Response Requested –
Our Strategic Direction

Mark Finn, PhD, CIH, Chair of ABIH
Board of Directors

The ABIH Board is pursuing two primary objectives:

- People recognize the value of the CIH as the premier credential in industrial hygiene/occupational health. For example – qualified professionals actively seek to achieve the CIH.

- Industrial hygiene/occupational health professionals achieve the highest professional standards. For example—the CIH qualifications, examination and certification maintenance processes are recognized as the best.

I request that you take a moment to reflect upon these primary objectives and provide your feedback to the Board. Why did you decide to become a Certified Industrial Hygienist? Why have you chosen to maintain the CIH credential? What do you expect of yourself that is specifically related to being a CIH? Similarly, what do you expect of other CIHs? What is your role in encouraging others to become a CIH? What are you actively doing to increase the number of CIHs?

Answers to these questions establish the foundation of where we are, where we would like to go, and how we can get there.

During the Montreal conference, I attended several networking events involving students and early career

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**CM Hours System Now In Full Use for Category 4 - Education**

Do you understand the new hours system? Don’t wait until the end of your cycle to learn it. You will find it’s easier than you think and not that much different than the previous point method.

**DIPLOMATE-CALCULATED METHOD.** In January 2012, ABIH began the transition to the CM hours method for calculating credit in Category 4 – Education. With this method, the Diplomate claims CM credit in hours because that is how most education events are reported (e.g. 40 hour HAZWOPER). Although we still allow Diplomates to report CM credit in points, we will fully transition to an all hours system (in Category 4 only) by 2016.

The minimum recertification requirements in **Category 4** did not change.

<table>
<thead>
<tr>
<th>A CIH on a CM Cycle of</th>
<th>must achieve at least</th>
<th>which is the same as</th>
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</thead>
<tbody>
<tr>
<td>60 months</td>
<td>60 hours in the <em>IH</em> CM Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 hours in the <em>IH Ethics</em> CM Area</td>
<td></td>
</tr>
<tr>
<td>54 months</td>
<td>54 hours in the <em>IH</em> CM Area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 hours in the <em>IH Ethics</em> CM Area</td>
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</table>

If using the Excel version of the CM Worksheet, you can record the hours and the spreadsheet will do the math for you. If the PDF version is used, the Diplomate will need to convert the hours to points (1 hour = 0.167 point). We have no preference for either version but most Diplomates find it easier to use the Excel spreadsheet because it simplifies the data entry and calculations in addition to providing some “warning” messages for common mistakes.

For **Courses**, the Event Provider often reports training hours or CEUs (1 CEU = 10 hours). For **Conferences**, the Diplomate must determine their CM hours based on their actual participation in the technical sessions. (See related article in this newsletter).

Another key change to remember is that CM Approval Numbers are no longer needed on any CM Worksheet (for any event past, present or future). Lastly, ABIH no longer reviews events for CM credit but we are always glad to assist you in determining the CM credit for your event. Give us a call!

The new Diplomate-Calculated method has been used successfully by two cycles and is currently being used by a third cycle group. We’ve had a few questions as CIHs learn the new system but most CIHs have quickly caught on. More importantly, no recertification has been negatively impacted when using this hours system. We appreciate everyone’s willingness to learn the new hours system.

**For Conferences, report your CM hours based on the actual participation time. For Courses, your CM hours are based on the Provider’s value for course completion.**

Click here for a short overview of how you can successfully use the hours method. Got more time? Click here for the recorded webinar (48 minutes) that goes through the method in more detail.
Board of Directors Announce Changes

The ABIH Board of Directors recently updated their governing policies and also amended the By-Laws, creating three new positions: a Past-Chair, Vice Chair and a Consumer Member.

The **Past-Chair** position was created to provide better knowledge transfer and experienced support to the new Chair. The Past-Chair position is a one-year assignment and in some cases will require the person to serve on the Board 5 years instead of the normal 4 years. Lydia Renton, CIH, ROH has assumed the Past-Chair role for the 2013-2014 term.

As an elected 1-year position, the **Vice Chair** position was created to assist with the responsibilities of the Chair, especially in those situations where the Chair would not be available to carry out the required responsibilities. The Vice-Chair can be elected to the Chair position but will not automatically assume the role. Nicole Greeson, CIH was elected to fill the Vice-Chair role.

The **Consumer Member** role is intended to be a non-CIH that serves as a user of CIH products or services. This person will provide insight into how CIHs are used in organizations and business service models. The Consumer Member role differs from the existing Public Member Director who represents viewpoints of the general public and who may or may not know about CIHs and their services. The Consumer Member role has not yet been filled.

**Changes to Annual Planning Process** - Another key change was to better align the election of officers with the annual planning process. The Board decided that new Directors would benefit by joining the Board during the fall Board meeting, which is when the plan for the upcoming year is approved. Therefore, the next group of new Board members will be elected in 2014 and begin their terms in the fall 2014. Self-nominations will be requested well in advance of the elections. The current Board Directors, whose terms were due to end in March, 2014, have agreed to remain on the Board until the fall of 2014.

Online & Free Education Activities

Near the end of a CM cycle, Diplomates often contact ABIH asking for ways to quickly gather CM credit. Although we no longer are able to advise on current or upcoming educational events, we are aware of some online and free educational classes that can be used to quickly harvest CM credit in Category 4 - Education. These are especially useful when you’re short on travel time or training money and if you pick the right course, you will even learn something useful (which, after all, is the objective of the CM program).

- University of Minnesota – [http://www.sph.umn.edu/ce/online/](http://www.sph.umn.edu/ce/online/)
- OR OSHA – [http://www4.cbs.state.or.us/ex/osha/training/training/workshop/](http://www4.cbs.state.or.us/ex/osha/training/training/workshop/)

ABIH cannot endorse these courses and the old adage “you get what you pay for” is also something to remember (i.e., caveat emptor).

**Do you have a favorite that’s not on the list?** If you have another online and free course that you’ve found to be especially helpful, contact ABIH so that we can add it to our list. As always we appreciate your input.
ABIH Presents at Washington State Occupational Safety & Health Symposium

Ron Drafa, ABIH Certification Program Manager, co-presented in May at the State of Washington Division of Occupational Safety and Health Symposium with Carl Heinlein (BCSP Board of Directors past chair) on the benefits of professional certification and attaining the CIH and CSP certifications.

The audience consisted of about 100 state OSHA employees. Anne Soiza, Assistant Director, DOSH, also strongly encouraged Washington OSHA employees to pursue the CIH and CSP.

Ron presented on the value of certification and in particular the value of the CIH, and described the application, exam and CM processes. He reviewed a one page New Applicant Summary Sheet and an Eligibility Self-Assessment Form.

Salary data for certificates vs. non-certificates was presented and questions were fielded on eligibility requirements (including education and experience) and financial support.

Our Academic Partners

Most colleges and universities have finished their regular academic year and are now making plans for new and returning students in the fall. We at ABIH would like to help you get these young professionals started on the path to CIH certification. If you find yourself speaking at your Alma Mater or being invited to work with occupational hygiene students at a university, please contact ABIH, we can offer you presentation slide decks and other promotional materials about CIH certification for distribution to students. You are more influential than you realize to young students. Sometimes, all it takes is a word of encouragement or the visibility of a successful role model, such as you, that can help the young student set higher expectations for their careers.

Please contact Roger Smith at rsmith@abih.org if any of this information or tools would be helpful for you to share with your students.

CIH Value Story Contest Closed

In March, we announced a contest for CIHs to tell their Value Story – what has the CIH credential meant to the person during their career. The contest closed on June 30 and ABIH received almost 125 entries. The top 25 stories will receive an Amazon gift card and one of the top 25 will be randomly selected to win an Apple iPad Mini. Contest winners will be announced in the fall 2013 newsletter. ABIH thanks all CIHs who submitted an entry.
Need to Re-Apply for the Exam?

ABIH approves Applicants to sit for the Exam in the spring or fall exam window; however, some find it necessary to change their exam windows due to business or personal reasons. Here’s the process for easily rescheduling the exam:

<table>
<thead>
<tr>
<th>From your most recent Exam approval, if it’s been</th>
<th>Then you must submit the</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 2 years</td>
<td>Re-application Request Form</td>
</tr>
<tr>
<td>&gt; 2 years</td>
<td>Re-application Form (with an update on Job Responsibilities) Professional Reference Questionnaire from your Supervisor</td>
</tr>
</tbody>
</table>

In either scenario, you’ll also be asked to pay the re-application fee which you can do online at the time of your request.

If there have been any eligibility changes that are newly in effect, you’ll be notified individually. See our website for details about re-applications and the document library for the necessary forms.

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The Board requests your input by September 1

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professionals. I was overwhelmed by their enthusiasm and interest to pursue a career in occupational health and safety and yes, consider becoming a CIH. With the inevitable “graying” of the number of CIHs, these folks are critical to replenishing the number of CIHs. The Board appreciates that “more” CIHs is viewed by some CIHs as competition. However, maintaining and growing our numbers is critical to the viability of the CIH as the premier credential.

So what am I, Mark Finn doing to address these questions, other than serving on the Board? First, I am currently mentoring several students and early career professionals. Second, I am focusing on attending networking opportunities with professionals who are planning to become a CIH. Third, I emphasize that achieving the CIH credential is challenging, but also very attainable with appropriate experiential and academic preparation. Fourth, I need to do more!

WE NEED YOUR INPUT. Our next Board meeting will be during the AIHA Fall Conference in Miami. I encourage you to provide your comments to any Board member by September 1. Your input can then be appropriately included in our discussions during this Board meeting. Your input will also contribute to our planning for the ABIH lunch and breakfast sessions during the Fall Conference.

Thank you in advance for your active engagement and thoughtful input. Your dedication to the profession and to supporting our primary objectives is greatly appreciated. You can find the Board contact information at: http://www.abih.org/about-abih/board-directors
The Diplomate Pulse

The Diplomate Pulse - Modifying the CM Worksheet Audit Program

For the March issue of The Advisor, we asked for your input on the CM Worksheet audit program, specifically the frequency of audits. Our current program is a random, independent selection of at least 5% of each CM Cycle group. Because it is a random selection, it’s easily administered and defended but again because it’s random, it’s possible that a CIH can be audited more than one cycle over the course of a career. And let’s face it; no one wants to be audited once, let alone multiple times.

Here are the answers to the three Pulse questions from the forty people who responded. About 70% felt that we should not change the program but there were some emerging sentiments that a person’s previous audit results should be a factor in audit selection or audit thoroughness.

Comments were allowed on this Pulse topic and, as you might expect, they ran the full gamut from “don’t change anything” to “full pardons” to anyone previously audited. We appreciate all the great comments and will take them under consideration as we evaluate the options.

In the March 2013 Advisor, we also reported that CIH satisfaction with the audit program has been steadily rising the past three years due to process streamlining and simplification. We want to see those satisfaction scores continue to rise without sacrificing the integrity of the audit program.

1. Should ABIH retain the current CMW audit selection process?  
   - Yes
   - No
   - Not Sure

2. Should a CIH’s previous audit results be a factor in a future audit SELECTION?  
   - Yes
   - No
   - Not Sure

3. Should a CIH’s previous audit results be a factor in the next audit’s THOROUGHNESS?  
   - Yes
   - No
   - Not Sure
Calculating CM Credit for Conferences

With the cut-over to the new Diplomate-Calculated CM hours method, some CIHs have questions about how to determine the technical contact time for conferences, so let’s sort through this.

Unlike courses, conferences often have a ‘come ‘n go’ approach so the conference Provider can’t easily track your participation in individual sessions or issue a certificate at the end of the event. However, many providers have begun to report the maximum amount of hours available during the conference. For example, the 2013 AIHce in Montreal had 36 hours of technical session from Monday – Thursday.

So if the Provider reports the maximum value, that’s the number that should be claimed on your CM worksheet, right? No! For example, to claim the 36 hours at the 2013 AIHce, the Diplomate would have had to attend technical sessions all day including the Wednesday evening session. This essentially means that the person skipped all breaks, lunches and the Expo Hall. So while it’s theoretically possible, it’s not probable. There may be a few of us who can do this but most of us aren’t that stalwart.

So how many CM hours can you claim? You claim CM hours based on those technical sessions that you attended. A simple way to track your hours is to keep a copy of the schedule and mark your attended sessions. Alternately, you may find that the Provider has a digital schedule where you can keep track of your session planning/attendance.

Tracking your time in conferences is not a precise science. In the end, it’s your best estimate of where you spent your time. It should not be an overly analytical, exhausting time-motion study to account for every last nanosecond of each day.

Conference participation is based on the honor system. ABIH believes that Diplomates will continue to report their CM hours in a good faith, ethical manner. A Diplomate will never be asked to prove they were in an individual conference session, even during a CM worksheet audit. This was the case with the previous ABIH-Calculated method and it’s the same for the new Diplomate-Calculated method.

You can learn more about calculating CM credit for conferences by visiting this web page:  http://www.abih.org/maintain-certification/cm-credit-education-events
Insufficient Proof of Participation?

In the March 2013 Advisor, we shared some key learning from the ABIH CM Worksheet Audit program. The MOST FREQUENT MISTAKE was insufficient records to prove participation. While this type of error occurred in all six CM worksheet Categories, it more commonly occurred in Category 4 – Educational Events.

Here’s a brief reminder of the Acceptable and the Unacceptable records for Category 4.

<table>
<thead>
<tr>
<th>Category 4 Acceptable Records</th>
<th>Category 4 - Unacceptable Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Any ONE of the following is sufficient proof)</td>
<td></td>
</tr>
<tr>
<td>• Certificate of Completion</td>
<td>• Event Agenda/Conference Schedule – this only shows what was discussed</td>
</tr>
<tr>
<td>• Attendance Roster</td>
<td>• ABIH CM Event Approval Record – this shows only that ABIH reviewed the event</td>
</tr>
<tr>
<td>• Provider Acknowledgment Letter</td>
<td>• Registration receipt or advance travel purchases – these show intent, not participation</td>
</tr>
<tr>
<td>• On-site registration receipt for same day event,</td>
<td>• Documentation dated differently than the dates claimed on the worksheet</td>
</tr>
<tr>
<td>• AIHA Educational Transcript for Courses</td>
<td>• Event badges – often, these are often received prior to events, not during the actual event</td>
</tr>
<tr>
<td>• ABIH Attendance Verification Form</td>
<td>• Airline boarding passes – these only show arrival &amp; departure dates</td>
</tr>
<tr>
<td>• Registration record and documentation of physical presence in the city on the day(s) of the event, e.g. approved expense report, hotel, meal or parking receipts</td>
<td>• AIHA Educational Transcript for Conferences. This is largely a record of registration and check in</td>
</tr>
<tr>
<td>• CIH Vouching: <em>For one event</em> during a CM cycle, a Diplomate is allowed to have another Diplomate vouch for attendance.</td>
<td><strong>Contact ABIH</strong> we’ll be glad to review it with you.</td>
</tr>
</tbody>
</table>
## Key Dates

<table>
<thead>
<tr>
<th>Key Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle End Date of June 30, 2013</td>
<td>Last day to earn CM credit</td>
</tr>
<tr>
<td>Cycle End Date of December 31, 2013</td>
<td>CMW submission window opens</td>
</tr>
<tr>
<td>Fall 2013 Exam</td>
<td>Applications Due</td>
</tr>
<tr>
<td>Fall 2013 Exam</td>
<td>Fall Test Window</td>
</tr>
</tbody>
</table>

## Actions & Reports

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>New CIHs</td>
<td>Individuals who have recently passed the exam</td>
<td><a href="http://www.abih.org/about-abih/new-cihs">http://www.abih.org/about-abih/new-cihs</a></td>
</tr>
<tr>
<td>Not Certified</td>
<td>Individuals who claim to be certified but are not</td>
<td>None at this time</td>
</tr>
<tr>
<td>Decertified</td>
<td>Individuals who did not complete the CM process</td>
<td><a href="http://www.abih.org/about-abih/decertifications">http://www.abih.org/about-abih/decertifications</a></td>
</tr>
<tr>
<td>Voluntary Surrender</td>
<td>Individuals who have relinquished their certification</td>
<td><a href="http://www.abih.org/about-abih/voluntary-surrenders">http://www.abih.org/about-abih/voluntary-surrenders</a></td>
</tr>
<tr>
<td>Ethics Issues</td>
<td>Individuals sanctioned for ethics violations</td>
<td>None at this time</td>
</tr>
<tr>
<td>Lost Diplomates</td>
<td>Please help us find these Diplomates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Daniel Jefferson Hogan, Jr. Consultant, Liberty, SC</td>
<td></td>
</tr>
</tbody>
</table>
ABIH Staff & Office Hours

The ABIH Staff is always pleased to work with you on any questions you may have about ABIH and its certification programs. Feel free to contact any one of the Staff listed on our web site at http://www.abih.org/about-abih/staff.

ABIH hours of operation are 8:00–4:30 (EST), Monday–Friday with the exception of the following U.S. holidays when the office is closed: New Year’s Day (January 1), Memorial Day (May 27), Independence Day (July 4), Labor Day (Sept 2), Thanksgiving (Nov 28-29) and Christmas (Dec 23-25).

If you have any comments about this Newsletter, please contact Tracy Parsons at tparsons@abih.org.

The ABIH Newsletter is published three times per year. Current and back copies are available at http://www.abih.org/about-abih/newsletters