

# Supplemental Information for Calculating CM Credit in Category 4 – Education

Calculating CM Credit  
Contact Time  
CM Areas  
Calculation Method  
Common Mistakes

*NOTE:* except where identified, the material in this presentation assumes the Diplomate attends the entire event.

# Calculating CM Credit

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## The content must be:

- Targeted to the professional level
- At least 1 hour except for ethics which can be any length
- IH, Safety or Ethics related topics
- CM points are claimed at a rate of 0.167 point/hour
  - 6 hours = 1 point, same as the previous ABIH CM point system)

### Calculating CM Credit

Contact Time

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# Technical Contact Time

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Calculating CM Credit

**Contact Time**

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Common Mistakes

- Includes the technical portions of the event  
EX: presentations, lectures, break outs, workshops, Q&A, exams, event overview, event recaps, and discussions
- Excludes the non-technical portions  
EX: breaks, lunches, networking, exhibitor time, generic roundtables or discussions, travel time, social tours

# Technical Contact Time

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Calculating CM Credit

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Common Mistakes

The “hours” are often supplied by the event Sponsor or Provider

## For Courses,

- Use the Sponsor’s Hours
  - Some report in CEUs (1 CEU = 10 hours)
  
- Academic courses
  - 1 semester credit hour = 15 hours
  - 1 quarter hour = 10 hours
  
- If the hours are not provided by the Sponsor, the technical contact time will need to be determined from the agenda or schedule

# Technical Contact Time

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Calculating CM Credit

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## For Conferences

- Use the Sponsor’s reported time if you attended every technical session.
  
- If you did not attend every technical session:
  - Report your actual participation time, or
  - If tracking time is not convenient, then use an estimate of 3 hours for each half day of attendance
  
- If not provided by the Sponsor, the technical contact time will need to be determined from the agenda or schedule

# Technical Contact Time

To calculate time from the agenda or schedule:

Time Calculation Options	Example	Best to use for
Exact hours	100 minutes = 1.67 hrs	Simple agendas
Rounded down	95 minutes = 1.5 hrs	Quick analysis
Approximated using average hrs/half day	2.5 hrs/half day X 6 half-days = 15 hrs	Complicated agendas stretching over many days

- ABIH does not favor one method over another
- Choose one and then be consistent for the event being reviewed

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## Ex: Calculating Time

## A Typical Course

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7: 15	Breakfast	No
8:00	Welcome	No
8:10	Participant Introductions	No
8:30	Course Overview	Yes
8:45	Module 1	Yes
9:45	Break	No
10:00	Module 2	Yes
11:30	Q&A	Yes
11:45	Lunch	No
12:30	Module 3	Yes
1:30	Break	No
2:30	Module 4	Yes
3:30	Break	No
3:45	Q&A	Yes
4:00	Exam	Yes
5:00	Adjourn	

### Counts as Technical Time?

6.25 hours  
technical time

## Ex: Calculating Time

## A Typical Conference

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		<u>Included?</u>
8:00	Opening Ceremony	No
8:10	President's Welcome	No
8:15	Keynote Speaker	Yes
9:00	Technical Sessions	Yes
10:30	Visit Our Sponsors	No
11:30	Lunch	No
1:00	Technical Sessions	Yes
3:30	Networking Break	No
4:00	A. E. Newman Memorial Lecture	Yes
4:45	Awards & Door Prizes	No
4:50	Closing Conf. Remarks	Yes
5:00	Conference Closes	No

5.67 hours or  
round down to  
5.5 hours



## Ex: Calculating Time

This conference averages ~3 hours/half day with 5 half days = 15 hrs

Or add it up and claim exactly 17.5 hours, if you went to all the technical sessions.

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	Monday		Tuesday		Wednesday
8:00 am	Opening Ceremonies		Program Announcements		Committee Awards Breakfast
8:30	Keynote		Technical Sessions		Technical Sessions
9:30	Technical Sessions	Exhibits Open		Exhibits Open	
11:30	Roundtable Current Issues		Lunch & Motivational Speaker		Lunch & Technical Presentation
12:30	Lunch				
1:00	Technical Sessions		Technical Sessions		Closing Ceremony
1:30					Conference Ends, Travel Safely
3:00	Exhibitor Sponsored Break		Exhibits Close		
4:00	Costanza Award Lecture	Social Hour	Fun Run		
5:00	Day End	Exhibits Close	Banquet		
Technical Time	7 hrs		6 hrs		4.5 hrs

# No Time Available?

Calculating CM Credit

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Common Mistakes

- Sometimes, the only written description of an event doesn't include an agenda or means of calculating contact time
  - EX: The description shows the event as an "all day" event or only lists the start/stop times
  
- When this occurs, assume:
  - 30 minutes of breaks for each half day
  - 1 hour lunch
  - EX: An event is listed as 8 am – 5 pm but no other timing detail is documented
    - Claim 7 hours of contact time

# Stated vs. Actual Time

Calculating CM Credit

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Common Mistakes

- A Diplomate's claimed CM credit cannot exceed the maximum as listed on the agenda, schedule or course description
- For example:

If a Diplomate completes	then the Diplomate claims
0.3 CEU course in 4 hours	3 hours
0.3 CEU course in 2 hours	3 hours
3 days of a 4.5 day conference that is 3 hours per half day	18 hours

# CM Areas

- In addition to the technical contact time, the CM Area must be determined

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CM Area	Simplified Description	Examples
<b>IH</b>	Any topic that aligns to the IH Rubrics or the IH Job Analysis	Ergonomics Confined Space Entry Risk Assessment
<b>Safety</b>	A topic not included in the IH definition, and addresses an acute hazard concern	Fall Protection Guarding Physical Security
<b>IH Ethics</b>	A topic that addresses professional conduct	Information Privacy Code of Conduct Discrimination

# IH CM Area

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Calculating CM Credit  
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Common Mistakes

- The IH profession is very broad and its boundaries are constantly in flux
- Many events align very clearly to the IH Rubrics or CIH Job Analysis (Exam Blueprint)
- In general, any event with an occupational or community health-related emphasis will be acceptable

## IH CM Area

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## IH Rubrics\*

- Air Sampling & Instrumentation
- Analytical Chemistry
- Basic Science
- Biohazards
- Biostatistics & Epidemiology
- Community Exposure
- Engineering Controls/Ventilation
- Ergonomics
- Health Risk Analysis and Hazard Communication
- IH Program Management
- Noise
- Non-Engineering Controls
- Radiation/Ionizing
- Radiation/Nonionizing
- Thermal Stressors
- Toxicology
- Work Environments and Industrial Processes

## CIH Job Analysis\*

Three major areas of responsibility:

1. Exposure Assessment Principles and Practice
2. Control Selection, Implementation, and Validation
3. Risk Management

For each major area, the knowledge and skills are defined for the key performance tasks.

**\*Refer to the web site since it will always contain the most current information.**

# IH CM Area

Calculating CM Credit  
Contact Time

## CM Areas

Calculation Method  
Common Mistakes

- Sometimes, it can be challenging to know if a topic aligns to the *IH* CM Area
- For example, the following events are acceptable for the IH CM Area

- |  |   |
|--|---|
| Accident Investigation                         | Globally Harmonized System (GHS)        |
| Behavior-Based Safety                          | Hazardous Waste Management              |
| Climate Change (health related aspects)        | Hydrocarbon Storage Management          |
| Compliance Systems                             | Incident Command                        |
| EH&S Auditing                                  | LEED (health-related aspects)           |
| EH&S Reporting/Tracking Systems                | Management of an IH Program             |
| EH&S Expert Witness                            | Occupational Health and Medicine        |
| Emergency Response                             | OSHA Log Reporting                      |
| Engineering courses                            | Process Safety Management               |
| Environmental Engineering,                     | Product Stewardship                     |
| Env. Mgt. Systems: ISO 14001 & OSHA 18001      | RCRA/TSCA                               |
| Environmental Permitting                       | REACH                                   |
| Environmental Risk Assessments                 | Regulatory Reviews                      |
| Environmental Workshops                        | RMP Reviews                             |
| Gamma Spectroscopy                             | Root Cause Analysis                     |
| General : Math, Physics, Chemistry, Statistics | Six Sigma (the statistics portion)      |
| Good Laboratory Practice (GLP)                 | Sustainability (health-related aspects) |
| Green Chemistry                                | Transportation (ER aspects)             |
| Greenhouse Gases                               | Vapor Intrusion                         |

# Safety CM Area

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- The subject matter is more acute hazard oriented and not addressed by the IH CM Area
- For example:
  - Arc Flash
  - Combustible Dust
  - Cranes & Derricks
  - Driving
  - Electrical hazards
  - Excavations
  - Fall protection
  - Fire Prevention
  - Gas Cylinders
  - Hot Work
  - Lock Out/Tag Out
  - Machine Guarding
  - OSHA Construction
  - OSHA General Industry
  - Powered Industrial Trucks
  - Rigging/Hoisting
  - Physical security
  - Scaffolding
  - Trenching
  - Worker’s Compensation
  - Workplace violence
- Per Board legacy rules, First Aid or CPR/AED training is not eligible for CM credit



# IH Ethics CM Area

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- The subject matter aligns with the ABIH [Code of Ethics](#) or the Joint Industrial Hygiene Associations Member Ethical Principles
- ABIH is interpreting this very broadly today
- For example:
  - Business conflicts
  - Professional conduct
  - Conflict of Interest
  - Privacy information
  - And activity that compromises an organization's values
  - Workplace relationships
  - Confidentiality
  - Intellectual property rights
- Events are capped at 30 hours (5 points) per event

# Alignment Not Clear?

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If an event does not clearly align to a CM Area:

- Question whether the event should be claimed
- Carefully review the event's target audience and learning objectives
- Assume that it will be questioned by ABIH if audited

Calculating CM Credit  
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# Alignment Not Clear?

Calculating CM Credit  
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- Avoid the “derivative” rationale
  - Claiming that an event is related to a CM Area because there is an indirect relationship
- EX: A class on Small Engine Repair
  - The derivative rationale would argue that the class aligns to the IH CM Area since engine exhaust is related to emissions and the need for ventilation control
  - However, the objective of this class is engine repair, not the EH&S aspects of engine repair so it should not be claimed for CM credit

# Topics Not Eligible

Examples of some topics that are **not** eligible for CM credit unless they contain acceptable EH&S aspects. This list is not all inclusive:

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- Animal Health
- Business Continuity Planning
- Client Relationships
- Computer Skills
- Contract Management
- Driving Training (Personal)
- Emotional IQ
- EMT
- Erosion Technology
- Expert Witness
- Facilitation Skills
- Fire Extinguisher (Personal)
- Home Disaster Planning (Personal)
- Human Performance Management
- Hurricane Preparedness (Personal)
- Insurance Law
- Leadership Workshops
- Media Skills
- Partnering with Local Governments
- Photography (General)
- Plant or Site Safety Indoctrinations
- Poison Prevention (Personal)
- Process Improvement Tools
- Project Management
- Quality Management Systems
- Reputation Management
- Resiliency Skills
- Situational Leadership
- Stress Management
- Structural Roofing
- Substance Abuse
- Supervisory Skills
- Technical Writing
- Trafficking In Persons
- Train-the-Trainer
- Wilderness Survival & Response

# Calculating CM Credit

- To review, to calculate the CM credit, you need:
  - Technical Contact Time (hours)
  - CM Area (IH, Safety or IH-Ethics)

Calculating CM Credit

Contact Time

CM Areas

**Calculation Method**

Common Mistakes

- Most events usually only have one CM area and the time is obvious:
  - 6 hour PPE Selection course = 6 *IH* hours
  - 0.8 CEU Electrical Arc-Flash PDC = 8 Safety hours
  - 6 hour Control Banding conference = 6 IH hours
  - 2 ½ day (6 hrs/day) Process Safety course = 15 IH hours
  - 0.3 CEU Emergency Planner course = 3 IH hours
  - 30 hour OSHA Construction course = 30 Safety hours
  - 30 minute Code of Conduct class = 0.5 IH Ethics hour
  - 4 ½ hour Behavior-Based Safety class = 4.5 IH hours

# Calculating CM Credit

- Calculating CM Credit
- Contact Time
- CM Areas
- Calculation Method**
- Common Mistakes

If the event has multiple CM Areas, the Diplomate has a choice:

Use Either <sup>1</sup>	Ex: an 8 hour PDC is 75% IH and 25% ethics. The event is claimed for:
The CM Area that is >50%	8 <i>IH</i> hours
<i>or</i>	<i>or</i>
All the CM Areas	6 <i>IH</i> hours and 2 <i>IH Ethics</i> hours

<sup>1</sup> The 50% method is faster while the All CM Areas method gives the Diplomate greater control. The latter is useful to better manage CM Areas on the worksheet.

# Time Errors

Calculating CM Credit  
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Common Mistakes	For Example
Assuming a “1 day” class is 8 hours	A “day” can be highly variable in terms of actual hours
Time spent by the Diplomate beyond the Providers’ stated time	Taking 4 hours to complete a 0.3 CEU (3 hours) online course (This still only counts as 3 hours)
Rounding Up	A 50 minute class does not equal 1 hour
Claiming the Sponsor-reported maximum hours for a conference even though you attended less	CM credit can be claimed only for the portions that were attended. Time spent in the non-technical portions should not be claimed, e.g. breaks, lunches, exhibit time.

# CM Area Errors

Calculating CM Credit  
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Common Mistakes	For Example
Not targeted to the professional level	Radiographer Technician Class
Not aligned to one of the Category 4 CM Areas	First-Aid training A general photography class Finance Training
Internal Company Meeting that is Category 1 – Active Practice	Leadership messages, goal reviews, strategy sessions, problem solving sessions, area updates
Claiming a CM Area based on a previous CM approval	The content of conferences and sometimes courses can sometimes change radically from year to year. An “IH” event one year may be “safety” the next year.



# The Big Mistake

Calculating CM Credit  
Contact Time  
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Calculation Method

## Common Mistakes

## What happens if the Diplomate incorrectly calculates the CM credit and it negatively impacts the recertification ?

- ABIH is committed to the success of every Diplomate who wants to remain certified
- Each situation will be addressed on a case-by-case basis, considering factors like:
  - Previous CM worksheet activities
  - Reasonable, good-faith efforts by the Diplomate
- In some situations, a Diplomate will be granted a one-time CM Cycle Extension to accrue more CM credit

# Finally!

Calculating CM Credit  
Contact Time  
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Common Mistakes

- ABIH is committed to maintaining the high standards and integrity of the CM program
- ABIH has confidence that Diplomates will continue to wisely choose events that meet their development needs
- Diplomates are entrusted to claim CM credit without ABIH oversight
- Diplomates are advised to calculate their own CM credit before the end of the CM cycle (so that any questions can be clarified)