

Guidelines for Approving RIH Re-Certification Maintenance Points for Courses Submitted by Organisers

1. Introduction

Registered Industrial Hygienists (RIH) are required to participate in approved continuing professional development activities as part of their re-certification maintenance every 3 yearly.

Organisations can apply to the Registered Industrial Hygienist Board (“Board”) for their structured activities to be recognised for the professional development of RIHs.

The applications will be processed by the Board in accordance with prescribed process and criteria by the Board. Applications that fail to meet the criteria will be rejected. Any re-submission will be referred to the Board for deliberation and the decision of the Board shall be final.

2. ELIGIBILITY FOR AWARDING RIH POINTS

The following types of professional development activities in the field of workplace health, industrial hygiene or safety may be considered for approval:

- Accredited formal courses by institutions of higher learning or SSG approved organisations
- Accredited lectures, short courses, seminars, conferences and workshops
- Approved in-house training

Organisers of these professional development activities (“Organiser”) may apply for their activities to be accredited with RIH Re-Certification Maintenance points.

To be eligible for consideration, the activity should include one or more of the topics shown in Annex A.

These activities should enable RIHs to:

- Maintain, improve, or expand their WSH/IH knowledge and skills to function more effectively as RIHs
- Keep updated of changing WSH landscapes, emerging industries, technological advancements, standards and best practices
- Apply their acquired expertise to serve the WSH profession, industry and community
- Develop communication and management skills

The trainer, speaker or facilitator must satisfy the following criteria:

- Qualified WSH, industrial hygiene or occupational health professional with more than 3 years relevant working experience or
- Non WSH professionals with more than 5 years specific experience relevant to the expertise taught or have published paper(s), conference proceedings or books on the subject

3. APPLICATION PROCESS FOR CONTINUING EDUCATION PROGRAM ORGANISERS

Organisers can refer to the work flow for submission and processing of application (Appendix B).

Organisers are to complete the “Application for RIH Re-Certification Maintenance Programme Accreditation” form (Appendix C) and submit it to the Board for approval.

The application form may be obtained from the Occupational and Environmental Health Society’s (OEHS) website at <http://www.oehs.org.sg/>.

Submission shall be made with the original application form through email.

Applications shall be made at least **8 weeks** prior to the start of the activity.

The Board will evaluate the application against the eligibility criteria specified in this document.

Only complete submissions with the necessary documentation and application fees required will be accepted for evaluation. Incomplete submissions will be rejected.

Should the submission meet the eligibility criteria, the Board will award RIH Points based on the following criteria:

Number of Relevant IH Contact Hours (Excluding tea breaks, lunch or dinner breaks)	RIH Points Awarded
1 to 2 hours	1
>2 to 4 hours	2
>4 to 6 hours	3
>6 to 8 hours	4

The Board will reject the application if it does not meet the criteria for content and trainer/speaker requirements.

Once approved, the organiser will be able to include the RIH points awarded by the Board in the marketing materials for the activity.

Approved application will be included in the list of approved continuing professional development activities maintained by OEHS.

4. RESUBMISSION PROCESS

An application that is rejected is allowed a **one-time** re-submission to the Board for consideration.

A formal re-submission shall be done by completing Section C of the application form. The reasons for re-submission should be clearly stated along with any updated and relevant information that further support the Board’s consideration for re-certification maintenance approval for the proposed activity.

The Board shall to review the resubmission and the decision of the Board shall be final.

Activity	Requirements	RIH Points Awarded
Formal courses	Relevant post-graduate courses on safety, health & environment conducted by approved institutions of higher learning	1 to 2 hours: 1 point >2 to 4 hours: 2 points >4 to 6 hours: 3 points >6 to 8 hours: 4 points
Lectures, short courses, seminars, conferences and workshops	Lectures, short courses, conferences, workshops & seminars relevant to RIHs on health, environment or safety. For example: <ul style="list-style-type: none"> • Seminars on regulatory requirements by government agencies, such as, MOM, WSHC, BCA and SCDF • WSH or IH related programmes organised by OEHS or other registered WSH institutions or societies • Workshops and seminars on safety, health and environment conducted by institutions of higher learning or International recognition (Eg., ABIH, BOHS, AOHS, OHTA, AIHA, ACGIH approved courses) 	
In-house training	Courses relevant to RIH on safety, health & environment, professional development and legal requirements. Speakers, trainers or facilitators must meet RIH criteria specified in section 2.	

5. APPLICATION FEES

Requests for RIH Points is free to organisations but must be made through the OEHS RIH Re-Certification Maintenance form available in the OEHS website.

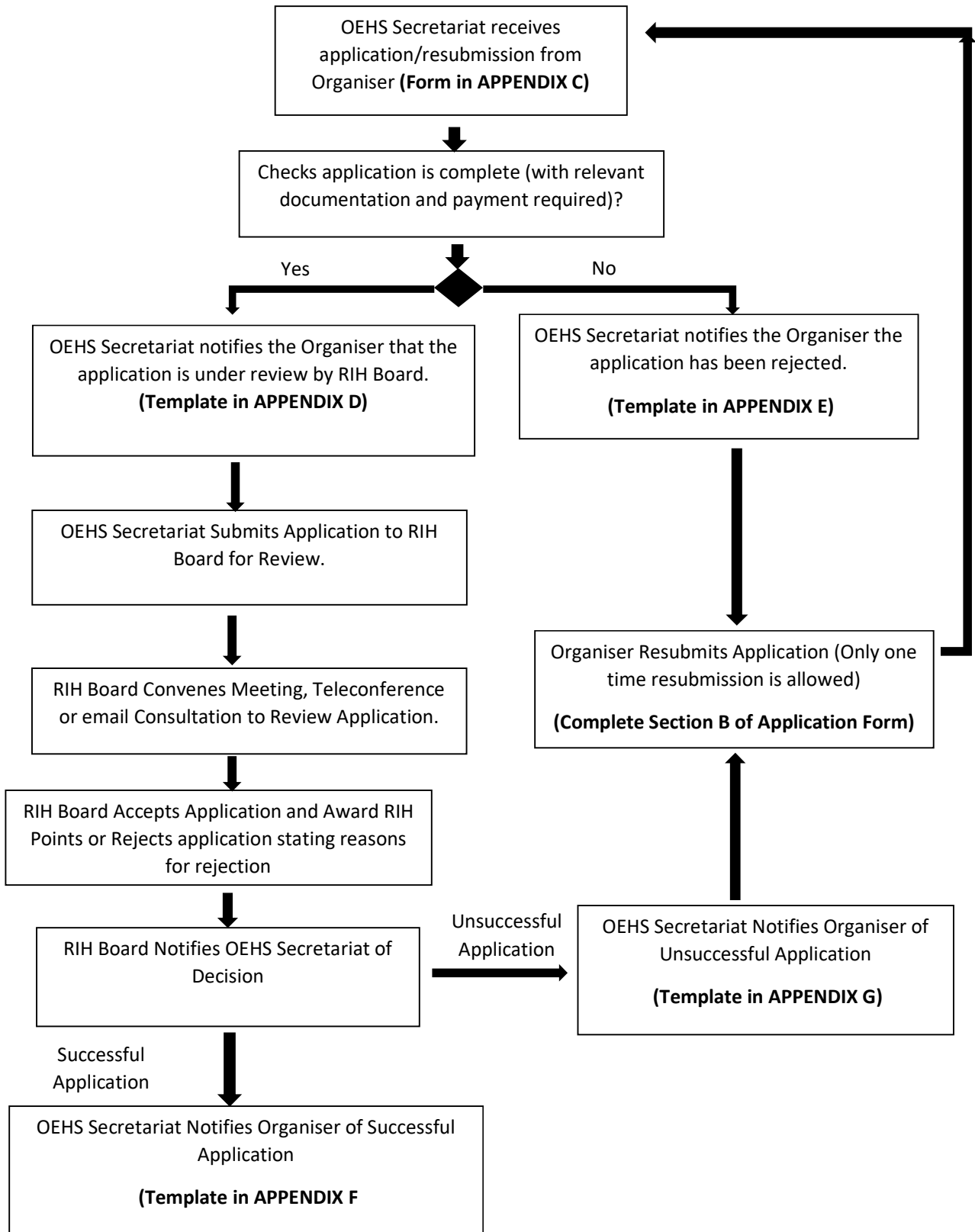
6. CONFIDENTIALITY OF INFORMATION

Except for the purpose of carrying out their duties or for official reporting, the Board shall not disclose any information relating to the Board or RIH re-certification maintenance points applications obtained by them while carrying out their duties. The Board shall treat all documents as confidential to themselves.

APPENDIX A: TOPICS TO BE INCLUDED IN ACTIVITY FOR RE-CERTIFICATION MAINTENANCE PROGRAM CONSIDERATION

- Air sampling & Instrumentation
- Analytical chemistry
- Biohazards
- Chemical hazards
- Indoor air quality
- Ergonomics
- Human factor engineering
- Physical hazards
- Noise and vibration
- Ionising radiation
- Non-ionising radiation
- Thermal stressors
- Lighting
- Hazard mitigation and control
- Emergency response
- Risk assessment and management
- Toxicology
- Community and environmental health
- Ethics
- Fitness for Work
- Epidemiology
- IH issues in industrial processes
- Health and safety communications
- Health and safety auditing
- Health and safety management
- Health and safety performance measurements
- Life cycle analysis
- Occupational medicine
- Product stewardship
- Regulatory affairs
- Statistics
- Training management
- WSH culture building
- Total WSH

APPENDIX B: Work Flow for Submission and Processing of Application



APPENDIX C: Application for RIH Re-Certification Maintenance Programme Accreditation

To: OEHS Secretariat

I hereby apply for the activity organised by my company for approval as RIH re-certification maintenance programme accreditation by the RIH Board.

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Section A (To be Completed by Organiser)

Organiser: _____

Address: _____

URL link to website of organiser: _____

Contact person: _____ Contact number: _____

Designation: _____ Email: _____

Type of Activity (Tick as appropriate):

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Formal courses | <input type="checkbox"/> Seminars |
| <input type="checkbox"/> Lectures | <input type="checkbox"/> Conferences |
| <input type="checkbox"/> Short courses | <input type="checkbox"/> Workshop |
| <input type="checkbox"/> In-house training | |

Title of Activity: IH topics covered in Activity: (Refer to topics listed under Annex A)

Synopsis of Activity: (Describe in no more than 300 words)

Speakers, Trainers or Facilitators Qualification: (The CV for each speaker, trainer or facilitator should be submitted with the application).

	Name	Professional & Academic Qualification (eg. BSc, MSc, CIH, RIH, WSHO)	Years of Relevant Experience
1.			
2.			
3.			
4.			
5.			

Venue: _____

Duration of Activity: _____

Start Date: _____ End Date: _____

Total number of contact hours relevant to IH: _____

(Excludes registration, meal times, breaks & transportation time)

Documentation Enclosed with Application: (Tick as appropriate)

- € Programme of activity
- € Lesson Plan of activity
- € Marketing material eg. brochure
- € CVs or resume of trainers/speakers/facilitators

To the best of my knowledge, the information I have provided is accurate.

Name of Applicant

Signature

Date

Section C: To be Completed by Organiser for Resubmission Case

Reasons for Resubmission:

Revised Documentation Submitted:

- € Programme of activity
- € Lesson Plan of activity
- € Marketing material eg. brochure
- € CVs or resume of trainers/speakers/facilitators

Specify name(s) of trainer: _____

To the best of my knowledge, the information I have provided is accurate.

Name of Applicant

Signature

Date

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Template for CV or Resume (To include a photograph of trainer)

1. PERSONAL PARTICULARS		
Name		
NRIC/FIN		
Passport No (for foreigners only)		
Date of Birth (dd/mm/yyyy)		
Place of Birth		
Nationality		
Residential Address		
Contact number		
Email Address		

2. ACADEMIC QUALIFICATIONS <i>(You are required to submit a copy of each of the relevant certificates.)</i>		
Period of Study (From mm/yyyy to mm/yyyy)	Name of Institution / Organisation	Degree or diploma obtained / Name of Course

3. PROFESSIONAL QUALIFICATIONS <i>(You are required to submit a copy of each of the relevant certificates.)</i>		
Date obtained (dd/mm/yyyy)	Name of Institution / Organisation	Professional Certification obtained

4. DETAILED PROFESSIONAL / WORK EXPERIENCE <i>(Please submit a copy of the testimonial(s) from your employer(s) where applicable.)</i>		
Period of Employment (From mm/yyyy to mm/yyyy)	Name of Employer	Description of Work <i>(Please indicate designation held, job responsibilities and brief description of job.)</i>
5. LIST OF KEY ACHIEVEMENTS in WSH or IH <i>(Please submit a copy of the testimonial(s) received where applicable.)</i>		
Date (mm/yyyy)	Duration	Description of Achievements or Contributions

Reference Number:

Section C: To be Completed by OEHS Secretariat

Date received: _____ Acknowledgement Date to Applicant: _____

Documentation Received:

- € Completed application form
- € Lesson Plan of activity
- € Program of activity
- € Marketing material of activity eg. brochure
- € CVs of trainers/speakers/facilitators

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Section D: To be Completed by RIH Board

Decision on Application:

- € Successful Application

Number of RIH points awarded: _____

- € Unsuccessful Application

Reasons for rejection:

€ Lesson Plan: _____

€ Trainer (s) CV: _____

Board Members Present: _____ Date: _____

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Section E to be Completed by OEHS Secretariat after RIH Board Decision

Notification Date of Decision to Organiser: _____

Re-submission Date (if applicable): _____

APPENDIX D: Acknowledgement Letter to Organiser (If Documentation is in Order)

Date:

To:

Company:

Address:

RE: Application for RIH Re-Certification Maintenance Programme Accreditation

Thank you for your interest in getting your activity accredited as the re-certification maintenance program for registered industrial hygienists.

Your application has been submitted to the RIH Board for review.

We will keep you updated on the status within 4 weeks.

Regards

OEHS Secretariat

APPENDIX E: Acknowledgement Letter to Organiser (If Documentation is NOT in Order)

Date:

To:

Company:

Address:

RE: Application for RIH Re-Certification Maintenance Programme Accreditation

Thank you for your interest in getting your activity accredited as RIH re-certification maintenance program for registered industrial hygienists.

Your application is incomplete and has been rejected.

You may re-submit your application within 2 weeks if you are still keen with the accreditation.

Regards

OEHS Secretariat

APPENDIX F: Notification Letter to Organiser for Successful Application

Date:

To:

Company:

Address:

RE: Application for RIH Re-Certification Maintenance Programme Accreditation

Thank you for your interest in getting your activity accredited as RIH re-certification maintenance program for registered industrial hygienists.

Your application for the activity _____ has been approved by the RIH Board.

It has been awarded _____ RIH Points.

Please include the RIH points in your marketing materials for the activity using this format:

Number of RIH Points: XX

Regards

OEHS Secretariat

APPENDIX G: Notification Letter to Organiser for Unsuccessful Application

Date:

To:

Company:

Address:

RE: Application for RIH Re-Certification Maintenance Programme Accreditation

Thank you for your interest in getting your activity accredited as RIH re-certification maintenance program for registered industrial hygienist.

We regret to inform you that your application on _____ (application date) for the activity:

has not been approved for the following reasons:

You may wish to resubmit your application by completing Section B of the application form.

Regards

OEHS Secretariat

(updated 2 May 2019)