

CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS

ROH Registration Maintenance Guide

Instructions for Completion of the
ROH Registration Maintenance Worksheet



Canadian Registration Board of Occupational Hygienists

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1. Introduction

As part of its ongoing commitment to professional excellence, the Canadian Registration Board of Occupational Hygienists (CRBOH) recognizes the need for Registered Occupational Hygienists (ROHs) to develop and enhance their professional knowledge and skills and to keep up with advances in the field over the time-period that they have their ROH designation. The Board of Directors formed the Registration Maintenance Committee in 1991 to establish a formal review system for ongoing professional development.

This guide is an instruction manual to assist ROH members in renewing their registration online on the CRBOH website. ROH registrants are required to re-register every five years in order to maintain their ROH certification.

Once logged into their membership profile, members can upload maintenance points into the appropriate categories. Members are able to continue to edit maintenance worksheets online following these steps throughout the 5-year maintenance cycle. Uploading supporting documentation is optional, however if you are selected for audit, you'll be contacted to submit the documentation if you have not done so upon submission.

If there are any questions or comments about these instructions or about the registration maintenance process in general, please feel free to contact the Registration Maintenance Coordinator at rm@crboh.ca.

2. Main Steps for ROH Maintenance

1. **Current Email and Address on CRBOH website:** We send you notices and/or documents in advance of and throughout the registration maintenance process by email. Please check the Member Listing on the CRBOH website (www.crboh.ca) to ensure that your email address and your mailing address are current. Log in with your User ID (your email address) and Password.
2. **Payment of Annual Dues:** In order to maintain your registration, you must be in good standing with respect to payment of your annual dues.
3. **Complete and Submit the Registration Maintenance Worksheet Online:** Enter your points throughout the 5-year maintenance cycle and submit your RM Worksheet every five years at the end of your RM cycle. Your RM Worksheet must be submitted online by March 31st following the end of your RM cycle. You will need to meet the minimum 50 RM points requirements in order to be successful in the re-registration process.

Registrants should be aware that:

- There is a late fee for worksheets submitted online after the March 31st due date.
- Worksheets submitted online after June 30 will be audited.
- The CRBOH has a Leave of Absence Policy and a Retired Status Policy which may be accessed at www.crboh.ca.

3. Completing the RM Worksheet

Applying for registration renewal is easy and involves filling out the online form throughout your 5-year maintenance cycle and submitting by the deadline.

Completion of the online *ROH Registration Maintenance Worksheet* is straightforward.

Login to your membership

Once logged in, select the Registration Maintenance tab

Select "Start RM Worksheet"

Upload your maintenance points into the appropriate categories. Members edit their maintenance worksheets online following these steps throughout the 5-year maintenance cycle. You should also enter the number of points you are claiming for that activity in the "Points Claimed" column. This claim should be based upon the guidelines available on each page of the online worksheet. **Use the submit button only when your cycle has ended, and you have sufficient points.** Uploading supporting documentation is optional, however if you are selected for audit, you'll be contacted to submit the documentation if you have not done so upon submission.

Be sure to read the guidelines for each section in the RM Worksheet, particularly those pertaining to maximum points and limitations. This will help you to more easily fill out the online worksheet and will allow the reviewers to more easily and accurately process your online worksheet.

4. RM Worksheet Audits

Ten percent of submitted RM Worksheets will be randomly selected for an audit. In addition, late worksheets submitted online after June 30 will also be audited. If you are chosen for this audit, your submission will be re-opened, and you will receive an audit letter once your RM worksheet has been reviewed, asking you to submit documents that support the points you have claimed if you have not already done so.

Applicants should always maintain supporting documents in case they are required to produce them during an audit.

Examples of materials that will be accepted as adequate documentation include:

- receipts of payment or cancelled cheques for conferences/seminars related to occupational hygiene
- airline ticket stubs or hotel or other accommodation receipts
- copies of programs in which you instructed
- name tags from conferences or seminars

- tables of contents of journals in which your article(s) appear
- affirmations from other ROHs attesting to the fact that the points are valid.

If you are selected for an audit, legible copies of these supporting documents should be uploaded in the system.

5. Submitting the RM Worksheet:

The Registration Maintenance Worksheets are due online **by March 31st** in the year following the end of your RM cycle. When you have sufficient points and your cycle has ended click on the submit button.

We encourage you to continually add to your maintenance points throughout the 5-year maintenance cycle.

6. RM Worksheet Review Process:

Once our online system receives your completed RM Worksheet, the following steps will occur:

1. The date of receipt is recorded.
2. The worksheet will be stripped of identifying information and be given a unique code, and kept as a separate file.
3. Two reviewers will be assigned to review the worksheet and any supporting documentation provided. The assignment of reviewer is based upon two factors - fluency in the language of the application and avoidance of possible conflict of interest. Persons fluent in English will review English worksheets while French worksheets will be reviewed by those fluent in French.

Concerning conflict of interest, the Registration Maintenance Committee has decided that a conflict of interest exists whenever the applicant:

- a. Works in the same company as the reviewer;
- b. Has significant business dealings with the reviewer; or
- c. Is a close relative or friend of the reviewer.

4. Only the RM Coordinator knows which code corresponds to which applicant. This minimizes the chance that the reviewers know the identity of the applicant, in order to avoid bias and to allow for personal anonymity.

5. The two reviewers look over the application independently. Taking each separately, they assign a number of points for each entry based upon the maintenance points criteria, the definition of "occupational hygiene" that is presented in Table I and the information provided on the form or with the supporting documents. This number is entered in the "Points Awarded" column opposite each entry. In this way, the coordinator can see exactly where the reviewers differ. It is anticipated that, at times, the reviewers will have questions about an application. In such cases, the reviewer will ask the applicant for clarification. In order to ensure that the reviewer's identity remains confidential, any such questions will be channeled through the RM Coordinator.
6. Once the initial reviews are complete, the worksheets are sent back to the RM Coordinator. If both reviewers agree that the applicant has met the registration renewal requirements, the coordinator will inform the Registration Board that the Registration Maintenance Committee recommends the applicant's registration be renewed.
7. If both reviewers recommend that the applicant be rejected, the RM Coordinator will inform the Registration Board that the Registration Maintenance Committee recommends that the applicant's registration not be renewed.
8. If the reviewers reached opposite conclusions about the application, the Coordinator may break the tie or appoint a third reviewer to break the tie. The Coordinator will then inform the Registration Board of the majority's decision.
9. The Registration Board will consider the Committee's recommendations at each Board meeting as such recommendations become available. The applicant will then be informed in writing as to whether the Registration Board has accepted their application for renewal of their registration. For those who disagree with the Registration Board's decision, an appeal process is available.

If you have any questions about the process or comments on the registration maintenance initiative in general, please contact the Registration Maintenance Coordinator at rm@crboh.ca or the CRBOH Business Office at registrar@crboh.ca

ROH REGISTRATION MAINTENANCE WORKSHEET CRITERIA

This information is also available online as you are submitting entries.

1. Active Professional Practice

- A **maximum of 5 points for each year and 25 points in a 5-year cycle** may be claimed for active (more than 50% of your time) occupational hygiene practice.
- **Management and administration** of occupational hygiene services or personnel count as “active practice.”

2. Professional Association Membership

- A **maximum of 1 point per year and 5 points in a 5-year cycle** is allowed for all memberships.
- Memberships in provincial occupational hygiene associations, AQHSST, AIHA, BOHS, ACGIH, and CSSE are eligible for points.
- Memberships in certification bodies (e.g. CRBOH, CAHIQ, ABIH, BCSP, BCRSP) are not eligible for points.
- Other organizations will be considered on a case-by-case basis.

3. Technical/Professional Committee Service

- Membership on a technical or professional committee outside of your job is eligible for **1 point per year for regular members and 1.5 points per year for chairs or similar leaders**.
- Committees of accepted societies are considered acceptable in this category, as are CSA, ANSI or similar committees.
- Work on CRBOH or ABIH committees are eligible for points.
- ROH/ROHT exam proctors and oral examiners receive 1 point per year.
- Internal committees (e.g. workplace health and safety committees) that are part of your job are not eligible.
- **There is no maximum on the points that may be claimed in this category.**

4. Teaching/Presentations

- **0.5 points for each hour** will be awarded for teaching or presenting occupational hygiene material at seminars, meetings, and educational programs.
- Presentations that are part of your organization or your primary job responsibilities are not eligible.
- **A maximum of 10 points can be claimed for this category for a 5-year cycle.**

5. Attendance at Professional Conferences and Educational Courses

- Attendance at “acceptable” occupational hygiene courses or conferences will be awarded **0.16 points per hour of instruction**.
- The same course can only be claimed once in the same registration maintenance cycle.
- Internal company training is eligible for credit if it is a designated topic as listed in Table 1.
- Attendance at the CRBOH annual general meeting (AGM) will be awarded 0.5 point. This will not be eligible for points if it takes place as part of a larger conference (e.g. AIHce) for which points are already being claimed.

- Other courses will be considered on a case-by-case basis. For topics or types of courses or sessions that may be accepted by the Board, please see Table 1.
- **There is no maximum on the points that may be claimed in this category.**

6. Publications

- Papers or Chapters dealing with occupational hygiene printed in peer-reviewed publications will receive **5 points for one author, 3 points for two authors, and 1 point for more than two authors.**
- Publications in non-peer reviewed publications are eligible for **0.5 point per article.** These must be more than 500 words in length, technical in nature, and pertain to the topics in Table 1.
- **There is no maximum on the points that may be claimed through this category.**

7. Other Activities

- Successfully re-writing the CRBOH ROH examination will be awarded 50 points.
- Successful completion of the ABIH CIH examination will be awarded 25 points.
- A poster presentation will receive 0.5 point.
- Being a mentor as part of a formal occupational hygiene mentoring program is eligible for 1 point/year/mentee, with at least 6 hours mentoring per mentee.
- Questions for the CRBOH question bank which are accepted by the Examination Committee will be eligible for 1 point for every 5 multiple point questions, and 2 points for each short answer essay question or oral exam question.
- Other activities will be considered for maintenance points on a case-by-case basis. In these cases, please state the sponsoring organization, the dates and how the activity contributed to the activities of the CRBOH or to a better understanding of occupational hygiene in general.
- For topics or types of courses or sessions that may be accepted by the Board, please see Table 1 listing.
- **There is no maximum on the points that may be claimed in this category.**

Table I: ‘Occupational Hygiene’ and related course types:

- Air sampling and sampling strategies, analysis and control measures (including air sampling for environmental purposes)
- Assessments of confined spaces
- Asbestos control
- Measurement and control of physical and biological agents
- Toxicology and epidemiology
- Application or enforcement of Canadian legislation and standard setting dealing with occupational hygiene
- Ergonomics
- Biohazards
- Engineering controls – ventilation, noise reduction and others
- Program management and labour relations as they apply to occupational hygiene
- WHMIS, Transportation of Dangerous Goods
- Personal protective equipment selection and fit testing
- Hazardous chemicals handling and disposal
- Biological monitoring, including audiometric testing
- Workplace health monitoring
- Indoor air quality
- Health and safety auditing
- Risks assessment
- Emergency response
- Management in any of the above areas
- Instructing in any of the above areas
- Communications, report writing and similar activities

Course work which will not garner registration maintenance points will include the following in the course title or objectives:

- Security work
- First aid
- Nursing or other medical professions (unless this involves topics which concentrate on occupational hygiene issues)
- Water sampling