



ISHM Continuance of Certification Handbook

Maintaining Certification

This publication provides information about the Continuance of Certification (COC) program and other related information pertinent to CSHM.

Benefits of the CSHM

After passing the examination, a certificate and information on the COC program are mailed to each new CSHM. If you ever lose or damage your certificate, a replacement certificate can be produced for a nominal fee.

CSHMs in good standing will have available to them the Annual Report, the ISHM Newsletter and a wallet card. The Newsletter contains general information on ISHM, examination results, updates to the COC program and qualifications process to become certified. The ISHM renewal fee notices are mailed in July and are due by September 30th. An electronic version of the roster of active CSHMs is available on the ISHM web-site.

Use of the CSHM

A CSHM may use the designations "Certified Safety and Health Manager" or "CSHM" so long as their certification has not expired or been revoked. The ISHM logo, Institute for Safety and Health Management, ISHM, Certified Safety and Health Manager and CSHM, Associate Safety and Health Manager are registered trademarks with the U.S. Patent and Trademark Office.

Embossing Seal/Stamp

CSHMs can order a seal and/or stamp from ISHM by contacting the office or obtaining the order form on the website. It is appropriate to use the seal/stamp on work products you originate or those you review and approve.

Professional Conduct

When you applied to ISHM, you agreed to adhere, to the best of your ability, to the Code of Professional Conduct. Each time you recertify you sign a similar statement. Any conduct complaint(s) against a member is addressed under the Adverse Actions procedures which can be found on pages 6-7 of the COC Handbook. Please review the Code of Professional Conduct, Appendix A, in the COC Handbook.

Continuance of Certification Program

The purpose of the Continuance of Certification [COC] program which begins in October of 2003 is to ensure that CSHMs continue to develop and enhance their professional safety and health management knowledge and skills for the duration of their active careers. The emphasis of the COC program is on continuing education. Participation in the COC program is a key element of continuing competence in the profession.

(NOTE: For those just achieving the CSHM, your first COC cycle is usually a little longer than five years. It begins the day you become certified and ends on December 30th of the fifth full year following the start of your cycle.)

Review Process

In order for a certification to be maintained, a member must provide written evidence to the Board of continued professional qualifications by submitting a COC worksheet or successfully completing the appropriate examination. COC worksheets are available at the ISHM office or at the ISHM website. The Board publishes a schedule for maintenance of certificates and sends three courtesy notices to Members who are due to report. Initially, COC worksheets are submitted without supporting documentation.

If a Member is selected for audit, ISHM will request supporting documentation of the activities listed on the worksheet. After receiving a COC worksheet, the Board will send a written notice of receipt. When the Board finds that a Member has submitted an acceptable COC worksheet, a written notice that certification has been maintained will be sent. When the Board finds that an acceptable COC worksheet has not been submitted, the Board will send a written notice to that effect and will provide an opportunity for the individual to resolve the discrepancy. When the discrepancy is resolved, a letter of recertification will be sent. If the discrepancy is not resolved, the Member will be so notified.

Basic COC Requirements

- CSHM - 30 COC points must be accumulated over 5 years.
- The COC Cycle begins on January 1st of the year following passage of the certification exam.
- The COC Cycle ends on December 30th of the 5th year following the start of the cycle.
- COC worksheets are due by April 1 of the year immediately following the end of the 5 year cycle.
- Failure to turn in COC worksheets by April 1 will result in notification that Certification has been terminated.

Changes in CSHM Status

Active CSHMs maintain certification by submitting a COC Worksheet meeting 30 COC points every 5 years and paying the annual renewal fee. Renewal fee notices are mailed in July with timely payment due by September 30. A \$30.00 penalty will be assessed if payment is received after September 30th. Any payment received after December 31 will be rejected and certification will be terminated. Informing ISHM of home or employer address and telephone/e-mail changes is the responsibility of the CSHM.

Categories for Accruing COC Points

CATEGORIES	COC POINTS	MAXIMUM
Category 1. Active Safety and Health Management Practice	50% or greater SHM practice = 3 points/yr, 20% or greater but less than 50% = 2 points/yr	15 points/ cycle
Category 2. Membership and Professional Service	Membership: national organization = 1 point/yr Local organization = 0.5 point/yr Service: National officer = 1 point/yr; National committee chair = 1 point/yr; Local officer/chair = 1 point/yr	2 points/yr 10 points/ cycle
Category 3. Publication of Papers	Peer reviewed article: Single author = 2 points; Multiple authors = 1 point Non-peer reviewed article: Single author = 1 point; Multiple authors = 0.5 point Book: (Co)author/editor = 5 points; Chapter single author = 1 point Chapter multiple authors = 0.5 point; Published review = 0.3 point	No maximum
Category 4. Attendance at Meetings, Conferences and Educational Programs	Academic courses: Semester hour = 2 points; Quarter hour = 1 point Conferences: 1 CEU = 1 point; Two days = 1 point; One day = 0.5 point	No maximum
Category 5. Teaching	Teacher: Semester hour = 2 points; Quarter hour = 1.33 point; 0.5 day = 1 point; 1 hour = 0.33 point; 15-60 minutes = 0.25 point Presentations: Platform, poster or technical presentations (peer reviewed; selection) 20-60 minutes = 1 point	15 points/ cycle
Category 6. Certification Examinations	CSHM = 30 points; CSP = 30 points; CIH = 30 points; CPEA = 20 points; CHMM = 15 points	30 Points
Category 7. Other Activities	CSHM item workshop: Half day = 1 point; Full day = 2 points Readership questions: Workplace HR and Safety magazine = 0.01 point/item	No maximum

Frequently Asked Questions About the COC Program

When are COC worksheets due?

The first courtesy reminder is sent in July of the 5th year of a COC cycle. A second reminder is sent in November of the 5th year of a COC cycle. The final reminder is sent in February of the 6th year of a COC cycle. Failure to send in COC worksheets to ISHM by April 1 will result in notification that Certification has been terminated.

Where are COC worksheets to be sent?

Please submit completed worksheet to:

Institute for Safety and Health Management
4841 East County 14 1/4 St.
Yuma, AZ 85365
Phone: 877-201-4053 Fax: 928-726-0420

Note: Do not submit support documentation with worksheet.

What are the CEU areas included in the minimum point requirement in Category 4, "Attendance at Meetings, Conferences and Educational Programs"?

CEUs areas are: Engineering Controls; Ergonomics; Risk Analysis and Communication; Management; Ethics; Work Environments & Industrial Processes and any safety and health offering acceptable to the Board. To meet the minimum point requirement, the content for a course or conference can be in one specific CEUs area or multi-CEUs areas such as "Fundamentals of Safety and Health Management". Distance learning activities are capped at 5.0 COC points per 5 year cycle regardless of duration or content. A minimum of 3.0 COC points must be accrued in this category per 5 year cycle. (NOTE: Credit is allowed only one time per cycle for teaching or attending the same course multiple times in a cycle.).

How can CSHMs accrue COC points with restricted travel budgets?

Members unable to travel to courses and conferences do have other opportunities for obtaining COC points. SHM technical/professional committee work, the publications of papers and teaching activities receive COC points. CSHMs with limited travel can obtain COC points in Category 7, Other Activities. The "other" activities include passing the Certified Safety Professional, Certified Industrial Hygienist, Certified Quality Manager and any others deemed acceptable by the Board. Some "other" activities include participation in writing approved questions for the ISHM exams = 1.0 COC point per 5 questions accepted.

What happens if a COC worksheet is audited?

The Board audits 10% of the worksheets submitted. The audit selection is made on a random basis. The audit is not intended to question the credibility of a member but to provide validation of the activities listed on a COC worksheet.

CSHMs selected for an audit will receive a notice indicating materials required for the audit. Audit packages are reviewed by members of the ISHM COC Committee. Dates and activities listed on the COC worksheet must be consistent with the information submitted for audit. Examples of satisfactory audit documentation materials are:

- Category 4. Attendance at a conference or course is supported with a receipt for registration or a certificate of attendance. Attendance at a course is supported with an attendance roster or certificate. Attendance at a local activity can be supported by a receipt of registration and a confirmation of attendance is documented with a roster/certificate issued by the sponsoring organization. If no certificate is issued (as with conferences), a member must provide some means of verification that he/she did attend. The ISHM Verification Form can be used for local meetings and conferences and is available on our web-site.
- Category 5. Teaching activity verification may be copies of programs and sponsor's acknowledgements which show the length and topic of the presentation.

A basic rule in the COC program is that an activity can be counted only once and in only one category. Points cannot be carried over from previous cycles.

A re-certification letter is mailed after the COC Committee completes the review of a worksheet and supporting documentation that validates a minimum of 30 COC points. CSHMs with incomplete worksheets or missing audit materials will be contacted by a member of the COC Committee or ISHM staff to clear up any discrepancies.

How is credit determined for courses and conferences in Category 4?

Courses, conferences, seminars, educational programs and academic coursework are evaluated for COC points based on content and timeframe. COC points are awarded at a rate of .5 COC point per half day (minimum of 3 hours of technical content) and 1.0 COC point per full day (minimum of 6 hours of technical content).

What happens to CSHMs who fail to maintain certification?

When a Member fails to submit an acceptable COC worksheet, does not successfully complete the appropriate examination or is dues delinquent, the Board will consider that the CSHM has failed to maintain their certification. When the Board finds that a Member has failed to renew her/his certification the Board sends that person a notice of expiration at the person's current mailing address by Certified mail.

Can CSHMs become re-certified if they lose their certification?

A person who failed to maintain their certification may be re-certified by passing the examination. It is Board policy that an individual's original certification number will not be reassigned. To re-certify by examination, a person previously certified is required to submit a written request attesting to current practice in the safety and health field and a \$75.00 reapplication fee. The examination fee is \$150.00.

Adverse Actions

A person aggrieved by a decision of the Institute for Safety and Health Management to not admit her/him to an examination for certification, or that he/she has failed to renew her/his certification, may file a written appeal with the Managing Director within three months of the date of notification of the Board's decision. The individual must present facts to substantiate the appeal. Decisions related to the deadlines for submission of completed applications for examination are not appealable.

Upon receipt of an appeal the Managing Director shall examine all records in the Board's possession which bear upon the decision and appeal, and shall submit copies of the appeal and all pertinent records to each Director.

Directors shall vote upon the appeal within 30 days of submission of the ballot by the Managing Director. A Director may vote to grant the appeal, deny the appeal, or to request further information. A two-third majority vote of the entire Board shall be necessary to grant the appeal. If a majority of Directors vote to

deny the appeal or to request additional information, the results of such vote shall be sent to the applicant. If additional information is requested, the applicant shall have 30 days from date of receipt of notice to submit any additional material. The new material shall be submitted to the Board for a second ballot. The second ballot shall consider only the question of appeal.

If the Board denies the appeal, the applicant may, at his/her option and expense, appear before the Board at its next regularly scheduled meeting to present evidence and documentation. Upon completion of the presentation, the applicant shall be excused, and the Board shall vote on the appeal. A vote equal to two-thirds of the entire Board shall be necessary to grant the appeal. The applicant shall be notified promptly of the decision of the Board. An oral notification of the decision shall be verified by a written notice.

Censure and Revocation of Certification

The Executive Committee may recommend to the Institute for Safety and Health Management the imposition of a sanction in the nature of censure or revocation of certification of a Member for:

- misrepresentation with intent to deceive in the application;
- fraud in the examination or recertification process;
- unethical practice of safety and health management;
- activities which discredit the profession of safety and health management; or
- conviction of a felony.

The Executive Committee shall submit to the Board along with its recommendation, sufficient evidence for the Directors to determine whether probable cause for censure or revocation of certification exists. A ballot of the Directors shall be completed within 30 days of submission of the recommendation to determine whether a hearing on the adverse action shall be held. A positive vote by a majority of the Directors shall be necessary for commencement of such a hearing.

If a majority of the Directors do not vote for such a hearing, the result of that vote, together with a statement that the Directors have found no probable cause for actions against the member shall be made as a separate entry in the minutes of the Institute for Safety and Health Management.

If a majority of the Directors have determined that probable cause for adverse action exists, the member shall be notified by Certified mail of the Board action of the nature of the charges and of the adverse actions that may be forthcoming. The member shall further be notified of the following rights:

- to appear before the Board at a hearing;
- to be represented by counsel;
- to submit evidence to refute any or all charges; and
- to cross-examine all witnesses.

The hearing on the charges shall be held no less than 60 days and no more than 120 days from the date of notification of the member. The hearing shall be held in the city of residence of the member, or it may be held at the time and in the city of the annual or mid-year meeting of the Institute for Safety and Health Management. The member shall notify the Board not later than 30 days before the date of the hearing whether she/he is to be represented by counsel.

A past chairman or Director who is no longer a member of the Board may be selected to preside at the hearing. At least two-thirds of the Directors shall be present. The Board is authorized to retain counsel to prosecute the charges. The hearing shall be in the nature of an administrative hearing. A party is entitled to present its case or defense by oral or documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination as may be required for a full and true disclosure of the facts. However,

irrelevant, immaterial or unduly repetitious evidence shall be excluded. An electronic record shall be made of the hearing.

Only those members of the Board present at the hearing may vote. A vote equal of two thirds of the entire Board shall be required for imposition of sanctions. Following the vote to impose sanctions, the Board members present at the hearing shall vote by closed ballot whether the member shall have his/her certification revoked. A two thirds vote of all Directors present shall be required for revocation. If the required vote is not obtained, then the sanction shall be censure.

The member shall be notified of the action taken by the Board immediately upon the conclusion of the vote(s) of the Board. The notification shall be made a part of the record of the hearing. The decision(s) shall be published as a separate entry in the minutes of the Institute for Safety and Health Management.

In the case of a decision to sanction, the member shall have 30 days in which to file an appeal of the action. Such an appeal shall be in writing and shall state the specific grounds on which the reversal of the decisions is sought. The appeal shall be supported by new evidence or documentation and shall be sent to the Executive Director. The Executive Director shall send copies of the appeal and supporting documents to all Board members no later than 45 days after the date of the decision. A vote of the Board members shall be taken no later than 60 days after the date of the decision. Such vote may be taken by mail. The sanction shall be sustained upon the vote of a majority of the Board. No further appeals shall be taken. If no appeal is made to the Board within the 30-day period allowable for such request, then the original action shall be final.

The Board may publish notice of a final adverse action in the same manner as notices of examination and certification are published.

Provisions for Mediation or Arbitration

Any dispute between the Institute and an applicant, examinee, candidate, member, or any other legal entity dealing with the Board, shall be submitted to mediation (or arbitration) if the above grievance procedures have failed to resolve the dispute. If a disputant resorts to legal action prior to submission to mediation (or arbitration), that party shall be liable for all legal costs, including reasonable attorney's fees, arising from such legal action.

Appendix A

Code of Professional Conduct

The Institute for Safety and Health Management (ISHM) is a voluntary, non-profit, professional credentialing organization. ISHM certifies qualified safety and health managers who have met the professional knowledge and experience standards established by the Board of Directors. The ISHM Code of Professional Conduct serves as the minimal ethical standards for the professional behavior of candidates for and holders of documents of certification conferred by ISHM as well as the organization's leaders, volunteers and staff.

General Guidelines

ISHM certificants and candidates as well as leaders, volunteers and staff must give priority to health and safety interests related to the protection of people, and maintain high standards of integrity and professional conduct as described in the certification standards and responsibilities listed below. As professional safety and health managers, ISHM certificants and candidates have the obligation to accept responsibility for their actions; continually seek to enhance their professional capabilities; practice with fairness and honesty; and, encourage others to act in a professional manner consistent with accepted moral, ethical and legal standards.

I. Responsibilities to ISHM, the profession and the public.

1. Comply with laws, regulations, policies and ethical standards governing professional practice of safety and health and related activities.
2. Continue professional development by acquiring and maintaining competence through continuing education, experience and professional training.
3. Provide accurate and truthful representations concerning all certification and recertification information.
4. Maintain the security of ISHM examination information and materials, including the prevention of unauthorized disclosures of test information.
5. Cooperate with ISHM concerning ethics matters and the collection of information related to an ethics matter.

II. Responsibilities to clients, employers, employees and the public.

1. Deliver competent services with objective and independent professional judgment in decision-making. Recognize the limitations of one's professional ability and provide services only when qualified.
2. Maintain and respect the confidentiality of sensitive information obtained in the course of professional activities
3. Properly use professional credentials, and provide truthful and accurate representations concerning education, experience, competency and the performance of services.
4. Recognize and respect the intellectual property rights of others.
5. Maintain the highest standards of integrity and avoid compromise of their professional judgment by conflicts of interest.
6. Follow appropriate health and safety procedures, in the course of performing professional duties, to protect clients, employers, employees and the public from conditions where injury and damage are reasonably foreseeable.
7. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, sexual orientation, or disability.
8. Seek opportunities to be of constructive service in civic affairs and to share knowledge and skills for the advancement of the safety, health and well-being of the community and the profession.