



AIOH AUSTRALIAN[®]
INSTITUTE OF
OCCUPATIONAL
HYGIENISTS



CELEBRATING 40 YEARS OF PROTECTING AUSTRALIAN WORKER'S HEALTH

COH Exam Application Terms and Conditions

Introduction

Thank you for your interest in the COH exams. Please take the time to familiarise yourself with process and conditions when applying as scheduling and facilitating exams require substantial time, effort, and resources by our AIOH office team and volunteers. Note that the COH Board may review and revise the exam criteria at any time and without notice.

Should you require clarification of the process, you are encouraged to contact the AIOH Membership Manager on 0498 007 975 or membership@aioh.org.au.

By submitting your Expression of Interest (EoI) and COH Exam application you agree to the terms and conditions of the AIOH.

| Timing | Applicant requirements | Conditions |
|------------------------------|--|--|
| 10 weeks from exam date | Applicant must submit Expression of Interest (EoI) to undertake the COH exam via the AIOH Website | Applicants who are resitting an exam must have at least a 10month gap between their previous exam. |
| 8 weeks prior from exam date | Eligible applications will be invited by the AIOH Membership Manager or Certification Board Chair to immediately pay for their exam place. | Exam placement will only be guaranteed upon payment of \$395.00 excl GST, (effective for the period of 2023/24) Due to high demand for COH exams, your EoI will be prioritised to your home or neighbouring jurisdiction. Failure to pay as instructed will forfeit the allocated exam placement Ineligible applications will be contacted by Membership Manager who will explain the reasons for not being eligible. |
| | | Applicants who are subject to extenuating circumstances may be entitled to a full refund or reschedule with no penalty. |



| | | |
|-------------------------------------|---|--|
| Greater than 45 days from exam date | Applicants who wish to withdraw from the exam will be refunded less \$150 (excl GST) to cover administrative costs | Applicants are encouraged to discuss their circumstances with the Membership Manager as soon as possible. |
| Less than 45 days from exam date | Applicants who wish to withdraw from the exam will not be eligible for a refund | Evidence may be required to demonstrate applicant's extenuating circumstances. In other cases, the applicant must restart the Eol process. |
| Exam day | Applicant must arrive early for an on time start | Applicants will be deemed to be a no-show if they arrive at the venue more than 15mins late. Late starters may not be guaranteed a full-time allocation for their exam. |
| Post exams | Candidates can request feedback on their exams by emailing the emailed to the Membership manager within <u>8 weeks</u> of the examination date. | Unsuccessful candidates are encouraged to seek feedback on their exam performance so they can prepare accordingly for the next exam. The COH Board considers requests for feedback for future Eol placements. |