sent directly to the Diplomates.

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

## **Annual Fees**

Payment of annual fees is a condition of maintaining certification. Fees are paid in advance of the upcoming year. Annual fees are non-refundable.

Diplomates are sent several email notices of payment beginning in September. During this time period, it is important to have up-to-date contact information for the Diplomate.

Fees must be postmarked or paid online by the due date. If not paid on time, the Diplomate will owe an additional late fee and will be classified as “not in good standing” with ABIH. The Diplomate will be removed from the public roster and also have reduced functionality on the ABIH private website.

If fees are unpaid for two successive years, the Diplomate will be decertified in the third 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.

## Recertification by Examination

Every five years, ABIH Diplomates are required to recertify in order to maintain their certification. This can be accomplished by submitting a CM Worksheet (see next section) or by retaking the Exam, if eligible. Any CIH® certified in Comprehensive Practice may take the exam during the three exam periods immediately preceding their certification expiration date. To be eligible to sit for the Exam, the CIH must:

- Be in good standing with ABIH® (i.e., current on fees and no ethics complaints)
- Have completed at least two hours of ethics during their CM cycle
- Submit the *CM By Exam* request form (in the ABIH Document Library)
- Pay the examination fee

CIHs can only take the exam during the normal exam windows of April-May and October-November. CIHs are not held to the deadline dates for new Applicants which are February 1 and August 1.

Successful examination earns 40 CM points in Category 6 and the CIH is recertified. A CM worksheet does not need to be submitted.

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

## Recertification by Worksheet

A Diplomate recertifies via CM Worksheet (CMW) by meeting the minimum requirements as listed in the next section. CM credit is required in Category 4 but all the other Categories are optional, providing a flexible, customizable way for the Diplomate to accrue the required overall CM Points. Each Category is further explained in the Appendices 1-7.

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

### Minimum Point Requirements (for Recertification by CMW)

During a CM cycle, Diplomates must accrue the minimum amount 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	CM Cycle Length	Category 4 - Points (Hours)		Overall Points <sup>3</sup>
		IH <sup>1</sup>	IH Ethics <sup>2</sup>	
CIH®	54 months	9 (54 hrs)	0.33 (2 hrs)	36
	60 months	10 (60 hrs)	0.33 (2 hrs)	40
CAIH®	54 months	9 (54 hrs)	0.33 (2 hrs)	31.5
	60 months	10 (60 hrs)	0.33 (2 hrs)	35

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

<sup>2</sup> The *IH Ethics* points also count as *IH* points.

<sup>3</sup> Category 4 points also count toward the Overall points.

### CMW Process

CM worksheet forms are available on the ABIH® web site. ABIH will only accept CM worksheets that have been issued by ABIH. 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 reporting calendar (listed in next section). Diplomates can check their CMW Due Date by logging in at My Account on the ABIH web site. (Note: The expiration date on the Diplomate's paper certificate is not the CM Cycle End Date or CMW Due Date.)

CMW submission instructions are located on each CMW form.

There are four Key Dates that each Diplomate should know:

1. **CM Cycle Start Date:** The first day to earn CM credit during the cycle. Must be manually calculated from the CM Cycle End Date.
2. **CM Cycle End Date:** The last day to earn CM credit. It is 60 months after the CM Cycle Start Date unless the person is on a cycle extension. If the Diplomate has a Cycle End Date of June 30, 2016, the person is on one-time 54 month CM cycle unless they have a cycle extension or they initially passed the Exam in 2011. See My Account on the ABIH web site.
3. **CM Worksheet Due Date:** The CMW is submitted before this date without penalty. It is always 1 month after the Cycle End Date. See My Account on the ABIH web site.

4. **Certificate Expiration Date:** Diplomate is decertified unless recertified (by CMW or Exam), granted a cycle extension or voluntarily surrenders the certification. It is 5 months after the Cycle End Date. Can be found on the Diplomate’s paper certificate.

All worksheets must be reviewed and approved by ABIH 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, objective 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 3-4 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 minimum requirements 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.

### CMW Reporting Calendar

Diplomates can check their CM Cycle End Date and CMW Due Date on the ABIH® web site.

Cycle Duration <sup>1</sup>	Passed the Exam	Cycle Start/End Dates <sup>2</sup>	Submit CMW <sup>3</sup>	Penalties		
				\$100 Late Fee <sup>3</sup>	Include Audit Records <sup>3</sup>	Last Day to Submit <sup>4</sup>
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
54 months	NA	Jan 1, 2012 – June 30, 2016	Mar 1, – Aug 1, 2016	Aug 2 – Nov 1, 2016	Oct 1 – Nov 1, 2016	Nov 1, 2016

<sup>1</sup> Diplomates are assigned to a 60 month reporting period that starts with the first CM cycle immediately after passing the exam or completing their previous cycle. Diplomates with a June 30, 2016 Cycle End Date are on the 54 month cycle unless the person was granted an extension or the person initially passed the Exam in 2011.

<sup>2</sup> CM credit can only be accrued between the Cycle Start and End Dates.

<sup>3</sup> The CMW must be received via email or postmarked by Midnight EST on the final day in order to avoid the next penalty phase. CMW submission instructions are on the CMW form.

<sup>4</sup> The CMWs submitted after this day likely will not be processed due to limited time before certificate expiration.

## CMW Audits

During each CM cycle, some Diplomates are randomly selected for a CMW 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 requirements 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 Category 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 each of the Appendices for the various Categories. Ideally, the Diplomate should establish a records folder which can be built 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®. Records can be retained for personal, professional and tax purposes but ABIH does not require they be kept for purposes of its certification.

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



## Hardship Help

ABIH® offers two options to help with hardship case situations. Only one hardship help option will be granted per CM cycle with the exception that a 1 year Leave of Absence may be extended to 2 years upon written request.

Option	Implication
CM Cycle Extension	An additional six months to earn CM credit to meet the recertification requirements.
Leave of Absence	The Diplomate is "inactive" for 1 or 2 years, thus, the recertification requirements are reduced by 20% or 40%. Also, CM credit can only be earned in Category 4 during the LOA time period.

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.

To be eligible, the Diplomate must be in good standing (i.e. current on fees and no ethics charges).

## Cycle Extension

The CM cycle extension provides an additional six months to earn CM credit. The Diplomate 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 available in 1 year increments for up to two years (maximum) for those who are unable to practice industrial hygiene 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 many no-cost or low-cost ways 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). This means a proportionate reduction in the minimum requirements for the Overall CM points (from 40 points to 32) and in the IH CM Credit in Category 4 (from 10 points to 8 points). The IH Ethics requirement of 2 hours (0.33 points) in Category 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 may submit an acceptable CM worksheet or retake the Exam (if eligible) 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.

## 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. ABIH publishes the names of persons who have elected to voluntarily surrender their certification.

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 (See Reactivation)
- 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 <sup>1</sup>	<ul style="list-style-type: none"> <li>○ will continue to be listed in the online public roster, showing years of certification</li> <li>○ will have access to the online private roster</li> <li>○ may choose to be deleted from the roster at any time</li> <li>○ can be re-listed in the roster at any time but may be subject to a nominal processing fee <sup>2</sup></li> </ul>
Not in good standing	<ul style="list-style-type: none"> <li>○ will be removed from the online public and private roster</li> <li>○ 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 fee <sup>2</sup></li> </ul>

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

<sup>2</sup> Current 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 5<sup>th</sup> 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 more than 2 years
- A CM audit verifies that the minimum CM point requirements have not been achieved
- An ethics review results in a decertification sanction

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 (next section).

It is considered unethical conduct for a person to advertise himself/herself as an ABIH Diplomate, CIH®, CAIH®, Certified Industrial Hygienist®, or 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 the CM By Exam request form; complete at least 2 hours of ethics training in the previous 60 months; and, pay reapplication & exam fees.
By Voluntary Surrender	Before your cycle ends	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 <sup>1</sup>
By failing to submit an acceptable worksheet	≤ 12 months after the end of the cycle	<ol style="list-style-type: none"> <li>1. Submitting a worksheet for the previous cycle</li> <li>2. Including proof-of-participation records to support that the minimum CM requirements were achieved (Your worksheet will be audited)</li> <li>3. After a CM audit, paying any unpaid annual fees, late annual fees, a late CM worksheet fee, and reinstatement fee <sup>2</sup></li> </ol>
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

<sup>1</sup> Current fee is posted on the ABIH® web site.

<sup>2</sup> The reinstatement charge is equal to the exam re-application fee and exam fee.

When a former Diplomate is reactivated, ABIH will issue a new certificate, certification letter and will publish the person's name on the public portion of the ABIH web site.

The Diplomate's previous certification number will be reassigned only if the reactivation request is approved before the expiration date of the most recently issued (but now invalid) ABIH certificate. The paper certificate expiration date is five months after the end of the previous CM cycle.

Since the Aspects examinations and the CAIH® examination have been discontinued, reactivation by taking those exams is not an option. In order to be certified by ABIH, these former Diplomates would need to qualify for the Comprehensive Practice examination. Typically, this involves the Reapplication Form, Professional Reference Questionnaires and fees for reapplication and the examination.

**Appendix 1 – Category 1 – Active IH Practice**

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

<sup>1</sup> If on the 54 month cycle, see special note below

**Description:**

Twenty percent (20%) IH practice is roughly equivalent to ~360 IH work-hours per calendar year. Fifty percent (50%) IH practice is roughly equivalent to ~900 IH 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 CIH® Exam Blueprint, 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 IH 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 <sup>1</sup>																	
<ul style="list-style-type: none"> <li>• Committee Chair <sup>2</sup></li> <li>• AIHA Local Section President</li> </ul>	1 point																	
<ul style="list-style-type: none"> <li>• Committee Member <sup>2</sup></li> <li>• AIHA Local Section Elected Officer (including Directors)</li> </ul>	0.5 point																	
<sup>1</sup> Points can be pro-rated (e.g., 18 months as Committee Chair = 1.5 points) <sup>2</sup> AIHA Local Section Committee positions are not eligible																		
<p><b>Description:</b></p> <p>CM points are awarded for IH technical or professional committee service outside of the Diplomate's organization. ABIH® places no restrictions on how often the committee meets, how much time is invested, or how much progress is made. In general, if the work aligns with the IH Rubrics or the CIH® Exam Blueprint, it can be counted as IH. For example:</p> <table border="1"> <thead> <tr> <th>Serving on a</th> <th>Acceptable for CM Points?</th> <th>Rationale</th> </tr> </thead> <tbody> <tr> <td>Local Emergency Planning Committee (LEPC)</td> <td>Yes</td> <td>IH-related</td> </tr> <tr> <td>Statewide Ergonomics Taskforce</td> <td>Yes</td> <td>IH-Related</td> </tr> <tr> <td>Internal company PPE Standards</td> <td>No</td> <td>Internal company not eligible</td> </tr> <tr> <td>National Fall Protection Standard</td> <td>No</td> <td>Safety topic not eligible</td> </tr> </tbody> </table>				Serving on a	Acceptable for CM Points?	Rationale	Local Emergency Planning Committee (LEPC)	Yes	IH-related	Statewide Ergonomics Taskforce	Yes	IH-Related	Internal company PPE Standards	No	Internal company not eligible	National Fall Protection Standard	No	Safety topic not eligible
Serving on a	Acceptable for CM Points?	Rationale																
Local Emergency Planning Committee (LEPC)	Yes	IH-related																
Statewide Ergonomics Taskforce	Yes	IH-Related																
Internal company PPE Standards	No	Internal company not eligible																
National Fall Protection Standard	No	Safety topic not eligible																
<p><b>Records:</b></p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Documents published by the Committee Sponsor or Society, showing the Committee roster for each year of claimed service</li> <li>• Pertinent documents or correspondence which identifies you as a committee member, e.g., meeting agendas or minutes.</li> <li>• 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.</li> </ul>																		

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

<b>Category 3 – Publication of IH Papers/Books</b>		<b>CM Cycle Points</b>	
		<b>Minimum</b>	<b>Maximum</b>
		None	None
<b>If you publish in a</b>	<b>And are the</b>	<b>Then you can claim</b>	
Peer-reviewed journal or book <sup>1</sup>	Primary Author	2 points/publication or book chapter	
	Co-Author	1 point/publication or book chapter	
Non peer-reviewed article <sup>2</sup>	Primary Author	0.5 point/publication	
	Co-Author	None	
<p><sup>1</sup> 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><sup>2</sup> Must be &gt; 500 words in length, technical in nature, pertain to IH subject matter and contain references.</p>			
<p><b>Description:</b></p> <p>The information must be related to industrial hygiene. In general, if the publication aligns with the IH Rubrics or the CIH® Exam Blueprint, 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><b>Records:</b></p> <p>Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Copies or links to the published material showing the publication, date, article title and Diplomate’s name</li> </ul>			



## Appendix 4 – Category 4 – Attendance at Educational Programs

Category 4 – Attendance at Educational Programs		CM Credit Points (Hours)	
If your CM Cycle is	You can accumulate CM credit in	Minimum	Maximum
60 months	IH <sup>1</sup> IH Ethics <sup>2</sup> Safety	10 points (60 hrs) 0.33 point (2 hrs) No	None 5 points (30 hrs) No
54 months	IH <sup>1</sup> IH Ethics <sup>2</sup> Safety	9 points (54 hrs) 0.33 point (2 hrs) No	None 5 points (30 hrs) No

<sup>1</sup> CIH® w/the IEQ - at least 5 points (30 hours) of the IH CM credit must be for events with an indoor air quality emphasis

<sup>2</sup> IH-Ethics CM credit also counts as IH CM credit

### Description:

- CM Areas & Point Values:** Diplomates can claim CM credit for an IH, safety or ethics educational event that is targeted to the professional level (not technician) level and advances the person's technical knowledge and skills. IH and safety training must be at least one hour; ethics training can be any length. CM credit is claimed at a rate of 0.167 point per hour of technical content. For additional information, see Determining CM Credit for Educational Events, below.
- Courses:** The same course may be claimed only one time per CM cycle because the technical content typically does not change significantly. An initial training course and then later, a refresher training course are counted as two different courses. The same course can be repeated and claimed in a later CM cycle.
- Conferences:** Conferences can be claimed for each attendance because it is assumed that the technical content changes for each conference.
- Internal Company Training:** Internal Company training qualifies for CM credit if it's a designated topic on the meeting agenda and meets the specifications of item #1 above.
- Graduate Degrees:** A Doctoral degree completed during the CM cycle, in IH or an IH-related field, can be claimed for 10 IH points (60 hours). CM credit is not awarded for a Master's Thesis (or degree); however, an academic course in the Masters and Doctoral programs can be claimed for CM credit if it meets the specifications of item #1 above.
- Distance Learning:** Distance learning events (e.g. virtual seminars/courses/conferences, home study, etc.) and physical presence events are treated the same for purposes of CM credit calculations.
- Management Training:** General management training can be claimed in the IH CM Area if it has a significant EH&S aspect to the content. General management training includes but is not limited to topics such as communication techniques, technical writing, presentation techniques, organizational effectiveness, media training, computer skills, supervisory skills, quality training, financial training, expert witness training, project management.

**Records:**

An acceptable record is one that shows the Diplomate's name, date of completion, event title, event Sponsor/Provider and the duration (e.g. hours or CEUs). If any of this information is missing or if the subject matter is not clear from the title, then additional records will be needed, e.g., event description, agenda or schedule.

If the event Sponsor or Provider *does* generate a participation record, then any one of the following will be acceptable:

- Certificate, letter/email, transcript, roster or other Sponsor-generated record showing completion
- Registration receipt if purchased on site, at a single-day event
- Event badge only if issued on site, at a single-day event

If the event Sponsor or Provider *does not* generate a participation record and there are no other restrictions for use, participation or viewing from the Sponsor, Provider or Content Owner, then the Diplomate may use one of the following:

- Registration record and evidence of physical presence in the city on the day(s) of the event, e.g. approved expense report, purchase receipts
- Attendance Roster
- ABIH *Attendance Verification Form*
- CIH vouching (allowed once per CM cycle)

**Unacceptable Records**

- Advance Travel Purchases
- Event Agenda, Programs, Conference Schedule, or presentation slides
- ABIH® Letter of Award (for CM points)
- Event badges if distributed prior to the Event
- Airline boarding passes are acceptable for the days of travel but are not sufficient for a multi-day conference

**Determining CM Credit for Educational Events**

CM credit can be claimed for an educational event completed during the CM cycle that is targeted to the professional level (not technician), advancing the person's technical knowledge and skills in the areas of IH, safety or ethics.

IH or safety training must be at least one hour; ethics training can be any length.

CM credit is claimed at a rate of 0.167 point per technical contact hour in the CM Areas of IH, Safety or IH-Ethics.

A **Technical Contact Hour** is the time spent in technical sessions. Technical contact hours include technical presentations, lectures, break outs, Q&A, exams, event overview, event recaps, and discussions. It does not include the non-technical activities, e.g., meals, breaks, exhibitor time, networking, participant introductions, social tours, generic welcome speeches.

*Continued on next page*

## Determining CM Credit for Educational Events, *continued*

For *Courses*, use the technical contact hours as provided by the Sponsor. Note that 1 CEU = 10 technical contact hours.

For *Conferences*, claim 3 hours for each half day of attendance, OR track and report the hours based on actual attendance in the technical sessions. Note that claiming the maximum time usually means that you attended every possible technical session and did not participate in any non-technical activity, e.g., breaks, meals, networking, Vendor visits, awards, social, etc.

Academic courses can be claimed for 15 CM hours per academic semester credit-hour, or 10 CM hours per academic quarter-hour.

If the Sponsor does not provide the contact hours, the Diplomate will need to calculate the time from an agenda or schedule. Contact time can be:

- 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 hrs
- Rounded down but not up, e.g. 95 minutes = 1.5 hours

If an event has technical content in more than one CM Area, the Diplomate may:

- Use the one CM Area that is >50% of the technical content, or
- Use each of the CM Areas, assigning the time accordingly

EX: An 8 hour PDC is 75% IH and 25% ethics. This could be claimed as either:

- 1.34 IH CM points (8 IH hours), or
- 1 IH CM point (6 IH hours) and 0.33 IH Ethics point (2 IH Ethics hours)

### CM Areas:

- **IH:** The subject matter aligns with the IH Rubrics or is identified on the CIH® Exam Blueprint. Additional areas will be considered if there is a human health aspect to the content.
- **Safety:** The subject matter is more acute hazard oriented and not addressed by the IH CM Area definition. For example, Safety CM credit can be claimed for guarding, electrical hazards, fall protection, workplace violence or physical security. Note: Confined Space Entry is considered to be the IH CM area. Per Board legacy rule, First-Aid, CPR and AED classes are not eligible for CM credit.
- **IH-Ethics:** The subject matter aligns with the ABIH® Code of Ethics or the AIH, AIHA, ACGIH Member Ethical Principles. This type of subject matter concerns topics such as fairness, honesty, truthfulness, integrity, accuracy, objectivity, confidentiality, compliance, legality, conflicts of interest, conflict management, undue influence, equal opportunity, diversity, intellectual property rights/plagiarism, use of certification marks and professional competency/limitations (i.e., when to refer a client).

Additional examples for each of the CM Areas can be found on the Document Library of the ABIH web site. See the "Overview" and the "Supplemental Information" documents. Both can also be accessed through the Calculating CM Credit For Educational Events web page.

**Appendix 5 – Category 5 – Teaching/Presenting of IH**

Category 5 – Teaching/Presenting in IH			CM Cycle Points	
			Minimum	Maximum
			None	20
Scope	Delivered as	and the time is	then claim	
National or Int. Conference, peer-reviewed <sup>1</sup>	Live presentation <sup>2</sup>	≥ 20 minutes	1 point – Presenter 0.5 point - Co-Author	
	Static Display <sup>3</sup> , e.g. Poster	NA	0.5 point – Primary Author	
All Other	Live teaching or presentation	≥ 15 but < 60 minutes	0.25 point	
		≥ 60 minutes	0.33 point/hour	
	Asynchronous teaching	≥ 60 minutes	0.17 point/hour	

<sup>1</sup> Peer-reviewed means that the work was subjected to a knowledgeable peer(s) associated with the event, who had authority to accept, edit, or reject the presentation materials. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.

<sup>2</sup> Typically, a podium style presentation or panel discussion.

<sup>3</sup> A poster session where the author is not required to speak or be present. If required to speak or be present for Q&A, it is considered to be a live presentation, not a static poster session.

**Description:**

The subject matter must be IH or IH-related which means that it aligns to the IH Rubrics or the CIH® Exam Blueprint. Teaching or presenting must be outside of the Diplomate’s organization and primary job responsibilities. For example, an Academic Teacher could not claim Category 5 CM credit when teaching at their university but they could claim credit when teaching an external PDC at a National Conference (because it is outside their primary organization and job description).

Diplomates whose primary job is as a Consultant are bound to the same rules. In general, Consultants usually may claim CM credit for any Conference presentation; however, teaching can typically only be claimed if it:

- Is not part of the range of services offered by the consultancy, or
- Is part of the range of offered services but was offered without compensation.

Sales, advertising and marketing presentations soliciting the audience to purchase the Consultant’s products or services are not eligible for Category 5 CM credit.

Diplomates should also avoid double-dipping, i.e., claiming CM points when both *presenting* (Category 5) and *participating* (Category 4) at the same event. 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).

**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 – CIH® Examination**

Category 6 – ABIH Examination	CM Cycle Points	
	Minimum	Maximum
	None	40

**Description:**

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.

CIHs that plan on taking the examination for recertification are required to:

- Be in good standing on fees and ethics complaints
- Complete at least two hours of ethics training (anytime during their CM cycle but prior to the Exam)
- Submit the *CM By Exam* request form.
- Pay the exam fee.

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).

If the exam is passed, the Diplomate will be recertified for their next scheduled CM cycle. A CM worksheet does not need to be submitted.

Since the Aspects and CAIH® examinations have been discontinued, those Diplomates cannot recertify by examination.

**Records:**

Evidence of ethics training.

**Appendix 7 – Category 7 – Other Activities**

<b>Category 7 – Other Activities</b>		<b>CM Cycle Points</b>	
		<b>Minimum</b>	<b>Maximum</b>
		None	See below
<b>Description:</b>			
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"> <li>A. Miscellaneous Activities</li> <li>B. Formal Mentoring</li> <li>C. Other Professional Certifications</li> <li>D. IH-Related Exams</li> </ul>			
<b>A. Miscellaneous Activities</b>			
<b>ABIH Approved Activity</b>	<b>CM Points</b>	<b>Acceptable Record</b>	
ACGIH Co-op Book Review Panel	0.5 pt/review	Participation letter	
AIHce Session Arranger <sup>1</sup>	0.5 pt/session	Conference brochure	
Editor or Reviewer of a peer-reviewed journal article, column or book chapter <sup>2</sup>	0.5 pt per review	Participation letter	
Submitting acceptable CIH Exam questions	1 pt/5 questions 5 pts/yr - maximum	Letter from the Exam Manager	
Pro-bono activity <sup>3</sup>	0.5 pt/40 hrs	Participation letter, or time/task tracking log	
<b>Eligible if completed before 2011</b>			
Writing one ROH essay question	2 pts/question	Participation letter	
Grading ROH Exams	1 pt/yr	Participation letter	
Submitting acceptable questions for the CSP, OHST and STS exams	1 pt/5 questions 5 pts/yr - maximum	Participation letter	

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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>B. Formal Mentoring</b>	<b>CM Cycle Points</b>	
	<b>Minimum</b>	<b>Maximum</b>
Mentor to other IH professionals - 1 pt/year 6 hr minimum for each Mentee	None	5 pts/cycle
A Mentoring program <b>must be pre-approved by ABIH</b> , meeting the following conditions:		
Mentor Program Coordinator:	There is an overall Coordinator who: <ol style="list-style-type: none"> <li>1. Documents the mentoring program including: objectives; Mentor training requirements (if any), time tracking and assessment means; and administrative procedures.</li> <li>2. Evaluates the mentoring activity.</li> <li>3. Provides evidence (e.g., certificate or letter) of mentoring program completion.</li> </ol>	
Mentor:	There is a Mentor (typically, this is the CIH) who: <ol style="list-style-type: none"> <li>1. Mentors a person outside of the Mentor’s normal job responsibilities, supervisory or administrative reporting lines.</li> <li>2. Keep tracks of mentoring time.</li> <li>3. At a minimum, mentors on one or more of the IH rubrics.</li> </ol>	

<b>C. Other Professional Certifications</b>		
<p><b>Until December 31, 2014</b>, the following professional certifications <i>initially</i> achieved during a CM cycle are eligible for CM credit as listed below.</p> <p>After December 31, 2014, the following professional certifications can be claimed per the rules in the IH-Related Exams (Item D below).</p>		
<b>Certification</b>	<b>Abr.</b>	<b>CM Pts</b>
American Board of Preventive Medicine/Occupational Medicine	-	5
Canadian Registered Safety Professional	CRSP	2.5
Certified Environmental, Safety & Health Trainer	CET	2.5
Certified Hazardous Materials Manager	CHMM	2.5
Certified Health Physicist	CHP	5
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
Council-Certified Indoor Environmental Consultant	CIEC	2.5
Council-Certified Microbial Consultant	CMC	2.5
Industrial Radiography Radiation Safety Personnel	IRRSP	2.5
Qualified Environmental Professional	QEP	5

**D. IH-Related Exams**

Exams that meet the Eligibility Criteria below can be claimed for 0.167 point per exam hour. CM credit is claimed based on the *maximum time allowed* for the exam, not an individual's actual time to complete the exam. For example, if a 3 hour exam is completed in 2 hours, the CIH can claim credit for the full 3 hours which is equal to 0.5 CM point (i.e., 3 hours X 0.167 point/hour).

CM credit can be claimed each time the exam is successfully completed during a CM cycle.

**Eligibility Criteria:**

- The exam must be stand-alone. This means that the exam is independent of an educational event like an exam preparation class or workshop where an exam is administered as part of the learning objectives. (Note: The time for exams conducted as part of an educational event is claimed in Category 4 – Education.)
- The exam must be at least 1 hour in length
- >50% of the exam's content must align to at least one of the IH Rubrics or the CIH® Exam Blueprint
- The exam must be offered by an organization responsible for overseeing exam development and administration