The CM Primer is a condensed version of the CM program yet it contains all the key information that you need to know.

Whether you’re a brand new CIH® or you’ve recertified many times, you’ll find useful information that will help you successfully manage your cycle.

See www.abih.org for CM program details
Maintain your certification by

- Practicing ethically
- Paying annual fees
- Recertifying at the end of each CM cycle by:
  - Certification Maintenance Worksheet (CMW) or
  - Retaking the Exam
Think of CM as a Process

Certification still desired?

No

Every CM Cycle
1. Keep your contact information up-to-date at My Account.
2. Pay the annual fees on time. (Due by January 15th each year).
3. Complete at least 2 hours of ethics training. Practice ethically.
4. For hardship situations, request a Cycle Extension or a Leave of Absence.

Recertify by

CM Worksheet (CMW)
1. Accrue CM credit between your Cycle Start Date and Cycle End Date
2. Maintain participation records
3. Submit the CMW before its due date (1 month after the Cycle End Date)
4. If audited, submit required records.

Exam
1. Submit a CM-by-Exam form, proof of ethics training and exam fees
2. Retake the exam during three exam windows immediately preceding your certification expiration date

Submit Voluntary Surrender form

Recertified?

Y

No

Pursue Certification Appeal or Reactivation if the CIH is later needed again

Submit Recertification package is mailed to the postal address on record with ABIH
Most CIHs Recertify by CMW

It’s key to know the Minimum Requirements

For each 60 month cycle, you need

- 40 overall points in Categories 1-5 & 7
- 10 IH points (60 hours) in Category 4 (Education)
- 0.33 IH Ethics point (2 hours) in Category 4

The IH Ethics points are also credited as IH points.
**CMW Categories**

<table>
<thead>
<tr>
<th>Category</th>
<th>Claim CM Credit if . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – IH Practice</td>
<td>At least 20% of your annual effort is IH. Don’t assume that your job is &lt;20% IH. Look at the current IH rubrics and job analysis. You may be able to claim more credit than you think.</td>
</tr>
<tr>
<td>2 – Committee Service</td>
<td>Serving on IH technical or professional committees external to your company.</td>
</tr>
<tr>
<td>3 – Publications</td>
<td>Publishing IH articles in peer-reviewed journals or non-peer reviewed magazines.</td>
</tr>
<tr>
<td>4 – Education</td>
<td>Attending IH, safety or ethics training, internal or external to your organization.</td>
</tr>
<tr>
<td>5 – Teach &amp; Present</td>
<td>Teaching or presenting IH to any audience external to your organization.</td>
</tr>
<tr>
<td>7 – Other</td>
<td>Miscellaneous but specific IH activities approved by ABIH: Formal mentoring, IH-related exams, professional editing, writing CIH exam questions, AIHce Session Moderators and pro-bono community work.</td>
</tr>
</tbody>
</table>
CM Cycle Dates

It’s also important to know your key cycle dates.

- **Cycle Start Date**: The first day to earn CM credit. 60 months.
- **Cycle End Date**: The last day to earn credit. 1 month.
- **CMW Due Date**: Prepare and submit the CMW by the due date. 4 months.
- **Expiration Date**: Escalating late penalties in effect. You will be subject to a late fee and possibly a CMW audit.

March 2, 2015
Activities conducted after passing the exam or during your previous cycle are not eligible for CM credit in the upcoming cycle.

Key CM Cycle Dates

- Cycle Start: 60 months
- Cycle End: 1 month
- CMW Due: 4 months
- Expiration

CIH has expired unless you recertified or voluntarily surrendered.
ABIH uses two cycles. Do you know your dates?

Key CM Cycle Dates

**Cycle Start** 60 months  **Cycle End** 1 month  **CMW Due** 4 months  **Expiration**

EX:  
Jan 1, 2015   Dec 31, 2019   Feb 1, 2020   Jun 1, 2020
Jul 1, 2015   Jun 30, 2020   Aug 1, 2020   Dec 1, 2020

March 2, 2015  8
Five Good Things to Know

Your Contact Information

ABIH will send many reminders before the CMW and annual fees due dates so it’s important to keep your contact information, especially your email, up-to-date at My Account (www.abih.org).

Consider using a personal email account if ABIH email will be blocked by your organization’s IT protocols.
Too Many/Too Few CM Points

CM points earned in excess of the minimums do not carry over to the next cycle nor do you get extra credit.

Likewise, if you have not met the minimum requirements on your CMW, ABIH will always contact you to see if additional items can be added.
Five Good Things to Know

Early Submission Has Advantages

You can submit the CMW up to five months before its due date.

If you submit it well before the end of your cycle end date and there’s an issue, you may have time to complete another activity (or two) before the Cycle End date.
Records Are Important

Keep good records of activities claimed on the CMW. If audited, you’ll be asked to provide the records.

If you change companies, remember to take your records with you because retrieval from a former employer can be challenging.
Five Good Things to Know

Let ABIH Help You

If you have a situation that prevents you from earning CM credit during your cycle, contact ABIH to discuss your options for effectively managing your certification status.

We can identify CM point opportunities and explain our hardship help programs (i.e., Cycle Extension and Leave of Absence).
Did you know that you must earn CM credit in Category 4 but every other Category is optional?

CM Credit in Category 4 - Education

Category 4 is the most popular way to earn CM credit. Here’s how it works:

Acceptable educational events are:

- targeted to the professional level, advancing the person’s knowledge & skills
- focused on IH, safety or ethics
- at least 1 hour in length except for ethics events, which can be any length
CM Credit in Category 4 - Education

To claim CM credit, you need to know the:

1. **Technical Contact Hours**
   Can be Sponsor-reported or calculated by the Diplomate

2. **CM Area** - IH, Safety or IH-Ethics

One (1) technical contact hour = 0.167 CM point

If you’re unsure about the time or the CM Area, contact ABIH.

A mistake here could affect whether you meet the requirements.
How Do I Determine the “Hours”?  

- **Technical Contact Hours**
  - Includes presentations, lectures, breakouts, Q&A, exams
    - Excludes the non-technical portions such as breaks, meals, networking, exhibitor time, social tours

- **Courses**
  - Use the contact hours as reported by the Sponsor.
    - Some Sponsors use CEUs (0.1 CEU = 1 hour)
    - If hours are unknown, calculate it from the agenda

- **Conferences**
  - Hours are based on your actual participation in the technical sessions
    - If you did attend every possible technical session, use the Sponsor reported contact hours
    - If you did not attend every possible technical session, track your hours or estimate it, e.g. 3 hours per half day of attendance

Many conferences report the maximum time available but CIHs are asked to report their actual time in the technical sessions. Yes it is the honor system.
How Do I Determine the “CM Area”?  

**IH** - the subject matter aligns with the *IH Rubrics* or is identified on the *CIH® Exam Blueprint*

**Safety** - the subject matter is more acute hazard oriented and not addressed by the IH definition

**IH Ethics** - the subject matter aligns with the ABIH *Code of Ethics* or the AIH, AIHA, ACGIH *Member Ethical Principles*
Examples of CM Credit Calculations

- 30 hour PPE class = 5 IH CM points
- 6 hour EHS Auditing class = 1.0 IH CM point
- 0.8 CEU Trenching PDC = 1.34 Safety CM points
- 30 minute code-of-conduct class = 0.08 IH-Ethics CM point
- 36 hour IH Conference = Up to 6.01 IH points

If you have an event that has multiple CM Areas, see the ABIH web site for guidance on how to do these calculations.
Have Questions About Calculating CM Credit?

Additional guidance is available in the ABIH Document Library.

See the *CM Credit Overview* document
Need some help earning CM credit? Here’s some ways to easily do so.

**Use Free & Online Educational Events**

Many organizations offer access to free and online training. Ask your peers for their favorite courses or contact ABIH for some suggestions.
Tips To Easily Earn CM Credit

Get Credit for Internal Company Training

If the topic meets the time and subject matter criteria, it can be credited in Category 4 - Education
Attend a Course While at a Conference

You’ve made the effort and spent the travel money to go to a major conference.

Maximize your CM credit earning by also participating in the formal classes.
Tips To Easily Earn CM Credit

Attend Your Local Section Events

These are usually completed in less than one day, relatively close to home, and often cost less than $100, making them a great value.
Join an IH-related Committee

Enhance your professional knowledge and networking contacts.

This is another great place for Local Section efforts; participating as an elected officer or director earns CM points.
Tips To Easily Earn CM Credit

Teach or Present

Earn CM points by teaching or presenting IH to any audience external to your organization.

We also find that Diplomates are the best ambassadors for promoting the value of industrial hygiene and the CIH in particular.
Submit Questions For the CIH Exam

Questions must be original and pertain to IH, earning 1 point for five acceptable questions.
Most Common Mistakes

Here are some of the common mistakes that we see:

1. Failing To Retain Records

- If audited, you’ll need to produce impartial proof-of-participation records.
- This is the #1 mistake that we see on CMW audits.
- Acceptable records are listed for each CM category on the ABIH website.
2. Claiming the same course twice in a Cycle

- A course can be claimed only one time during a cycle.
- However, an initial and a refresher course are treated as different (and both can be claimed).
Most Common Mistakes

3. General Management Classes

- Management training* is not eligible for CM credit.
- If a management class contains significant occupational health emphasis, it is eligible for IH CM credit

* Skill development generically applicable to many professionals, not just IH professionals, e.g., communication techniques, technical writing, presentation techniques, organizational effectiveness, media training, computer skills, supervisory skills, quality training, financial or accounting training, expert witness training, project management.
Most Common Mistakes

4. Giving Up Too Quickly

- Don’t assume and mistakenly give up the certification that you’ve worked so hard to achieve and maintain!

- Contact the ABIH Staff. We can identify the best strategy to manage your certification, e.g., accuracy checks, CM point mining and other options that may be available to you.
Learn More – Visit www.abih.org

Everything you need to know about the CM program: rules, credit calculation overviews, Category Information (e.g., minimums, maximums, acceptable records) and even a CM FAQ

Key program documents and forms along with pre-recorded webinars for:
- Key Dates For the CM Cycle
- Earning CM Credit
- Filling Out the CMW
- CM Credit Calculations

Log on to update your contact information, make payments and check your key CM cycle dates.
1. Get the current CM Worksheet (from the ABIH Documents Library) and put a copy on your computer desktop.

2. Go to *My Account* and verify your key CM dates.

3. If you have any questions, contact ABIH, we are here to help you.

**Best Practice:**
Update your CM worksheet at least annually and then it won’t be an overwhelming effort at the end of the cycle.