This guidance document is designed to help Diplomates easily and accurately determine CM credit for Category 4 educational events like courses and conferences.

Note – If this is a printed copy, it will eventually be out of date. Refer to the ABIH web site for the latest version of this guide.
Acceptable Educational Events

**Must Meet Three Criteria:**

1. Targeted to the professional level (not technician level), advancing the person’s technical knowledge & skill.

2. Focused on IH, safety or ethics

3. At least 1 hour in length except for ethics which can be any length
To Calculate CM Credit, You Need The:

Technical Contact Hours & the CM Area

- **Technical Contact Hours:** Time spent in technical sessions
  - 6 hours = 1 CM point (0.167 point/hour)
  - 60 minutes = 1 hour (i.e. do not round up the time)

- **CM Area:** IH, Safety, IH-Ethics or a combination

**Examples**

- 6 hour respiratory protection class = 1 IH point
- 8 hour electrical safety class = 1.34 Safety points
- 2 hour code of conduct class = 0.33 IH-Ethics point
What Are Technical Contact Hours?

<table>
<thead>
<tr>
<th>The Time Spent In:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Includes</strong></td>
<td>Technical presentations, lectures, roundtables, break outs, Q&amp;A, exams, event overview, event recaps, discussions, etc.</td>
</tr>
<tr>
<td><strong>Does NOT include</strong></td>
<td>Non-technical portions such as generic welcome speeches, participant introductions, breaks, meals, networking, exhibitor time, social tours, etc.</td>
</tr>
</tbody>
</table>
# Courses - Technical Contact Hours

<table>
<thead>
<tr>
<th>Did the Course Sponsor Report the “Hours”?</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Use the Sponsor-reported hours*</td>
</tr>
<tr>
<td></td>
<td>• 1 CEU = 10 hours</td>
</tr>
<tr>
<td></td>
<td>• Academic Classes: 1 semester credit hour = 15 contact hours</td>
</tr>
<tr>
<td>No</td>
<td>• Use the agenda to determine the hours</td>
</tr>
<tr>
<td></td>
<td>• If a detailed agenda is not available, assume 1 hour lunch and a 30 minutes break for each half day</td>
</tr>
</tbody>
</table>

* ABIH allows you to claim the Sponsor-reported hours because it is assumed that you completed every session/module in order to pass the course.
# Conferences - Technical Contact Hours

<table>
<thead>
<tr>
<th>Did you participate in every possible technical session?</th>
<th>Then</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Use the Sponsor’s reported hours (or calculate from the agenda or schedule)</td>
<td>For some events like the AIHce, the maximum hours means that you did not take any breaks, stop for lunch, did not visit the vendor exhibits, had no networking time, etc</td>
</tr>
<tr>
<td>No</td>
<td>Hours are based on your actual participation time in the technical sessions</td>
<td>If it’s not convenient to track time in the individual sessions, use an estimate of 3 hours/half day of attendance</td>
</tr>
</tbody>
</table>
# What Are the CM Areas?

<table>
<thead>
<tr>
<th>CM Area</th>
<th>The Subject Matter</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **IH**     | Aligns to the IH Rubrics or the CIH® Job Analysis | Ergonomics  
Confined Space Entry  
Risk Assessment |
| **Safety** | Is not included in the IH definition, and addresses an acute hazard concern | Fall Protection  
Guarding  
Physical Security |
| **IH Ethics** | Aligns with the ABIH *Code of Ethics or the AIH, AIHA, ACGIH Member Ethical Principles* | Information Privacy  
Code of Conduct  
Discrimination |

1 See ABIH web site for additional information on the Category 4 CM Areas

2 Additional examples are in:
- The companion document “Supplemental Information for Calculating CM Credit in Category 4 – Education”, available on the ABIH web site
- The CM Worksheet, “CM Areas” tab (newer Excel versions only)
Some More Examples

- 30 hour PPE class = 5 IH CM points
- 6 hour EHS Auditing class = 1.0 IH point
- 0.8 CEU Trenching PDC = 1.34 Safety points
- 30 minute Code-of-Conduct module = 0.08 IH-Ethics point
- 36 hour IH Conference = Up to 6.01 IH points
  • (if you attended every possible technical session)
### What About Events With Many CM Areas?

**Use either:**

1) The CM Area that is >50% of the event’s content, **or**
2) Multiple CM Areas, split out on the CMW

<table>
<thead>
<tr>
<th>Examples</th>
<th>1) The CM Area that is &gt;50% of the event</th>
<th>2) Multiple CM Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>An 8 hour PDC is 75% IH and 25% ethics</td>
<td>8 hours as 1.34 <em>IH</em> points</td>
<td>• 6 hours as 1 <em>IH</em> point, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 2 hours as 0.33 <em>IH Ethics</em> point</td>
</tr>
<tr>
<td>A 3 day (7 hr/day) conference is mostly safety but has a concurrent 7</td>
<td>21 hours as 3.51 <em>Safety</em> points</td>
<td>• 14 hours as 2.34 <em>Safety</em> points, and</td>
</tr>
<tr>
<td>hour IH track on one day. The CIH attends two days of safety and the IH</td>
<td></td>
<td>• 7 hours as 1.17 <em>IH</em> points</td>
</tr>
<tr>
<td>track.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Remember to Retain Your Documentation

1. Proof-of-participation, and

2. Documents to verify the claimed hours and content: e.g., Agenda, schedules, or descriptions which show subject matter and time

Many times, a proof-of-participation record is enough if it shows:
- Sponsoring organization
- Your name
- Date(s) of attendance/completion
- Contact Hours (or CEUs)
- An Event title that is clear on the subject matter
  - “Safety & Health Conference” is clear
  - “Do The Right Thing” is not clear
Still Have Questions?

- Additional information including examples for all the CM Areas is available in the Supplemental Information presentation
  - See ABIH Document Library > CM Maintenance section > CM Credit Calculation Method

- Questions can also be directed to the ABIH Staff responsible for the CM Program.