

Purpose

This document outlines the Australian Institute of Occupational Hygienists Inc. (AIOH) policies and procedures in relation to the professional certification scheme. This document should be used in conjunction with the following documents and forms:

Requirements for Certification,
COH application form
Oral examination procedure
Categories for accruing certification maintenance points
Certification maintenance worksheet
Certification maintenance points enquiry form
Certification information to candidates
Notice of expiration of certification

Scope

This document details the appointment and role of the Certification Board and AIOH policy with respect to certification in relation to hardship, voluntary temporary suspension, unemployment, retirement, voluntary termination, forced termination, expiration of certification, failure to maintain certification and persons who cease to be members of the AIOH.

References

International Occupational Hygiene Association Recognition of National Occupational Hygiene Accreditation Schemes.

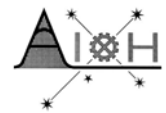
American Board of Industrial Hygiene Certified Industrial Hygienist Candidate handbook.

American Board of Industrial Hygiene Certification Maintenance Program Handbook.

AIOH Membership Handbook.

Definitions

AIOH	Australian Institute of Occupational Hygienists Inc.
Council	The Council of the AIOH
COH	Certified Occupational Hygienist. A person who has applied for and been granted Certification by the Council and has maintained this certification.
IOHA	International Occupational Hygiene Association
Certification Board	A board of not less than five members appointed by the Council to administer the Certification Scheme.
Certification Scheme	The scheme, as outlined in this document, <i>Certification Policies and Procedures</i> , and the <i>Requirements for Certification</i> , for the professional certification of occupational hygienists by the AIOH..
Board	Certification Board
C.I.H.	Certified Industrial Hygienist. A person who has successfully applied for and completed the American Board of Industrial Hygiene comprehensive practice and/or core exam and has maintained their certification.
ABIH	American Board of Industrial Hygiene.



Certification Board

The Council will appoint the Certification Board. Board members will be appointed by Council for a term of two years and may be reappointed for up to four additional terms. Board members shall be Full Members of the AIOH in good standing and holding COH status. The Board members shall nominate a Chair subject to ratification by Council. There must be a minimum of five active members on the Board. There is no maximum number of members on the Board. The examination panels who conduct the oral examination are drawn from the Board. However Full Members of the AIOH with COH status who are not on the Board may be invited to assist in giving the oral examination.

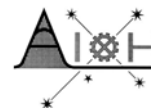
The AIOH representative on the IOHA Board is also on the IOHA National Accreditation Recognition committee. The IOHA Board representative shall have a formal liaison with the AIOH Certification Board. He or she shall either be a full and active member of the AIOH Certification Board or be an ex-officio member who shall receive correspondence but will not be otherwise required to participate in the normal activities of the AIOH Certification Board. Council will determine the degree of involvement of the IOHA representative in consultation with the AIOH Certification Board Chair and the IOHA representative.

An appointment to the Board shall join the Board for a probationary period. During this period the appointee shall receive training in oral examination techniques. Such training will cover both the theoretical and practical aspects of oral examination. The training will be provided by current members of the Board and will entail theoretical knowledge, practical exam simulations, and sitting in on an examination as an observer. Following this period of training and subject to satisfactory performance as an oral examiner the appointee shall be made a member of the Board. If performance as an oral examiner is not satisfactory the appointee will not be made a member of the Board. The performance of the appointee shall be judged by the other members of the Board. The criteria upon which satisfactory performance is judged include: fairness, correct questioning technique, rational decision making, and critical thinking skills.

The Certification Board will:

- evaluate applications for Certification to determine whether a candidate will be accepted to sit the oral examination;
- set and run the oral examination in accordance with the *Oral examination procedure*;
- assess conferences, seminars, and courses for certification maintenance (CM) points;
- assess other professional activities for certification maintenance points;
 - assessment of certification maintenance activities shall be done in accordance with the guidelines in the document *Categories for accruing certification maintenance points*
- evaluate certification maintenance reports and recommend to Council whether certification status has been maintained;
- audit a selection of certification maintenance reports;
- audit examination panels and submit the audit report to Council.

A member of Council will be on the Board or a Board member shall be appointed as Council liaison. The Board meets at least once per year at the annual conference to discuss the oral examination and to set and review examination questions.



Council may rescind the appointment of a Board member at any time subject to their performance on the Board. Board members may step down from the Board at any time.

Oral Examination

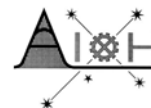
The aim of the COH oral examination is to allow the AIOH to assess the professional competence of COH candidates and to provide a transparent and objective assessment process for candidates. The purpose of the oral examination is to assess the candidate's knowledge and skills.

The oral examination does not purport to test **all** of the applicant's knowledge and skills. It does not assess basic knowledge and skills. Like any examination the oral exam is a sampling exercise – it can not test every aspect of a candidate's knowledge and skills.

In the course of the interview for COH the candidate will be asked a series of scenario based questions. These questions are designed to assess the candidates' skills and knowledge in the areas of physical, chemical and general occupational hygiene, specifically evaluating the following performance criteria:

- **Technical skills/hazard and risk identification** – the candidate must demonstrate knowledge and skills over a wide range of occupational hygiene areas – chemical, physical, and general occupational hygiene. They must be able to demonstrate the ability to recognize a complex array of potential agents, their hazards and risks.
- **Professional knowledge** – the candidate must be able to design and implement exposure assessment surveys and strategies, and demonstrate an ability to use data so as to design and evaluate effective and practical control measures. They are expected to be aware of current issues and have knowledge of relevant legislation.
- **Professional judgment** - the candidate should demonstrate knowledge of current issues, an understanding of the relevance of particular information and the ability to use that information effectively. The candidate should demonstrate a knowledge and understanding of the impact of their decisions, the limitations of a particular approach, the impact of a change, and the rationale for change.
- **Problem appreciation/solving/critical thinking/ability to analyse information** - the candidate should demonstrate an ability to identify the problem, evaluate the risk, recommend control solutions and consider complications. They must show an ability to prioritise, draw out information and adapt to change.
- **Oral communication** – the candidate is expected to be logical, persuasive, clear, concise and confident and to demonstrate clarity of thought.
- **Ethics** – the candidate is able to maintain their position under pressure and their primary focus must be on worker health and well being.

The examination is conducted by the Examination Panel - three trained AIOH COH interviewers - and will last 45-60 minutes. A fourth person may be present as an observer either learning examination skills or reviewing the examination process.



The examination may cover any area, including those where the candidate may not have familiarity. There are unlikely to be detailed technical questions as this knowledge is assumed. Questions may be very broad in scope and may cover current issues.

Dress standard for the examination is smart casual.

Hardship Policy

Active COHs may request special consideration during a CM cycle, due to extenuating circumstances such as serious illness or other long-term disability. Such requests will be considered by the AIOH on a case-by-case basis. COHs desiring such consideration must notify the AIOH office as soon as it is known that the need exists (i.e. do NOT wait until the end of the CM cycle). Requests, which will be held in strict confidence, should be in writing and include a brief description of the illness or disability and an estimate of the expected duration, if known.

Voluntary temporary suspension

There is provision in By-Law 4 (ii) for COHs to suspend their COH status for a period of not less than 6 months and not more than 18 months at any one time. This may be requested by a member in the event of child birth or a similar event. The granting of a suspension of COH status is subject to Council approval. Each request for suspension will be considered on a case-by-case basis. Council shall ensure the total period of suspension within any one certification maintenance cycle is realistic for a COH to maintain their competence.

Unemployment Policy

COHs who become involuntarily unemployed and unable to maintain certification should immediately notify the AIOH in writing. The request should include a *Certification maintenance worksheet* showing the COH's maintenance activities to date. The Board will consider requests for a variation of the CM cycle on a case-by-case basis. The following factors will be taken into consideration: timeliness of notification, total points accumulated to date, likelihood that sufficient points can be obtained in the time remaining in the cycle and expected duration of unemployment. COHs who submit a deficient *Certification maintenance worksheet* due to unemployment after their cycle ends will not be considered for retrospective action.

Retired COHs

Members who are granted Retired Status will be deemed to no longer hold COH status. COHs who continue to practise will be expected to fulfil all requirements to maintain their certification in good standing. Retired COHs may also reactivate by passing the appropriate exams (both written and oral).

Voluntary Termination of Certification

COHs who are no longer interested in retaining the COH designation may voluntarily terminate that certification at any time. Voluntary termination takes effect upon receipt of written notification, by post or email (admin@aioh.org.au), at the AIOH office in Melbourne.

Forced Termination of Certification

The use of the COH status when not valid will result in disciplinary action by the AIOH in accordance with the provisions outlined in the existing By-Laws. Members who fraudulently use



the COH status may be expelled from the AIOH and the AIOH reserves the right to publish the name of such an individual in AIOH media such as the Newsletter and on the AIOH web site.

Failure to maintain Certification Status

A member who fails to maintain their certification may be re-certified by being certified by an IOHA approved scheme and successfully sitting the COH oral examination. It is AIOH policy that an individual's original certification number will not be reassigned.

Persons who cease to be members of the AIOH

If a certified member is suspended or expelled from the AIOH or otherwise ceases to be a member of the AIOH they shall automatically lose their certification.