



CATEGORIES FOR ACCRUING CERTIFICATION MAINTENANCE POINTS

Category 1:

Active Occupational Hygiene Practice

100% OH practice = 5.0 CM points per year. Points will be allocated on a pro-rata basis down to 1 point for 20% OH practice. The number of points claimed for each year in a CM cycle may vary dependent on the percentage of OH practice in individual years.

A description of the work performed will be required to confirm it is occupational hygiene practice.

This category includes teaching and research when that is the core employment role of the member, although points are not available for full-time graduate students if certification maintenance points are being claimed for study of courses/subjects/units under Category 4, *Attendance at approved Meetings and Educational Programs*.

Category 2:

Technical/Professional Committee Service

No maximum number of CM points per cycle.

1 point per committee per year for committee members.

2 points per committee per year for committee chairs.

Such committees could include the AIOH Exposure Standards and Communications Sub-committees and scientific government or industry committees subject to approval of the Certification Board. N.B. These are technical committees, not Council and other AIOH Sub-committees. The allocation of CM points is subject to active commitment and involvement as confirmed by the committee chair.

Category 3:

Publication/review of papers, book chapters

No maximum number of CM points per cycle. Papers must pertain to occupational hygiene.

2 points for the primary author of an original paper published in a peer-reviewed professional journal and 1 point for joint authors (evaluated by the Certification Board based on the contribution to occupational hygiene and contribution by the authors). A copy of the first page of the peer-reviewed article must be provided.

Occupational hygiene related chapters in books or similar publications will be treated, in most cases, as peer-reviewed articles. A copy of the first page of the book chapter must be provided.

1 point will be awarded for revision / update of a book chapter (evaluated by the Certification Board based on the contribution to occupational hygiene). A copy of the first page of the book chapter must be provided.

½ point will be awarded for peer review of a published paper, book chapter or similar (evaluated by the Certification Board based on the contribution to occupational hygiene). A copy of the first page of the reviewed item must be provided.

Non-peer-reviewed articles (eg technical article in AIOH Newsletter, paper at the AIOH conference, hygiene paper at another conference) will be evaluated on a case-by-case basis. An acceptable article must be >500 words in length, technical in nature, pertain to OH subject matter and contain references. If credit is awarded, the primary author receives 0.5 CM point for a non-peer reviewed article. A copy of the non-peer reviewed article must be provided.

Category 4:
Attendance at approved Meetings and Educational Programs

No maximum number of CM points per cycle.

½ point per ½ day program. Eg the AIOH conference is worth 2½ points.

Minimum requirement is 10 CM points per cycle in core occupational hygiene areas. To meet the minimum point requirement, the content for a course or conference can be in one specific hygiene topic area or multi-topic areas such as the AIOH conference, or the “Basic Principles of Occupational Hygiene” course, or similarly titled courses.

All courses, conferences, seminars and educational programs in Category 4 must be reviewed and approved for CM points before they can be listed on a CM worksheet. The review can be requested by the group organizing the event or requested directly by a COH or other interested party.

All courses, conferences, seminars and educational programs that are allocated certification maintenance points shall be categorised into one of the following three areas:

- Core occupational hygiene which includes the following areas:
 - Air Sampling & Instrumentation
 - Analytical Chemistry
 - Basic Science
 - Gases and Vapours
 - Noise & Vibration
 - Dusts, Fumes & Mists
 - Indoor air quality
 - Microorganisms
 - Biohazards
 - Biostatistics & Epidemiology
 - Community Exposure
 - Engineering Controls
 - Ethics
 - Hazardous Substances
 - Health Risk Analysis and Communication
 - Ionizing Radiation
 - Health and Safety Management
 - Non-Engineering Controls including PPE
 - Non-Ionizing Radiation
 - Thermal Stressors
 - Toxicology
 - Epidemiology



- Work Environments & Industrial Processes
- Managing/auditing occupation hygiene programmes
- Basic occupational hygiene; and
- Occupational hygiene related areas such as:
 - Fitness for Work
 - Ergonomics
 - Safety
 - Human factors
 - Environmental assessment & management
 - Occupational medicine
 - Risk assessment and management.

If a conference or course mainly consists of "related" content but it has an easily identifiable segment (for example one day or one session) that is "core" occupational hygiene, that session may be selected out and granted "core" points. If a conference or meeting has some "core" content but is otherwise unrelated the cumulative hours of "core" content may be granted points.

Courses, conferences, seminars and educational programs are evaluated for CM points based on content and timeframe. CM points are awarded at a rate of ¼ points for short meetings such local area meetings organised by the State Liaison Officers (NB these meetings must have technical content – a meeting that does not have technical content will not be awarded certification maintenance points), ½ points per half day (minimum of 3 hours of technical content) and 1.0 point per full day (minimum of 6 hours of technical content). An application for approval is submitted to Council on the *Certification maintenance points enquiry form* available at the AIOH office or at the AIOH website (<http://www.aioh.org.au/downloads/documents/CertMaintPntsEnqForm.pdf>).

All certification maintenance points credited to conferences, seminars, courses or local meetings are detailed on the AIOH website - http://www.aioh.org.au/coh_maint_search.asp.

Courses that are run over a longer period such as over a semester will be awarded points based on the estimated number of hours required each week. For example if a course or subject requires 10 hours of work per week it will be awarded 1 point per week of the course. These points will be capped at 10 points per course or subject. For example each unit in the Deakin Graduate Certificate or Graduate Diploma course would attract 10 points.

Courses that have an assessment component such as assignments or an examination shall attract extra points for those participants who successfully complete the assignments or examination. Such participants shall be granted the same number of points allocated for the course. For example a course that has contact time of two days shall attract 2 points. If there is an assignment or examination and the participant completes the assessment successfully they will be entitled to an extra 2 points, so 4 points in total. However the maximum number of points per course will be capped at 10 points so if a course has already been allocated 10 points based on the hours of work required per week no additional points will be available for the assessment component.

Attendance at a conference or course must be supported with a receipt for registration and one or more of the following: a hotel receipt or an approved expense report. Attendance at a course is supported with an attendance roster or certificate.



Attendance at a local activity must be supported by a name on a roster of attendees issued by the group organising the event. If no roster is issued, a COH must provide some means of verification that he/she did attend.

Proof of successful completion of assessment for a course must be provided in the form of a Statement of Attainment, academic record or similar documentation.

The Annual AIOH conference, BOHS Conference and AIHce conference will be automatically awarded 0.5 core certification maintenance points per half day of attendance. The PDCs and CESs run in association with the Annual AIOH conference and AIOH seminars run at other times throughout the year will be awarded certification maintenance points, but not all may be core points, and thus an application for certification maintenance points must be submitted for these courses. This will be done by the Conference Committee and Education Coordinator in conjunction with the AIOH Administrator.

Conferences, seminars or meetings awarded certification maintenance points under other IOHA approved certification schemes may not necessarily be awarded the same number of points or be classified in the same category under the AIOH scheme. Thus an application for certification maintenance points under the AIOH scheme must be submitted for all such sessions. COHs may however refer any significant discrepancies between points allocated under the AIOH scheme and another IOHA approved scheme to the Certification Board for review. This is done by contacting the AIOH Administrator.

Basic occupational hygiene courses such as the “Basic Principles of Occupational Hygiene” are capped at 5.0 CM points per course and 5.0 CM points per 5 year cycle.

Category 5:

Teaching or lecturing, mentoring, examining, and presenting CESs in occupational hygiene outside the core employment role of the member.

Maximum of 20 CM points per cycle. Occupational hygiene must be at least 40% of course content.

Teaching in occupational hygiene conducted outside one's normal job and organization receives 1.0 CM point per 0.5 day, 1/3 point per hour and presentations which are ≥ 15 minutes but < 60 minutes will receive 1/4 CM point. Points for teaching a course may only be claimed once in a certification cycle no matter how many times the course is delivered.

For mentoring students 1 point per student mentored per semester.

Teaching activity verification may be copies of programs and an acknowledgement from the group organising the event that show the length and topic of the presentation.

Category 6:

Successful completion of the ABIH Examination

40 points in any cycle. COHs using this method must also sit the COH oral examination.



Category 7:

Other Activities (as approved by the Board).

Maximum number of 10 CM points per cycle.

This could include service on AIOH committees including Council, non-technical Sub-committees, and the Conference Committee.

- 2 points per year for service on Council
- 2 points for service on a Conference Committee
- 2 points per year for service as the M&Q Sub-committee Chair
- 2 points per year for service as a State Liaison Officer (SLO) subject to the amount of activity or number of meetings organised
- 1 point per year for service on the M&Q Sub-committee – further points will be awarded for applications reviewed in excess of 8 on a pro-rata basis. For example 12 applications reviewed will be worth 1.5 points.
- 1 point per year for service as any other Sub-committee Chair
- ½ point per year for service as a member of a Sub-committee.
- **½ point per interview for service on Full member interview panels or on the examination panel for certification oral examinations.**
- ½ point for preparation of a bank of three acceptable COH oral examination questions – one dealing with general occupational hygiene, one with a chemical hazard(s), and one dealing with a physical hazard(s). Questions not considered acceptable by the Certification Board would not receive CM points.

The allocation of CM points is subject to active commitment and involvement as confirmed by the committee chair, or in the case of SLOs, by Council.

There may be other professional activities not covered under Categories 1-6 which you believe should be considered by AIOH for re-certification. Please furnish sufficient detail to describe the activity. Please refer to the certification maintenance link at the AIOH website for a complete listing of activities that have already been approved for CM points in this category.