

CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS

ROHT Registration Maintenance Guide

Instructions for Completion of the
ROHT Registration Maintenance Worksheet



Canadian Registration Board of Occupational Hygienists

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ROHT RM Worksheet Form (attached)

1. Introduction

As part of its ongoing commitment to professional excellence, the Canadian Registration Board of Occupational Hygienists (CRBOH) recognizes the need for Registered Occupational Hygienist Technologists (ROHTs) to develop and enhance their professional knowledge and skills and to keep up with advances in the field over the time period that they have their ROHT designation.

This guide is an instruction manual for ROHT members renewing their registration. ROHT registrants are required to re-register every five years in order to maintain their ROHT registration.

A copy of the current ROHT RM Worksheet is provided at the back of this guide. By following the instructions in this guide, members who are applying to renew their registration will have their applications processed as quickly and accurately as possible.

If there are any questions or comments about these instructions or about the registration maintenance process in general, please feel free to contact the Registration Maintenance Coordinator at margaret.fung@humber.ca.

2. Main Steps for ROHT Maintenance

- 1. Current Email and Address on CRBOH website:** We send you notices and/or documents in advance of and throughout the registration maintenance process by email and/or regular mail. Please check the Member Listing on the CRBOH website (www.crboh.ca) to ensure that your email address and your mailing address are current. Log in with your User ID (your first initial and last name) and Password (your ROHT number).
- 2. Payment of Annual Dues:** In order to maintain your registration, you must be in good standing with respect to payment of your annual dues.
- 3. Complete and Submit the Registration Maintenance Worksheet:** Complete and submit your RM Worksheet every five years at the end of your RM cycle. Your ROHT RM Worksheet must be submitted to the RM Coordinator by March 31st following the end of your RM cycle. In order to be successful in the re-registration process, each ROHT must obtain a minimum of 40 RM points in every 5-year cycle, with a maximum of 20 points awarded for any one year.

Registrants should be aware that:

- There is a late fee for worksheets submitted after the March 31st due date.
- Worksheets submitted after June 30, 2018 will be audited.
- The CRBOH has a Leave of Absence Policy and a Retired Status Policy which may be accessed at www.crboh.ca.

3. Completing the RM Worksheet

Applying for registration renewal is easy and involves filling out one form – the *ROHT Registration Maintenance Worksheet* (see back of guide). Please remember that your form and the supporting documents will be photocopied at least once. Thus, to assure high quality copies, please use dark ink or pencil and a good photocopier. If you are submitting a scanned copy, please ensure that the scan quality is good.

Completion of the *ROHT Registration Maintenance Worksheet* is straightforward. The worksheet consists of a first page, where personal information is entered, and the subsequent pages where details of your registration maintenance activities are entered.

Simply fill in the blanks with enough detail to allow the reviewers to make a reasonable assessment of the activity as to the number of points it deserves. You may include documents that give details of the activity for further clarification; however, **supporting documents are not necessary unless you are audited.**

You should also enter the number of points you are claiming for that activity in the "Points Claimed" column. This claim should be based upon the guidelines printed immediately above each box on the worksheet.

Leave the “Points Awarded” column blank. This is reserved for the reviewers to enter the points they believe the activity deserves.

Be sure to read the guidelines for each section in the RM Worksheet, especially those regarding maximum points and limitations. This will help you to more easily fill out the worksheet and will allow the reviewers to more easily and accurately process your worksheet.

4. RM Worksheet Audits

Ten percent of RM Worksheet applications will be audited for more detail. If you are one of those members chosen at random for this audit, you will receive a second letter once your RM worksheet is received, asking you to submit documents that support the points you have claimed.

Applicants should always maintain supporting documents in case they are required to produce them during an audit.

Some examples of things that will be automatically accepted as adequate documentation include:

- receipts of payment or cancelled cheques for conferences or seminars related to occupational hygiene
- airline ticket stubs or hotel or other accommodation receipts
- copies of programs in which you instructed

- name tags from conferences or seminars
- tables of contents of journals in which your article(s) appear
- affirmations from other Registered Occupational Hygienists (ROHs) or Registered Occupational Hygiene Technologists (ROHTs) attesting to the fact that the points are valid.

If you are selected for auditing, legible copies of these supporting documents should be sent in with a second copy of your worksheet.

5. Submitting the RM Worksheet:

The ROHT Registration Maintenance Worksheets are due at the office of the Registration Maintenance Coordinator **by March 31st** in the year following the end of your RM cycle.

We encourage you to email an electronic copy of your worksheet to the Registration Maintenance Coordinator. If you are unable to do so, you can mail a hard copy of the worksheet to the RM Coordinator.

The Coordinator's contact information is:

Margaret Fung, ROH
 CRBOH Registration Maintenance Coordinator
 c/o Humber College
 205 Humber College Blvd.
 Toronto, Ontario M9W 5L7
 Telephone (day): 416 675 6622 ext. 5673
 Email: margaret.fung@humber.ca

6. RM Worksheet Review Process:

Once your application reaches the Registration Maintenance Coordinator, the following steps will occur:

1. The date of receipt is recorded.
2. The worksheet cover page is removed and kept in a separate file.
3. Two reviewers will be assigned to review the worksheet and any supporting documentation provided. The assignment of reviewer is based upon two factors - fluency in the language of the application and avoidance of possible conflict of interest. The first factor is fairly simple. Persons fluent in English will review English worksheets while French worksheets will be reviewed by those fluent in French.

As to conflict of interest, the Registration Maintenance Committee has decided that a conflict of interest exists whenever the applicant:

- a. Works in the same company as the reviewer;
 - b. Has significant business dealings with the reviewer; or
 - c. Is a close relative or friend of the reviewer.
4. The RM Coordinator enters your individual code number on each page of your worksheet. Only the RM Coordinator knows which code corresponds to which applicant. This minimizes the chance that the reviewers know the identity of the applicant and also that the reviewers are unknown to the applicant, again avoiding bias and maintaining personal anonymity.
 5. The two reviewers look over the application independently. Taking each separately, they assign a number of points for each entry based upon the maintenance points criteria listed above each box, the definition of "occupational hygiene" that is presented in Table One and the information provided on the form or with the supporting documents. This number is entered in the "Points Awarded" column opposite each entry. In this way, the coordinator can see exactly where the reviewers differ. It is anticipated that, at times, the reviewers will have questions about an application. In such cases, the reviewer will ask the applicant for clarification. In order to ensure that the reviewer's identity remains confidential, any such questions will be channelled through the RM Coordinator.
 6. Once the initial reviews are complete, the worksheets are sent back to the RM Coordinator. If both reviewers agree that the applicant has met the registration renewal requirements, the coordinator will inform the Registration Board that the Registration Maintenance Committee recommends the applicant's registration be renewed.
 7. If both reviewers recommend that the applicant be rejected, the RM Coordinator will inform the Registration Board that the Registration Maintenance Committee recommends that the applicant's registration not be renewed.
 8. If the reviewers reached opposite conclusions about the application, the Coordinator may break the tie or appoint a third reviewer to break the tie. The Coordinator will then inform the Registration Board of the majority's decision.
 9. The Registration Board will consider the Committee's recommendations at each Board meeting as such recommendations become available. The applicant will then be informed in writing as to whether the Registration Board has accepted their application for renewal of their registration. For those who disagree with the Registration Board's decision, an appeal process is available.

If you have any questions about the process or comments on the registration maintenance initiative in general, please contact the Registration Maintenance Coordinator at margaret.fung@humber.ca or the CRBOH Business Office at registrar@crboh.ca (please do not submit worksheets to the Business Office)



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

**Registered Occupational Hygiene Technologist (ROHT)
REGISTRATION MAINTENANCE WORKSHEET**

Name: _____

ROHT #: _____

RM Cycle (dates): _____ to _____ (40 points required)

Employer: _____

Mailing Address: _____

Telephone: _____

Email: _____

Declaration:

The information in this Worksheet is true and correct to the best of my knowledge, and apply to the period covered by this worksheet. I agree that I have complied and will continue to comply, to the best of my ability, with the CRBOH Code of Ethics.

Signature of Applicant: _____ **Date:** _____

Please Note:

- RM Worksheets are due by March 31st in the year following the end of the 5-year registration maintenance cycle that is being reviewed.
- It is preferred that electronic copies of completed worksheets are submitted; please email to margaret.fung@humber.ca. Otherwise, hard copies may be mailed to Margaret Fung, Humber College, 205 Humber College Blvd., Toronto, Ontario, Canada M9W 5L7.
- CRBOH communicates with its members primarily by email. If you are re-registered, please note that your new seal will be sent to the mailing address on record with CRBOH. Please ensure that your contact information is up-to-date on the CRBOH website at www.crboh.ca. Log in with your User ID (first initial and last name) and Password (your ROHT number).

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ROHT REGISTRATION MAINTENANCE WORKSHEET

Please enter the details for all registration maintenance activities that you are claiming.

Note: If you wish to add/delete blank rows within each section, disable the Restrict Editing feature in Word (go to Review, and click on Stop Protection; no password is needed).

Please leave the “Points Awarded” sections blank. These are for the use of the reviewers only.

1. Active Occupational Hygiene Technologist Practice

- A maximum of 5 points for each year and 25 points in a 5-year cycle may be claimed for active (more than 50% of your time) occupational hygiene practice.

Dates (mm/yr – mm/yr)	Employer	Position Title	Points Claimed	Points Awarded

2. Professional Association Membership

- A maximum of 1 point per year and 5 points in a 5-year cycle is allowed for all memberships.
- Provincial occupational hygiene associations, AQHSST, AIHA, BOHS, ACGIH, and CSSE are examples of acceptable organizations.
- Memberships in the CRBOH, CAHIQ, ABIH, BCRSP or BCSP are not eligible for points.
- Other organizations will be considered on a case-by-case basis.

Dates (mm/yr – mm/yr)	Association	Points Claimed	Points Awarded



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3. Technical/Professional Committee Service:

- Membership on a technical or professional committee outside of your organization is eligible for **1 point per year for regular members and 1.5 points per year for chairs or similar leaders.**
- Committees of accepted societies are considered acceptable in this category, as are CSA, ANSI or similar committees.
- Work on CRBOH, CAHIQ, ABIH, BCRSP, BCSP or CSSE committees are eligible for points.
- Internal committee (e.g. workplace health and safety committees) memberships that are part of your job are not eligible.
- **There is no maximum on the points that may be claimed in this category.**

Dates (mm/yr – mm/yr)	Organization	Committee Name	Position Occupied	Points Claimed	Points Awarded

4. Teaching/Presentations

- **0.5 points for each hour** will be awarded for teaching or presenting occupational hygiene material at seminars, meetings, and educational programs.
- Presentations that are part of your organization or your primary job are not eligible.
- **A maximum of 10 points can be claimed for this category for a 5-year cycle.**

Dates (dd/mm/yr – dd/mm/yr)	Organization	Presentation Title	Points Claimed	Points Awarded



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7. Activities Not Otherwise Listed

- **Preparation and Acceptance of Questions for the ROHT Examination**
 - **1 point per five multiple choice questions submitted and accepted** for inclusion to the ROHT examination question data bank will be granted.
 - **1 point will be granted for each short essay question submitted and accepted** for inclusion to the ROHT examination data bank. Formal notification will be supplied by the ROHT exam committee when questions are accepted.
- **Re-examination and other examinations**
 - Successfully re-writing the current ROHT examination will be awarded 40 points.
 - If another professional designation is earned during the maintenance period, from a recognized professional association or society, maintenance points will be awarded proportionately based on the occupational hygiene content. For example, if the CRSP exam is 20% O.H content, the corresponding number of points will be granted for the entire cycle.
- **University or College credit courses**
 - Credit will be given for any course from an accredited educational institute that relates to the practice of occupational hygiene, health or safety.
 - As a student, 1.5 points are awarded per credit hour.
 - As an instructor, 2.5 points are awarded per credit hour.
 - The following points are awarded if an academic degree is obtained during the maintenance cycle: 40 for a MSc, 30 for a BSc, 20 for a Diploma and 10 for a certificate. Credit for courses completed towards the degree will not be counted in addition to any points awarded for obtaining the degree.
- A poster presentation will receive 0.5 point.
- Other maintenance points may be awarded for involvement with activities not otherwise listed above on a case-by-case basis. Please state the date, the sponsoring organization, and how the activity contributed to the activities of the CRBOH or to a better understanding of occupational hygiene in general.
- For topics or types of courses or sessions that may be accepted by the Board, please see Table 1.
- **There is no maximum on the points that may be claimed in this category.**

Date (dd/mm/yy – dd/mm/yy)	Sponsoring Organization	Activity	Points Claimed	Points Awarded



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Table 1: “Occupational Hygiene” and related course types:

- Air sampling and sampling strategies, analysis and control measures (including air sampling for environmental purposes)
- Assessments of confined spaces
- Asbestos control
- Measurement and control of physical and biological agents
- Toxicology and epidemiology
- Application or enforcement of Canadian legislation and standard setting dealing with occupational hygiene
- Ergonomics
- Biohazards
- Engineering controls – ventilation, noise reduction and others
- Program management and labour relations as they apply to occupational hygiene
- WHMIS, Transportation of Dangerous Goods
- Personal protective equipment selection and fit testing
- Hazardous chemicals handling and disposal
- Biological monitoring, including audiometric testing
- Workplace health monitoring
- Indoor air quality
- Health and safety auditing
- Risks assessment
- Emergency response
- Management in any of the above areas
- Instructing in any of the above areas
- Communications, report writing and similar activities

Course work which will not garner registration maintenance points will include the following in the course title or objectives:

- Security work
- First aid
- Nursing or other medical professions (unless this involves topics which concentrate on occupational hygiene issues)
- Water sampling