



208 Burwash Avenue, Savoy, IL 61874  
Phone: 217-359-2686 Fax: 217-359-0055  
Email: [cchest@cchest.org](mailto:cchest@cchest.org) Web: [www.cchest.org](http://www.cchest.org)



# CERTIFICATION MAINTENANCE GUIDE

## GENERAL RULES AND PROCEDURES

This guide covers Certification Maintenance (CM) for the Occupational Health and Safety Technologist® (OHST)/Certified Loss Control Specialist (CLCS) and Construction Health and Safety Technician® (CHST) certifications.

### Purpose of CM

The CM program helps ensure that OHST/CLCS and CHST certificants stay current in their profession.

### Participation and General Requirements

If you hold the OHST/CLCS and/or CHST certifications, you **must participate** in professional development activities after your initial certification and report such activities every five years. *You must achieve 20 points in the program every five years and all points must be earned within the cycle to which they apply. Failure to meet this requirement will result in loss of certification.*

### Schedule

The CM cycles normally extend five years, beginning on January 1 and ending on December 31. For those just achieving certification, your first CM cycle is usually a little longer than five years. It begins the day you became certified and ends on December 31 of the fifth full year following the start of your CM cycle.

You must report your CM points by March 31 of the year following the end of your CM cycle. CM Worksheets must be postmarked or received by fax no later than March 31.

### Dual Certifications

If you hold dual certification (both OHST/CLCS and CHST), you report when the cycle ends for the first of the two certifications held. After reporting for the first of the two cycles, both of your certifications will have the same reporting date in the future. With the first report covering both certifications, the CM cycles for each are aligned and a new five year cycle begins. A single report covers both of your certifications and points required for one covers both. If you hold both certifications, you do not have to double the number of points required. You will lose both certifications if you do not comply with CM requirements.

### *Reinstating Dual Certifications*

To reinstate both the OHST/CLCS and CHST certifications, you must pass the examination for the certification that was first earned. You must also pay a reinstatement fee and any delinquent annual renewal fees.

### CM Activities

There are ten categories of activities acceptable for CM credit. Activities and categories are detailed in this guide.

### Tracking and Reporting

OHSTs/CLCSs and CHSTs must keep track of their own CM activities, compile supporting documentation and points, and report at the end of the CM cycle. CCHEST will keep certificants informed about CM requirements, notify them when their cycles end, and provide the *CM Worksheets* and instructions. CM changes appear in the *CCHEST Newsletter* and revisions of this *CM Guide*. The newsletter is available at [www.cchest.org](http://www.cchest.org) under "CCHEST News." The current *CM Guide* is located at [www.cchest.org/downloads](http://www.cchest.org/downloads).

It is your responsibility to keep CCHEST informed of your current mail and email address. If either address changes, you must let CCHEST know.

## DETAILED PROCEDURES

### Notification

- ***Cycle end date appears on annual renewal notice.***  
Each year your annual certification renewal notice cover letter states when your CM cycle ends.
- ***Notice and reporting forms distributed near end of cycle.***  
Near the end of your CM cycle, CCHEST will send you current instructions and forms for reporting your CM points. The instructions will state the period to be covered.

### Keeping Track of CM Points

- ***Set up a file or binder for all CM materials.***  
You should set up a personal method for tracking CM points (i.e. a file folder, pocket folder, or 3-ring binder). Keep this *CM Guide*, supporting documents, and a running list of CM points earned.

- *At least once a year you should review and update your records.*

A good time to check your records is when you receive the annual renewal notice for your certification. Keeping accurate records will make it easy to prepare the *CM Worksheet* at the end of your five-year cycle and make it easy to verify points claimed should you be selected for an audit.

- *Keep original documents that verify points.*

Information about what documentation CCHESST will accept to verify points claimed accompanies each activity category. Be sure to keep documentation supporting your claims for points. **You will have to submit supporting documentation only if you are audited when CCHESST requests that you verify points claimed.**

## Reporting

- *You must report using a CCHESST CM Worksheet at the end of your CM cycle; other forms are not accepted.*

The only exception is for those who hold the CSP, CIH or CHMM designations (see below). Copies of the latest *CM Worksheet* can be downloaded from the Downloads page at [www.cchest.org](http://www.cchest.org).

- *The CM Worksheet must be postmarked or received by fax no later than March 31 of the year following the end of your cycle.*

CCHESST will notify you about your results following an evaluation of your report. If you are selected for an audit, you'll be notified and given instructions about what you need to do.

- *Do not report until your cycle ends.*

Forms, requirements, and procedures may change somewhat from time to time and you will want to meet all requirements and take advantage of rule interpretations in place at the time you report. Current information appears at [www.cchest.org](http://www.cchest.org).

- *Do not send supporting documents with your initial report.*

Proof of points earned is **not required** with the original *CM Worksheet*. **Documentation of points earned will be required only if you are notified that your report is being audited.**

- *Program changes will be published in the CCHESST Newsletter and on the CCHESST web site.*

CCHESST may change the CM program from time to time. Changes will be published in the *CCHESST Newsletter* and at [www.cchest.org](http://www.cchest.org).

## Auditing

The auditing process ensures that a certificant verifies the points claimed on a *CM Worksheet*. CCHESST will randomly select CM reports for audit. Individuals selected will receive a notice that will

## ALIGNMENT OF DUAL CERTIFICATIONS

Because many OHSTs/CLCSs and CHSTs also hold the Certified Safety Professional (CSP) and/or Certified Industrial Hygienist (CIH) and/or Certified Hazardous Materials Manager (CHMM) certifications, CCHESST has created a policy to align CCHESST CM, BCSP Continuance of Certification (COC), American Board of Industrial Hygiene (ABIH) Certification Maintenance (CM), and the Institute of Hazardous Materials Management (IHMM) Recertification Program. The policy is as follows:

- Once an OHST/CLCS or CHST has completed a CM cycle and has been asked to report, he/she may submit the most recent, official worksheet/form (BCSP COC, ABIH CM, or IHMM Recertification) and (BCSP, ABIH or IHMM) letter of compliance in place of a CM Worksheet. CCHESST will accept this as meeting CM requirements. CCHESST will then adjust the dates of the CM cycle to match the most recent BCSP COC, ABIH CM or IHMM Recertification cycle. This may mean that the certificant will have a shortened CM cycle when the initial alignment is made. However, subsequent CCHESST CM, BCSP COC, ABIH CM or IHMM Recertification cycles will be aligned to a normal five-year cycle. Future CCHESST CM reporting may then be made with the worksheet/form (BCSP COC, ABIH CM or IHMM Recertification) and (BCSP, ABIH or IHMM) letter of compliance.
- Even if an OHST/CLCS or CHST submits a BCSP COC, ABIH CM, or IHMM Recertification worksheet/form and letter of compliance in place of a CM Worksheet, the certificant is still subject to the possibility of audit. If audited, he/she is required to submit all supporting documentation in order to meet the audit requirements. If the certificant was also audited on their most recent BCSP COC, ABIH CM or IHMM Recertification worksheet, then CCHESST will accept proof of meeting a BCSP, ABIH or IHMM audit as proof of meeting a CCHESST audit. Once the CCHESST CM audit requirements are met, CCHESST will align the CM cycle to the most recent BCSP COC, ABIH CM or IHMM Recertification cycle as stated above.
- If an OHST/CLCS or CHST encounters a hardship situation and requests either a Leave of Absence or Extension to their CM cycle, a CM Worksheet is required. Compliance with the BCSP COC, ABIH CM or IHMM Recertification program cannot be used to demonstrate CM compliance. If alignment of CCHESST CM and BCSP COC, ABIH CM or IHMM Recertification cycles has not yet been made, then the certificant must wait until a normal, five-year cycle is complete before requesting alignment.
- Finally, all OHSTs/CLCSs and CHSTs are still subject to CM rules and procedures even if they hold dual certification. If a certificant fails to report or meet CM requirements, then his/her certification will become invalid as stated in the CM Guide. See page 1. If there are any questions regarding CM requirements or the alignment of BCSP COC, ABIH CM or IHMM Recertification cycles, please contact CCHESST for further clarification.

explain how to submit verification and when it is due. *Acceptable documentation is listed under each CM activity category.*

## Counting CM Points

- **Keep track of points accurately as they are earned.**

When maintaining your records, you may have activities that are worth portions of a CM point. For example, a continuing education course may have 1.3 points. Keep track of these points (including partial points) accurately when you obtain them, since partial points may be critical at the end of your CM cycle. **Total points for a cycle are not rounded upward.** For example, you may have a total of 19.8 CM points at the end of your CM cycle. This does not meet CM requirements. You must meet the minimum 20 points.

- **You can claim activities only once and in only one category. (No “double dipping.”)**

A basic rule in the CM program is that an activity can be counted only once and in only one category. CCHESST suggests that you test your activities against this rule. For example, as part of a professional position, you may develop and conduct a company training course or seminar. If you claim credit in Category 1 for professional practice in this position, the activity cannot be claimed in Category 7 under course development and teaching. Similarly, if you teach the same course several times in a cycle, it can be claimed for CM points only one time in the cycle.

- **Points earned during a cycle may be claimed for that cycle only.**

Points reported for a CM cycle must have been earned during that cycle. **Points cannot be carried over from a previous cycle or claimed for activities which occurred before or after the cycle.**

## Meeting CM Requirements by Examination

A good way to earn all 20 points for a cycle is to retake and pass the OHST, CLCS or CHST examination. If you want to take an examination for purposes of CM, you must notify CCHESST. You do not have to submit a new application for certification nor pay an application fee for a certification that you already hold. However, you must pay the examination fee and arrange to take the examination. The examination can be taken for CM credit only during the last year of the five-year cycle.

If you hold either the OHST/CLCS or CHST and want to pursue another certification, qualifying and passing the examination for the new certification not only results in the additional title, it also satisfies the CM requirement for your current certification. If you wish to pursue the OHST/CLCS or CHST, you will have to pay an application fee and submit an application to determine whether you are eligible for the additional certification and its examination. If eligible, you will have to pay the examination fee and pass the examination to achieve the CM points and the new certification.

You may also earn CM points by achieving any of several other certifications through examination listed in Category 10.

## Understanding CEUs and Other Continuing Education Point Systems

Continuing education courses provide one of the main methods for keeping up with professional practice. Both the length and rigor of a course contribute to its value.

CCHESST’s CM program uses recognized continuing education credit systems. The point systems described as follows can be converted to CM points.

### **Method 1. Continuing Education Units**

For many continuing education courses, the providers ensure that they comply with national standards for continuing education courses established by the International Association for Continuing Education and Training<sup>1</sup>. Courses complying with IACET standards can award Continuing Education Units (CEUs). CCHESST does not evaluate courses for CEU credit or award CEUs. CCHESST relies on compliance with IACET standards to help ensure quality in educational offerings and recognizes the CEU as a measure of course credit.

IACET publishes the rules for CEUs. CEUs are widely used and accepted in continuing education in the U.S. Training providers are responsible for meeting rules associated with CEUs when awarding them for continuing education courses. See Category 7 for converting CEUs to CM points.

### **Method 2. ABIH points**

The second point system is that of the American Board of Industrial Hygiene<sup>2</sup>. Courses seeking ABIH points must be evaluated by ABIH to establish how many ABIH points can be awarded for a course. Training providers can then offer ABIH points for a continuing education course. See Category 7 for converting ABIH points to CM points.

### **Method 3. AAOHN points**

The American Association of Occupational Health Nurses<sup>3</sup> also operates a point system for continuing education courses. AAOHN evaluates courses to establish the AAOHN points that can be awarded. See Category 7 for converting AAOHN points to CM points.

### **Method 4. Acceptable Degrees and Courses from U.S. Colleges and Universities**

When presenting academic courses (Category 8) or academic degrees (Category 9), credit will be allowed for courses or degrees from U.S. colleges and universities that meet the following CCHESST standard:

Degrees and courses from U.S. colleges and universities seeking CM credit must be from schools holding institutional

---

<sup>1</sup>International Association for Continuing Education and Training, 1620 I St. NW Suite 615, Washington, DC 20006; Phone: 202-463-2905; Web: [www.iacet.org](http://www.iacet.org).

<sup>2</sup>American Board of Industrial Hygiene, 6015 West St. Joseph, Suite 102, Lansing, MI 48917-3980; Phone: 517-321-2638; Web: [www.abih.org](http://www.abih.org).

<sup>3</sup>American Association of Occupational Health Nurses, 2920 Brandywine Rd., Suite 100, Atlanta, GA 30341; Phone: 770-455-7757; Web: [www.aaohn.org](http://www.aaohn.org).

accreditation from an accrediting body recognized by the U.S. Department of Education<sup>4</sup> or the Council for Higher Education Accreditation (CHEA)<sup>5</sup> as having institutional accreditation authority as long as the course is completed or the degree awarded during the period of accreditation.

A list of schools with CHEA-recognized accreditation can be found within the “Institutional Database” at [www.chea.org](http://www.chea.org).

An academic course must be taken for academic credit (not just audited) and must appear on an official academic transcript from the school. The CM credit is based on the semester hours (or equivalent quarter hours) of credit awarded by the school. See Category 8 for converting academic credit to CM points.

College and university courses and degrees offered outside the U.S. are evaluated for U.S. equivalence. There is a fee for evaluating degrees and courses earned outside the U.S.

## Leave of Absence

CCHEST may grant a leave of absence for up to three years if you are temporarily absent from the safety and health practice. No more than one leave of absence shall be permitted (lifetime). An exception may be made by formal petition to the Board of Directors. The Candidate must provide reasons that prevent or restricts the holder from engaging safety practice during this period. During an approved leave of absence, the number of CM points required will be reduced by 4 points per year. The reduced points may apply to more than one cycle. The leave of absence will not alter the cycle periods and schedule for reporting. To retain your certification, you must pay your annual renewal fees during a leave of absence.

## Extension of Time

An extension allows you to add an additional year to your cycle for the purpose of obtaining points. However, extending your present CM cycle will shorten your next CM cycle to 4 years (instead of 5 years) and still require the 20 CM points. You must submit all extension requests in writing to CCHEST.

## Notification of CM Results

CCHEST will review each *CM Worksheet* to determine if the 20 required points were achieved.

### *CM Met*

If you meet the 20-point requirement, CCHEST will send you a written notice stating that the CM requirements have been met. You will begin a new CM cycle and will be allowed to retain certification(s) through annual renewals.

### *CM Not Met*

If CCHEST finds you have not acquired the minimum number of points, you can provide additional information to justify points

---

<sup>4</sup>U.S. Department of Education; Web: [www.ed.gov/admins/finaid/](http://www.ed.gov/admins/finaid/) **accred.**

<sup>5</sup>Council for Higher Education Accreditation, One Dupont Circle NW, Suite 510, Washington, DC 20036; Phone: 202-955-6126; Web: [www.chea.org](http://www.chea.org).

claimed or work with CCHEST to resolve the shortage of points. If you do not respond or seek to resolve the point shortage, you will be notified in writing that your certification(s) is no longer valid.

### *Failure to Report*

If you fail to report by the March 31 reporting deadline, CCHEST notifies you by certified mail that your certification is invalid.

## Reinstating an Invalid Certification

CCHEST will notify you when your certification is invalid because you have not met CM requirements. How to reinstate certification as an OHST/CLCS or CHST or to reactivate your certification and be in good standing, please read below:

Within five years following the date of the notice that your certification is invalid, you can register, pay for, and pass the OHST, CLCS or CHST examination. If you hold both the OHST/CLCS and CHST certifications, refer to page one, under “Dual Certifications.” You must also pay a reinstatement fee and any delinquent annual renewal fees.

After five years following the notice that your certification is invalid, you must apply as a new candidate and meet all current requirements to achieve the OHST/CLCS or CHST.

## Appeals Procedures

Should CCHEST notify you that you are not in compliance with CM requirements and your certification is invalid, you have six months from the date of notification to file an appeal. CCHEST will review and act on the appeal.

An appeal must be submitted to the CCHEST Executive Director in writing. An appeal must provide information and supporting documentation to justify having CCHEST waive or modify any CM rules and procedures or to provide evidence that compliance with CM requirements was not possible due to extenuating circumstances.

### *CCHEST Review of an Appeal*

Your appeal will be reviewed by the CCHEST CM Committee. You may request that the entire CCHEST Board review the CM Committee decision. You must submit your request for such a review to the CCHEST Executive Director within 30 days from the date you receive the original appeal decision. All decisions are final.

## Retired OHST/CLCS or CHST Status

Retired OHST/CLCS or CHST status means that someone who has held either of these certifications has requested and been granted the retired status by CCHEST. **This status means that a person is no longer active as a health and safety practitioner.** It does not necessarily mean that someone is retired from active employment in general or working in safety and health part-time. To elect retired status, you must complete and sign an OHST/CLCS-Retired and CHST-Retired Election Form. This is located on the CCHEST web site ([www.cchest.org/downloads](http://www.cchest.org/downloads)).

While in retired status, you may use the following designations: OHST/CLCS (Retired) or OHST/CLCS (Ret.), if you previously held the OHST/CLCS certification, and CHST (Retired) or CHST (Ret.), if you previously held the CHST certification. While in retired status you pay a reduced annual renewal fee and are listed in the retired section of the *CCHEST Directory* (either online or in print). Retired certificants still receive the *CCHEST Newsletter*.

A major advantage of retired status is having the option of returning to the OHST/CLCS or CHST status without having to reapply and pass the examination(s). If you have been in retired status for less than five years, you may seek to reactivate your OHST/CLCS or CHST certification. To do so, you must pay CCHEST all unpaid annual renewal fees between that of the retired status and OHST/CLCS or CHST active status for the period that the retired status was held. You must also demonstrate that the CM requirements in effect or past due at the time of reactivation have been met.

If the CM cycle in place at the time you elected retired status has not ended when you request reactivation, your *CM Worksheet* is not due until the cycle ends. If the CM cycle has ended when you request reactivation, you must complete a *CM Worksheet* and demonstrate compliance with CM requirements before your reactivation can be approved.

If you wish to be reactivated and more than five years have passed since electing retired status, you must pass the current, applicable OHST, CLCS or CHST examination. If you seek reinstatement at any time after electing the retired status, you must demonstrate compliance with CM requirements for any past CM cycle(s) not previously reconciled. You must also pay the difference in annual renewal fees between that of the retired status and OHST/CLCS or CHST status for the period that the retired status was held.

## ACCEPTABLE CM ACTIVITIES AND DOCUMENTATION

There are ten activity categories leading to CM points. Information about each appears on pages 6-12. Any activity meeting the criteria for these ten categories receives credit. *Acceptable documentation for each category appears in italics.* When evaluating CM activities, CCHEST uses the following general definition: **Health and safety related** means subjects included on OHST, CLCS, and CHST examinations unless otherwise specified.

## CHST EXAMINATION SUBJECTS

The new CHST examination blueprint is function-based instead of subject-based. The CHST blueprint starts with the functions and tasks practitioners do followed by the knowledge and skills need for those functions and tasks. The full examination blueprint can be found on the CCHEST website at [www.cchest.org](http://www.cchest.org).

Domain	Item Distribution on CHST Examination
1. Program Management	29%
2. Worksite Auditing	40%
3. Training	27%
4. Professional Responsibility	4%

## OHST AND CLCS EXAMINATION SUBJECTS

The OHST and CLCS examinations are based on what OHSTs/CLCSs do in practice and the knowledge and skills required. The examination structure includes domains of practice and tasks. The examination subjects appear as the knowledge and skills required within each task under each domain. The full examination blueprint can be found on the CCHEST website at [www.cchest.org](http://www.cchest.org).

Domain	Item Distribution on OHST and CLCS Examinations
1. Worksite Assessment	34%
2. Hazard Control and Loss Prevention	31%
3. Verification	17%
4. Disaster Planning and Emergency Response	14%
5. Professional Responsibility	4%

## CATEGORY 1 Safety and Health Practice

### Maximum CM Points Allowed for Safety and Health Practice:

Per year:	2
Per cycle:	10

**Description:** Professional safety and health experience must meet the following requirements to be acceptable to CCHES.

OHST/CLCS experience must:

- Be in occupational health and safety.
- Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

CHST experience must:

- Be construction related.
- Have at least 35% of primary job duties in health and safety of a 30-hour per week or equivalent position.

**CM Points Earned:** You receive credit for a full year or any portion of a year in which acceptable professional practice occurs.

**Documentation:** *A letter from your employer or other documents that verify dates of employment and safety responsibilities serves as acceptable documentation of professional practice.*

## CATEGORY 2 Health and Safety Organization Memberships

### Maximum CM Points Allowed for Memberships:

National:	1 per organization per year
Chapter/Section:	0.50 per organization per year
Per cycle:	5

**Description:** To receive credit in this category, the organization must meet all of the following:

- The organization must have a technical or scientific orientation.
- The organization must sponsor a technical conference at least biennially and/or publish a technical journal at least quarterly.
- The organization's primary function must be devoted to one of the following areas or it must have a division or section devoted to one of these areas: accident prevention, environmental protection, fire protection, health physics, industrial hygiene, loss control or prevention, occupational health, risk management, risk analysis, or system safety.
- The organization must be generally recognized by the health and safety profession.

**CM Points Earned:** One point is allowed each year or fraction of a year in which membership is held with the national organization. One-half credit is allowed if membership is only with a chapter/section of a safety and health organization or with a health and safety division/section of an organization that is not primarily a health and safety organization (i.e. Safety Divisions of the American Society of Mechanical Engineers or American Institute of Chemical Engineers).

Many national organizations have local chapters. Depending on the organization, you may only receive one CM point for being a member at the national level. You would not receive an additional 0.5 CM points for being a member of their local chapter. An example of this would be the American Society of Safety Engineers (ASSE). You would only receive points for being a member of ASSE at the national level. One **exception** to this rule is the American Industrial Hygiene Association (AIHA). You may receive credit for both local and national memberships in AIHA because memberships are independent.

**Documentation:** *A copy of a membership certificate showing the period of membership, a dues receipt, a canceled check, or similar records are acceptable documentation of membership.*

## CATEGORY 3

### Technical/Professional Committee Service and Health and Safety Organization Offices

#### Maximum CM Points Allowed for Services:

National or international:	2 per year
Regional, state, or local:	1 per year
Per cycle:	5

**Description:** This category allows for service to professional societies, to safety organizations, and for volunteer professional services which are approved by CCHESST. Service as an officer or on a committee at a national or international level receives 2 CM points per year, while service at a regional or local level receives 1 CM point per year.

**National** refers to organizations that cover the entire United States or extend internationally. **Regional** organizations extend across several states. **State and local** organizations fall within a single state.

#### CM Points Earned:

#### Professional service (all within the annual 2 CM point limit)

- Volunteer professional safety services to a non-safety organization:
  - National or international level 0.50 points per year
  - Regional, state or local level 0.25 points per year
- Volunteer professional safety service to the OSHA SHARP program earns 1 CM point for every 40 hours of service
- Volunteer Fire Department Service 0.50 points per year
- Emergency Medical Service 0.50 points per year
- Special Government Employees (SGE) earn 1 CM point for every 40 hours of Voluntary Protection Program (VPP) onsite evaluations completed

#### Service to CCHESST:

- Making a presentation about CCHESST certifications at a local safety and health society chapter or in-house conference or training session that is at least one day in length 0.50 points
- Making a presentation to students that is at least 30 minutes in length 0.50 points
- Being the contact for and staffing a CCHESST table top exhibit at a safety conference or training session that is at least one day long 0.50 points
- Participation in a role delineation workshop 2 points
- Completing a job analysis survey 1 point
- Service as a question reviewer 2 points
- Service on an examination committee or Angoff procedure panel 2 points

- Participation in a question writing workshop (if you cannot include credit for participation in a question writing workshop because of the limit on points in this category, you can include the points under Category 5)
  - Full day 2 points
  - ½ day 1 point

#### Service to conferences:

- Service at a conference:
  - Conference chair or member of conference organizing committee
    - National conference 1 point
    - Regional, local or internal conference 0.50 points
  - Session moderator 0 points

**Documentation:** A letter or other document showing an appointment to a committee or election to an office of an organization and the period covered are suitable.

*Volunteer professional safety service to the OSHA SHARP program: A letter from the employer served or from the OSHA organization that coordinated the service to the employer.*

## CATEGORY 4

### Professional Publications, Papers, Technical Presentations, and Patents

#### Maximum CM Points Allowed for Publications:

Per paper or chapter:	1
Per complete book:	5
Per cycle:	5

**Description:** This category covers contributions to the safety body of knowledge through publications, presentations, and patents.

#### CM Points Earned:

##### Publications

- Safety-related paper or article of a least 1,500 words published in a peer-reviewed journal (Peer reviewed means that the journal has blind review procedures and at least two people review each proposal)
  - Single author 2 points
  - Multiple authors 1 point
- Published safety-related book:
  - Single or multiple author or editor 5 points
  - Author of a chapter, single author 1 point
  - Author of a chapter, multiple authors 0.50 points
- Completing a book review that is published in a journal or is part of the ACGIH Book Review Coop program 0.30 points

##### Conferences

- Presentation at a professional conference
  - Session length of 15-60 minutes 0.25 points
  - Presentation at a poster session of 90-120 minutes 0.50 points
  - Presentation at a roundtable session of 90-120 minutes 1 point
- Chairing a conference session (requires organizing session speakers and technical review of presentations, not merely introducing speakers) 0.50 points

##### Patents

- Having a patent awarded that meets all three of the following requirements:
  1. An original patent (not a duplicate in a different country or jurisdiction)
  2. Awarded (not pending)
  3. Must have one patented feature that:
    - A. Is safety, health, environmental or ergonomically related, or
    - B. Reduces risks through the general function of the patented device or method.
  - Single inventor listed on the patent 1 point
  - Multiple inventors listed on the patent 0.50 points

#### **Documentation:**

*Article/Paper:* A copy of the first page indicating the title, journal name, date of publication, your name as the author and other authors (if applicable).

*Book:* A copy of the title page indicating the title, publisher, date of publication, and your name.

*Presentation:* Documentation indicating your participation.

*Session Chair:* Assignment documentation from the general chair.

*Patent:* Photocopy of full patent document.

## CATEGORY 5

### Preparation of Examination Questions

**Maximum CM Points Allowed for Questions:**

Per cycle: No limit

**Description:** OHSTs/CLCSs and CHSTs can earn CM points for drafting examination questions. The questions must meet the style and contents established in the *CHEST Manual for Writing Examination Items*. You can obtain a copy of this manual from CCHEST, or download it from the CCHEST website at [www.cchest.org](http://www.cchest.org). You may mail questions anytime to CCHEST.

- Five stand-alone questions for CCHEST 1 point
- Questions written for other nationally-accredited certifications
  - Five stand alone questions for the other organization 1 point
  - Three questions as a series 1 point
  - Each additional question in a series 2 points

**Documentation:** *A copy of the CCHEST certificate(s) or letter(s) indicating the number of CM points awarded.*

*A letter or other documentation from another organization recognized by CCHEST in this category showing credit awarded for having submitted draft items and the date accepted.*

## CATEGORY 6

### Professional Development Conferences

**Maximum CM Points Allowed for Conferences:**

Less than one day: 0  
One day: 0.50 per conference  
Two days or longer: 1 per conference  
Four days or longer: 2 per conference  
Per cycle: No limit

**Description:** CCHEST will accept attendance at most health and safety related conferences sponsored by recognized organizations. Examples of such conferences are the National Safety Council Congress and Expo, the American Industrial Hygiene Conference and Exposition, and the American Society of Safety Engineers Professional Development Conference. Attendance at many local, regional, and employer-sponsored conferences also counts for credit.

To be accepted, at least 50% of the conference program must be devoted to health and safety topics.

Seminars and continuing education courses purchased separately, held in conjunction with a conference, and which are not included in the general conference registration, receive separate credit under Category 7.

**Documentation:** *The documentation should indicate the name of the conference, sponsoring organization, dates of attendance, and proof of attendance (i.e. registration receipts, canceled checks, hotel receipts, airline tickets, etc.).*

## CATEGORY 7

### Continuing Education Courses

#### Maximum CM Points Allowed for Continuing Education:

##### Student

With CEUs:	1 per CEU
Without CEU Credit:	0.25 per 3 hours
With ABIH CM Points:	0.60 per ABIH CM
With AAOHN Contact Hour (CH) Credit:	0.083 per CH
Distance Learning	
With CEUs:	No limit
Without CEUs:	1 per year
Per cycle:	No limit

##### Teacher

With CEUs:	2 per CEU
Without CEU Credit:	0.50 per 3 hours
With ABIH CM Points:	1.20 per ABIH CM
With AAOHN Contact Hour (CH) Credit:	0.167 per CH
Per cycle:	No limit

##### Developer

With CEUs:	0.50 per CEU
Without CEU Credit:	0.125 per 3 hours
With ABIH CM Points:	0.30 per ABIH CM
With AAOHN Contact Hour (CH) Credit:	0.042 per CH
Per cycle:	15 per cycle

**Description:** This category covers participation in safety-related courses and seminars other than those offered for academic credit under Category 8.

You may earn CM points for developing and/or teaching a course if it is offered for OHSTs/CLCSs, CHSTs or individuals at a comparable level. If development and/or teaching is done **for your employer** as part of your job, credit is awarded under Category 1. Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle. For assistance converting contact hours into CM points, please see Table 1 on page 11.

#### Certificates

One CM point for a safety-related certificate earned after completing a series (two or more) of courses. The one point is in addition to any points earned from the courses themselves. The courses must have a total of at least 75 contact hours or 7.5 CEUs.

#### Readership Quiz Programs

Currently, there are two publications that offer such a program. The points vary somewhat, based on the number of questions, rigor of the articles, and other factors. It is up to the publishers to operate these programs, provide proof of participation, and award the appropriate credit.

- ACGIH Journal - *Journal of Occupational and Environmental Hygiene* "The Action Level" program, 0.015 points per question
- *Compliance Magazine*, 0.01 points per question

#### BCSP Online Quizzes

Points vary depending on quiz. See <https://www.bccsp.org/rqms>. Upon passing an online quiz operated by BCSP, you may convert the BCSP COC credit awarded to CM credit at a rate of 1-to-1 (1 BCSP COC point = 1 CM point).

#### Distance Learning Courses

People may complete training courses through the Internet, using CD-ROM, videos, teleconferencing or other media.

- If the course provider offers CEUs and the courses have been evaluated under the CEU standard for length, there is no CM credit limit, 1 CEU=1 CM point.
- If the course provider does not offer CEUs, there is an upper limit of 1 CM point per year for such distance education courses, 0.05 points per course hour.
- If evaluated by ABIH for CM credit, 0.60 CM points per ABIH CM point.
- If evaluated by AAOHN, 0.083 CM points per AAOHN CH point.
- If offered for academic credit, see Category 8.

#### Documentation:

##### CEU Course:

- **Student:** A copy of your certificate of completion indicating course title, date(s) of attendance, and a copy of the catalog description or information brochure indicating topics covered and CEUs earned.
- **Teacher:** A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student.
- **Developer:** A letter from the academic institution or course sponsor verifying that you developed the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of CEUs earned per student.

##### Non-CEU Course:

- **Student:** A copy of your certificate of completion indicating course title, date(s) of attendance, and a copy of the catalog description or information brochure indicating topics covered and the number of contact hours for the course.
- **Teacher:** A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of contact hours for the course.
- **Developer:** A letter from the academic institution or course sponsor verifying that you developed the course and a copy of the catalog description or information brochure indicating course title, date(s) taught, topics covered, and the number of contact hours for the course.

## CATEGORY 8 College or University Credit Courses

**Maximum CM Points Allowed for Academic Credit:**

**Student:** 2 per semester hour  
**Teacher:** 4 per semester hour  
**Developer:** 1 per semester hour  
 (Note: 1 quarter hour = 2/3 semester hour.)

**Per cycle:**  
**Student and teacher:** No limit  
**Developer:** 15 per cycle

**Description:** You may earn CM points for any college or university course taken for academic credit for which the subject covered appears on the OHST, CLCS or CHST examination. Credit for the course must appear on an academic transcript. To be accepted under CM, the college or university must meet Method 4 on page 3.

Some non-college courses also receive credit in this category if they have recommended college credit through the American Council on Education (ACE). Examples are certain courses offered by the Insurance Institute of America and the American Society of Safety Engineers.

Points for continuing education courses offered by colleges and universities which do not appear on academic transcripts fall under Category 7.

Teaching and/or developing academic courses also receives credit in this category if it is not done for your employer.

**Documentation:** A copy of a grade report or transcript showing date of completion and academic semester or quarter hour credits earned is acceptable documentation for this category.

For developing and/or teaching an academic course, a letter or similar document showing that you were appointed to develop and/or teach a course together with a copy of the catalog description or informational brochure describing the course contents and number of credits to be awarded is acceptable documentation.

## CATEGORY 9 Academic Degrees

**Maximum CM Points Allowed for Academic Degrees:**

**Per degree:** 20  
**Per cycle:** No limit

**Description:** Earning a degree beyond the one held when you initially applied for certification satisfies the total CM requirement for a cycle. The degree must be awarded during the cycle for which credit is sought. To be accepted under CM, the college or university must meet Method 4 on page 3. During a CM cycle, credit is not allowed for college/university credit courses that contribute to the degree or for which credit was earned in a previous cycle under Category 8.

Certificate programs are not degrees, but do earn course credit in Category 8.

**Documentation:** An official college or university transcript bearing the Registrar's stamp or raised seal showing that the degree was awarded and the date awarded is acceptable documentation. Photocopies are not accepted.

Contact Hours	CM Points	Contact Hours	CM Points
1	0.08	21	1.75
2	0.16	22	1.83
3	0.25	23	1.92
4	0.33	24	2.00
5	0.42	25	2.08
6	0.50	26	2.17
7	0.58	27	2.25
8	0.66	28	2.33
9	0.75	29	2.42
10	0.83	30	2.50
11	0.92	31	2.58
12	1.00	32	2.67
13	1.08	33	2.75
14	1.17	34	2.83
15	1.25	35	2.92
16	1.33	36	3.00
17	1.42	37	3.08
18	1.50	38	3.17
19	1.58	39	3.25
20	1.67	40	3.33

## CATEGORY 10 Re-examination

### Maximum CM Points Allowed for Re-Examination:

Per exam passed:	20
Per cycle:	No limit

**Description:** The total CM points required for a cycle can be earned by retaking and passing a current OHST or CHST examination during the cycle. If seeking recertification by examination, you do not have to reapply. The examination must be taken and passed during the last year of the cycle for which credit is sought. You must pay the current examination fee. See the current *OHST/CLCS* or *CHST Candidate Handbook* (see [www.cchest.org](http://www.cchest.org)) for fees.

For those who hold the OHST certification, you have the option of sitting for and passing the CLCS examination. You only need to pay the examination fee. Upon passing, you would receive 20 points and meet the CM requirement. You cannot hold the OHST and CLCS titles at the same time. However, if you are interested in changing your title from the OHST to CLCS, contact CCHES.

CM points may be earned for achieving the following designations, certifications, and licenses **by examination**:

	Points
• Associate Safety Professional (ASP)– Safety Fundamentals examination	20
• Canadian Registered Safety Professional (CRSP)	20
• Certified Associate Industrial Hygienist (CAIH)	20
• Certified Health Physicist (CHP)	20
• Certified Industrial Hygienist (CIH)	20
• Certified Loss Control Specialist (CLCS)	20
• Certified Safety Professional® (CSP®)– Comprehensive Practice examination	20
• Certified Toxicologist	20
• Chartered Engineer [UK]	20
• NEBOSH National Diploma [UK]	20
• Professional Engineer license from any state (PE)	20
• Qualified Environmental Professional (QEP)	20
• Registered Occupational Hygiene Technologist (ROHT) [Canada]	20
• Registered Occupational Hygienist (ROH) [Canada]	20
• Singapore Institute of Safety Officers	20
• BCSP Specialty Examination (Ergonomics, System Safety, Construction Safety) <sup>6</sup>	15
• Certified Hazardous Materials Manager (CHMM)	15
• Certified Occupational Health Nurse (COHN)	15
• Certified Occupational Health Nurse Specialist (COHN-S)	15
• Certificate in Diagnostic Radiological Physics	10
• Certified Human Factors Professional	10
• Certified Professional Ergonomist	10
• Associate in Claims	5
• Certified Biological Safety Professional	5
• Certified Fire Protection Specialist	5

• Chemical Hygiene Officer (CHO)	5
• Commission accredited traffic accident reconstructionist	5
• Medical Nuclear Physics Certification	5
• PA Radon Tester	5
• Passing the Bar and receiving a legal license from any U.S. state	5
• Registered Nurse License	5
• Registered Environmental Specialist	5
• Registered Sanitarian	5
• Certified Hazardous Practitioner Certification (CHMP)	3
• Associate in Loss Control Management (ALCM)	2
• Certified Business Continuity Professional	2
• Certified Industrial Ergonomist	2
• Chartered Property and Casualty Underwriter (CPCU)	2
• Licensed Pennsylvania Property and Casualty Underwriter	2
• Registered Environmental Manager	2
• Associate in Risk Management (ARM)	1
• Certified Building Inspector	1
• Certified Electrical Inspector (ICBO)	1
• Certified Environmental Trainer	1
• Certified Fire and Explosion Investigator	1
• Certified Insurance Counselor	1
• Certified Risk Manager	1
• Certified Safety and Health Manager	1
• Registered Environmental Professional	1

**Documentation:** A copy of the certificate, license or notification letter indicating the date you passed the examination(s) or the date you earned the certification or license by examination. CCHES examinations do not require documentation.

<sup>6</sup>BCSP Specialty examinations were discontinued in April 2004.



# CERTIFICATION MAINTENANCE WORKSHEET



Council on Certification of  
Health, Environmental and Safety Technologists  
(CHEST)

208 Burwash Avenue, Savoy, IL 61874  
Phone: 217-359-2686 • Fax: 217-359-0055  
Email: cchest@cchest.org • Web: www.cchest.org

**Please see *CM Guide* for more details. Do not submit support documentation with worksheet.**

THIS REPORT COVERS 1/1/ \_\_\_\_\_ To 12/31/ \_\_\_\_\_ Certification(s) Held:  OHST # \_\_\_\_\_  CLCS # \_\_\_\_\_

Name \_\_\_\_\_  CHST# \_\_\_\_\_

Address (Specify:  Home  Work) \_\_\_\_\_

City \_\_\_\_\_ Email \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Category 1. Safety and Health Practice

(Maximum Points Allowed: 2 per year)

- You earn 2 points per year for a full year or any portion in acceptable professional practice.  
OHST/CLCS: Must be in occupational health and safety with at least 35% of primary job duties out of a 30 hour/week job.  
CHST: Must be construction related with at least 35% of primary job duties in health and safety in a 30 hour/week job.

Date (Year)	Name of Employer	Position Title	Brief Description of Safety Practice	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

### Category 2. Health and Safety Organization Memberships

(Maximum Points Allowed: 5 per cycle)

- You earn 1 point per year for membership in a **national** organization for any portion of a year.
- You earn 0.5 points per year for membership in a **state or local** safety organization.

Organization	National or Chapter/Section	Period of Membership	Points Claimed
	<input type="checkbox"/> National <input type="checkbox"/> Chapter/Section		
	<input type="checkbox"/> National <input type="checkbox"/> Chapter/Section		
	<input type="checkbox"/> National <input type="checkbox"/> Chapter/Section		

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 3. Technical/Professional Committee Service and Health and Safety Organization Offices**

(Maximum Points Allowed: 5 per cycle)

- You earn 2 CM points per year for service on a technical or professional committee of a national or international organization or as an officer.
- You earn 1 CM point per year for service on a regional or local organization, technical or professional committee or as an officer.

Organization	Committee or Subcommittee Name	Office Held or Status on Committee	Dates of Service (Start & End Mo/Yr)	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 4. Professional Publications, Papers, Technical Presentations, and Patents**

(Maximum Points Allowed: 5 per cycle)

- You earn 1 CM point per paper or chapter that is at least 1,500 words in length.
- You earn 5 CM points for publishing a book on a safety and health topic.
- Publications may have multiple authors.

Title of Paper or Book	Name of Journal	Date of Publication	Number of Authors	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 5. Preparation of Examination Questions**

(There is no limit on CM points per cycle.)

Number of Questions	Date Submitted	Examination (OHST, CLCS, CHST, STS)	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 6. Professional Development Conferences**

(There is no limit on CM points per cycle.)

- To be accepted, at least 50% of the conference program must be devoted to health and safety topics.
- Conferences can be national, international, regional, local or company sponsored.
- For conferences lasting at least 1 day, but less than 2 days, you earn 0.5 CM points per conference.
- For conferences lasting at least 2 days, but less than 4 days, you earn 1 CM point per conference.
- For conferences lasting at least 4 days, you earn 2 CM points per conference.

Sponsoring Organization	Title of Conference and Location	Dates of Attendance (Mo/Day/Yr)	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 7. Continuing Education Courses**

(There is no limit on CM points per cycle for students and teachers. Developers can earn up to 15 CM points per cycle.)

- Courses must be health and safety related.
- **Students** can convert course credit to CM points as follows: 1 CEU = 1 CM point, 3 class hours of non-CEU courses = 0.25 CM points, 1 ABIH point = 0.6 CM points, 1 AAOHN credit hour (CH) = 0.083 CM points.
- **Teachers** can convert course credit to CM points as follows: 1 CEU = 2 CM points, 3 class hours of non-CEU courses = 0.5 CM points, 1 ABIH point = 1.2 CM points, 1 AAOHN credit hour (CH) = 0.167 CM points.
- **Developers** can convert course credit to CM points as follows: 1 CEU = 0.5 CM points, 3 class hours of non-CEU courses = 0.125 CM points, 1 ABIH point = 0.3 CM points, 1 AAOHN credit hour (CH) = 0.042 CM points.

Institution/Sponsor	Title of Course	Attendance Dates (Mo/Day/Yr)	No. of CEUs	Number of Class Hours	Role: Student, Teacher, Developer	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 8. College or University Credit Courses**

(There is no CM limit for students and teachers. Developers have a 15 CM points limit.)

- CM credit is allowed for courses that cover any subject on the OHST, CLCS or CHST examinations.
- All college/university courses must be from an institution whose accreditation is accepted by CCHESST.
- Students earn 2 CM points per semester hour, teachers 4 CM points per semester hour, and developers 1 CM point per semester hour.

Institution	Course Title	Date Completed (Mo/Yr)	No. of Semester or Quarter Hours (Specify)	Role: Student, Teacher, Developer	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 9. Academic Degrees**

(There is no limit to the CM points per cycle.)

- You earn 20 CM points when you achieve a degree beyond the one held when initially certified or earned during a previous CM cycle.  
Note: To be acceptable, degrees awarded by colleges and universities must meet Method 4 on page 3 of the *CM Guide*.

Institution	Major	Degree	Date Awarded (Mo/Yr)	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

**Category 10. Re-examination**

(There is no limit to the CM points per cycle.)

- See *CM Guide* for specific point detail.

Examination	State or Board	Date Examination Passed (Mo/Yr)	Certification or Registration Achieved	Points Claimed

Continued on attachment

**TOTAL POINTS CLAIMED** \_\_\_\_\_

SUMMARY OF POINTS										
Category 1	Category 2	Category 3	Category 4	Category 5	Category 6	Category 7	Category 8	Category 9	Category 10	TOTAL

Note: Total points should equal 20 and cannot be rounded to the nearest whole number. Unsigned worksheets will be returned.

I certify that the information submitted is true, accurate, and complete.

Signature  
10/08

Date