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ISHM Policies and Procedures Manual 500.02
Rev 05/2018
INTRODUCTION

This *Policies and Procedures Manual* represents policies and procedures to manage the Institute for Safety and Health Management (ISHM) certification process for the Certified Safety and Health Manager (CSHM), Associate Safety and Health Manager (ASHM), Certified Safety Management Practitioner (CSMP), Certified School Safety Manager (CSSM) and Certified School Safety Specialist (CSSS) programs. The manual’s procedures are consistent with *International Certification Accreditation Council* (ICAC) accreditation requirements. The organization uses both “ISHM” and “institute” interchangeably throughout the course of this document.

The purposes of ISHM’s CSHM, ASHM, CSMP, CSSM and CSSS programs are to establish national standards for certification/designation in the safety profession; to provide recognition of qualified individuals; and to afford a guarantee to employers that certified/designated personnel have attained stated education and experience qualifications. Individuals certified under these plans qualify for inclusion in the roster of Certified Individuals.

The ISHM—to include the Board of Directors and Staff—reviews and updates this manual on an annual basis.

The ISHM does not discriminate on the basis of race, disability, religion, color, national origin, age, gender, veteran status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy complies with the Title VII of the *Civil Rights Act*, the *Americans with Disabilities Act*, and the *Age Discrimination in Employment Act*.

ISHM considers previous policies and procedures manuals or documents null and void.
ARTICLE I – ADMINISTRATION PROCEDURES

Policy Statement
The Institute for Safety and Health Management (ISHM) is the credentialing organization founded by the National Safety Management Society (NSMS) to promote the establishment of professional standards. ISHM administers the certification programs for the following certifications:

- Certified Safety and Health Manager (CSHM)
- Associate Safety and Health Manager (ASHM)
- Certified Safety Management Practitioner (CSMP)
- Certified Safety School Manager (CSSM)
- Certified Safety School Specialist (CSSS)
- Other Certificates as may be established by the Board of Directors

ISHM’s administration includes establishing all standards and guidelines for the certification programs. ISHM administers the certification programs in accordance with Board of Director bylaws and policies and procedures provided in this document. These programs are not reciprocal with any other certification program. The ISHM board of directors conducts ongoing research and study relative to professional standards.

This plan is not reciprocal with any other certification plan. However, subject to Board of Directors approval, reciprocal arrangements may be made with other credentialing organizations to recognize application eligibility status of qualified candidates with comparable candidate eligibility criteria.

Section 1 – Administration

1.1. ISHM maintains all files at the business office located at: 13560 E 49th Ln., Yuma, AZ 85367.

1.2. ISHM maintains a full and complete record of its meetings and activities, financial records, a register of all applicants for certification, and the disposition of each application.

Section 2 – Reporting

ISHM staff:

2.1. At the end of March, June, September and December ISHM staff will prepare reports, including pass/fail, applicant status, and financial status for submission to the ISHM board.

2.2. On a monthly basis, ISHM staff will provide an updated listing of all certificates with certificate numbers to the ISHM webmaster for inclusion on the ISHM website.

2.3. Annually publish a report containing, at a minimum, number of applicants, number certified, number recertified.
Section 3 - Nondiscrimination

3.1 ISHM endorses the principle of equal opportunity and applies equally all eligibility criteria for examination and certification under the ISHM program, regardless of race, religion, sex, sexual orientation, gender identity, national origin, ethnicity, veteran status, age, marital status, or disability.

3.2 ISHM is committed to providing a certification process that is fair and free from discrimination. ISHM makes all reasonable efforts to ensure that ISHM has based examinations on job-related knowledge and tasks. In addition, during item-writing training, editorial review of individual items, and exam review situations, ISHM provides documentation, in either written or verbal form, on how to prevent bias and stereotyping.

3.3 ISHM and its test development vendor comply with the Americans with Disabilities Act and strive to ensure that no disabled individual is deprived of the opportunity to take an ISHM examination solely because of that disability. On request, ISHM makes special testing arrangements. All testing sites comply with all federal, state, and local laws regarding use of public buildings, ensure accessibility required under the Americans with Disabilities Act, and accommodate applicants with disabilities on an individual basis without additional cost.

Section 4 – Strategic Direction

4.1 On an annual basis, the ISHM Board of Directors review the mission and direction of the organization to determine that programs and activities of the organization are consistent with its goals. The Board also sets the framework for the year by discussing and implementing strategies for branding, relationships, sustainability, and growth. The Examination Committee oversees an assessment of the examination blueprint every five years to determine that the examination content reflects the current needs of the certificate holders and the users of their profession.

Section 5 – Confidentiality and Conflict of Interest

5.1 ISHM takes seriously any improprieties related to conflicts of interest or the appearance thereof. As part of ISHM’s mitigation strategy, staff, board members, volunteers and partner agencies are required to attest to, by signed agreement, the protection of all confidential information and avoidance of any direct or perceived conflicts of interest. (See appendix A-Non-Disclosure Agreement / Confidentiality and Conflict of Interest Agreement)

5.2 To avoid conflicts of interest the following statement will appear on meeting agendas:

“ISHM will not become involved in the competitive business decisions of members, nor will it take any action that would tend to restrain competition.”
Section 6 – Personnel

6.1 Job Descriptions: The Certification body shall define the competence requirements for personnel involved in the certification process. Personnel shall have competence for their specific tasks and responsibilities detailed in job descriptions of the staff involved in the administration of the certification.

6.2 Personnel Records: ISHM maintains up-to-date personnel records, including relevant information, e.g. qualifications, training, experience, professional affiliations, professional status, competence, and known conflicts of interest.

6.3 Statement: ISHM requires all personnel to sign a document by which they commit themselves to comply with the rules defined by the certification body, including those relating to confidentiality, impartiality, and conflict of interests.

6.4 ISHM retains the right to contract management services. All contract employees must adhere to standards of the company and follow rules defined by confidentiality standards.

Section 7 – External Partners

7.1 ISHM is independent of third party vendors who provide examination preparation services and does not endorse or control such vendors. ISHM may offer a referral to such vendors in response to specific inquiries.

7.2 ISHM is independent of vendors who provide education opportunities. In the case of education and training providers, ISHM will review specific training programs on request and allow providers to use the ISHM logo under agreement for those programs that satisfy continuation of certification requirements. In the case of educational institutions and programs that satisfy qualification criteria for certification, ISHM will list such institutions and programs on its website after review and will allow use of its logo under agreement. ISHM does not provide a comprehensive list of qualifying programs or institutions; other vendors may provide qualified training by are not authorized to use the ISHM logo.

7.3 Agreement for out-sourced work:

7.3.1 The certification body shall have a legally enforceable agreement covering the arrangements, including confidentiality and conflict of interest, with each body that provides outsourced work related to the certification process.

7.3.2 While the certification body must actively manage the overall certification program, they can outsource administrative work (rather than use employees). But when they do so, they must adhere to all the same requirements and accept the same level of responsibility as if those administering the program were employees of the certification body.

7.4 Out-Sourced companies used by ISHM:

7.4.4.1 Yardstick-Testing
7.4.4.2 Click Computer Help-IT
7.4.4.3 LaJoy Enterprises- Workforce Solutions through Management
Section 8 – Management Systems

8.1 General Requirements

8.1.1 ISHM establishes, documents and implements an effective management system as a means of ensuring that its certification services conform to specified requirements, to foster an environment of continual improvement and to identify its position as a leading certification body in the safety and health management community.

8.1.2 The departments management system is comprised of the Core and Support Processes that review candidate applicants, administer examinations, assure continuation of certification qualifications, and provide services that satisfy members needs and expectations.

8.1.2.1 The Core Processes describe all the processes that are necessary for ISHM to deliver desired services to its applicants, examinees and members. The Core Processes are listed below:

- 8.1.2.1.1 Application Receiving and Evaluation Process (Article II/Section 2)
- 8.1.2.1.2 Testing Process (Article II/Section 3)
- 8.1.2.1.3 Examination Review and Update Process (Article II/Section 4)
- 8.1.2.1.4 Process for control of outside services (Article I/Section 7.3)
- 8.1.2.1.5 Continuation of Certification Process (Article 11/Section 6)

8.1.2.2 ISHM Support Processes describe all other business requirements that are necessary to manage and control resources, and to conduct business in an orderly manner. The support processes are implemented and managed in accordance with the applicable requirements of the International Standard.

8.2 Documentation Requirements

8.2.1 ISHM defines and documents administration procedures consistent with the requirements of the standard. The administration procedures further describe criteria, activities, responsibilities and the quality assurance measures that are required to ensure the effective operation and control of the ISHM business process. The management system also includes other documents and records required by the organization to ensure the effective operation and control of the business processes.

8.2.1.1 Management system documentation is maintained for four levels of activities as follows:

- 8.2.1.1.1 Level 1- Governance documents including policies and Bylaws.
8.2.1.1.2  Level 2- Administration procedures documents (this manual), including the scope of the management system and documented procedures.

8.2.1.1.3  Level 3- Essential operational business records including candidate and member information, third party agreements, test development records, Board of Director meeting records and financial records.

8.2.1.1.4  Level 4- Non-essential records and correspondence.

As used in this section a blank form is a document (Level 2); a completed form is a record (Level 3).

8.2.2 Control of Documents

8.2.2.1 ISHM ensures that pertinent issues of documents and data that relate to the requirements of the management system are controlled. This control also extends to Level 3 documents of external origin that are maintained by ISHM, such as third party agreements.

8.2.2.1.1 Document and Data Approval and Issue:

8.2.2.1.1.1  All level 1 and Level 2 documents and data that relate to the requirements of the Business Management system and the Standard are reviewed and approved for suitability by authorized personnel prior to use or release. Changes to documents follow the same review and approval process. Where is made of computer-based documents and files, special attention is paid to appropriate approval, access, distribution, and archiving procedures.

8.2.2.1.1.2  A list of documents, identifying the current revision status of each, is established and is readily available.

8.2.2.1.2  Obsolete Document

8.2.2.1.2.1  Electronically maintained documents are promptly removed from points of issue and use. The obsolete master document is archived and may be retained for legal and/or knowledge preservation purposes. The obsolete point of use copy is destroyed.

Section 9 – Institute Representation

ISHM is an Arizona non-profit corporation. Its intellectual property is one of ISHM's most valuable assets and shall only be used in a manner that furthers the ISHM's mission. Among its
intellectual property, ISHM has registered certain trade, service, and certification marks. This section sets forth the terms and conditions for use of the appropriate and permitted uses of these marks. Use of the ISHM's marks is expressly subject to and conditioned on the user's acceptance of these terms. ISHM may use its marks, or grant others permission to use its marks, at its discretion and may establish the rights for usage and representation. The following policies prevail:

9.1 INSTITUTE NAME.

9.1.1 In official usage, the institute's name is designated as "Institute for Safety and Health Management, Inc.”.

9.2 ISHM CERTIFICATION MARKS

9.2.1 Ownership

9.2.1.1 The institute has registered ISHM certification marks.

9.2.1.2 Users of the institute's marks agree and acknowledge that the marks are the sole and exclusive property of the ISHM. Use of one or more of the marks constitutes consideration for, agreement to, and acceptance of the following terms and conditions. Use of the Marks is permitted only pursuant to the terms and conditions of this limited and revocable license, and any other written agreement which terms apply to such use. Any failure by a user of the marks to comply with the terms and conditions contained herein may result in the immediate revocation of this license, in addition to any other sanctions imposed by the institute.

9.2.2 USE

9.2.2.1 ISHM certification marks must be used in a professional manner, as set forth more specifically below. Notwithstanding the foregoing, the marks may not be used in a manner that, in the sole discretion of the institute: discredits the institute or tarnishes its reputation and goodwill; is false or misleading; violates the rights of others; violates any law, regulation or other public policy; or mischaracterizes the relationship between the institute and the user, including but not limited to any use of the marks that might reasonably be construed as an endorsement, approval, sponsorship, or certification by the institute or the user, the user's business or organization, or the user's products or services or that might be reasonably construed as support or encouragement to purchase or utilize the user's products or services (unless the user is a participant in an ISHM Certification).

9.2.2.2 The institute, in general, does not object if users self-represent that they are ISHM-certified so long as there is no suggestion that ISHM endorses or certifies the product or services.

9.2.2.3 Use of marks is voluntary and provided by the institute to participants in one of the certification programs. A list of such permitted participants is maintained at the ISHM offices.

9.2.2.4 The mark may be used only on or in connection with individuals or companies
certified by or on behalf of ISHM and under the terms of written agreement with the institute.

9.2.2.5 No person shall use the ISHM mark, or any portion thereof, in connection with any individual, product, or service, or represent or imply in any way that an individual, product or service has been certified or approved by ISHM, unless ISHM has confirmed, in writing, that the individual, product, or service is certified.

9.3 ISHM LOGO

9.3.1 The institute permits, only as set forth below, the use of its "ISHM " and "ISHM" trademarked logos "as is" and makes no warranties, representations, or statements, express or implied, with respect to these logos.

9.3.2 The logos may not be used to disparage the institute or its members.

9.3.3 The institute will not be responsible for any loss or damages of any kind whatsoever sustained by any party, however caused, in regards to use of the logos.

9.3.4 Use of the institute’s logos is subject to and conditioned upon users' acceptance of this policy.

9.3.5 Users may scale/resize the logos to suit their needs, but may not change color or design or alter the graphics in any way and may not combine with any other graphic.

9.3.6 In every use, users must preserve the integrity of the logo.

9.3.7 All members in good standing with ISHM may, without written permission, use the ISHM logo on their website, business card, or letterhead to denote membership in the institute, provided the word "member" appears with the logo.

9.3.8 Upon notice by the institute, users agree to immediately cease any and all further use of the logos.

9.4 ISHM WEBSITE

9.4.1 Users may, without written permission, use the logo to denote an electronic link to the institute website www.ISHM.org, or its subpages. Links from websites that, in ISHM's sole discretion, could be construed as distasteful or offensive, obscene, defamatory, libelous, misleading, or which are being used for illegal purposes are not permitted.

9.4.2 Any link established must transfer the viewer directly to the institute's website, to enable viewing of the site as posted by the institute, without the imposition of any frames, browser windows, or third-party content.

9.4.3 Use of the logo, or linking to the institute’s website, is at the user's sole risk and must comply with ISHM's Website Link Policy. The Institute provides this access "as is" and disclaims any warranties, express or implied (including but not limited to the implied warranties of merchantability or fitness for a particular purpose).

9.5 MEDIA USAGE

9.5.1 Events, seminars, publications, etc., which are co-sponsored by the institute, may use the
logos and printed materials in conformity with the terms and conditions of this policy. The institute must approve, in advance, any such materials or logo use.

9.6 REPRESENTATION

9.6.1 Institute committee members, sub-committees, and task groups must exercise care and good judgment in use of institute letterheads, envelopes, and official titles/designations.

9.6.2 Institute letterhead, envelopes, and titles may only be used for institute business and purposes, not for personal business.

9.6.3 A letter, including electronic communications such as email, written on institute stationary or for official institute purposes, should not contain personal comments and/or opinions of the writer. If unavoidable, the letter must clearly distinguish personal comments and opinions from official positions of the institute based on the ISHM charter, bylaws, policies, rules regulations, procedures, and balloted actions of institute units.

9.6.4 Officers of ISHM committees, sub-committees, and task groups must refrain from using official institute titles when expressing personal views or comments.

9.7 MISCELLANEOUS

9.7.1 Use of the institute’s marks shall create no rights for users in the marks, including the logos, or their use beyond the terms and conditions of the limited and revocable license set forth in this Policy or any written agreement relating to such use. The marks shall remain at all times the sole and exclusive intellectual property of ISHM. The institute shall have the right, from time to time, to request samples of use of the logos from which it may determine compliance with these terms and conditions. Without further notice, the institute reserves the right to prohibit use of the marks/logos if it determines, in its sole discretion, that a user's usage, whether willful or negligent, is not in strict compliance with this policy, otherwise is not in the best interest of the institute, the user is not a institute member in good standing, or for any reason whatsoever.

9.7.2 The institute reserves the right to alter, amend, or terminate this policy at any time and without notice to the user. The user agrees to abide by any such changes or amendments.

9.7.3 Use of the marks and logos does not imply approval or endorsement by the institute of any individual, company, products or services, unless the user is a participant in an ISHM Certification Program.

9.7.4 The interpretation and enforcement of the terms and conditions herein, and any compliance therewith, shall be made by the institute in its sole discretion. Otherwise, this license is governed by and construed in accordance with the laws of the State of Arizona. Users agree to jurisdiction and venue in Arizona state and federal courts. User agrees that any breach by it of the terms and conditions herein entitles the institute to an injunction (and possible damages) against the user.
Section 10 – Record Retention/Disposition Policy

10.1 ISHM retains original applications for certification for two years.
10.2 ISHM may retain application records electronically, -
10.3 Or as the original document.
10.4 ISHM retains applicant scores on the certifying exam during the period of certification.
10.5 The ISHM CEO maintains all records regarding applicant certification in a secure location.
10.6 ISHM disposes of all records securely in order to maintain the strictest of applicant confidentiality.

ARTICLE II – CERTIFICATION PROCEDURES

Policy Statement

The Institute for Safety and Health Management (ISHM) is the credentialing organization founded by the National Safety Management Society (NSMS) to promote the establishment of professional standards. ISHM administers the certification programs for the following certifications:

- Certified Safety and Health Manager (CSHM)
- Associate Safety and Health Manager (ASHM)
- Certified Safety Management Practitioner (CSMP)
- Certified School Safety Manager (CSSM)
- Certified School Safety Specialist (CSSS)

ISHM creates documentation and certification procedures with the following objectives:

1. Involving the appropriate experts.
2. Utilizing an appropriate structure that fairly represents the interests of all parties significantly concerned, without any interest predominating.
3. Identifying and aligning prerequisites, if applicable, with the competence requirements.
4. Identifying and aligning assessment mechanisms with competence requirements.
5. Analyzing jobs or practices to further modify certification procedures by:
   6.1 Identifying required competencies for each task.
   6.2 Identifying prerequisites, as applicable.
   6.3 Confirming assessment mechanisms and examination content.
   6.5 Identifying recertification requirements and intervals.

Section 1 – ISHM Certification Guidelines

Prior to application, ISHM requests that applicants review the ISHM Certification and Designation Criteria to determine eligibility based on the education, certifications, and experience. ISHM uses these guidelines to certify applicants by identifying and aligning
prerequisites, as applicable with competence requirements. (See Appendix B Criteria Chart, following criteria, see Appendix C for fee chart).

Section 2 – Initial Application Procedures

2.1 Individuals will make application for recognition as an ASHM, CSSM, CSSS, or for approval to take the CSHM or the CSMP examination on the proper form, accompanied by the initial fee; official academic transcript for the degree claimed; and documentation of the required experience verified by the employing agencies, as applicable. Applications not completed within 6 months will be made inactive.

2.2 Applicants must provide all requests for information and respond to all application questions.

2.3 The applicant seeking certification must sign the application.

2.4 The application includes requests for the following information:

2.5 Information required to identify the applicant to include applicant’s name, address, and other information required by the certification scheme, to include a government-issued picture ID.

2.6 Information related to education and certificates.

2.7 Professional references.

2.8 Fee payment.

2.9 Scope of the desired certification.

2.10 A compliance statement from the applicant that indicates an agreement to comply with the certification requirements and to supply any information needed for the assessment.

2.11 Supporting information to demonstrate objectively compliance with the scheme prerequisites.

2.12 Notice to the applicant of his/her opportunity to declare, within reason, a request for accommodation of special needs.

2.13 A statement offering special needs accommodations in order to complete the certification process.

2.14 An attestation regarding:

2.14.1 Compliance with ISHM certification program requirements.

2.14.2 Agreement to supply any information required in the program's assessment.

2.14.3 Non-disclosure agreement related to the disclosure of examination content to any third party.

2.14.4 ISHM authorization to disclose to the general public the status of an applicant’s certification.

2.14.5 ISHM’s authorization to communicate any, and all, information relating to the candidate’s certification status to the appropriate board committee.

2.15 ISHM will treat all other information as confidential and only disclosable with the applicant’s written consent.

Section 3 – Examination Procedures

3.1 Exam Conditions. ISHM shall establish criteria for the conditions for administering to include lighting, temperature, separation of candidates, noise, candidate safety, etc.
3.2 Reasonable Accommodations Policy. ISHM provides reasonable testing accommodations for candidates with documented disabilities recognized under the Americans with Disabilities Act [ADA]. The ADA mandates that testing accommodations be individualized, meaning that no single type of testing accommodation is adequate or appropriate for all individuals with any given type of disability or health-related need. “Health-related needs” refers to any of a variety of medical conditions that impact a major life activity, such as those affecting digestion, immune function, respiration, circulation, endocrine functions, etc.

3.2.1 Test takers with health-related needs may be able to test under standard conditions if ISHM determines that only minor adjustments, if any, to the testing environment are required (e.g., wheelchair access, insulin pump, heart rate monitor, etc.). Test takers who wear an insulin pump do not need to be approved for accommodations unless the pump is especially noisy. In that case, it is recommended that testing take place in a separate room so the noise will not disturb other test takers. Candidates who require food, a beverage, or equipment such as glucose testing materials or an inhaler must apply for accommodations also, since a separate room may be necessary.

3.2.2 In most cases, score reports contain no indication of whether a test was taken with accommodations. In rare instances, when an accommodation significantly alters what is tested (for example, if an entire test section must be omitted), a statement may be included with the score report indicating that the test was taken under nonstandard testing conditions. Score recipients are reminded that test scores should be considered only one part of an applicant's record.

3.2.3 Note: Not all accommodations are available for each test. Please see the specific program page for the test you are taking to learn which accommodations are available for that test. Some accommodations that may be approved include:

**Computer-based Testing**
- Extended testing time (all tests are timed)
- Additional rest breaks
- Reader
- Recorder/writer of answers
- Sign language interpreter (for spoken directions only)
- Selectable background and foreground colors
- Alternate test formats:
  - Audio recording
  - Large print
ISHM may make available the following, for those familiar with their use:
- Trackball mouse
• Quill mouse
• IntelliKeys® keyboard
• Screen magnification
• Ergonomic keyboard
• Keyboard with touchpad
• Selectable background and foreground colors

**Paper-based Testing**

- Extended testing time (all tests are timed)
- Additional rest breaks
- Writer/recorder of answers
- Reader
- Sign language interpreter (for spoken directions only)
- Large print test book
- Large print answer sheet
- Audio recording
- Audio recording with large print figure supplement

3.3. Testing Equipment. When technical equipment is used in the examination process, the equipment shall be verified and/or calibrated where appropriate.

3.4. Exam Periodicity. CSHM and CSMP candidates may take the respective exam up to four times in a two-year period immediately following acceptance of the application. Individuals who do not pass the exam will have three remaining opportunities to retake and pass the exam within the applicable time frame. Each examination requires payment of the applicable fee.

3.5. ASHM. Candidates meeting the criteria of Education and Experience required are Eligible for the ASHM designation with no testing and with no expiration as long as continuance of fees are paid.

3.6. CSSM and CSSS. Candidates meeting the criteria of Education and Experience required are Eligible for the CSSM and or the CSSS designation with no testing and with no expiration as long as continuance of fees are paid.

**Section 4 – Approval**

4.1. ISHM is solely responsible for decisions for granting, maintaining, recertifying, extending, reducing, suspending, or withdrawing certification. At no time will ISHM outsource such decisions.

4.2. ISHM will review, and base approval, on the following criteria:

   4.2.1 Fulfillment of appropriate education requirements as demonstrated by official academic transcripts.
   4.2.2 Award of appropriate certificates as demonstrated by official documentation.
   4.2.3 Fulfillment of appropriate experience requirements as demonstrated by work experience validation.
   4.2.4 Payment of application fee.
4.3. The certification body shall require that a certified person sign an agreement for the following reasons:

4.3.1 Comply with the relevant provisions of the certification scheme.
4.3.2 Make claims regarding certification only with respect to the scope for which certification has been granted.
4.3.3 Discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body.
4.3.4 Not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification that the certification body considers misleading or unauthorized.
4.3.5 Not to use the certificate in a misleading manner.

4.4 Certification is dependent on a signed Certification Administration Agreement and Non-Disclosure Confidentiality Agreement.

4.5 Certification is dependent on a signed Code of Conduct Agreement, with certificants attesting:

4.5.1 If something occurs during the period of ISHM certification that makes it impossible or dangerous for me to continue performing the tasks for which I was certified, I shall notify ISHM of the change of situation to determine if continued certification is in the best interests of ISHM and/or the industry.
4.5.2 I will notify ISHM if I am convicted of a felony or any other serious criminal violation that might bring the ISHM certification program into disrepute.
4.5.3 I will make claims regarding this certification only with respect to the scope for which certification has been granted;
4.5.4 I will not use the certification in such a manner as to bring the certification body into disrepute, and will not make any statement regarding the certification which the certification body considers misleading or unauthorized;
4.5.5 I will discontinue the use of all claims to certification that contain any reference to the certification body or certification upon suspension or withdrawal of certification.
4.5.6 I will not use the certification in a misleading manner.

4.6 A certificate and card indicating certification number and expiration date shall be issued upon initial certification. A card indicating certification number and expiration date shall be issued upon annual renewal. A certificate will be sent upon successful completion of the Continuance of Certification program.

Section 5 – Certification Renewal

5.1 Renewal Fees. Payment of the annual renewal fee is due on or before the annual renewal date. Certificants who do not submit payment by the due date will have a $30.00 late fee added to their account. If ISHM does not receive payment within one month after the expiration of the certificate, the certificate shall be considered invalid. The board may allow reinstatement of certificate holders whose certificates have become invalid under certain circumstances deemed appropriate by the board and in accordance with board procedures.
5.2. Continuance of Certification Requirements. The certificates of certificate holders who do not meet the Continuance of Certification (COC) requirements established by the board shall be considered invalid. Reinstatement of certificate holders failing to meet Continuance of Certification requirements may be allowed in circumstances deemed appropriate by the Board and in accordance with procedures established by the Board.

The purpose of the (COC) program is to ensure that CSHMs and CSMPs continue to develop and enhance their professional safety and health management knowledge and skills for the duration of their active careers. The emphasis of the COC program is on continuing education. Participation in the COC program is a key element of continuing competence in the profession.

**Section 6 – Certification Maintenance / Continuance of Certification (COC)**

6.1 COC Requirements. In order for a member to maintain certification, a member must provide written evidence to the board of continued professional qualifications by submitting a Continuance of Certification (COC) Worksheet. COC worksheets are available on the ISHM website. The board publishes a schedule for maintenance of certificates and sends two courtesy notices to members who are due to report. Initial COC worksheets are submitted without supporting documentation.

6.2 COC Audit. The ISHM will randomly select 10 percent of submitted COC worksheets for an annual audit. If selected, ISHM will request supporting documentation of the activities listed on the worksheet from the member. After receiving a COC worksheet, the board will send a written notice of receipt. When the board finds that a member has submitted an acceptable COC worksheet, a written 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. When the discrepancy is resolved, a letter of recertification will be sent. If the discrepancy is not resolved, a notice of certificate termination will be sent.

6.3 Basic COC Requirements:

   6.3.1 CSHM - 30 COC points must be accumulated over five years.
   6.3.2 CSMP - 20 COC points must be accumulated over five years.
   6.3.3 CSSS - 20 COC points must be accumulated over five years.
   6.3.4 CSSM - 30 COC points must be accumulated over five years.
   6.3.5 The COC Cycle begins on January 1 of the year passing of the certification exam.
   6.3.6 The COC Cycle ends on December 31 of the fifth full year following the start of the cycle.
   6.3.7 The cycle start and end time may be adjusted to coincide with certification schedules of related certifications. (e.g. CSP, CIH)
   6.3.8 COC worksheets are due by February 1 of the year immediately following the end of the five-year cycle. Failure to turn in COC worksheets by February 1 will result in notification that certification has been terminated.
   6.3.9 Good dues standing are required for recertification.
6.3.10  Maintaining COC can be accomplished by retaking the CSHM or CSMP examination in the fifth year of the COC cycle.

Section 7 – Certification Denial or Withdrawal

ISHM considers misrepresentation and/or noncompliance with eligibility criteria, the rules, and guidelines of ISHM certification, and/or misuse of the ISHM credential serious ethical issues that require investigation and possible disciplinary action.

The board shall have the power to reprimand a certificate holder, deny, suspend, and refuse to renew, or revoke the certificate of any certificate holder who is found guilty of one or more of the following:

7.1  Falsification of information on the ISHM examination application or any material information requested by ISHM.
7.2  Obtaining a certificate or a renewal of a certificate through the use of fraud or deceit. The making of any fraudulent, misleading, or untruthful statements in any application or documentation submitted to the Board by any applicant, candidate or certification holder in an effort to obtain, retain, or renew certification.
7.3  Misrepresentation of continuing education credits required for recertification.
7.4  Misrepresentation of ISHM certification status.
7.5  Suspected individual pre-knowledge of test content, impersonation, cheating on the ISHM examination, or other evidence of possible examination compromise.
7.6  Violation of one or more of the provisions in the ISHM Code of Professional Conduct; or
7.7  A criminal conviction of a felony, misdemeanor, or petty offense for acts done in connection with activities for which the certificate was issued whether the conviction arises by a finding of guilty by a judge or jury, a plea of guilty, or a plea of nolo contendere.
7.8  Unauthorized or illegal use of a certificate issued by the ISHM.
7.9  Unauthorized or illegal use of any ISHM document.
7.10 Unauthorized possession, distribution, or use of any ISHM testing or examination materials including but not limited to, copying and/or reproduction of any ISHM examination questions or test related items; or disclosing to others any examination question or test related item.
Section 8 – Restrictions

8.1 No one who has direct access to examination materials or content may provide certification preparation training or assistance to potential certification candidates for the purpose of obtaining certification.

8.2 While recognizing that some candidates may benefit from examination preparation courses, ISHM does not provide, endorse, or require such courses.

8.3 This does not preclude someone, such as a board member with incidental knowledge of examination content, from teaching safety management courses that include in, a general way, subject matter that may also be covered by the examination. (Rev 08/08)

Section 9 – Board Authority to Charge

The ISHM board’s Chief Executive Officer shall be responsible for bringing a charge against a certificate holder based on the ground(s) enumerated in this chapter. A charge shall be in writing and filed with the Secretary of the ISHM board. Any person may present to the executive director information relating to any person holding a certificate issued by the ISHM who may be guilty of one or more of the grounds enumerated in this section.

Section 10 – Board Investigation

ISHM investigates alleged misconduct, misrepresentation, and/or noncompliance, beginning with an objective review process in which evidence substantiating the allegations is collected to ensure due process and to protect the rights of candidates/certificants.

The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certificant. Upon completion of the review process, ISHM reserves the right to take disciplinary action, for valid cause, against its certification holders, individuals seeking ISHM certification, or individuals misrepresenting their ISHM certification status.

10.1 ISHM notifies the individual in writing that it has received evidence of cause for denial, suspension, or revocation of certification. This notice will describe the purported cause. The notice also shall request the individual to submit in writing, within 30 days of notification, any evidence, or argument concerning the proposed denial, suspension, or revocation of certification.

10.2 A Discipline Subcommittee will be appointed by the ISHM Board Chairperson and send information describing the details of the situation and the individual in question, including evidence or argument supplied by the individual (if submitted). This subcommittee is empowered by the ISHM board to make discipline decisions.

10.3 If the Discipline Subcommittee reaches a unanimous decision, its decision will be carried out with the approval of the ISHM board.

10.4 If the decision is not unanimous, or if the Discipline Subcommittee decides that the case is unusual, the subcommittee will present the case to the ISHM board for consideration and action.

10.5 ISHM will notify the individual by certified mail regarding the decision. This notice shall include a brief statement setting forth the reason for ISHM’s decision.
10.6 The individual's records within ISHM's database will be modified to indicate that the certification has been suspended or revoked. Inquires will simply be told that the individual is not currently certified by ISHM.

10.7 If the ISHM determined the need to deny, suspend, or revoke the individual’s certification, then ISHM will forward to the individual information regarding its review and appeals process.

10.8 Any individual who wishes to appeal the decision of the ISHM’s denial, suspension, or revocation, of their certification status must do so according to the process outlined in ISHM’s review and appeals process.

10.9 In the event that the individual does not appeal the decision of the ISHM’s denial, suspension, or revocation, ISHM will request from the individual the name and address of the individual's current employer and will send notification of the ISHM's decision to the employer.

10.10 The ISHM certificate technically remains the property of the ISHM. The individual must return the certification if it is withdrawn for cause.

10.11 ISHM will securely store and retain in the ISHM office for three years all written materials considered in the disciplinary process and written decisions of the Discipline Subcommittee.

Section 11 – Review

All charges shall be reviewed by a quorum of the Executive Committee within 60 days of receipt of the charges by the secretary. All activities related to the filing, investigation, and resolution of charges shall be held confidential.

Section 12 – Appeals

12.1 Under certain circumstances, ISHM may deny, suspend, or revoke certification status. Any denied individual subject to denial, suspension, or revocation has the right to appeal the decision. ISHM has an established review and appeals process for individuals seeking an amendment of this decision. This process offers any individual the opportunity to have his or her concerns heard in a fair, objective forum. However, individuals will not be entitled to receive a copy of either the certification examination or the answers to any questions on the examination.

12.2 Any individual whose certification has been withdrawn as a result of the failure to pay any required dues or fees, or an individual whose professional license has been denied, revoked, or suspended by a state licensure agency, shall have no right to pursue an appeal. Such individuals may, however, present written evidence that the factual predicate for the denial, revocation, or suspension of certification is incorrect: Such evidence shall be reviewed and appropriate action taken.

12.3 To ensure an impartial appeals process, an Appeals Panel consisting of three ISHM board members is formed and comprised of the board chair and two other voting members. The panel chair will be the ISHM board chair, who will appoint the other two voting members from the existing ISHM board. If the chair chooses an Appeals Panel member who has a personal or financial conflict of interest, that panel member will be withdrawn from the panel.
12.4 The Appeals Panel reviews each case individually and then processes the results of the review directly with the individual requesting the appeal. The ISHM board grants to the Appeals Panel full and final authority to deny, suspend, revoke, or reinstate ISHM certification.

12.5 The Appeals Panel chair will chair all meetings of the panel. The meetings will be held, as needed, by conference call unless an in-person review is requested and paid for by the appellant. The chair will determine dates and times for review. Panel members and the appellant will be informed of the date at least one month prior to the conference call. All materials available for the review will be provided in writing to the members in advance of the review.

12.6 Any applicant, candidate, or certificate holder who has been disciplined as provided in accordance with board policies, shall have the right to a personal appeal. Such appeal shall be directed to the chair who shall call a meeting of the board within 180 days of the filing of the appeal with the board secretary. Any appeal shall be limited to the record of the proceedings of the ad hoc committee including, but not limited to, all exhibits plus any written statement of the person charged who pursues a personal appeal. Any action taken by a majority of a quorum of the board pursuant to such appeal shall be final, and the decision of the Board upon such reconsideration shall be sent to the person appealing within 90 days of the decision of the board.

12.6.1 An individual must submit a written, notarized request for an appeal to the ISHM board chair. The request must include a statement of the appellant’s reasons for believing that the decision was erroneous, along with five copies of any supporting materials/ documentation, and a statement of the desired outcome.

12.6.2 An appellant must send the request for an appeal by certified mail and postmarked within 60 days of the date of mailing of notification of denial suspension, or revocation. ISHM will not consider any materials postmarked beyond the 60-day period.

12.6.3 Following the receipt of the appellant’s request, the ISHM board chair shall, as soon as practical, appoint two members of the ISHM board to serve as that individual’s Appeals Panel.

12.6.4 After receipt of a request for an appeal, and selection of the Appeals Panel, the panel will consider the case as soon as practical.

12.6.5 In advance of the review, the ISHM office will send all supporting materials for the case to the Appeals Panel.

12.6.6 At the request of individual members of the panel, the chair may, but need not, submit additional questions in writing to the appellant. The appellant will have the opportunity to respond in writing.

12.6.7 Panel members and the appellant will be informed of the date for the review at least one month prior to the conference call.

12.6.8 If the appellant desires an opportunity to address the panel in person or by conference call, the appellant may do so but must bear the cost of such in-person review. The appellant can contact the ISHM office for an estimate of such costs. If the appellant
desires an in-person review, the request must be included with the statement of the appellant described in step 1.

12.6.9 An appellant may be represented by legal counsel at any meeting where the appellant addresses the panel, whether in person or by conference call.

12.6.10 The voting members of the panel will review each case and reach a majority decision. A unanimous vote is required to overturn the decision to deny, suspend, or revoke certification. The decision of the Appeals Panel will be final.

12.6.11 The Appeals Panel chair will send the appellant the panel’s decision in writing by certified mail as soon as practical after the review.

12.6.12 Written materials considered in the appeals process and written decisions of the Appeals Panel will be securely stored and retained in the ISHM office for three years.

Section 13 – Certification Process Security

13.1 Document Security

The architecture and information technology infrastructure for storing electronic data must prevent unauthorized access.

13.1.1 Electronic Records

13.1.1.1 Demographic Records

13.1.1.1.1 Electronic records for applicants and certificants, including their demographics, eligibility and status, shall be maintained in a database system which offers secure access through password-protected login.

13.1.1.1.2 Staff may be assigned different levels of access depending on their functions.

13.1.1.1.3 The contract with the system vendor shall require a level of security which guarantees, at a minimum: frequent backups, firewall protection, encryption of data transmission, and regular monitoring for security threats.

13.1.2 Examination Records

13.1.2.1 Candidate test registration data, item banks, test forms, item statistics, and candidate test performance data shall be maintained through the testing vendor’s software.

13.1.2.2 Tests shall be delivered in a proctored setting at authorized testing centers through a secure network.

13.1.2.3 The contract with the testing vendor shall require a level of security which guarantees, at a minimum: proper security at testing sites; proctor training in security protocols; frequent data backups, firewall protection, and encryption of data transmission; and regular monitoring for security threats. Information pertaining to the content of the examination shall be maintained in password protected computer files.

13.1.3 Hard Copy Records
13.1.3.1 Hard copy records pertaining to applicants, candidates, and certificants demographics, application forms, references, transcripts, testing history, pass/fail scores, ethics code, disciplinary actions (if any), and recertification documentation shall be maintained in the EO in an interior security room designed to be accessible to staff during the day and locked at night. Unsupervised building custodial personnel shall not have access to this area.

13.1.3.2 Records pertaining to financial transactions and banking shall be maintained in accounting software; hard copies shall be stored in lockable file cabinets.

13.1.3.3 Information pertaining to the content of the examination shall be maintained in locking files within the security room.

13.2 Document Destruction

Hard Copy Files  Confidential information in hard copy that is no longer needed (in accordance with Records Retention policy) shall be shredded using a crosscut shredder. Each ISHM staff member will have a cross-cut shredder and will immediately shred all information no longer needed. Staff is not allowed to accumulate items to be shredded.

Electronic Files. When computer equipment is replaced in the EO, all files shall be deleted by the most effective technology available from the hard drives of equipment that is to be discarded.

13.3 Access to Records

Only authorized ISHM personnel may have access to candidate, certificant and examination information. New employees shall be trained in matters of confidentiality and the proper handling of candidate, certificant and examination information.

ARTICLE III – Examination Committee

Policy Statement

The board chair shall appoint an Examination Committee chaired by the Board’s vice chair. The board’s examination consultant(s), CEO, and other designated employees shall serve on the committee without vote. The Examination Committee is responsible for the development, maintenance, administration, and review of the examinations and examination procedures and for regularly conducting studies to ensure the validity of the examinations.

ARTICLE IV – FEES

Policy Statement

The ISHM is authorized to collect and process all application and exam fees.
Procedures

1. Applicants must remit an initial application fee with the application.
2. Applicants must remit an exam fee prior to testing.
3. Renewal applicants must remit a renewal application fee.
4. Renewal applicants failing to renew within the prescribed time, and who wish to re-instate the certification, must pay all past due fees and late fees. Members who have been inactive for more than two years must retake the corresponding exam and are subject to an exam fee.
5. Certificates who fail to renew by the due date on their invoice will be assessed a late fee of $30.00
6. See fee chart in Article 11, Section 1 (Appendix 1.2)

ARTICLE V – COMPLAINTS

Policy Statement

Any number of situations may arise that may lead an individual to file a formal complaint with the ISHM. This may include a complaint regarding a perceived flaw in a question or exam process; or a complaint against an ISHM-certified individual, staff member, board member, or volunteer. ISHM’s process offers any individual the opportunity to have concerns heard in a fair, objective forum. However, individuals will not be entitled to receive a copy of either the certification examination or the answers to any questions on the examination.

ISHM will not take disciplinary action against the complainant simply because the individual filed a complaint. ISHM will treat all complaints as confidential.

Section 1 – Complainant Procedures

1.1. Individuals must file complaints against ISHM in writing via email, fax, or mail; individuals must submit mailed complaints via the U.S. Postal Service (USPS).
1.2. Individuals must present written evidence of the basis for their complaint.
1.3. ISHM will not consider anonymous complaints.

Section 2 – ISHM Procedures

2.1. ISHM staff and board members will review evidence and take appropriate action as established in written procedure.
2.2. ISHM staff will log the complaint and initiate an initial investigation to determine the complaint’s validity. If possible, ISHM staff will resolve the complaint during the initial investigation.

Section 3 – Board Procedures

3.1. If ISHM staff is unable to resolve the complaint, ISHM staff will forward the complaint to the ISHM Board of Directors, Complaint Review Panel. The ISHM Board of Directors, Complaint Review Panel, ensures an impartial appeals process. The panel
consists of three ISHM board members: a chair and two voting members. The ISHM Board chair serves as the panel chair, and appoints the two voting members from the existing ISHM Board.

The panel chair will manage all panel meetings. The panel will hold meetings by conference call unless the complainant requests an in-person review; in the case of an in-person review, the complainant pays for the cost of the review. The chair determines the dates and times for review. Panel members and the complainant will be informed of the date at least one month prior to the conference call. All materials available for the review will be provided in writing to the members in advance of the review.

If the chair appoints a member who has a personal or financial conflict of interest, that panel member will be withdrawn from the panel.

The ISHM Vice Chair will assume the lead role in this process, if the chair is the subject of the complaint.

The Complaint Review Panel reviews each case individually and then processes the results of the review directly with the individual filing the complaint. The ISHM board grants to the Complaint Review Panel full and final authority to institute corrective action, if any is required.

3.2. The panel will investigate the complaint and file a written report with the Board of Directors. The Board of Directors will review the complaint and the panels suggested disposition at the next regularly scheduled board meeting.

3.3. ISHM staff will notify the complainant, in writing, of the board’s decision.

Section 4 – Board Decision Appeal Procedures

4.1. If the complainant is not satisfied with the board’s decision, the complainant may request, in writing, to appear in front of the board in person, or by conference call, to discuss the complaint and resolution. The complainant must submit a notarized request addressed to the ISHM board chair.

4.2. Following the receipt of the complainant’s request, the ISHM board chair shall, as soon as practical, appoint two members of the ISHM board to serve as the Complaint Review Panel if, in possible consultation with ISHM's legal counsel, the chair feels the complaint is credible and warrants further action.

4.3. The panel will consider the case as soon as practical.

4.4. In advance of the review, the ISHM office will send all supporting materials for the case to the panel.

4.5. At the request of individual members of the panel, the chair may, but need not, submit additional questions in writing to the complainant. If an individual is the target of the complaint, the chair may submit questions to the subject of the complaint. The complainant and the subject will have the opportunity to respond in writing.

4.6. The panel will inform panel members, the subject, and the complainant of the date for the review at least one month prior to the conference call or meeting.

4.7. If the complainant or the subject desires an opportunity to address the panel in person or by conference call, the complainant may do so but must bear the cost of such in-person
review. The complainant and/or subject can contact the ISHM office for an estimate of such costs.

4.8 The subject of the complaint may be represented by legal counsel at any meeting at which the appellant addresses the panel, whether in person or by conference call.

4.9 The voting members of the panel will review each case and reach a majority decision. The decision of the Appeals Panel will be final.

4.10 The Complaint Review Panel chair will send the complainant the panel’s decision in writing by certified mail as soon as practical after the review.

4.11 Written materials considered in the complaint review process and written decisions of the Complaint Review Panel will be securely stored in the ISHM office for three years.

4.12 If the complainant is not satisfied with the board’s decision, the complainant may file a complaint with ISHM’s accrediting agency: The Council of Engineering and Scientific Specialty Boards (CESB).

ARTICLE VI – AMENDMENTS

Policy Statement

The ISHM Board of Directors must approve amendments to this manual. Changes must be documented in appropriate section within the manual and include the date of the voted change. Any additions or changes will render previous documents null and void.
Appendix A

Non-Disclosure Agreement / Confidentiality and Conflict of Interest Agreement

In my role as a volunteer or staff member, I have been entrusted with certain information regarding the operations and membership of ISHM (Institute for Safety and Health Management). ISHM is committed to protecting the confidentiality of our customers, personnel and business data entrusted to its care. With this in mind, I agree and acknowledge the following:

Confidential and Proprietary Information:

For purposes of this Agreement, “confidential information” means all information and materials, in whatever form, whether tangible or intangible, disclosed by ISHM or any of its authorized representatives to Volunteers, or to which Volunteers otherwise gain access as a result of volunteering for ISHM. All proprietary information of ISHM that is not known generally to the public is considered confidential information.

Without limiting the generality of the foregoing, the following is deemed confidential information:

- Ideas for research and development.
- Information submitted in the investigation of complaints or involving ethics cases.
- Computer records and software (including software that is proprietary to third parties).
- Any other information which ISHM must keep confidential as a result of obligations to third parties.
- Information regarding the administration of components of the certification programs.
- Exam-related technologies and components.
- Item content, characteristics, development, or other aspects of the examinations and their development, maintenance, and administration.
- Identities of certificants, candidates, customers, suppliers, or third-party contractors, including without limitation, any media, advertising, or public relations firms.
- The ISHM’s email distribution list(s).
- Human resources data and information about employees, contractors, and other volunteers.
- Cost and other financial data.
Non-Disclosure

I agree not to, without prior written consent from ISHM, divulge any confidential information to third parties or copy documents containing any confidential information. In no event shall I use confidential information in a manner that is in any way detrimental to ISHM.

I also agree to maintain the confidentiality of all confidential information and not misuse, misappropriate, or disclose in writing, orally, or by electronic means, any confidential information, directly or indirectly, to any other person or use them in any way, either during the term of this Agreement or at any other time thereafter, except as is required in the course of service to ISHM.

I acknowledge and agree that all confidential information and similar items whether maintained in hard copy, electronically or on-line relating to ISHM's business shall remain exclusively the property of ISHM and shall only be used by myself for the purpose(s) permitted by the ISHM.

Conflict of Interest

I shall avoid personal and professional conflicts of interest in all matters pertaining to ISHM's programs. Conflicting interests may include but are not limited to such areas as financial, personal relationships, and/or professional relationships.

If a situation arises where it is unclear as to whether a conflict of interest exists, I shall discuss the issue with the President of ISHM.

Remedies

Violation of this Agreement will be grounds for termination of service with ISHM. In the case of a volunteer, a committee chair plus any two members of the executive committee may elect to remove a volunteer at any time. In cases where a staff member is involved in violating this agreement, ISHM's personnel policies shall determine the discipline or termination process.

The provisions of this agreement and volunteer’s obligations hereunder shall survive any expiration, termination, or rescission of this agreement and remain even after volunteer’s relationship with ISHM ends. Except as provided herein, I am prohibited from disclosing or using any confidential information in all circumstances, including but not limited to subsequent engagements or employment with third parties. This agreement shall be binding upon myself and my personal representatives and successors in interest, and shall inure to the benefit of ISHM, its successors and assigns.

I acknowledge that a violation of the terms of this Agreement may cause damage and harm to ISHM and that any such damage or harm will be difficult if not impossible to calculate in monetary terms and will be irreparable to ISHM. I agree that, upon notice from ISHM declaring a breach of this Agreement, I shall immediately cease all further activities that are, or are claimed
by ISHM to be, a breach of this Agreement. ISHM may also avail itself of any other remedies available by law.

If any of the provisions of this Agreement are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provision(s) shall be deemed modified to the limited extent required to permit enforcement of the Agreement as a whole.

(Signature)_________________________________ (Date)_________________________________

(Full Name – Printed)__________________________________________________________________
Appendix B

Please use the following Criteria Chart to determine which certification(s) you are qualified for:

<table>
<thead>
<tr>
<th>ISHM Certification and Designation Criteria</th>
<th>CSHM</th>
<th>ASHM</th>
<th>CSMP</th>
<th>CSSM</th>
<th>CSSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABET / Board Approved Programs – Safety Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>2 years</td>
<td>Eligible</td>
<td>Eligible</td>
<td>2 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Master's</td>
<td>2 years</td>
<td>Eligible</td>
<td>Eligible</td>
<td>2 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>2 years</td>
<td>Eligible</td>
<td>Eligible</td>
<td>2 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Associate's</td>
<td>5 years</td>
<td>3 years</td>
<td>Eligible</td>
<td>2 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Safety Related Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>2 years</td>
<td>1 year</td>
<td>Eligible</td>
<td>2 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Master's</td>
<td>3 years</td>
<td>1 year</td>
<td>Eligible</td>
<td>3 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>4 years</td>
<td>2 years</td>
<td>Eligible</td>
<td>4 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Associate’s</td>
<td>6 years</td>
<td>4 years</td>
<td>1 year</td>
<td>4 years</td>
<td>1 years</td>
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<tr>
<td>Any Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>4 years</td>
<td>2 years</td>
<td>Eligible</td>
<td>4 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Master's</td>
<td>4 years</td>
<td>2 years</td>
<td>Eligible</td>
<td>4 years</td>
<td>Eligible</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>5 years</td>
<td>3 years</td>
<td>1 year</td>
<td>4 years</td>
<td>1 year</td>
</tr>
<tr>
<td>Associate’s</td>
<td>ASHM + 2 years</td>
<td>N/A</td>
<td>2 years</td>
<td>4 years</td>
<td>2 years</td>
</tr>
<tr>
<td>High School Diploma or GED</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>3 years</td>
<td>N/A</td>
<td>3 years</td>
</tr>
<tr>
<td>Holder of a Certification, Designation or Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold CSHM, CSP, CIH, CHMM or CRSP</td>
<td>Eligible to Sit for the CSHM Exam</td>
<td>N/A</td>
<td>Eligible</td>
<td>Eligible*</td>
<td>Eligible*</td>
</tr>
<tr>
<td>Hold ASHM</td>
<td>2 years</td>
<td>N/A</td>
<td>Eligible</td>
<td>N/A</td>
<td>Eligible*</td>
</tr>
<tr>
<td>Hold GSP or ASP</td>
<td>3 years</td>
<td>1 year</td>
<td>Eligible</td>
<td>N/A</td>
<td>Eligible*</td>
</tr>
<tr>
<td>Hold CHST, OHST, or CLCS</td>
<td>ASHM + 2 years</td>
<td>N/A</td>
<td>2 years</td>
<td>N/A</td>
<td>2 years</td>
</tr>
<tr>
<td>Hold CAIH</td>
<td>ASHM + 2 years</td>
<td>N/A</td>
<td>2 years</td>
<td>N/A</td>
<td>2 years</td>
</tr>
<tr>
<td>Hold CSS</td>
<td>ASHM + 2 years</td>
<td>N/A</td>
<td>2 years</td>
<td>N/A</td>
<td>2 years</td>
</tr>
<tr>
<td>Hold Safety Certificate Recognized by ISHM Board</td>
<td>ASHM + 2 years</td>
<td>N/A</td>
<td>2 years</td>
<td>N/A</td>
<td>2 years</td>
</tr>
</tbody>
</table>
# Appendix C Fees

<table>
<thead>
<tr>
<th><strong>Application Fees</strong></th>
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</thead>
<tbody>
<tr>
<td>US/Canada Applicant - $125.00</td>
</tr>
<tr>
<td>International Applicant - $150.00</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Exam Fees</strong></th>
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<tbody>
<tr>
<td>Examination Fee - $200.00</td>
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<tr>
<td>Examination Retake Fee - $100.00</td>
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<table>
<thead>
<tr>
<th><strong>Renewal Fees</strong></th>
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<tbody>
<tr>
<td>CSHM &amp; CSSM $140.00 / CSMP &amp; CSSS $125.00 / ASHM $110.00</td>
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<table>
<thead>
<tr>
<th><strong>Other Fees</strong></th>
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<tbody>
<tr>
<td>Failure to Renew by Due Date - $30.00</td>
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<tr>
<td>COC Extension - $75.00</td>
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<table>
<thead>
<tr>
<th><strong>OTHER INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CSHM Exam - Passing Score 60%</td>
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</tbody>
</table>

| CSMP Exam - Passing Score 60%|

| Recertification for all except ASHM - 5 years |