

Please complete all sections on the Application Form ensuring that the following documents are enclosed with your application. Curriculum Vitae's will not be accepted for the purpose of providing application details. Incomplete applications will not be processed.

### Applicants for Student status

- Proof of current enrolment. Please note those working more than 50% in occupational hygiene are not eligible for Student status.

### Applicants upgrading from Associate to Provisional, or from Associate to Full

- A copy of your academic record/s comprising a transcript of subjects studied and examination results. Overseas applicants are responsible for providing evidence that overseas qualifications are equivalent to the Australian qualifications required. Refer to the National Office of Overseas Skills Recognition (AEI-NOOSR) - [www.aei.dest.gov.au/AEI/QualificationsRecognition/Default.htm](http://www.aei.dest.gov.au/AEI/QualificationsRecognition/Default.htm)

### Full and Provisional Membership applicants only

- Written references from two referees, who shall testify to your professional competence, duties, responsibilities, work performance and length of experience. Preferably one referee should be a member of the AIOH. Preferably one referee should not be your employer.
- **One (1)** report for a **Provisional** membership application and **two (2)** reports for a **Full** membership application are required.

The reports should demonstrate that you can approach a practical occupational hygiene problem using the occupational hygiene principles of recognition, evaluation and control that are appropriate to the level of membership for which you are applying: applicants for Full membership are expected to be able to demonstrate a high level of expertise in applying the occupational hygiene principles.

Reports are normally occupational hygiene survey or inspection reports and must be the work of the applicant. The reports can be published papers, thesis, lecture notes, company procedures and policies of a generic nature. Such documents, and joint reports, must be accompanied by a statement detailing the proportion and nature of the contribution of the applicant.

Generally, brief reports with little or no explanation or interpretation do not meet the requirements. Hazardous materials audit reports and asbestos survey reports, with no professional interpretation of results, are generally not acceptable, as it is very difficult to use such reports to assess professional knowledge and skills.

At least one (1) report should be less than one (1) year old. All reports submitted are treated in a confidential manner and are kept in a secure facility.

Applicants should note that processing of applications can take some time, particularly for Full Membership applications. It may be 6 months from when an application is received at the AIOH office to when an offer is made.

The delay is due to the following procedure which is necessary to comply with the Institute's Rules of Incorporation:

- the application is received and is sent to a six member review committee;
- the decision of the committee is reviewed by Council at their next meeting (held every six weeks).
- For Full Membership, an interview is then arranged;
- the interview is conducted by two Full members of the AIOH and there are often delays in finding a time suitable to both interviewers and to the applicant;
- the interview panel decision is then reviewed by Council at their next meeting (up to six weeks later);
- an offer is then sent to the applicant.