



ISHM Continuance of Certification Handbook For CSHM, CSMP, CSSM and CSSS

(Revised 11/2016)

Maintaining Certification

This publication provides information about the Continuance of Certification (COC) program and related information pertinent to CSHM, CSMP, CSSM and CSSS certifications

Continuance of Certification Program

Purpose: ensure that CSHMs, CSMPs, CSSMs and CSSSs continue to develop and enhance their professional safety and health management knowledge and skills for the duration of their active careers. The emphasis is on continuing education and promoting involvement in professional organizations. Participation is a key element of continuing competence in the profession.

Review Process:

Provide written evidence to the Board of continued professional qualifications by submitting the one page COC worksheet that is available on 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, the COC worksheet is submitted without supporting documentation.

After receiving a COC worksheet, the Board will send notice of receipt. When the Board finds that a Member has submitted an acceptable COC worksheet, a 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 (not to exceed 30 days). When the discrepancy is resolved, a letter of recertification will be sent. If the discrepancy is not resolved, the member will be notified that certification has been terminated.

Audit

Ten percent of those submitting COCs are randomly selected for an audit. 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, CSMPs, CSSMs or CSSSs 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. Supporting documentation includes scans, word files, pdfs or printouts of:

- **Category 1.** Active Safety and Health Management Practice:
 - pay stubs for first month and last month of audited 5-year period

- letter from supervisor listing dates of employment and title
- **Category 2.** Membership and Professional Service in safety or safety management related organizations.
NOTE: Professional organization membership does not include certifying agencies such as ISHM or BCSP.
 - receipt for membership dues
 - printout of membership roster with name highlighted
 - letter of commendation for service from organization
 - copy of website page or newsletter listing your title
- **Category 3.** Publication of Papers in safety or safety management related subjects
 - scan of book title, authorship and publication date
 - scan or digital copy of article, including authorship and publication date
- **Category 4.** Attendance at safety or safety management Meetings, Conferences and Educational Programs
 - scan of conference badge
 - confirmation of fees paid
 - workshop, seminar, training session or webinar attendance certificate listing date and duration or **COC/CEU points**
 - school transcripts
- **Category 5.** Presenting safety or safety management topics at conferences and workshops
 - letter of thanks for presentation, listing date, location, conference name and length of session
 - conference or workshop agenda, listing name of presenter, date, location and length of presentation or poster session. **(Not as a part of regular employment.)**
- **Category 6.** ISHM Examination or other ISHM recognized certifications
 - **Confirmation of score, including test date and facility where taken**
- **Category 7.** Other safety or safety management Activities
 - **Commendation from organization, listing date, involvement and duration or COC/CEU points**

Basic COC Requirements to maintain certification:

- CSHM - 30 COC points accumulated over 5 years.
- CSMP – 20 COC points accumulated over 5 years.
- CSSM – 30 COC points accumulated over 5 years.
- CSSS – 20 COC points accumulated over 5 years.
- The COC Cycle begins January 1st of the year that the candidate passed the certification exam.
- The COC Cycle ends December 30th of the 5th year following the start of the cycle.
- An activity can be counted only once and in only one category. Points cannot be carried over from previous cycles.

NOTE: The first COC cycle for new certificants is usually a little less than five years. It begins the first day of the year you are certified and includes four full years of continuing development activity. For CSHMs

and CSSMs the first cycle will require 24 documented COC points. For CSMPs and CSSSs the first cycle will require 16 documented COC points.

- COC worksheets are due by April 1 of the year immediately following the end of the 5-year cycle.
- Courtesy reminders are sent in July and November of the last year of the cycle and a final reminder in February of the following year. However, responsibility for submitting COC worksheets on time belongs to the Certificant. Failure to turn in COC worksheets by April 1 will result in notification that Certification has been terminated.

COC EXTENSION

A CSHM, CSMP, CSSM or CSSS may have a one-time extension of their COC due date for a fee of USD \$75.00. A COC request form (found on the ISHM website) must be submitted to ISHM before April 1 of the due year. Upon approval by ISHM, the COC cycle will be extended one year (6 years' total). At that time a CSHM or CSSM must document 36 COC points and a CSMP or CSSS must document 24 COC points that have been generated by December 31st of the 6th year. The following cycle will be 4 years to enable the certificant to get back on the original cycle. (Added June 2014)

NOTE: For calculating COC points 1 CEU = 1 COC Point.

Active CSHMs, CSMPs, CSSMs and CSSSs maintain certification by submitting a COC Worksheet meeting 30 (CSHM and CSSM) or 20 (CSMP and CSSS) COC points every 5 years and paying the annual renewal fee. Renewal fee notices are sent (based on renewal cycle) in July or January, with payment due by September 30 or March 31. A \$30.00 penalty will be assessed if payment is received after September 30th or March 31st. Payment received after December 31st or June 30th may be rejected and certification terminated.

Changes in CSHM, CSMP, CSSM and CSSS Status

Informing ISHM of home or employer address, telephone, or e-mail changes is the responsibility of the Certificant. Changes can be made to your contact information by contacting the ISHM office via phone or email.

Categories for Accruing COC Points

CATEGORIES	POINTS	MAXIMUM
Category 1. Active Safety and Health Management Practice	CSHM & CSSM 50% or greater HSE practice = 3 points/yr.; 20% or greater but less than 50% = 2 points/yr. CSMP & CSSS: 50% or greater HSE practice = 2 points/yr.; 20% or greater but less than 50% = 2 points/yr. greater but less than 50% = 1	15 points/cycle 10 points/cycle
Category 2. Membership and	Membership: national organization = 1.0 points/yr.; Local organization = 0.3 point/yr.	No maximum

Professional Service in safety or safety management related organizations	Service: officer = 0.5 point/yr.; committee chair = 1 point/yr.; committee member = 1 point/yr.; ad hoc committee member 0.5 point/yr.	
Category 3. Publication of Papers in safety or safety management related subjects	<p>Peer reviewed article: Single author = 2 points Multiple authors = 1 point</p> <p>Non-peer reviewed article: Single author = 1 point Multiple authors = 0.5 point</p> <p>Maintaining a safety-related blog or listserv = 1 point</p> <p>Book:</p> <p>(Co)author/editor = 5 points</p> <p>Chapter single author = 3 points</p> <p>Chapter multiple authors = 2 points</p> <p>Published review = 0.3 point</p>	No maximum
Category 4. Attendance at safety or safety management Meetings, Conferences and Educational Programs	<p>College Courses</p> <p>Semester hour = 2 points</p> <p>Quarter hour = 1 point</p> <p>EHS Classes</p> <p>Professional Course = 0.1 per hour/4.0 max per course</p> <p>On-line training = 0.1 per hour/4.0 max per course</p> <p>Conferences:</p> <p>1 CEU =1 point</p> <p>Per day = 0.5 point</p> <p>Webinars: 0.1 point/hr; + 0.1point/transfer of knowledge quiz</p>	No maximum
Category 5. Presenting safety or safety management topics at conferences and workshops (Not as Part of Regular Employment)	<p>1 hour = 2 points</p> <p>15-60 minutes = 1 point</p> <p>Poster session = 2 points</p>	No maximum
Category 6. ISHM Examination or other ISHM recognized certifications	<p>CSHM = 15 points</p> <p>CSP = 15 points</p> <p>CIH = 15 points</p> <p>CSMP = 15 points</p>	15 Points

Note: Must obtain CPEA = 15 points
 Passing Score CHMM = 15 points
 ASP = 15 points

***Note: Initial Exam does not count for points

Category 7. Other safety or safety management Activities	CSHM/ CSMP item workshop: Half day = 1 point Full day = 2 points Actively manning ISHM Booth = 0.25 points/hr five accepted exam questions = 1 point Accepted online Quizzes – 0.2 COC pts / 10 question quiz Other activities as assigned by ISHM Board of Directors	15 Points/ Cycle
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COC worksheet

DEFINITIONS:

Professional Organization - (also called a **professional body, professional association, or professional society**) is a nonprofit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest. They are involved in the development and monitoring of professional educational programs, and the updating of skills. For this purpose, they do not include organizations that offer professional certification.

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? The COC worksheet is available on the web site. You may Complete online and click Submit or download, complete and send to the ISHM offices by scanning and emailing, fax, or snail mail.

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

CEU areas are safety and health related topics such as 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 CEU area or multi-CEU 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 attending the same course multiple times in a cycle.)

How can I tell if a conference or course is acceptable?

Many conferences and educational programs indicate that their program has been approved for credit towards certification. Generally, if a conference or course has been preapproved for credit by BCSP or ABIH it is also acceptable for ISHM. If in doubt you can submit the program to ISHM for approval ahead of time. In fact, many conference organizers do this so they can publicize the recognition and use it to attract attendance.

How can CSHMs, CSMPs, CSSMs and CSSSs accrue COC points with restricted travel budgets?

Members unable to travel to courses and conferences do have other opportunities for obtaining COC points. HSE technical/professional committee work, the publications of papers and teaching activities receive COC points. CSHMs, CSMPs, CSSMs and CSSSs 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 or participating in Standard Setting workshops = 1.0 COC point per four hours. Additionally, COC points can be earned by participating in HSE webinars that are from 2 to 4 hours in duration; offer a transfer of knowledge exam and provide participants with a certificate.

What happens to CSHMs, CSMPs, CSSMs and CSSSs 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 or CSMP 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, CSMPs, CSSMs and CSSSs 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 pay applicable application and examination fees.

Adverse Actions

A person aggrieved by a decision of the Institute for Safety and Health Management that he/she has failed to renew her/his certification, may file a written appeal with the Executive 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 Executive 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 Executive Director. A Director may vote to grant the appeal, deny the appeal, or to request further information. A two-thirds 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.