

# CPIH Maintenance Points (MP) Handbook

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June 2020

**Note:** Printed versions of the MP Program Handbook may be out-of-date.  
The most up-to-date information will be available on the MIHA website.



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## **Introduction**

The purpose of the Maintenance Point (MP) program is to ensure that Certificants develop and enhance their professional-level industrial hygiene knowledge and skills during the time period that they are certified by CPIH Board. The MP program primarily emphasizes technical advancement but does make allowances for some professional development activities when there is an environment, safety, or health aspect. Generic career skills development or career advancement may occur as a result of being a Certificant but it is not a focus area for the CPIH MP program.

A CPIH Certificant is a person who has met the qualifications for education, experience, and/or examination; *and* has continued to meet the obligations for Maintenance Points. A Certificant maintains his/her certification by passing the examination or by submitting an acceptable MP worksheet every 5 years. The MP cycle length assumes that the knowledge and skills to be a professional-level industrial hygienist evolve over time but do not change radically from year-to-year.

Each Certificant is allowed to use their CPIH Board awarded certification term **CPIH** at the end of their name. e.g. Ali b Ahmad, CPIH.

## **MIHA Code of Ethics**

During the applications process, each Certificant agrees to adhere to the MIHA Code of Ethics which is available on the MIHA website. Certificants are asked to sign a similar commitment each time that a MP cycle is completed. It is a condition of the MP program that Certificants practice ethical behavior to the best of their abilities.

Any individual may file an ethics complaint. The form and process to do so are provided on the ethics portion of the MIHA website. All complaints are treated seriously and where warranted, further investigated by the MIHA Ethics Review Committee which may include the use of Legal Counsel. The Committee is appointed by the MIHA President. A Certificant found to be in violation of the MIHA Code of Ethics will be subject to a range of sanctions up to and including de-certification.

## **Contact Information & Communications**

Certificants are responsible to maintain up-to-date contact information to MIHA to ensure that communications are sent to a current address. Certificants should do this as often as needed.

MIHA communicates with Certificants on a regular basis, primarily using email. If the Certificant does not have an email address on file, some but not all communications may be sent via postal mail.

Changes to MP program requirements are announced on the MIHA website. In addition, as the change warrants, email or postal communication may also be sent directly to the Certificants.

It is the responsibility of the Certificant to read the communications and ensure understanding.

## **Annual Fees**

Payment of annual fees is a condition of maintaining certification. Fees are paid in advance of the upcoming year. Annual fees are non-refundable.

Certificants are sent several email notices of payment beginning in October. During this time period, it is important to have up-to-date contact information for the Certificant.

Fees must be postmarked or paid online by the due date. If not paid on time, the Certificant will owe an additional late fee and will be classified as “not in good standing” with MIHA. The Certificant will be removed from the public roster.

If fees are unpaid for 2 years in a row, the Certificant will be de-certified in the 3rd year.

Each year, CPIH Board evaluates the need for a fee increase. Any annual fee increases will be announced in MIHA Website.

## MP Worksheet (MPW)

A Certificant re-certifies by MPW by meeting the minimum MP requirements as listed below. MP points is required in Category 4, but all the other Categories are optional, providing a flexible, customizable way for the Certificant to accrue the required overall MP Points. Each Category is further explained in the Appendices.

- Category 1 - Active IH Practice
- Category 2 - Technical/Professional Committee Service
- Category 3 - Publication of IH Materials
- Category 4 - Education
- Category 5 - Teaching/Presenting of IH
- Category 6 - Other Activities

### MP Worksheet Points Requirements

During an MP cycle, certificant must accrue the minimum amount of MP points in Category 4 and Overall, in order to be re-certified. There is no maximum number of overall MP points that can be earned during a MP cycle. There are a few maximums in some of the individual Categories (see Appendices).

Certificant	MP Cycle Length	Category 4 – Min MP Points (hours)		Overall Min MP Points
		IH	IH Ethics	
CPIH	60 months	10 (60 hrs)	0.33 (2 hr)	40

### MP Worksheet Process

MP worksheet forms are available on the MIHA website. MIHA will only accept MP worksheets that have been issued by MIHA. The Certificant is expected to follow the most current MP rules as posted on this website or in the *CPIH MP Handbook*.

MIHA will send several reminder communications during the last 6 months of the MP cycle. During this time period, it is important that the Certificant's contact information is up-to-date.

Worksheets are submitted at the end of the MP cycle according to the worksheet reporting calendar. The due date depends upon the specific cycle end date assigned to the Certificant. Certificants can check their MP cycle end date by checking with MIHA. (Note: The expiration date on the Certificant's paper certificate is not the MP cycle end date.)

All worksheets must be reviewed and approved by CPIH Board no later than 5 months after the MP cycle end date or the Certificant is subject to de-certification.

Activities claimed on the worksheet must include a brief description of subject matter if the event title is unclear. For audit purposes, satisfactory records shall be kept and made available (listed in each Category of respective sections in appendices). **If a satisfactory record is not available, the Certificant should not list the item on the worksheet.**

Worksheets are initially submitted without proof-of-participation records.

Worksheets are reviewed in the order in which they are received. The review process can take 3-4 weeks. Allow ample time if you need to align your CPIH re-certification with other certifications. There is no charge for reviewing worksheets; however, if a Certificant is in fees arrears, the worksheet will not be processed until the fees are paid.

CPIH Board reviews each worksheet until the minimum requirements are achieved. CPIH Board will contact the Certificant if the minimums are not achieved or if there is anything unclear or missing on the worksheet.

MP points earned in excess of the minimum requirements does not earn extra credit nor does it carry over to a future MP cycle.

Being re-certified does not mean that everything listed on the worksheet was acceptable for MP points. If a Certificant has questions about what was or was not acceptable (for purposes of future worksheets), the Certificant should contact CPIH Board through MIHA.

## MP Worksheet Reporting Calendar

Certificants can check their cycle dates on the MIHA website.

Cycle				Penalties	
Cycle Duration	Start/End Dates <sup>1</sup>	Submit Worksheet <sup>2</sup>	Submit Worksheet with Records <sup>3</sup>	Late Submission Fee <sup>2</sup>	Late Submission Fee <sup>3</sup>
60 months	Jan 1 – Dec 31	Nov 1 – Feb 1	March 1	Feb 2	March 2

<sup>1</sup> MP points can only be earned during this time period. If a Certificant is granted a Cycle Extension, additional time will be allowed for earning MP points and the Certificant will receive new instructions.

<sup>2</sup> The MPW must be received by email or postmarked on the final day in order to avoid the next penalty phase.

<sup>3</sup> This only applies to Certificants who are being selected for audit.

## **MP Worksheet Audits**

During each MP cycle, some Certificants are randomly selected for an MPW audit. Activities claimed on the worksheet are verified through written, impartial records.

The purpose of the audit is to:

- Verify that the Certificant has achieved the minimum requirements necessary for re-certification.
- Identify areas where Certificants have difficulty in providing records so that CPIH Board may continuously improve its programs.

Certificants selected for an audit are notified regarding which records are required. The provided records must be consistent with the dates and activities listed on the MP worksheet. Examples of satisfactory records are listed in each of the MP Category Appendices.

Certificants are normally allowed four weeks to send the records to CPIH Board. This may occasionally be adjusted to account for holiday time periods. Additional time can be granted in some cases due to circumstances where the Certificant does not have access to the records, e.g., extended business or personal travel, location shutdowns, medical or family illnesses. The Certificant must contact CPIH Board to request additional time which may or may not be granted.

Audit results are reported to the Certificant. If the provided records support that the Certificant achieved the required minimum MP points, a re-certification letter and new certificate is mailed.

If the provided records do not support that the required minimum points were achieved, the Certificant will be contacted to secure other records or look for additional, overlooked MP point opportunities.

The Certificant will have failed to maintain certification if:

- the audit records were not submitted, or
- the audit records do not support that the minimum requirements were achieved

## **Record Retention**

Records acceptable for MP are described in each of the Appendices for the various Categories. Ideally, the Certificant should establish a records folder which can be built throughout the cycle. A single storage folder or location will also increase the chance that documentation will be available when needed. CPIHs often leave valuable records at a previous employer when changing jobs.

After the Certificant has received the re-certification letter and certificate from CPIH Board, records pertaining to the previous MP cycle will not be needed by CPIH Board. Records can be retained for personal, professional and tax purposes but CPIH Board does not require they be kept for purposes of its certification.

Persons who have voluntarily surrendered their certification or have had their certification revoked should retain their records to accommodate future re-activation efforts.

## MP Hardship Help

CPIH Board offers two programs to help with hardship case situations.

<b>Program</b>	<b>Implication</b>
MP Cycle Extension	An additional six months to earn MP points.
Leave of Absence	Minimum requirements are reduced during the cycle.

Certificants should notify CPIH Board as soon as the need exists. Requests can be sent via email, fax, or postal mail. Requests, which will be held in strict confidence, must include a brief description of the circumstances and current status of MP points that has been accumulated. Supporting documentation may be required.

To be eligible, the Certificant must be in good standing (i.e. current on fees and no ethics charges).

### Cycle Extension

The MP cycle extension provides an additional six months to earn MP points. The Certificant will be assigned a new MP cycle end date and will follow the worksheet schedule for their new MP cycle.

Cycle extensions are granted for circumstances such as but not limited to:

- Personal or family catastrophic illness/disability
- Overseas military deployment
- Geographic displacement due to natural disasters (e.g., weather, earthquake)
- Global, regional, or country disasters that effect state of economy and logistics (e.g. COVID-19)
- Maternity leave
- Involuntary unemployment

## Leave of Absence

The Leave of Absence (LAO) is available in 1-year increments for up to two years (maximum) for those who are unable to practice industrial hygiene due to circumstances such as:

- Medical or health related (personal or family)
- Educational pursuit
- Family care

Note: Unemployment is a circumstance that is excluded from the LOA program because there are many no-cost or low-cost ways to achieve the MP requirements.

During the LOA period, the Certificant's minimum requirements are proportionately reduced for the total MP points and the IH MP Points in Category 4. For example, for Certificants on a 60-month MP cycle, a 12-month LOA will reduce the minimum requirements by 20% (12/60). This means a proportionate reduction in the minimum requirements for the Overall MP points (from 40 points to 32) and in the IH MP Points in Category 4 (from 10 points to 8 points). The IH Ethics requirement of 2 hours (0.33 points) in Category 4 per MP cycle is not affected.

Up to two LOAs will be granted during a MP cycle as long as the sum of the two LOA periods is less than the two-year maximum. A LOA of one year can be extended (during the same MP cycle) upon written request to CPIH Board. Additional supporting documentation may be required.

During the LOA, the Certificant:

- Is listed as CPIH-Inactive in the MIHA website
- Is restricted from using their certification designation (e.g., CPIH), but does not need to remove the designation from previous materials, e.g. business cards, resumes
- Continues to pay fees
- Can earn MP points only in Category 4 - Education

Certificants must submit an acceptable MP worksheet or retake the CPIH Oral Exam (or equivalent) in order to re-certify. If the requested LOA period ends at or near the end of the normal MP cycle, the Certificant has three timing options to submit a MP worksheet:

1. Pre-LOA – before the start of the LOA, or
2. Post-LOA – within 90 days of the LOA end date, or
3. The regularly scheduled cycle calendar window.

If the LOA period overlaps two MP cycles, the LOA rules will apply to both MP cycles with one exception. Exception: for the 2nd MP cycle, the Certificant will submit their worksheet during the 2nd MP cycle following the regularly scheduled cycle submission window.

E.G.: 1<sup>st</sup> MP Cycle is 1 Jan 2016 – 31<sup>st</sup> Dec 2020.

Certificant takes LOA Jan 2019 – Jan 2021

Certificant can submit pro-rated MPW before Jan 2019; or 90 days after Jan 2021 (for 1<sup>st</sup> cycle) and points accumulated during the 2<sup>nd</sup> cycle (1<sup>st</sup> Jan 2021 – 31<sup>st</sup> Dec 2025) will be submitted as per normal cycle submission (by 1<sup>st</sup> Feb 2026)

## Voluntarily Surrendering the Certification

Certificants may voluntarily surrender their certification before their certification expires unless involved in an MIHA ethics case. The voluntary surrender form is on the MIHA website. MIHA publishes the names of persons who have elected to voluntarily surrender their certification.

A Certificant who surrenders their certification:

- Can continue to practice IH
- Can use the MIHA certification designations only when referencing the years of active certification
- Is relieved of MP requirements and fees
- Can reactivate at any time (See Reactivation)
- Is subject to MIHA ethics case procedure provisions if found to be in violation of the voluntary surrender terms

## De-certification

A Certificant has failed to maintain their certification when any of the following conditions occur:

- a MP worksheet is not approved before the 5<sup>th</sup> month after the end of the MP cycle
- annual fees (renewal & late) have not been paid for more than 2 years
- a MP audit verifies that the minimum MP point requirements have not been achieved
- an ethics review results in a de-certification decision

CPIH Board may revoke a person's certification at any time for cause related to an ethics sanction.

When a Certificant fails to renew the certification, CPIH Board sends a written notice of expiration to the person's current postal mailing address. The CPIH Board will publish the names of persons whose certification have expired.

Except for an ethics-related de-certification, a person formerly certified may pursue reactivation.

It is considered unethical conduct for a person to advertise himself/herself as a CPIH, if the person:

- is not currently certified by CPIH Board
- has allowed their certification to expire
- has voluntarily surrendered their certification
- has been de-certified for cause

CPIH Board reserves the right to take legal action when a non-certified person is found to be advertising himself/herself as a CPIH Certificant.

## Reactivation (After Loss of Certification)

People who were previously certified may want to pursue reactivation:

If you were de-certified	And you want to re-certify	You may recertify by
By Voluntary Surrender	Before your cycle ends	Submitting a written request, paying the annual fees
	≤ 5 months after your cycle ends	Submitting a written request Submitting an acceptable worksheet for the previous MP cycle. Paying the current annual fees and late MP worksheet fee (if due)
	> 5 months after your cycle ends	Submitting a written request Submitting an acceptable worksheet for the previous 60 months. Paying the current annual fees and a processing fee <sup>1</sup>
By failing to submit an acceptable worksheet	≤ 12 months after the end of the cycle	<ol style="list-style-type: none"> <li>Submitting a worksheet for the previous cycle</li> <li>Including proof-of-participation records to support that the minimum MP requirements were achieved (Your worksheet will be audited)</li> <li>After a MP audit, paying any unpaid annual fees, late annual fees, and processing fee <sup>1</sup></li> </ol>
Failing to pay annual fees	Before your cycle ends	Submitting a written request. Paying the current annual fee plus all back fees
	After the cycle ends	Submitting a written request Submitting an acceptable worksheet for the previous 60 months. Paying the current annual fee, all back fees, and a processing Fee

<sup>1</sup> Current fee is posted on the MIHA website.

When a person has been re-activated after prior loss of the certification, a new certification letter will be sent and CPIH Board will publish a public notice.

It is a policy that an individual's original certification number will not be re-assigned.

## Appendix 1 – Category 1 – Active IH Practice

Category 1 – Active IH Practice			MP Points	
	IH practice	Claim <sup>1</sup>	Minimum	Maximum
CPIH	≥ 50%	3 pts/12 months	None	15 pts
	≥ 20% - < 50%	2 pts/12 months		
	≥ 10% - < 20%	1 pt/12 months		
	< 10%	0 points		

**Description:**

Ten percent (10%) IH practice is roughly equivalent to ~180 work-hours per calendar year. Twenty percent (20%) IH practice is roughly equivalent to ~360 work-hours per calendar year. Fifty percent (50%) IH practice is roughly equivalent to ~900 work-hours per calendar year.

CPIH Board does not ask that Certificants keep precise work history records but MP points claimed in Category 1 should be consistent with the Certificants work activities and job responsibilities.

CPIH Board believes that the IH professional boundaries are constantly in flux as CPIHs do more with their knowledge and skills and as the profession adapts to changing business and population needs. Consequently, exact or precise definitions of what is, or is not IH, does not exist. In general, if the work aligns with the IH Rubrics, it can be counted as IH. Certificants are advised to consult with CPIH Board if there are any questions about their professional practice areas.

**Records:**

Acceptable records include but are not limited to:

- Any documentation showing company logo or letterhead, bearing the Certificants name and organizational title.
- Correspondence from the employer (past or current) attesting the Certificant's work history dates and job responsibilities in a company.

## Appendix 2 – Category 2 – Technical/Professional Committee Service

Category 2 – Technical/Professional Committee Service	MP Points	
	Minimum	Maximum
	None	5
If you are the	Then, for each 12 months of service, you can claim MP points <sup>1</sup>	
<ul style="list-style-type: none"> <li>Committee Chair <sup>2</sup></li> </ul>	1	
<ul style="list-style-type: none"> <li>Committee Member <sup>3</sup></li> </ul>	0.5	

<sup>1</sup> Points can be pro-rated (e.g., 18 months as Committee Chair = 1.5 points)

<sup>2</sup> Examples: MIHA Education/Promotion Committee Chair, MIHA Ethic Committee Chair, MIHA-AIHA Technical Committee Chair

<sup>3</sup> Members to the committees in examples given in #2, representing MIHA in special committee set up by other organization such as DOSH, SIRIM, NIOSH and the subject matters are IH-related.

### Description:

MP points are awarded for IH technical or professional committee service outside of the Certificant's organization or inter-organization (e.g. Industry Technical Committees). CPIH Board places no restrictions on how often the committee meets, how much time is invested, or how much progress is made. In general, if the work aligns with the IH Rubrics, it can be counted as IH. For example:

Serving on a	Acceptable for MP Points?	Rationale
Local Emergency Planning Committee (LEPC)	Yes	IH-related
Statewide Ergonomics Taskforce	Yes	IH-Related
Internal company PPE Standards	No	Internal company not eligible
National Fall Protection Standard	No	Safety topic not eligible

### Records:

Acceptable records include but are not limited to:

- Documents published by the Committee Sponsor or Society, showing the Committee roster for each year of claimed service
- Pertinent documents or correspondence which identifies you as a committee member, e.g., meeting agendas or minutes.
- If the Certificant served on a committee but their name was not well documented, additional information will be needed, e.g., a letter from the committee chair.

### Appendix 3 – Category 3 – Publication of IH Papers/Books

Category 3 – Publication of IH Papers/Books		MP Points	
		Minimum	Maximum
		None	None
If you publish in a	And are the	Then you can claim	
Peer-reviewed journal or book <sup>1</sup>	Primary Author	2 pts/publication or book chapter	
	Co-Author	1 pt/publication or book chapter	
Non peer-reviewed article <sup>2</sup>	Primary Author	0.5 pt/publication	
	Co-Author	None	
<p><sup>1</sup> Peer-reviewed journal or book means that the work was subjected to a knowledgeable peer(s) who has authority to accept, edit, or reject the work. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.</p> <p><sup>2</sup> Must be &gt; 500 words in length, technical in nature, pertain to IH subject matter and contain references.</p>			
<p><b>Description:</b>            The information must be related to industrial hygiene. In general, if the publication aligns with the CPIH Rubrics, it can be counted as IH. Certificants are advised to consult with CPIH Board if there any questions about their content.</p> <p>Conference Proceedings do not receive Category 3 MP points due to their limited distribution.</p> <p>Industrial hygiene related chapters in books or similar publications, and patents are treated as peer-reviewed articles.</p>			
<p><b>Records:</b>            Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>Copies or links to the published material showing the publication, date, article title and Certificant’s name</li> </ul>			

## Appendix 4 – Category 4 – Attendance at Educational Programs

Category 4 – Attendance at Educational Programs		MP Points Points (Hours)	
If your MP Cycle is	You must accumulate MP points in	Minimum	Maximum
60 months	IH IH Ethics Safety	10 pts (60 hrs) 0.33 (2 hrs) None	None 5 pts (30 hrs) None
<p><b>Description:</b></p> <ol style="list-style-type: none"> <li><b>MP Areas &amp; Point Values:</b> Certificants can claim MP points for an IH, Safety or IH Ethics educational event that is targeted to the professional level (not technician) level and advances the person’s technical knowledge and skills. IH and Safety training must be at least one hour; Ethics training can be any length. MP points is claimed at a rate of <b>0.167 point per hour</b> of technical content. For additional information, see Determining MP Points for Educational Events, below.</li> <li><b>Courses:</b> The same course may be claimed only one time per MP cycle because the technical content does not change significantly. An initial training course and then later, a refresher training course are counted as two different courses. The same course can be repeated and claimed in a later MP cycle.</li> <li><b>Conferences:</b> Conferences can be claimed for each attendance because it is assumed that the technical content changes for each conference.</li> <li><b>Internal Company Training:</b> Internal Company training qualifies for MP points if it is a designated topic on the meeting agenda and meets the specifications of item #1 above.</li> <li><b>Graduate Degrees:</b> A Doctoral degree completed during the MP cycle, in IH or an IH-related field, can be claimed for 10 IH points (60 hours). MP points is not awarded for a Master’s Thesis (or degree). Academic courses in the Doctoral or Masters programs can be claimed for MP points if the course meets the specifications of item #1 above.</li> <li><b>Distance Learning:</b> Distance learning events (e.g. virtual seminars/courses/conferences, home study, etc.) and physical presence events are treated the same for purposes of MP points calculations.</li> </ol>			

**Records:**

If the Sponsor *does* generate a participation record, then any one of the following will be acceptable:

- Certificate, letter/email, transcript, or other Sponsor-generated record showing completion
- Registration receipt if purchased on site, at a single-day event
- Event badge if only issued on site, at a single-day event

If the Sponsor *does not* generate a participation record, then the Certificant will need one of the following:

- Registration record and evidence of physical presence in the city on the day(s) of the event, e.g. approved expense report, purchase receipts
- Attendance Record from Sponsor

Certificants should also retain an agenda, schedule or other document showing topics and contact time. A certificate of completion by itself may be adequate if it clearly shows the contact time and subject matter that aligns to at least one of the MP Areas.

**Unacceptable Records**

- Advance Travel Purchases
- Event Agenda, Programs, Conference Schedule, or presentation slides
- Event badges if distributed prior to the Event
- Airline boarding passes are acceptable for the days of travel but are not sufficient for a multi-day conference

**Determining MP Points for Educational Events**

MP points can be claimed for an educational event completed during the MP cycle that is targeted to the professional level (not technician), advancing the person's technical knowledge and skills in the areas of IH, safety or IH ethics.

IH or safety training must be at least one hour; IH ethics training can be any length.

MP points is claimed at a rate of 0.167 point per technical contact hour in IH, Safety or IH-Ethics.

**Technical Contact Hours** is the time spent in technical sessions. Technical contact hours include technical presentations, lectures, break outs, Q&A, exams, event overview, event recaps, and discussions. It does not include the non-technical activities, e.g., meals, breaks, exhibitor time, networking, participant introductions, social tours, generic welcome speeches.

For *Courses*, use the technical contact hours as provided by the Sponsor. For *Conferences*, use the technical contact hours as reported by the Sponsor if every technical session was attended; otherwise, report the contact hours based on actual participation or estimate it using an average of 3 hours/half day.

*Continued on next page*

## Determining MP Points for Educational Events, *continued*

Academic courses receive 15 MP hours per academic semester credit-hour, or 10 MP hours per academic quarter-hour.

If the Sponsor does not provide the contact hours, the Certificant will need to calculate the time from an agenda or schedule. Contact time can be:

- Exact, e.g. 75 minutes = 1.25 hours
- Estimated, using the average hours per half day, e.g., 2.5 hrs/half day X 6 half days = 15 hrs
- Rounded down but not up, e.g. 95 minutes = 1.5 hours

If an event has technical content in more than one MP Area, the Certificant may:

- Use the one MP Area that is >50% of the technical content, or
- Use each of the MP Areas, assigning the time accordingly

e.g.: An 8-hour PDC is 75% IH and 25% IH ethics. This could be claimed as either:

- 1.34 IH MP points (8 IH hours), or
- 1 IH MP point (6 IH hours) and 0.33 IH Ethics point (2 IH Ethics hours)

### **MP Areas:**

- **IH:** The subject matter aligns with the IH Rubrics. Additional areas will be considered if there is a human health aspect to the content.
- **Safety:** The subject matter is more acute hazard oriented and not addressed by the IH MP Area definition. For example, Safety MP points can be claimed for guarding, electrical hazards, fall protection, workplace violence or physical security. Note: Confined Space Entry is considered to be the IH MP area. First-Aid, CPR and AED classes are not eligible for MP points.
- **IH-Ethics:** The subject matter aligns with the MIHA Code of Ethics or other equivalent IH professional organisations.

## Appendix 5 – Category 5 – Teaching/Presenting in IH

Category 5 – Teaching/Presenting in IH		MP Points	
		Minimum	Maximum
		None	20
If you teach or present	And the presentation is	Then you can claim	
A live, peer-reviewed <sup>1</sup> presentation at a National or Intl. Conference	≥ 20 minutes	1 pt – Presenter 0.5 pt - Co-Author (non-presenter)	
All other IH related teaching or presenting outside your employment (not peer-reviewed)	≥ 15 but < 60 minutes	0.25 pt	
	≥ 60 minutes	0.33 pt/hour	
A static peer-reviewed poster (i.e., display-only) at a National or Intl. Conference <sup>2</sup>	A poster	0.5 pt – Primary Author	
As part of a consulting practice	See below	0 pts	
<p><sup>1</sup>Peer-reviewed means that the work was subjected to a knowledgeable peer(s) associated with the event, who had authority to accept, edit, or reject the work. Evaluation criteria are usually transparent, having rigor and discipline so that objectivity is maintained.</p> <p><sup>2</sup>A poster session where the person is required to speak or be present for a defined time period is considered to be a live presentation, not a static poster session.</p>			
<p><b>Description:</b> The topic must be IH or IH-related which means that it aligns to the IH Rubrics.</p> <p>Certificants should also avoid double-dipping, i.e., claiming MP pts when both <i>presenting</i> (Category 5) and <i>participating</i> (Category 4) at the same event. CPIH Board has not established specifications in this area but we do watch for abusive practices – which may lead to new rules. As a rule of thumb, the Certificant may claim both Category 4 and 5 MP points if the teaching/presenting time is &lt; 15% of the total participation time (e.g., 1-hour teaching during a 6-hour class).</p> <p>Consultants are <u>not</u> eligible for Category 5 points when the teaching or presentation is service offered as part of a consulting practice. Generally, this means that the Certificant:</p> <ul style="list-style-type: none"> <li>○ consults as their primary job, and</li> <li>○ was compensated, and</li> <li>○ solicited the audience to purchase a product or service related to the presentation (without identifying competition) Note: Inclusion of the consulting firm name on the slides is acceptable.</li> </ul>			
<p><b>Records:</b> Acceptable records include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence in the form of an agenda, schedule or proceedings showing name, topics, dates, and times</li> <li>• Sponsor acknowledgement indicating length and topic of the presentation</li> </ul>			

## Appendix 6 – Category 6 – Other Activities

Category 6 – Other Activities		MP Points	
		Minimum	Maximum
		None	See below
<p><b>Description:</b></p> <p>Only the following other professional activities have been approved for MP points in Category 7. Certificants are advised to contact CPIH Board if they have an activity that should be considered.</p> <ul style="list-style-type: none"> <li>A. Miscellaneous Activities</li> <li>B. Formal Mentoring</li> <li>C. Other Professional Certifications</li> <li>D. IH-Related Exams</li> </ul>			
<p><b>A. Miscellaneous Activities</b></p>			
MIHA Approved Activity	MP Points	Acceptable Record	
Book Review Panel	0.5 pt/review	Participation letter	
IH Conference Session Arranger <sup>1</sup>	0.5 pt/session	Conference brochure	
Editor or Reviewer of a peer-reviewed journal article, column or book chapter <sup>2</sup>	0.5 pt per review	Participation letter	
Pro-bono activity <sup>3</sup>	0.5 pt/40 hrs	Participation letter, or time/task tracking log	
<p><sup>1</sup> Session Arranger is a person responsible to source for speakers/papers for identified topics of technical symposiums of an IH conference. Session Moderators are not eligible for Category 7 pts. If the Moderator presents as part of the session, the presentation may be eligible in Category 5.</p> <p><sup>2</sup> Peer-reviewed journals must be related to the IH rubrics. Certificants should contact CPIH Board to ensure that their journal will be acceptable for Category 7 points.</p> <p><sup>3</sup> IH performed as a community service not as part of a regular job, for continuing education or for pay, e.g., work at disaster sites, local emergency training, Science Fairs, OHTA efforts. Several activities may be added together to total 40 hours (cumulative) during a MP cycle.</p>			

B. Formal Mentoring	MP Points	
	Minimum	Maximum
Mentor to other IH practioners - 1 pt/year 6 hr minimum for each Mentee	None	5 pts/cycle
A Mentoring program <b>must be pre-approved by CPIH Board</b> , meeting the following conditions:		
Mentor Program Coordinator:	<p>There is an overall Coordinator who:</p> <ol style="list-style-type: none"> <li>1. Documents the mentoring program including objectives; Mentor training requirements (if any), time tracking and assessment means; and administrative procedures.</li> <li>2. Evaluates the mentoring activity.</li> <li>3. Provides evidence (e.g., certificate or letter) of mentoring program completion.</li> </ol>	
Mentor:	<p>There is a Mentor (typically, this is the CPIH) who:</p> <ol style="list-style-type: none"> <li>1. Mentors a person outside of the Mentor's normal job responsibilities, supervisory or administrative reporting lines.</li> <li>2. Keep tracks of mentoring time.</li> <li>3. At a minimum, mentors on one or more of the IH rubrics.</li> </ol>	

C. Other Professional Certifications
Other HSE (non-IH) related professional certifications can be claimed for MP by submitting a request with documentation subject to acceptance and endorsement by CPIH Board. The CPIH Board will review and determine eligible MP points based on relevancy against the IH Rubrics.

## D. IH-Related Exams

Exams that meet the Eligibility Criteria below can be claimed for 0.167 point per exam hour. MP points is claimed based on the *maximum time allowed* for the exam, not an individual's actual time to complete the exam. For example, if a 3-hour exam is completed in 2 hours, the CPIH can claim credit for the full 3 hours which is equal to 0.5 MP point (i.e., 3 hours X 0.167 point/hour).

MP points can be claimed each time the exam is successfully completed during a MP cycle.

### **Eligibility Criteria:**

- The exam must be stand-alone. This means that the exam is independent of an educational event (e.g. an exam preparation class or workshop where an exam is administered as part of the learning objectives. (Note: The time for exams conducted as part of an educational event is claimed in Category 4 – Education.)
- The exam must be at least 1 hour in length
- >50% of the exam's content must align to at least one of the IH Rubrics
- The exam must be offered by an organization responsible for overseeing exam development and administration