



# CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS CONSEIL CANADIEN D'AGRÉMENT DES HYGIÉNISTES DU TRAVAIL

## USE OF Canadian Registration Board of Occupational Hygienists (CRBOH) SEAL GUIDANCE DOCUMENT for ROH® and ROHT®

### INTRODUCTION

When affixed to a final occupational hygiene document, the CRBOH® seal represents that the practice of professional occupational hygiene reflected in the sealed document. The seal by an accredited ROH® and ROHT® practitioner whose seal is affixed to the document accepts professional responsibility for the document's occupational hygiene content. Use of the CRBOH seal is voluntary and there is no requirement by a CRBOH member to affix a seal to an occupational hygiene document.

The seal is only available through the CRBOH. Each seal is personalized with a member's name, registration number and expiry date based on an individual's maintenance cycle. At the end of each maintenance cycle, should a member in good standing, choose to continue to use the CRBOH seal, a new seal will be required to be purchased through CRBOH.

### DEFINITIONS

*affix* means impose the image of the CRBOH seal that the person uses in order to seal a document.

*document* means a report, plan or other document whether in electronic, written or any other medium.

*member* means a CRBOH member in good standing who has fully paid annual membership dues and successfully re-registered his/her CRBOH accreditation, through the Registration Maintenance process.

*ROH®* means Registered Occupational Hygienist

*ROHT®* means Registered Occupational Hygiene Technologist

### WHO CAN USE THE CRBOH SEAL

Only currently accredited members of CRBOH Registered Occupational Hygienists (ROH®) or Registered Occupational Hygiene Technologists (ROHT®) who are members in good standing with CRBOH can use the seal. A member in good standing is someone who has successfully completed the required Registration Maintenance requirements and has paid in full annual membership dues.

To use the seal, the CRBOH member must:

- a) prepare the document;
- b) personally supervise the preparation of the document; or
- c) review the document with the intent of assuming professional responsibility for the document's content and in the same amount of detail as would be required had the practitioner prepared, or personally supervised, the preparation of the document.

### HOW TO USE THE CRBOH SEAL

Before it is issued to an external party, every CRBOH member who assumes responsibility for the occupational hygiene content of a final document may sign, date and affix his or her seal to a written document.

The signature and date should

- a) not obscure the member's name or registration number
- b) be applied inside or immediately adjacent to the image of the seal in a legible manner; and
- c) at the same time or immediately after the document is sealed.

### ELECTRONIC DOCUMENT USE

CRBOH considers an electronic scan of the seal and signature acceptable for electronic documents as long as the seal is dated at the same time after the document has been sealed.

### ADDITIONAL QUESTIONS

Please contact the CRBOH Registrar at [registrar@crboh.ca](mailto:registrar@crboh.ca)