



UPDATE

The Newsletter of the
Council for Accreditation in Occupational Hearing Conservation

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Course Director Workshop Set for October 12th

The next Course Director Certification/Recertification Workshop is scheduled for Tuesday, October 12th at the Hotel Sofitel, near O'Hare International Airport in Chicago.

Registration for the workshop is \$225 and includes a CAOHC manual. Recertification is an additional \$25.

You should attend this workshop if you are planning to recertify by the workshop method and are a CD who certified/recertified in 1988 or later.

A brochure on the workshop will be available in late August. This is an ASHA-approved program offered for .8 CEUs of continuing education credit.

If you plan on attending the workshop for initial certification, you must complete an application, pay a \$100 non-refundable certification fee, and be approved by CAOHC's Screening Committee prior to the Workshop.

If you need an application, please contact Maria Connor at 414/276-5338.

Course Approval Forms Now Require Fee

Effective June 15th, 1993, Course Directors must submit a fee with their course approval forms. The fees cover the administrative costs of the approval process. Federal agencies are exempt. (This exemption includes military personnel.)

Fee Schedule (effective 6/15/93)

One course approval: \$15
Multiple course approval: \$25

The fees must accompany the form. These fees apply only to courses on the submitted form. Any additional courses submitted later in that same year must include a new approval form and the appropriate fee.

Remember, courses can be approved up to one year in advance of the course. Please be sure to submit course applications within the appropriate time-frame.

Forms submitted without the appropriate fee will be returned.

CAOHC Workshops to be Held in Conjunction with National Hearing Conservation Association

Thank you to the 108 CDs who responded to the March 1993 *Cable* Survey. The *Cable* solicited CD opinion on two topics. 1) Is the current 5-year certification period for OHCs sufficient?

According to the survey, 71 CDs said the 5-year period is sufficient; 35 disagreed; and 2 had no comment.

On the second point "CAOHC should consider changing the current location site schedule for the CD Workshop," 46 CDs voted to change the current rotation between Atlanta, Chicago, and Denver; 54 voted to keep it the same; and 8 CDs had no comment.

CAOHC's Council reviewed these survey results at their April Council

Meeting in Atlanta. Based on the survey results, the 5-year certification period will remain intact for the time being.

Regarding the CD Workshop location, the Council approved piggybacking spring workshops through 1995 with the annual National Hearing Conservation Association (NHCA) conferences.

In February 1994, the CAOHC and NHCA meetings will be held in Atlanta. In March of 1995, the two meetings will be held in Cincinnati.

The CAOHC Executive Office will confirm the dates and meeting locations and all arrangements will be advertised in future *Cable* and *Update* publications.

New Hearing Conservationist Manual Now Available

The *Hearing Conservationist Manual, 3rd edition* by Alice Suter is now available. Orders are accepted on a **prepayment** basis only. To order, send \$50 to CAOHC at 611 E. Wells Street, Milwaukee, Wisconsin, 53202. CAOHC offers a 25% discount on quantities exceeding 20 books. Be

sure to include the appropriate shipping fees (refer to the chart below):

(ORDER BLANK ENCLOSED)

Order	Shipping	Order	Shipping
1-5 books	\$10	21-25	\$16
6-10	\$11	26-30	\$17
11-15	\$12	31-35	\$20
16-20	\$14	36-40	\$21

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Chairperson's Message

by Rena Glaser, MA, CCC-A

The long-awaited, third edition of the CAOHC *Hearing Conservationist Manual* is here and the responses to it have been overwhelmingly positive!! On behalf of the entire CAOHC Council, I want to thank Alice Suter for the outstanding work she did authoring this manual.

In the *Letters to the Editor*, you will note a question regarding retroactive certification for occupational hearing conservationists (OHCs) who have taken the 20-hour OHC workshop and one or more 8-hour refresher courses, but who assumed they were CAOHC certified upon completion of the courses, or who chose not to become certified at the time.

The CAOHC office has received several questions on this topic in the last few months. As a result, the Council voted to allow retroactive certification for those individuals who have successfully completed CAOHC-approved workshops with the following conditions: 1) documentation must exist indicating that the student has attended and successfully completed a CAOHC-approved workshop, and where applicable, one or more CAOHC-approved refresher courses; and 2) past certification fees must be paid.

We want to remind CDs that successful completion of your OHC workshops and refresher classes doesn't automatically grant OHC certification unless you, the CD, bundle the CAOHC certification fee with your course fee and then supply the CAOHC office with the applications and fees. From the calls received at the national office, it appears that OHCs have been very confused on this issue and have often assumed that successful completion of the appropriate classes ensures that they are CAOHC certified.

I recently attended the initial meeting of ANSI Working Group, S12/WG34:

Methodology for a Hearing Conservation Program. The group is chaired by Richard Goodwin of Acoustical Systems, Vandalia, Ohio and is comprised of representatives from industry, government, trade, and professional groups including CAOHC. It is the goal of this working group to have a draft document available in 1996 that will provide persons responsible for occupational hearing conservation programs with guidelines on achieving successful, workable programs.

The Council is pleased about the decision to hold its next two spring CD workshops just prior to the NHCA annual conference and appreciates the suggestion from NHCA to consider this arrangement. Since numerous CDs attend the annual NHCA conference, we feel this arrangement will be beneficial to both organizations and look forward to seeing many CDs at the workshops.

As in the past, if you have questions or concerns about CAOHC, please feel free to contact Maria Connor or Sandra Koehler at the national office; or contact any of the Council members directly.



UPDATE

Published by the Council for Accreditation in Occupational Hearing Conservation, a non-for-profit organization dedicated to the establishment and maintenance of training standards for those who safeguard hearing in the workplace.

The *Update* is published three times a year in February, July, and November. Articles should be submitted, with a black and white photograph of the author, by the first day of December, May, and September. The *Update* is available to individuals not certified by CAOHC at an annual subscription of \$15. Payment must accompany request:

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Opinions expressed in the *Update* are those of the authors, and do not necessarily reflect official CAOHC policy.
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CAOHC Screening Committee and Ad Hoc Committee to Review Proposed Policy Changes

To prevent noncompliance with CAOHC course application policies and to establish an appropriate code of ethics, CAOHC's Screening Committee and the Ad Hoc Committee on Adverse Action Policies are currently working on defining a process for denying certification and recertification to Course Director applicants failing to meet CAOHC requirements. The two committees are also considering procedures for terminating certification for failure to comply with CAOHC requirements for OHC training.

The two committees also plan to revise the original CD application and the application process.

Among other points, the committee is **proposing** that "CAOHC

certification of a CD may be revoked for repeated failure to comply with CAOHC requirements, *including but not limited to*: a) 30-day pre-approval for OHC courses; b) appropriate content, instruction hours, facilities, and faculty; c) prompt submission of accurate student lists to CAOHC; and d) the presence of the CD at the entire course."

Course Directors will be provided with a copy of any adverse action policy and will then have the option to respond to concerns.

The Council hopes to finalize these issues at the October 11th, 1993 Council Meeting in Rosemont, Illinois. CAOHC will keep you informed by publishing the finalized policy in a future *Cable* and *Update*.

Michael G. Holthouser, M.D., M.P.H. appointed to CAOHC Council



Michael Holthouser, MD, MPH
*American College of
Occupational & Environmental Medicine*

Michael G. Holthouser, M.D., M.P.H. has been appointed the newest member of CAOHC's Council. Dr. Holthouser represents the American College of Occupational & Environmental Medicine, replacing

Theodore Hatfield, M.D. who retired from the Council in 1992.

Dr. Holthouser studied Internal Medicine at the University of Louisville and Occupational Medicine at the University of Utah. He received his MPH in Industrial Hygiene from the University of Utah. Dr. Holthouser is board certified in occupational medicine.

Dr. Holthouser established his own clinic and practice in Colorado and has also worked as an occupational physician in the medical departments of several corporations, including Hewlett-Packard and Kenocott Copper Smelter. He was medical Director at IBM Corporation and Corporate Medical Director at Owen's Corning Fiberglas.

Dr. Holthouser is currently the corporate Medical Director for Weyerhaeuser Company in Tacoma, Washington.

Meeting Calendar

The National Hearing Conservation Association (NHCA) will be sponsoring its 4th Annual Excellence in Hearing Conservation Seminar on Thursday, September 23rd at the Radisson Hotel in Philadelphia.

Seminar topics will include perspectives on regulations in occupational hearing conservation programs, noise measurement and control, effective use of hearing protectors, employee training and motivation, audiometric testing programs, audiometric follow-up and data analysis, and workers' compensation issues.

Continuing Education units are approved by the Board Certified Safety Professionals, the American Board of Industrial Hygiene, and the American Speech-Language-Hearing Association.

The cost of the one-day seminar including lunch is \$120 for NHCA members and \$160 for non-members. For more information, contact Sandy MacLean at (206) 764-3330 or the NHCA office at (515) 243-1558.

New CAOHC Literature Available

Course Director packets are now available through the Executive Office. Packets are mailed to all Course Directors when a course is approved by the Executive Office. If you don't plan on submitting an approval form in the near future but would like a packet, please contact the Executive Office.

The new packet contains a preparation and follow-up checklist for the course; OHC applications for certification and recertification; a certificate verifying CAOHC approval of the course; a copy of the original course approval form; a supply of blank course approval forms; a checklist on how to become

CAOHC certified; a list of additional resources available to the OHC; a standardized student list submission sheet for CDs to submit to CAOHC within 30 days of the course; and the newest CAOHC brochure entitled "Ten Reasons to Become CAOHC Certified."

This new brochure explains exactly what CAOHC certification offers, including awareness and prevention of noise-induced hearing loss and quality assurance of occupational hearing conservation programs. The brochure details how the OHC can apply for CAOHC certification or recertification.

If you'd like to place an order (free of charge), contact Maria at the office.

Council Member appointed to ANSI S12.WG34

CAOHC's Current Chair Rena Glaser, MA, CCC-A, has been appointed to represent CAOHC on ANSI S12/WG34: Methodology for a Hearing Conservation Program.

Ms. Glaser will be involved in developing the draft standards for which these working groups are responsible for.

Thank you!

Many CDs are forwarding their course attendance lists to the CAOHC Office directly after the course. This has helped expedite OHC applications more efficiently and expediently. CAOHC will accept your lists by FAX: (414) 276-3349.

Reminder

Effective January 1993, OHC recertification is \$20; which lasts for five years from the date of the course.

CDs: Be Aware of State License Requirements

Course Directors: Please make certain that you are aware of any license (or registration) regulations, statutes, and laws that may pertain to occupational hearing conservationists

in the states where you are providing services.

It is important to convey the appropriate information to OHC students in your courses.

Elmore Completes CAOHC Term

CAOHC would like to thank retired Council member Lt. Col. John Elmore for his dedicated service to the CAOHC Council. Lt. Col. Elmore served on the Council since 1987. While on the Council, he was instrumental in the development of this newsletter, serving as editor for several years.

He is a certified audiologist and former Consultant to the Air Force Surgeon General and the founder and first president of the AF Audiology Association. He is also fellow of the Military Audiology Association. He is the former Secretary of the National Hearing Advisory Conservation Association, and is currently a technical advisor to the Department of Defense on the Federal Employee's



Lt. Col. John Elmore

Compensation Act. He has been awarded the Elizabeth Guild Award for outstanding contributions and leadership in the field of audiology and hearing conservation.

New CD Directory to be Published this Year

CAOHC is planning to revise the Current Course Director Listing. In addition to information listed in the last directory, this one will publish each CD's professional affiliation.

Course Directors, watch for the Directory Questionnaire in your mailboxes this summer. Thank you in advance for helping the Executive Office to update the current directory.

Change of Address?

Reminder to OHCs and CDs: Please notify CAOHC of any address change. It is very important that the Council has your most recent address to keep you informed of changes in the hearing conservation field.

Suggested Reading from CAOHC's Council

Robert A. Dobie, M.D. represents the American Academy of Otolaryngology - Head & Neck Surgery on CAOHC's Council. His recently completed book, *Medical-Legal Evaluation of Hearing Loss*, published by Van Nostrand Reinhold, will be available this fall.

The book addresses the needs of safety professionals, insurance companies, lawyers, and occupational physicians in preventing compensable hearing loss and in defending cases.

Worker's Compensation claims and litigation related to hearing loss cost millions of dollars to industry, insurance companies, and society. Audiologists, otolaryngologists, and otologists need to know how to evaluate patients who claim compensable hearing loss. Attorneys need to know how to interpret and use the information reported to them.

The first part of Dr. Dobie's book provides a general overview of hearing loss and its causes, hearing testing, otological evaluation, and hearing conservation programs. Part two deals with specific detailed

strategies and techniques for otological evaluation, reporting, and testimony—including theoretical and epidemiological background material.

Dr. Dobie proposes a system for allocating or apportioning multiple causes (age, lifestyle, or occupational) of hearing loss that will be new to most professionals.

The book demonstrates problems in actual medical and legal practices and explains an approach to medical-legal assessment that is scientifically grounded, rational, quantitative, and practical.

Howard K. Pelton has published *Noise Control Management*, also published by Van Nostrand Reinhold. Mr. Pelton is a Principal of Pelton Marsh Kinsella, Inc., a Dallas-based consulting firm specializing in noise control management, noise, and vibration control.

Mr. Pelton's book is aimed at professionals who are assigned the responsibility of controlling noise in a plant, including plant managers and safety coordinators. The book provides these individuals with the

practical information that they need to develop a long-term, cost-effective noise control program that encourages employee well-being and productivity throughout the plant. This book is the first resource to present a system-wide management approach to the many noise-related problems that plague industrial settings.

Part one helps professionals define noise problems and determines the feasibility of mitigating them. Professionals learn how to identify noise sources and how to set up priorities in dealing with the problems those sources create. The reader is introduced to a full range of noise control devices and is shown how to select and purchase products and needed systems.

Part two provides the reader with an introduction to the basic terminology and physics of sound and acoustics, and to noise criteria for various workplace environments.

For more information on both books, contact Van Nostrand Reinhold at 115 Fifth Avenue, New York, New York, 10003; or call 1-800-842-3636.

Air Force Hearing Conservation: A Step Beyond Hearing Tests, Dosimetry, and HPDs

By Lt. Col. Ben Sierra, from the Occupational & Environmental Health Directorate at Brooks Air Force Base, San Antonio, Texas

The Air Force Hearing Conservation Program (HCP) is more than hearing tests, noise dosimetry, and hearing protection devices. The US Air Force (USAF) is a world leader in noise research, noise control, hearing science, and occupational hearing conservation efforts.

The USAF HCP is a multifaceted program involving hearing conservation data collection and management, noise control, research, and education. The Air Force Armstrong Laboratory, located in San Antonio, Texas has the responsibility to assess, evaluate, and research the effects of noise.

There are four organizations within the Armstrong Lab generating solutions to occupational and environmental noise-related problems. These are the Bioenvironmental Engineering Division, the Bioacoustics and Biocommunications Branch, the Hearing Conservation Data Registry, and the School of Aerospace Medicine. The first two are located at Wright-Patterson Air Force Base in Ohio and the other two are at Brooks AFB in Texas.

The Bioenvironmental Engineering Division

This division develops technology to assess the noise impacts of low altitude military aircraft operating near airbases, along training routes, and special-use areas. This is accomplished by means of noise metrics, psychoacoustic criteria application, noise surveys, and assessment of noise effects on humans, animals, and structures.

Air Force activities at airbases frequently generate excessive noise over many square miles, affecting

hundreds of people. As a responsible organization within the local community, the USAF continuously addresses these issues by researching and developing better ways of dealing with the effects of noise.

Current efforts have led to the development of new software programs, Noisemap 6.0 and Baseops 3.0. The new software will lead to improvements in the quality and timeliness of the USAF Installation Compatible Use Zone (AICUZ) program. With the assistance of AICUZ, AF officers will now work with local zoning commissions and be able to address environmental noise issues in a fast, efficient manner.

The Bioacoustics and Biocommunications Branch

This branch conducts basic and applied research. The research emphasizes the human element, human auditory information processing, voice technology and communication, digital signal processing, and neural network technology. This branch is currently researching the integration of active noise reduction (ANR) technology into flight helmets, which will cancel out noise by using out-of-phase noise;

Another research effort is to improve voice communications through the use of cockpit 3-dimensional auditory displays. And the final project is to monitor blood flow to the head of the pilot through the development of a compact, lightweight, integrated flight helmet to include ANR, 3-D audio, improved microphones, and a pulse oximeter.

The Hearing Conservation Data Registry (HCDR)

The Registry is the central repository for all Air Force hearing tests performed in support of the Air Force Hearing Conservation Program. The data base—the largest of its kind

in the world—currently holds over 4.5 million records dating back to the late 1950s. The HCDR mission includes identifying problems with USAF Hearing Conservation Programs (HCPs); informing the Air Force Surgeon General and Major Commands on the status of the USAF HCPs; providing recommendations to improve them; and providing consultative services world-wide in all hearing conservation matters.

The School of Aerospace Medicine

This branch is tasked with training the Air Force Occupational Hearing Conservationists (OHCs). The OHC is the backbone of the hearing conservation efforts. The School of Aerospace Medicine offers 15 certification and recertification courses annually for over 1,000 active-duty and federal civilian employees. The 5-day courses are CAOHC-approved.

The OHCs are crucial in identifying the harmful effects of noise in our worker population. Once problems are identified, the OHC initiates the referral process to one of our 33 hearing conservation diagnostic facilities where advance audiologic and otolaryngologic services are offered.

To support and improve the education of the military audiologists, the Air Force sponsors continuing education seminars, clinical fellowships, hearing conservation fellowships, and Ph.D. fellowships.

The Air Force Hearing Conservation Program is committed to excellence. This is accomplished through effective data management, meaningful research, efficient noise control practices, superior clinical facilities, and education. Hearing Conservation in the Air Force is about people helping people. It's about making every possible effort to detect and prevent noise-induced hearing loss before it becomes a communication handicap.

CAOHC Chair Attends Forum on the Future

CAOHC's Chair Rena Glaser attended the Industrial Safety Equipment Association's (ISEA) "Focus on the Future" in Arlington, Virginia in March of this year.

The objective of the forum was to improve communications between leaders in the field of hearing conservation and to improve the hearing protection industry.

One of the groups represented at the ISEA meeting was a new organization, the Coalition on Effective Hearing Conservation (COEHC). The Coalition should *not* be confused with CAOHC. Although the names are similar—the mission, goals, and purposes of the two organizations are entirely separate and unrelated.

Request for Information on Hearing Conservation

The February 1993 issue of the *Update* printed a request from Robert D. Bruce of Collaboration in Science and Technology, Inc. of Houston regarding the availability and use of hearing protection in the 1940s, 1950s, and 1960s. Mr. Bruce would like to discuss experiences with individuals who were active in the hearing conservation field during that period.

If you have information on hearing protection devices available during the time period indicated, or if you have any anecdotal stories about hearing protection, please write Mr. Bruce at Collaboration in Science and Technology, Inc. 15835 Park Place, Suite 105, Houston, TX 77084-5131. Or call Mr. Bruce or Charles Moritz at (713) 492-2784.

New Exam Library

The CAOHC office is developing an exam library for Course Directors. If you plan on forwarding your exams to CAOHC, please categorize the exam

by subject according to the course outline. Send your exams to CAOHC, c/o Exam Library, 611 E. Wells Street, Milwaukee, WI 53202.

If you would like to use or receive copies from the exam library, the cost is \$5 plus copying charges. Contact Maria Connor for more information.

CAOHC Videos Available

Nine training videos are available through CAOHC. The videos are available for a five-day loan period. Shipping and handling is \$10 per tape or \$20 for three tapes.

Videos may be borrowed by CAOHC CDs only for use in OHC workshops; the videos may not be used for employee training sessions. The available tapes are:

- Caution: Hearing at Work** (12 minutes) by Industrial Hearing Services, 1983
- How to Use Expandable Foam Earplugs** (6 minutes) by Cabot Safety, 1983
- The Impact of Noise** (14 minutes) by IMPACT Hearing Conservation, INC. 1984
- It's Up to You** (12 minutes) by Cabot Safety, 1976
- Listen Up with Norm Crosby** (17 minutes) by Cabot Safety, 1983
- The National Hearing Quiz** (26 minutes) by Cabot Safety, 1983
- S.O.S.** (14 minutes) by Bilsom, 1980
- The Sound of Sound** (17 minutes) by AO/Cabot Safety, 1970
- Sound Thinking** (17 minutes) by TWA

Course Directors: FAX Your Student Lists

Course Directors: The Executive Office will accept your attendance lists by FAX (414) 276-3349.

Please forward the lists immediately after a course to help expedite the OHC application process. Thank you!

Congratulations to Newly Certified and Recertified Course Directors

The following Course Directors completed certification and recertification training in April in Atlanta, Georgia.

Susan Carpenter, New London, CT
Henry B. Creech, Midlothian, VA
Laurel Heft, Bala Cynwyd, PA
David M. Lipscomb, Standwood, WA
Therese L. Moore, Chesapeake, VA

Reminder

Title III of the Americans with Disabilities Act took effect on January 26, 1992, prohibiting discrimination and requiring organizations to take affirmative steps to provide equal access for those with disabilities.

The provisions of this act have a direct effect on those who operate places of public accommodation, but Course Directors must also adhere to the act when they lease space for a meeting or an educational workshop.

When planning a CAOHC-approved course, be mindful of the provisions of the Americans with Disabilities Act.

June 1993 Cable

CAOHC sent a CAOHC *Cable* and comment card to all CDs in mid June. The topics of the *Cable* included the announcement of course approval charges; the joint committee project on the proposed policy changes for denying certification and recertification to CD applicants; the location schedule for future CD workshops; plus the advertisement of resources available through the CAOHC office.

We have only received 20 comment cards in response to the *Cable*. If you have not responded to the *Cable* but would still like to do so, please forward your comment cards to CAOHC so that your opinions may be considered.

Upcoming OHC Refresher Courses

Approved June 7, 1993

Date	City	Course Director	Phone Number	Date	City	Course Director	Phone Number
July				August (continued)			
7/7	Chapel Hill, NC	Andrew Stewart	919/967-2228	8/12	South Jackson, FL	Nancy Green	904/399-3370
7/12	Toledo, OH	Herbert Greenberg	419/885-3848	8/12	Montgomery, AL	Curtis Smith	205/887-6302
7/13	Greensboro, NC	George Cook	919/665-1818	8/16	Toledo, OH	Herbert Greenberg	419/885-3848
7/14	Portland, OR	Peter Charuhas	503/228-6479	8/16	Phoenix, AZ	William Harlan	505/275-1415
7/14	Brookfield, WI	Ed Korabic	414/288-3428	8/17	Greensboro, NC	George Cook	919/665-1818
7/15	Austin, TX	Melody Martin	817/772-7253	8/18	Hattiesburg, MS	Robert Rhodes	601/266-5216
7/15	Houston, TX	Gayla Sullivan	713/497-3207	8/18	Boulder, CO	Richard Krug	303/494-0766
7/16	Piscataway, NJ	Ellen Kelly	908/238-1664	8/20	Chicago, IL	William Harlan	505/275-1415
7/20	Charlotte, NC	R. Shackelford	404/294-4672	8/24	Detroit, MI	William Harlan	505/275-1415
7/21	Dallas, TX	Dean Harris	303/586-0702	September			
7/21	Houston, TX	Johnny Sanders	713/439-7511	9/8	Madisonville, KY	Marian Morgan	502/825-7363
7/22	Cleveland, OH	David Metz	216/621-6783	9/13	Baltimore, MD	Vic Gladstone	410/467-1040
7/28	Poughkeepsie, NY	Jerrold Galleher	914/431-8801	9/13	Toledo, OH	Herbert Greenberg	419/885-3848
7/28	Salt Lake City	Richard Harris	801/378-6460	9/13	Roanoke, VA	Richard Hawkins	703/343-0165
7/28	Atlanta, GA	William Wolfe	404/518-0496	9/14	Greensboro, NC	George Cook	919/665-1818
7/29	Owen, KY	Joseph Etienne	502/281-5797	9/14	Portland, OR	James Maurer	503/725-3527
7/29	Edmond, OK	Jerry Teel	405/360-0330	9/15	Houston, TX	Johnny Sanders	713/439-7511
August				9/15	Chapel Hill, NC	Andrew Stewart	919/967-2228
8/2	Rio Piedras, NM	Angel Beauchamp	809/751-5609	9/16	Houston, TX	Gayla Sullivan	713/497-3207
8/4	Bala Cynwyd, PA	Lawrence Vassallo	215/667-1711	9/20	Washington, DC	Lloyd Bowling	202/994-7166
8/10	Hoffman Estates, IL	Robert Connelly	708/519-0666	9/22	Dallas, TX	Dean Harris	303/586-0702
8/10	Wellesley, MA	Pam Gordon	617/891-9124	9/22	Piscataway, NJ	Ellen Kelly	908/238-1664
8/11	Oklahoma City	Melette Meloy	713/869-6664	9/22	Maple Shade, NJ	Richard Stepkin	609/228-3353
8/11	Buffalo, NY	Tim Swisher	215/734-2380	9/23	Cleveland, OH	William Wolfe	404/518-0496

Letters to the Editor

Dear Editor:

I attended a CAOHC certification course in 1978; I then took a refresher course in 1983 and another refresher in 1988. In a recent recertification course, I realized I had never made application to the CAOHC office for certification or recertification. I was under the mistaken impression that since I attended the courses, I was automatically certified; and subsequently recertified. Is it too late to become CAOHC certified?

Response:

The CAOHC Executive Council recently reviewed this situation and made the following recommendation to the full Council: "Students who have successfully completed a 20-hour occupational hearing conservationists' course, and where indicated, appropriate refresher

courses, may apply retroactively for CAOHC OHC certification. Upon receipt of all necessary certification/recertification fees and verification of course work, certification will be granted retroactively."

The full Council approved this recommendation on June 30, 1993. Therefore, you may apply for retroactive certification.

Note to CDs and OHCs: if you are aware of any OHCs in this situation of change, please tell them to contact the Executive Office.

Dear Editor:

Since Course Directors are prepaying on manual orders, is it possible to return unused manuals for a refund at the end of the course?

Response:

Unsold manuals are returnable within 60 days of the course. Discounted manuals, however, are not returnable. (There is a 25% discount on manual orders exceeding 20 books.)

Please remember to order the manuals 30 days in advance of the course. Since the manual has been reprinted, the 3rd edition is not distributed from the CAOHC office, but through an off-site distributor. This adds two days to the shipping schedule and makes rush orders more difficult to handle.

Dear Editor:

I lost the original certificate and card issued to me by CAOHC in 1988. What do I have to do to get a duplicate copy?

Response:

An OHC can receive a duplicate certificate and wallet I.D. card by putting the request in writing and forwarding it to the Executive Office. Send \$10 with the written request and allow 7 to 10 days for processing.

If you need to know your CAOHC certification number, contact the office and we can supply you with the certification number over the phone.

Council Members & Their Represented Organizations

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