



Course Director Policies & Procedures

- 1.0 Course Director (CD) Requirements
 - 1.1. Professional Requirements
 - 1.2. Credential/License Requirements
 - 1.3. Experience Requirements
 - 1.4. CD Workshop and Examination

- 2.0 Course Director (CD) Renewal
 - 2.1.1 Professional Requirements for Renewal
 - 2.1.2 Course Directors who are COHC
 - 2.1.3 Training and/or Activity Renewal Requirements and Options
 - 2.1.4 Renewal Extension Requirements
 - 2.1.5 CD Application Approval Appeal Process

- 3.0 Course Director (CD) Responsibilities and Quality Control
 - 3.1.1 Secure a Location
 - 3.1.2 Submit Course Approval Application
 - 3.1.3 Recruit Faculty
 - 3.1.4 Recruit Practicum Assistants
 - 3.1.5 Course Content and Delivery
 - 3.1.6 OHC Standardized Examination
 - 3.1.7 Course Cancellation

- 4.0 CD Policy Violations and Consequences
 - 4.1.2 Categories of Potential Violations
 - 4.1.3 Reinstatement following Suspension

- 5.0 Course Director Workshop Instructors

1.0 Course Director (CD) Credentialing

What is a CD?: The Council for Accreditation in Occupational Hearing Conservation (CAOHC) Course Director (CD) is a credentialed or licensed hearing loss-prevention specialist who trains occupational hearing conservationists under the auspices of CAOHC.

Who is eligible to be a CD?: Candidates must be credentialed or licensed in audiology, industrial hygiene, occupational health nursing, otolaryngology, occupational medicine, noise-control engineering or safety and have demonstrated expertise in hearing loss prevention.

What needs to be done to become a CD?: To become a CAOHC-approved CD an eligible individual must satisfy CAOHC's professional and experiential criteria, complete an eight-hour CAOHC CD Workshop, pass the online CD examination, sign a non-disclosure agreement, and remit the workshop and application fees. CDs must renew their CAOHC CD credential every five years.

What do CDs do?: CDs are responsible for coordinating and conducting CAOHC-approved, assessment-based certificate training courses for occupational hearing conservationists (OHCs).

1.0 Professional Requirements

1.1. Certification Requirements

Applicants must document current certification from one of the following organizations:

- American Board of Audiology
- American Board of Industrial Hygiene
- American Board of Occupational Health Nurses
- American Board of Otolaryngology
- American Board of Preventive Medicine (Occupational Medicine)
- American Speech-Language-Hearing Association (Audiology)
- Board of Certified Safety Professionals
- Institute of Noise Control Engineering

Applicants from outside the U.S. who do not meet one of the criteria mentioned must meet the requirements of their local jurisdictions for professional practice, and are subject to approval by CAOHC.

1.2. Credential/License Requirements

1.2.1. Applicants must document one of the following:

1.2.1.1. Current licensure by a state or territory of the United States for the practice of medicine, nursing, or audiology.

1.2.1.2. Current membership in the American Industrial Hygiene Association, Institute of Noise Control Engineering, or the American Society of Safety Engineers.

1.3. Experience Requirements

1.3.1. Applicants must have a minimum of one year equivalent (1,000 hours) work experience in occupational hearing conservation activities, within the past five years. Documentation will be required when completing the CD application form.

1.3.1.1. Qualifying hearing conservation activities may include one or more of the following:

- Noise hazard identification & evaluation
- Engineering noise control development or evaluation
- Hearing protection devices selection and fitting
- Audiometric testing
- Hearing conservation education/training
- Audiometric review and follow up for hearing conservation programs
- Hearing conservation program evaluation & management

1.3.1.2. If applicants do not have employer information they may provide a letter of recommendation from a client or colleague.

1.3.1.3. Certified Occupational Hearing Conservationists (COHCs) who wish to become approved CAOHC Course Directors may do so, but are not permitted to teach courses within one year of taking the standardized written examination.

1.3.2. Applicants must participate as adjunct faculty and practicum assistant under the direct supervision of a CAOHC-approved CD for one 20-hour course including all responsibilities outlined in section 3.0. The CAOHC-approved CD will attest to the applicant's ability to successfully communicate and instruct adult learners, guide individuals during the hearing testing and hearing protection device fitting, including ear inspection practica.

1.3.3. Applicants who have not met all requirements may attend the CD workshop but CD status will not be granted until all requirements are met.

1.4. Course Director (CD) Workshop and Examination

- 1.4.1.** CD applicants must successfully complete the eight-hour CAOHC CD training workshop and pass the on-line examination with a score of 80% or better. Applicants who do not pass the on-line examination may retake the examination once. If a passing score is still not achieved the CD applicant must re-take the course.
 - 1.4.1.1.** CAOHC typically offers the CD training workshop at least twice per year for civilian candidates at least once per year for military candidates.
- 1.4.2.** Applicants who complete the training workshop and successfully pass the examination will receive, in the mail, both a certificate and wallet card showing their CAOHC ID number, date of issue and date of expiration, which is five years after the date of issue.

2. Course Director (CD) Renewal

What is a renewing CD? Renewing CDs are individuals who have maintained their status as CAOHC-approved CDs for the past five years and have met all application requirements.

What is necessary for CD renewal? Applicants must submit an application with all applicable documentation and fees, meet renewal criteria, re-sign the non-disclosure agreement, and achieve a passing score on the CD examination.

2.1 Professional Requirements for Renewal

2.1.1 CDs seeking renewal will document the professional and credential requirements described in section 1.0.

2.1.2 Course Directors who are COHC

2.1.2.1 In order to preserve the integrity of the standardized written examination, approved Course Directors who wish to maintain their COHC credential will submit a COHC application to CAOHC (front section of the standardized written examination answer sheet) along with recertification fees, but are not required to take the recertification workshop or standardized examination.

2.1.2.2 Course Directors are not permitted to view the standardized written examination (certification or re-certification).

2.1.3 Training and/or Activity Renewal Requirements and Options

2.1.3.1 Before the expiration of current CD status, submit the **Course Director Renewal application** and current renewal fee.

2.1.3.2 Fulfill the criteria outlined in either OPTION 1 or OPTION 2 and successfully pass the CD examination, during the designated times, before the end of the five-year credential term:

2.1.3.2.1 OPTION 1:

2.1.3.2.1.1

Complete the eight-hour CAOHC CD training workshop.

2.1.3.2.1.2

Complete the on-line examination with a passing score of 80% or higher.

2.1.3.2.2 OPTION 2:

2.1.3.2.2.1

Complete the on-line examination with a passing score of 80% or higher.

2.1.3.2.2.2

Fulfill at least two of the following items during the applicant's five year credential term:

2.1.3.2.2.2.1 Serve as CD for a minimum of 10 OHC courses with no substantiated violations of CAOHC policies and procedures.

- 2.1.3.2.2.2.2** Actively participate on a CAOHC committee or task force for at least two full years. Active participation means attendance at scheduled conference calls and contribution to committee projects.
- 2.1.3.2.2.2.3** Submit and have accepted for publication, a minimum of two articles in CAOHC's newsletter *Update*.
- 2.1.3.2.2.2.4** Accrue a minimum of 10 continuing education contact hours related to Occupational Hearing Conservation.
- 2.1.3.2.2.2.5** Participate as an approved instructor in one or more CAOHC sponsored CD workshops.

2.1.3.2.3 Renewing CDs will have thirty business days to successfully complete the renewal on-line examination, during designated times, upon submission of their renewal application or at the end of the CD training workshop.

2.1.3.2.3.1 Renewing CD applicants will have two opportunities to achieve a score of 80% or better.

2.1.3.2.3.2 CDs that do not pass the examination after two attempts will be required to retake the CD training workshop and pass the CD examination.

2.1.4 Renewal Extension Requirements

2.1.4.1 CDs who are unable to renew their credential by the expiration date may request an extension. Extensions may be granted on a case-by-case basis not to exceed six months after their renewal date.

2.1.4.1.1 Requests for extension must be received by CAOHC no later than 30 days in advance of the CDs credential expiration date.

2.1.4.1.2 If granted, CDs may continue to conduct OHC courses during the extension period.

2.1.4.1.3 The recertification date for CDs with extended certification will be five years from the original expiration date.

2.1.4.2 CDs who do not request an extension as noted above must apply for reinstatement by completing the same process required for a new CD candidate.

2.1.4.3 Requests for extension due to failure to pass the CD examination will not be considered.

2.1.5 CD Application Approval Appeal Process

2.1.5.1 If CD approval is denied either for an initial application or a renewal application, the applicant may submit an appeal in writing to the CAOHC Executive Director within 45 days of the denial.

2.1.5.1.1 The applicant must provide as much detail as possible in writing concerning the exact nature of the appeal.

2.1.5.1.2 CAOHC will provide the applicant with general information on the appeal process.

- 2.1.5.2** Verbal appeals and/or written comments on course evaluations will not be considered formal appeals.
- 2.1.5.3** All appeals will be reviewed by the OHC/CD Chair and Executive Committee.

3. Course Director (CD) Responsibilities and Quality Control

CD responsibilities:

All CDs must adhere to current CAOHC procedures when offering CAOHC-approved OHC training as noted below in Section 3.1.

Failure to follow these procedures may result in disciplinary actions as noted in Section 4.1.

3.1 Course Director Obligations, Responsibilities and Course Requirements

- 3.1.1** Secure a location and date adequate for the training course.
- 3.1.2** Submit the appropriate course approval application (<https://ssl17.pair.com/caohc/forms/requestforapproval.php>) to CAOHC administrative office at least 15 business days in advance of the proposed course.
 - 3.1.2.1** Certification course applications must specify the course faculty members who are needed to meet CAOHC faculty requirements.
 - 3.1.2.2** Civilian certification and recertification course applications must include the appropriate fee.
- 3.1.3** Recruit the appropriate faculty.
 - 3.1.3.1** The faculty of the certification course must include a minimum of three different professional disciplines as represented on the CAOHC Council. (*See list of CAOHC Component Professional Organizations (CPO) at www.caohc.org/about CAOHC*). Note: the Course Director's CPO representation is considered one discipline. The recertification course requires only one professional discipline to be represented on the faculty.
 - 3.1.3.2** Faculty members (other than the CD) do not need to be certified by their respective CPO; however, they must be credentialed or practicing professionals.
 - 3.1.3.3** Any substitutions to the faculty identified on the course approval application should be noted on the course inventory worksheet which is submitted along with the OHC standardized examination materials.
 - 3.1.3.4** Instruction provided by faculty other than the CD may be presented in person or via alternative media, (e.g. pre-recorded video, video teleconference, webinar or CAOHC pre-approved video curriculum).
 - 3.1.3.5** If the CD is not a licensed audiologist, it is strongly recommended that at least one of the practicum assistants be a licensed audiologist.

3.1.4 Recruit appropriate Practicum Assistants

3.1.4.1 All approved courses must have at least one Practicum Assistant for every eight students to assist with the audiometric testing and hearing protection practica.

3.1.4.2 Practicum Assistants may include the course faculty or individuals' trained and proficient in the practicum topic as determined by the CD.

3.1.5 Course Content and Delivery

3.1.5.1 It is the CDs responsibility to ensure that students applying for recertification meet the requirements for recertification, i.e., their current certification has not lapsed, or their current certification has lapsed and the student provides documentation of an approved extension from CAOHC. If a student presents to the recertification course and does not meet the standards for recertification, they must complete the full certification workshop.

3.1.5.2 CAOHC course content is outlined in the course curriculum and examination blueprint. These can be used as guides for developing course material.

3.1.5.3 Certification courses must include a MINIMUM of 20 hours of instruction including all required practicum and examination time. Practicum times listed are MINIMUM requirements. Additional instruction time is encouraged to meet the needs of the students. Examination time requirements cannot be adjusted unless the student has discussed any Americans with Disabilities Act (ADA) related issues with their CD prior to course attendance.

3.1.5.4 Recertification courses must include a MINIMUM of eight hours of instruction including all required practicum and examination time. Practicum times listed are MINIMUM requirements. Additional instruction time is encouraged to meet the needs of the students. Examination time requirements cannot be adjusted unless the student has discussed any ADA related issues with their CD prior to course attendance.

3.1.5.5 CAOHC strongly recommends limiting instruction time to eight hours per day.

3.1.5.6 Audiometric practicum must be a MINIMUM of 150 minutes for the certification course and 60 minutes for the recertification course.

3.1.5.7 Hearing protection practicum must be a MINIMUM of 60 minutes for the certification course and 30 minutes for the recertification course.

- 3.1.5.8 Students will be provided instruction on otoscopy and must successfully demonstrate acceptable otoscopic technique during a practicum.
 - 3.1.5.9 The CD must be physically present during the entire course.
 - 3.1.5.10 Practicum assistants must be physically present during the audiometric testing and hearing protection practicum.
 - 3.1.5.11 **Conduct Audiometric Practicum:** Obtain the appropriate equipment for the **audiometric testing practicum**. Equipment must include at least one audiometer and one otoscope for every eight students (1:8) during the practicum.
 - 3.1.5.12 **Conduct Hearing Protection Practicum:** Obtain adequate hearing protection samples and supplies for the **hearing protection practicum**.
 - 3.1.5.13 Students must be exposed to at least **4 different types** of hearing protectors; disposable foam earplugs, reusable pre-molded earplugs, banded (semi-aural) earplugs and earmuffs.
 - 3.1.5.14 At least one otoscope is required for every eight students with sufficient disposable specula for each student.
 - 3.1.5.15 Supplemental hearing conservation equipment such as noise measurement equipment, hearing protection fit check equipment, bioacoustic simulator, audiometric software, etc. is recommended.
 - 3.1.5.16 Students must demonstrate competency in both practica before they are eligible for OHC certification. Students that do not demonstrate competency should be indicated on the Inventory worksheet. The OHC exam results for these students will be held until they can successfully demonstrate competency.
 - 3.1.5.17 Students who cannot demonstrate competency in either practicum may arrange for and be re-evaluated by a CAOHC-approved CD no later than 30 days following the original course.
 - 3.1.5.18 Re-evaluation results will be forwarded to the CAOHC administrative office within 24 hours of the re-evaluation.
 - 3.1.5.19 Students who do not complete the re-evaluation within 30 days or do not pass the re-evaluation will not be eligible for certification and will be required to retake the course.
- 3.1.6 Upon completion of all instruction and required practica, the CD must administer the standardized OHC certification or recertification examination (See Appendix (E) for OHC standardized examination administration procedures and policies).
- 3.1.6.1 After all students have completed and sealed their examinations, the CD will complete all required inventory worksheet follow-up steps, and submit

all used and unused examinations and accompanying materials to the CAOHC Administration office within 24-48 hours after completion of the course in the envelope provided.

3.1.6.2 All exams must be returned to the CAOHC administrative office no later than Thursday morning following their course to ensure they will be graded the week after the course.

3.1.6.3 Any exams received after 1:00pm central time on Thursday will not be scored until the following week.

3.1.6.4 In the event a holiday falls on a Thursday all CDs with courses held the previous week will be provided with special instructions from the CAOHC administrative office.

3.1.7 In the event that a course is cancelled, the CD must notify CAOHC immediately of a course cancellation or a CD substitution, so that appropriate changes can be made to the website and the CD records. Approval fees will not be refunded for cancelled courses.

4.0 Course Director Policy Violations and Consequences

4.1.1 CDs must remain current on course administration policies and procedures. Violations of policy will be categorized and ranked by severity by the CAOHC Executive Director in collaboration with the OHC/CD committee chair and Executive Committee. For the most current information, the CD is encouraged to refer to <http://www.caohc.org/course-directors> (resources section).

4.1.2 Categories of potential violations:

4.1.2.1 Alleged violation: An unsubstantiated activity or behavior reported to a Council member or the CAOHC administrative office.

4.1.2.1.1 Outcome: An investigation will be conducted and a determination will be made as to whether or not the alleged violation will be considered a minor and or major violation.

4.1.2.1.2 Alleged violations not found to be a minor or major violation will be reported to the CD in a Letter of Caution.

4.1.2.2 Minor violation: An activity or behavior violating CAOHC policy that is determined to be less severe than a major violation.

4.1.2.2.1 Outcome: Minor violations will be recorded in the CD's file and a Letter of Caution or Warning will be issued depending on the results of the investigation.

4.1.2.2.2 Examples of minor violations include but are not limited to:

4.1.2.2.3 Failure to contact CAOHC if course arrangements change (i.e., CD substitution or course cancellation).

4.1.2.2.4 Failure to follow any policies regarding the administration of the course and OHC standardized examination.

4.1.2.2.5 Failure to include payment when submitting examination and course materials without making prior arrangements with the CAOHC administrative office.

4.1.2.3 Major violation: An activity or behavior that violates CAOHC policies, the CD's professional code of ethics, compromises the integrity of the course or standardized examination, or adversely affects CAOHC's reputation.

4.1.2.3.1 Outcome: The Executive committee will be notified of major violations and will determine appropriate action, which may include notifying the CD's CPO. CAOHC will keep records of incident(s) and official communication. A Letter of Admonishment will be sent to the CD.

4.1.2.3.2 Examples of major violations include, but are not limited to:

4.1.2.3.3 Violation of the CDs component professional organization (CPO) code of ethics.

4.1.2.3.4 Impersonating another CD.

4.1.2.3.5 Conducting or advertising OHC courses as "CAOHC-approved," when CAOHC approval has not been received.

4.1.2.3.6 Cited for multiple minor violations within a five-year period.

- 4.1.2.3.7** Reported allegations of criminal conduct by the CD. Note: This information will be forwarded to the appropriate authorities.
- 4.1.2.3.8** Breaches of the OHC Standardized examination policies include but are not limited to:
 - 4.1.2.3.8.1** Reviewing or copying the OHC Standardized examination.
 - 4.1.2.3.8.2** Assisting OHC applicants with OHC Standardized examination questions.
 - 4.1.2.3.8.3** Allowing collaboration between students taking the OHC standardized examination.
- 4.1.2.3.9** Loss of professional standing.
Note: Temporary or permanent loss of professional licensure, registration, certification, or membership shall automatically cause the CD to be suspended until qualifying licensure, registration, membership or certification is reinstated.

4.1.2.4 Notification of violations or allegations to the CD

4.1.2.4.1 Letter of **Caution** will state:

- 4.1.2.4.1.1** The alleged violation.
- 4.1.2.4.1.2** Notification of the report of findings.
- 4.1.2.4.1.3** Cautionary statement to the CD.

4.1.2.4.2 Letter of **Warning** will include:

- 4.1.2.4.2.1** Area(s) of non-compliance.
- 4.1.2.4.2.2** Possible action(s) that may be taken, above and beyond the **Letter of Warning**, should additional violations occur. These may include, but are not limited to:
 - 4.1.2.4.2.2.1** Suspension of CAOHC CD credentials during the investigative period.
 - 4.1.2.4.2.2.2** Suspension of privileges deemed appropriate for the offense. *Suspension term will be determined on an individual basis by the Executive Committee.*
 - 4.1.2.4.2.2.3** Notification to any licensing, registration, membership or certification board if there is any unethical or immoral conduct.
 - 4.1.2.4.2.2.4** Procedural steps to appeal the letter of warning.

4.1.2.4.3 Letter of **Admonishment** will include:

- 4.1.2.4.3.1** Area(s) of non-compliance
- 4.1.2.4.3.2** Actions recommended by the Executive Committee specific to the individual CD. These may include, but are not limited to:
 - 4.1.2.4.3.2.1** Suspension of privileges deemed appropriate for the offense following the investigation period.
 - 4.1.2.4.3.2.2** Notification to any licensing, registration, membership or certification board if there is any unethical or immoral conduct.
 - 4.1.2.4.3.2.3** Procedural steps available to appeal the Letter of Admonishment.

Notification of Violation	Type of Notification	Contents of Notification
Alleged and Minor	Letter of Caution	<ul style="list-style-type: none"> • Will identify areas of allegation and investigation with CAOHC policy. • Cautionary statement
Minor and Major	Letter of Warning	<ul style="list-style-type: none"> • Will identify areas of non-compliance with CAOHC policy • Will identify possible additional actions should violations continue • Instructions on how to appeal this letter.
Major	Letter of Admonishment	<ul style="list-style-type: none"> • Will identify areas of non-compliance with CAOHC policy • Period of suspension and details of suspension if applicable • Reinstatement process • Will identify possible additional actions should violations continue • Instructions on how to appeal this letter.

4.1.3 Reinstatement Following Suspension

4.1.3.1 Reinstatement after suspension shall require attendance at a CD workshop. Once reinstated, the CD will be under a probationary period for three years.

4.1.3.2 If a reinstated CD fails to comply with CAOHC requirements immediate and permanent suspension will be enacted.

4.1.3.3 If a CD completes the three year probationary period without an offence, his or her record will be considered clear. Renewal of the CD credential will then return to the usual five-year cycle. Any subsequent offense will be treated as a first offense.

5.0 Course Director Workshop Instructors

- 5.1 Workshop Instructors must meet the eligibility criteria described in section 8.2 and be a current course director. One of the CD Workshop faculty, per course, must be designated as the lead facilitator and must be a current or former CAOHC council member.
- 5.2 The CAOHC OHC/CD Committee chair is responsible for appointing faculty members for each course and will approve or reject all CD faculty candidates.
- 5.3 The CAOHC Executive Director will verify credentials as described in section 1.0.
- 5.4 Incumbent and former CPO representatives dually serving as CD Workshop instructors will be exempt from the CD Workshop application and examination fees. Only incumbent CPO representatives attending the CD Workshop will be eligible for the reimbursement of travel, lodging, and other meals & incidental expenses.
- 5.5 CD Workshop Instructors must participate as faculty in no less than one course per year to maintain the CD Workshop Instructor appointment. If there is failure to meet this requirement, a request to maintain the appointment can be made directly to the CAOHC OHC/CD Committee chair.
- 5.6 Current CD Workshop Instructors will have their CD credential automatically renewed (without completing the CD recertification examination) if they (1) serve the Council as the incumbent CPO representative, (2) serve on the CD Workshop Committee and (3) instruct at least one CD Workshop per year. If there is failure to meet these three conditions, a request to maintain the appointment can be made directly to the CAOHC OHC/CD Committee chair.