



**Commission de certification professionnelle des hygiénistes du travail**  
**Occupational Hygienist Professional certification commission**  
**CCPHT - OHPCC**  
**French Certification Scheme**  
**Summary**

## **The Professional Certification**

The program is designed through three basic requirements/criteria to demonstrate competence: knowledge, experience and verification (examination).

· Knowledge of relevant basic sciences obtained through a degree or equivalent, from an accredited university or through continuing education in scientific and technical fields. A pre required education is necessary to succeed to the examination A pre requirement is also necessary for experience.

Applicants must also adhere to the code of ethics of the profession, when registering for the examination.

Verification of competence is accomplished by a written examination. The examination is designed to require problem solving skills rather than simply memorizing facts or formulas. For the first part of the examination, when verifying for competence acquired through education, appropriate formulas to be used are provided to applicants with the multi-choice questionnaire.

Verification of competence acquired through experience is based on tools and methods used by the profession to solve study cases proposed in the second part of the examination.

A score of 65% is required to successfully pass the exam, and so obtain the title of (Hygiéniste du travail certifié (HTC) (certified occupational hygienist)

Re certification is mandatory every five (5) years after certification or re certification. This certification maintenance allows keeping the title of certified occupational hygienist HTC.

A roster of HTC is created and includes the references of the HTC. An annual fee is required for maintenance and promotion of the roster.

### **1 – Pre-requirement**

#### **11 –Occupational hygiene education.**

Each applicant must prove that his professional activity is mainly occupational hygiene.

Detailed clauses are included in the registration process to the examination for the professional certification.

Acceptance and commitment for the application of the code of ethics is also a pre-requirement for the registration to the certification examination.

To apply to the professional certification and succeed to it, a strong knowledge from education is necessary.

The minimum required degree is a bachelor degree (Bac+3) in occupational hygiene or an equivalent scientific degree.

An education level Bac+5 – Master level in occupational hygiene is the most appropriate degree – but does not guarantee success.

Knowledge in occupational hygiene is required both in scope and depth

#### **12 – Occupational hygiene practice (experience)**

A professional experience is requested at the time of registration to the certification examination. Experience is demonstrated by working as a professional hygienist for at least

four years (bachelor degree). An advanced academic degree in occupational hygiene can count for some of the years. To be acceptable experience, the work must have included the anticipation, recognition, evaluation and control of hazards and be documented through appropriate references and/or reports. The duration depends on the higher degree in occupational hygiene obtained by the applicant.

<u>Academic degree</u>	<u>Minimum experience duration required</u>
Bachelor (Bac+3)	4 years
Master (Bac +5)	3 years
Doctorate (Bac+8)	2 years

### 13 – Specific cases.

#### 131 – Senior occupational hygienists.

A senior occupational hygienist is defined by the commission as a person practicing occupational hygiene at a supervisor level for at least 10 years. For senior occupational hygienists, it is possible to obtain their certification by filling a dossier. « Certification of senior occupational hygienists » This possibility is temporary and no further dossier will be accepted after December 31, 2013 without any appeal beyond this date. If senior occupational hygienists do not go through this process they always have the possibility to register for the certification examination.

#### 132 - Certified occupational hygienists –international equivalence.

A certified occupational hygienists from another country which has a certification scheme recognised by IOHA, can be certified in France as far as he/she shows his /her competence in European or French regulations and is able to speak French fluently during an oral examination.

The jury for the oral exam consists of three members of the certification commission. A proof of his/her original certification is requested before a French certification number is assigned. Conversely a certified occupational hygienist, certified in France, can be certified in countries which comply with the IOHA scheme, according to the process defined in those countries. After their certification, certified occupational hygienists must maintain their certification according to that country's defined process.

#### 14 - Duration of the professional certification.

The duration of the professional certification is limited to 5 years. The certification expire on June 30 of the year N+5 of the certification..

## **2 Professional certification maintenance**

The professional certification commission considers that certification is an important step in the career of an occupational hygienist but not an end. As science, techniques, and concepts are in constant evolution, new questions arise and new laws and regulations become more stringent and more complex. It is critical for professional occupational hygienists improve their knowledge and skills along their professional life. Certified occupational hygienist must demonstrate their professional development or the maintenance of their competences **after a 5-year cycle.**

## **2.1 – Criteria taken into account for certification maintenance**

The professional certification commission accepts specific activities as a proof of maintenance of the professional qualification. This includes:

- 1- Continuous practice of occupational hygiene
- 2- Attending courses, professional seminars or meetings
- 3- Teaching (out of normal work)
- 4- Publication of scientific or technical articles in the field of occupational hygiene
- 5- Participation to workgroups of professionals within a professional association in the field of prevention of occupational risks
- 6- Other activities related to the profession, within SOFHYT (French occupational hygienists society), or
- 7 – Certification examination

## **2.2 – Audit of re-certification files.**

Every re-certification year, 10% of files are audited.

Audited occupational hygienists must supply proofs for all claimed points according to “Clauses for the auditing of re-certification files” before March 31 of the year of expiration of the certification (expiration date is June 30). Re-certification of audited occupational hygienists is notified on April 30 at the latest.

Occupational hygienists leaving the profession when they retire can use the title of HTC Ret if the occupational hygienist is in good standing (HTC and fees paid, at the time of retirement). HTC Ret are listed in the roster, if they accept and they are exempt of the annual fee.

## **3 – Appeal Process**

The occupational hygienist professional certification commission is sovereign in its decisions with the highest fairness towards occupational hygienists. However, going through an appeal process is possible.

Any occupational hygienist applicant to the certification or re-certification can appeal a decision from the commission, by sending an appeal by mail to the chairman of the commission within thirty (30) days from the date of the decision he/she received.

The commission will meet to discuss the appeal and will respond after a vote from voting members. The occupational hygienist will be informed within fifteen (15) days after the meeting of the commission.

## **4 –SOFHYT scholarship**

Profits issued from the professional certification, if any, will be counted on a specific line of SOFHYT accounts and will be used as scholarships. Conditions for attribution will be defined later.