



Purpose

This document outlines the requirements for certification by the Australian Institute of Occupational Hygienists Inc. (AIOH). Persons certified in accordance with the scheme detailed in this procedure may write the letters COH after their name.

Scope

This document details the certification application process for members of the AIOH and certification maintenance requirements for certified occupational hygienists.

References

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

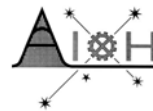
American Board of Industrial Hygiene Certified Industrial Hygienist Candidate Handbook.

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 requirements for certification detailed in this procedure.
Certification Scheme	The scheme, as outlined in this document, <i>Requirements for Certification</i> , and the <i>Certification Policies and Procedures</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
Revoked	If certification is revoked a member is no longer allowed to use the letters COH after their name or to use the COH stamp and their name is removed from the register of COHs



Application procedure

Any member of the AIOH can apply for certification with the exception of members holding Retired Status or Student Status. Non-members of the AIOH can apply for membership of the AIOH at the same time as applying for certification.

Applications shall be made on the *COH application form* available from the AIOH website (<http://www.aioh.org.au>).

Applicants for certification are assessed under three criteria to demonstrate competence - knowledge, experience and verification (written and oral examination).

Applicants for certification shall provide evidence of five years of occupational hygiene work experience. This evidence shall be provided through a detailed work history and referee contact details.

Applicants for certification shall have successfully applied for and gained certification under an IOHA recognised certification scheme or will have successfully completed an AIOH accredited course of study.

Applicants for certification, whose application is accepted by the AIOH, shall sit an oral examination. The oral examination is set and run by the AIOH Certification Board on behalf of the AIOH Council. The oral examination is run each year on the weekend prior to the annual AIOH conference.

Applicants who obtain a pass for the oral exam will be able to use the term “Certified Occupational Hygienist” abbreviated to COH after their name. They may continue to do so until such time as their certification expires or is revoked.

After gaining certification, a certificate and information on the certification maintenance program shall be mailed to each new COH. If a certificate is damaged or lost, a replacement certificate can be supplied for a fee.

Code of Ethics

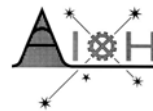
Certified persons shall adhere to the Code of Ethics of the AIOH available at the AIOH website (<http://www.aioh.org.au>). It is considered unethical conduct for a person who has not been certified by the AIOH, who has allowed his/her certification to expire, or whose certification has been revoked, to advertise himself/herself as a COH or as a Certified Occupational Hygienist, or use the designation COH in any form. The AIOH may revoke a person’s certification and AIOH membership for cause.

Certification Maintenance

The Certification Board, under the direction of Council, administers the certification maintenance program.

The purpose of the Certification Maintenance (CM) program is to ensure that COHs continue to develop and enhance their professional occupational hygiene knowledge and skills for the duration of their active careers. The emphasis of the certification maintenance program is on continuing skills, knowledge and education.

In order for certification to be maintained, a COH must provide written evidence to the AIOH of continued professional skills and experience by submitting a *Certification maintenance worksheet*. If a



Certification maintenance worksheet is not submitted by October 31 of the 6th year of the CM cycle, certification will be revoked and the member shall be so notified.

Persons who maintain their certification under an IOHA approved scheme shall be granted renewal of their COH status upon submission of their certification maintenance approval under the other scheme, unless the certification maintenance was achieved by resitting the ABIH comprehensive practice examination. In this case the COH oral examination will have to be successfully completed.

In order to maintain certification a certified occupational hygienist must accumulate 40 Certification Maintenance (CM) points over 5 years, a minimum of 10 of which must be in core occupational areas in Category 4 *Attendance at approved Meetings and Educational Programs*. The certification cycle begins November 1 of the year the applicant passes the written and oral certification exams and ends October 31, 5 years later. There is no ceiling on CM points per year. Details on how to accumulate CM points are in the document *Categories for accruing certification maintenance points* available on the AIOH website (<http://www.aioh.org.au>).

In order to apply to have certification maintenance points credited to a conference, seminar, course or local meeting a *Certification maintenance points enquiry form* (available from the AIOH website (<http://www.aioh.org.au>)) shall be completed and forwarded to the AIOH. This form can be completed by a COH, the group organising the event or another interested party. The AIOH shall forward the application to the Certification Board for evaluation. The evaluation will be done in accordance with the document *Categories for accruing certification maintenance points*.

Certification maintenance worksheets are available at the AIOH office or at the AIOH website (<http://www.aioh.org.au>). The AIOH maintains a schedule for maintenance of certification and sends three courtesy notices to COHs who are due to report. The first courtesy reminder letter is mailed in June of the 5th year of a CM cycle. CM worksheets may be submitted to the AIOH office from September 1 of the 5th year of the CM cycle but must be received by March 1 of the 6th year of the certification maintenance cycle. CM worksheets postmarked after March 1 of the 6th year of the CM cycle shall incur a late fee (refer to the AIOH website for current fees). A second reminder is mailed in March of the 6th year of a CM cycle. The final reminder is sent in September of the 6th year of a CM cycle.

Initially, CM worksheets are submitted without supporting documentation. If a COH is selected for audit, the AIOH will request supporting documentation of the activities listed on the worksheet. The audit selection is made on a random, not individual basis. The audit is not intended to question the credibility of a COH but to provide validation of the activities listed on a CM worksheet. COHs selected for an audit will receive a letter indicating materials required for the audit. Dates and activities listed on the CM worksheet must be consistent with the information submitted for audit.

After receiving a CM worksheet, the AIOH will send a written notice of receipt. When the AIOH finds that a COH has submitted an acceptable CM worksheet and, in the case of an audit, acceptable supporting documentation, a written notice that certification has been maintained will be sent. The new certification shall expire on 31 October in the fifth year of the certification maintenance cycle, or in the case of a COH approved under another IOHA approved scheme, on 31 October in the year the certification under the other IOHA approved scheme expires. The certificate shall be marked "This certificate is scheduled for renewal by May 1, [YEAR]". The [YEAR] shall be the year following the year of expiry of certification, or in the case of a COH approved under another IOHA approved scheme, the year following the year the certification under the IOHA approved scheme expires. When the AIOH finds that an acceptable CM worksheet and, in the case of an audit, acceptable supporting documentation, has not been submitted, the



AIOH shall send a written notice to that effect and will provide an opportunity for the individual to resolve the discrepancies. When the discrepancies are resolved, a new certificate shall be issued. If the discrepancies are not resolved as of October 31 of the 6th year of the CM cycle, certification will be revoked and the member shall be so notified. The member will then have to reapply for COH status.

Fees

There is a fee for sitting the oral examination which is charged once an applicant has been accepted to sit the exam. If an applicant is not accepted no fee will be charged.

There will be an annual COH fee payable. The current fees can be obtained from the AIOH website (<http://www.aioh.org.au>). COHs not in good standing will have their certification revoked and lose the right to use the COH designation. Current COHs can be found by going to the AIOH website (<http://www.aioh.org.au>). The COH designation will be listed after their name.