



CM Worksheet

Recertification Points ¹

The Mark of Professionalism

Note - If you add information with a cut & paste technique, use a right-click to paste as values or unformatted so that the CMW's formatting will be retained.

[Instructions on how to use this CMW](#)

Total Points	0.00
Cat 4 IH Pts	0.00
Cat 4 IH Ethics Pts	0.00

Name		Certification Type	
Email		CM Cycle Length (Req. to meet)	
Phone Number		Cycle Start Date	
Certificate No.		Cycle End Date ²	

Type of Hardship Help Granted During Your Cycle?

Have you verified the accuracy of your postal mailing address on file with ABIH? ²

¹ Minimum Requirements for recertification depend upon your Cert. Type and Cycle Length

<http://www.abih.org/maintain-certification/minimum-requirements>

² Your Cycle End Date and Contact Information can be reviewed at *My Account* at:

<http://portal.abih.org/members/roster/login.cfm>

Category 1: Active IH Practice

Category 1 Points

0.0

Current Rules

<http://www.abih.org/maintain-certification/active-practice>

For help with "% IH, see Cat 1 Calc

Start Date	Stop Date	Employer(s) / Job Position Title(s) (During this row's time period)	% IH Practice for this time period (e.g. enter 50% practice as "50")	CM Points
		If you had multiple employers during a year, enter all the employers for that year in a single row (example below). Use the Cat 1 Pt Calc to determine your "% IH practice" for that year.		
		Think of it as your 12 month TWA for % IH practice. 1) Employer 1 / Job Position 1 (3 months, 100% IH) 2) Employer 2 / Job Position 2 (9 months, 20% IH)	40	

Category 2: IH Technical or Professional Committee Service					Category 2 Points	0.00
Current Rules		http://www.abih.org/maintain-certification/committees				
Start Date (mm/dd/yyyy)	Stop Date (mm/dd/yyyy)	Committee Name & Sponsoring Organization	Your Role	No. Months in the Role (During This Cycle)	CM Points	
		If you are outside the US and have trouble with the date formats and error messages, contact the ABIH Staff for help.				
		Committee work must be > 50% "IH-Related" and outside your company/organization				
		Claiming CM points for an ineligible committee is a common error				

Category 3: Publication of IH Papers					Category 3 Points:	0.0
Current Rules		http://www.abih.org/maintain-certification/publications				
	Publication Date (mm/dd/yyyy)	Journal Name / Title of Paper <u>or</u> Book Name / Title of Chapter	Your Role?	Peer Reviewed?	CM Points	
		Publications must be IH-related and outside of your organization.				

Category 4: Attendance At Educational Programs Current Rules http://www.abih.org/maintain-certification/education	Cat 4 Points	0.00
	IH	0.00
	IH Ethics	0.00
	Safety Points	0.00

Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Event Title, Sponsor & Location (Briefly describe subject matter if not clear from the title)	Contact Time (Hours) ^a	CM Area	CM Points
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^a For courses, use Sponsor-provided time or calculate from the agenda. For conferences, use time spent in technical sessions (or estimate it at 3 hrs/half day of attendance).

		Note - If you add information with a cut & paste technique, use a right-click to paste as values or unformatted so that the CMW's formatting will be retained.			
		The #1 CMW error is incorrectly calculating an event's hours. For guidance, see the ABIH web page "CM Credit For Educational Events"			
		Do not claim the same course twice during a CM cycle. This usually happens with regulatory refresher courses.			
		General management courses are no longer eligible for CM credit			
		Allowed IH-Ethics training is broader than just IH professional behavior. See the Ethics section of the "CM FAQ" on the ABIH web site for additional information.			
		If you're not sure what CM area to use, use the link at G46 Finally, make sure you have records to support ALL entries on your CMW, not just those here in Category 4. If audited, you'll be asked to supply the records.			

1/1/2015	1/1/2015	If you have run out of room, contact ABIH to add more rows.			

Category 5: Teaching or Presenting of IH Information					Category 5 Points	0.00
Current Rules		http://www.abih.org/maintain-certification/teaching-presenting				
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Title of Presentation, Event & Sponsor	Method?	Presentation Time (minutes)	CM Points	
		Teaching/Presenting must be IH-related and outside your organization & primary job responsibilities.				
		If you are consultant, see the ABIH Web site "CM Category 5" for additional guidance on when your teaching can be claimed				

Category 7: Other Activities				Category 7 Points	0.00
Current Rules http://www.abih.org/content/7-other					
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	Activity (choose from cell pick list)	How Many Times During the Cycle?		CM Points

Category 7: Other Activities, IH-Related Exams					
Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)	IH-Related Exams (not already claimed in Category 4)	Exam Length (Minutes)		CM Points

Declaration: I attest that the statements made on this Worksheet are true and correct to the best of my knowledge, and that during the period covered by this worksheet I have not been made aware of any charges against me of unethical practice of industrial hygiene, nor have I been convicted of a felony. To the best of my ability, I agree to adhere to the ABIH Certification Maintenance program which includes the ABIH Code of Ethics. I will report unethical behavior and if I am involved in an ethics case, I agree to be governed by the Ethics Case Procedures. I agree that I will not use my certification in a manner that negatively impacts the certification mark or ABIH, e.g. misleading or unauthorized claims. All relevant information pertinent to the CM program is published on the www.abih.org.

I understand that if recertified, my new certificate will be mailed to the postal address on record with ABIH.

**Your
Signature**

Date

Submit the CM Worksheet ONE TIME via one of the following methods:

- 1) Email to cm@abih.org, OR
- 2) Paper copy to: ABIH, 6005 W ST JOE HWY STE 300, Lansing, MI, 48917

LATE PENALTIES - CMWs received electronically or postmarked > 1 month after the end of the CM cycle will be subject to a late fee. Worksheets received >3 months after the end of the CM cycle must be accompanied by all proof-of-participation records.