



This form may be filled-out either by the group organising an event, a COH or other interested party, requesting a certification maintenance (CM) point allocation to an event. An updated form is required annually for courses or conferences which have previously received CM points.

A listing of approved courses and conferences is available at the AIOH website. Please check this before submitting this form.

Courses, conferences, seminars and educational programs are evaluated for CM points based on content and timeframe. CM points are awarded at a rate of $\frac{1}{4}$ points for short meetings such local area meeting organised by the State Liaison officers, $\frac{1}{2}$ 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). Please attach a detailed outline which includes information on content and timeframe for your course or conference.

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 can be supported by a confirmation of attendance documented in a register of attendance or through the issue of a roster/certificate issued by the group organising the event. If no certificate or roster is issued (as with conferences), a COH must provide some means of verification that he/she did attend.

Basic occupational hygiene courses and non-EHS management courses are capped at 5.0 CM points per course.

Course: _____ Conference: _____

Other: _____

Has this course/conference/distance learning been credited for CM points before: Yes No

Is the content and length the same as before: Yes No

Title: _____

Group organising the event: _____

Location: _____

Dates: _____ to _____ multiple offering dates: _____

Length of event (eg. 2 hours, 2.5 days): _____

Target Audience: _____



Learning Objectives:

Contact: Person submitting this form, either COH or group organising the event.

Name: _____

Company/Address: _____

Phone: _____

E-mail: _____

Send to:

The Administrator

AIOH

PO Box 1205

Tullamarine Victoria 3043

Fax 03 9335 3454

Email admin@aioh.org.au

Please be aware that granting of CM points does not authorise the group organising the event to use the AIOH logo.