



UPDATE

The Newsletter of the
Council for Accreditation in Occupational Hearing Conservation

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Fall Course Director Workshop to be held in San Antonio

The Fall 1994 Course Director (CD) Workshop will be held in San Antonio, Texas at La Mansion Hotel on Monday, October 3rd, 1994.

CAOHC's Council has organized a Workshop Committee that meets regularly to ensure that the content of the workshop is updated and that it continues to change to keep pace with the hearing conservation field.

The February 1994 Course Director Workshop held in Atlanta, Georgia (in conjunction with the National Hearing Conservation Association) attracted one of the highest attendance records in

years and received positive feedback from all attendees.

Registration for the Fall workshop is \$225 and includes a CAOHC *Hearing Conservation Manual, 3rd Edition*. Course Directors attending the workshop for recertification must pay an additional \$25 recertification fee.

You should attend this workshop if you are planning to recertify by the Workshop Method and are a CD who certified/recertified in 1989 or later. (CAOHC does offer another option for recertification: Continuing Professional Education. For details, see page 3.)

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

If you plan to attend 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.

To receive a Course Director application, please call or write Maria Connor at 611 E. Wells Street, Milwaukee, WI 53202; 414/276-5338.

CAOHC Exhibits at the American Occupational Health Conference

The American Occupational Health Conference (AOHC) is the annual spring meeting of both the American Association of Occupational Health Nurses and the American College of Occupational and Environmental Medicine (ACOEM).

Established in 1916, the College is the world's largest society dedicated to

promoting the health of the nation's workers.

The conference held April 16-22, 1994 at the Hyatt Regency in Chicago, Illinois attracted over 350 companies and over 4,500 occupational health professionals. The exhibits aim to update participants on the latest technology, products, and services relating to phar-

maceuticals, equipment, drug testing, ergonomics, software, environmental products and services.

Many of the AOHC conference attendees are also CAOHC certified Occupational Hearing Conservationists who took time to stop by CAOHC's booth during exhibit hours. The attendees appreciated CAOHC's

presence at the conference to verify their certification statuses; review the Course Director Listing for upcoming CAOHC courses in their areas; purchase the 3rd edition of the *Hearing Conservation Manual*; pick up a copy of the *CAOHC Update*; or to find out how to become CAOHC certified.

The 1995 AOHC Conference will be held in Las Vegas. For information, contact Slack Inc. at 609/848-1000.

CAOHC Director of Administrative Services Maria Connor (left) answers questions at the CAOHC booth at the AOHC conference in Chicago.



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Chairperson's Message

by Barbara Panhorst, EdD, RN, COHN

CEUs—A Marketing Tool

Many professions now require proof of continuing professional education for relicensure and credentialing. Course Directors have asked how they might provide Continuing Educational Units (CEUs) to students in CAOHC Occupational Hearing Conservation courses.

Obviously, CEUs are a good marketing tool. Given a choice of two courses, one with and the other without CEUs, most participants would opt for the course that awards CEUs. This is especially true of



Barbara Panhorst, EdD, RN, COHN ~ Chair

the majority of occupational hearing conservationists who are also occupational health nurses.

In many states, nurses must earn a minimum number of CEUs to renew their licenses. Therefore, nurses are quite selective when choosing a course or seminar and they will seek out offerings that provide CEUs.

The Course Director should first look at the background of the participants. If

the majority of students is occupational health nurses, the CD may wish to submit the course for CE approval to the American Association of Occupational Health Nurses (1-800-241-8014, Jane Johnson, MN, RN, Professional Affairs Senior Specialist). Appropriate paperwork and documentation must be submitted well in advance of the course. Once the course is approved, however, the approval is good for two years.

If the participants are from various backgrounds, the CD may wish to contact a local community college or university for CE approval. A person in the department of Continuing Education will provide the necessary forms. The CD will describe the learning objectives, content, format, speakers, and method of evaluation. Upon course approval, a CEU certificate will be issued to successful participants by the college or university.

A CD's offering of CEUs for OHC certification and recertification courses a benefit to the student and it's a good selling point for taking the course.



UPDATE

Published by the Council for Accreditation in Occupational Hearing Conservation, a not-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 rate of \$15. Payment must accompany request:

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Future Meetings in the Field of Hearing Conservation

The National Institute for Occupational Safety and Health and the National Hearing Conservation Association

CAOHC has chosen to become an Affiliate for the National Hearing Conservation Association (NHCA) Annual Conference in March 1995 in Cincinnati, Ohio. This conference will be international in scope and will be sponsored jointly by NHCA and the National Institute for Occupational Safety and Health (NIOSH). A CAOHC Course Director Workshop and Council Meeting will be held in conjunction with the conference. More information will be provided in future issues of the *Update*.

National Hearing Conservation Association

The National Hearing Conservation Association (NHCA) will be holding its

5th Annual Excellence in Hearing Conservation Seminar on September 22nd, 1994 at the Costa Mesa Red Lion Hotel in Orange County, California.

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

Continuing Education units are provided by the Board of 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; \$160 for non-members. For information, please contact the National Hearing Conservation Association at (515) 243-1558.

Course Director Recertification through the Continuing Professional Education Option

The Continuing Professional Education (CPE) option provides that, in addition to other methods available, Course Directors may earn recertification by participating in a minimum number of approved CPE hours during their five-year certification period. Recertification may also be earned through a combination of CPE hours and course directing.

Number of CPE Hours Required

At least 75 CPE hours are required during the five-year certification period. At least 50 hours must be obtained through courses or other educational activities whose topics are directly related to occupational hearing conservation. A maximum of 25 hours may be obtained from courses with indirectly related topics. A list of acceptable directly related and indirectly related subjects appears in column 3.

Criteria for Approval of CPE Courses

Course Directors may submit courses to CAOHC for CPE approval either before or after taking them. All courses submitted, however, must have been completed during the CD's current five-year certification period.

Courses approved for CPE credit by a CAOHC Component Professional Organization (CPO) and directly related to occupational hearing conservation will be approved automatically on submission. The CPOs included are ASHA, AAO-HNS, ACOEM, AIHA, MAA, NSC, and AAOHN. Evidence of approval by the CPO is required.

All other courses submitted will be reviewed by the CAOHC Screening Committee and must be accompanied by a course description.

University coursework taken by applicant may be submitted for CPE credit according to the following formula:

- 2 semester hrs (3 quarter hrs) = 20 CPE hrs
- 4 semester hrs (6 quarter hrs) = 40 CPE hrs
- 6 or more semester hrs (9 or more quarter hrs) = 75 CPE hours

A maximum of 25 CPE hours will be credited for university courses whose topics are indirectly related to occupational hearing conservation.

The Committee will inform the CD in writing of the number of hours credit granted and whether directly or indirectly related for each course submitted. Proof of attendance for all courses will be required at the time the CD files application for recertification.

Combining CPE Hours and Course Directing

Course Directors may earn recertification through a combination of CPE hours and directing approved 20-hour CAOHC courses, with each course directed replacing 15 CPE hours. No more than two courses directed in any one year may be counted toward recertification. Of the total CPE hours applied toward recertification, at least two-thirds must be obtained from courses whose topics are directly related to occupational hearing conservation.

Maintenance of CPE Records

The Course Director is responsible for maintaining on file the CPE approvals issued by CAOHC and submitting them, with proof of attendance for each course, when filing application for recertification. Please avoid delay and disappointment by submitting courses that do not meet the criteria for automatic approval at the time you take them.

CPE Fees

The cost of using the CPE option is included in the \$25 recertification fee. Complete the recertification application and attach the necessary documentation.

Approved CPE Course Topics Directly Related Course Topics

1. Industrial Audiology
2. Occupational hearing conservation
3. Noise measurement instrumentation
4. Noise measurement techniques
5. Principles and techniques of noise control
6. Federal, state, and local noise regulations
7. Worker compensation for occupational hearing loss
8. Auditory and extra-auditory effects of noise
9. Damage risk criteria for noise exposure
10. Personal hearing protection — performance, fitting procedures, and physical characteristics
11. Physics of sound
12. OHC training principles and methods
13. OHC supervision principles and methods
14. Calibration techniques for audiometry
15. Mobile hearing testing
16. Industrial audiogram review and referral
17. Hearing conservation program recordkeeping
18. Management of hearing-impaired employee in the workplace

Indirectly Related Course Topics

1. Employee counseling and education
2. Data management techniques and applications
3. Motivation principles and techniques
4. Time management principles and techniques
5. Teaching techniques

Course Directors: Educate OHCs on the Difference Between OHC Training and CAOHC Certification

Several OHC applicants are completing CAOHC-approved training courses by CAOHC-certified instructors and mistakenly assuming that completion of the course alone warrants automatic CAOHC certification.

This is not the case. At the training program, the Course Director is required to distribute a certification application and a course survey; the Director should then explain to the OHC that in order to certify it is necessary for them to mail both of the above forms to CAOHC with a separate \$50 certification fee.

Within 30 days, CAOHC will mail the OHC a packet with a CAOHC certification number, a certificate and wallet I.D. card displaying that number, and a letter for their personnel files.

Many OHCs assume that the price of certification is bundled in to the price of the course. They are under the false impression that the Course Director is the person who assigns the CAOHC number. In fact, CAOHC is the certification body that assigns the number—not the Course Director.

Eliminating the Confusion

Course Directors can easily eliminate this confusion by bundling the price of certification with the price of the course. The Director can then forward all certification applications and fees to the CAOHC office at one time. This option saves CAOHC several processing days and eliminates any confusion about how to become certified.

What does CAOHC certification offer the OHC?

OHCs may ask what advantages CAOHC certification offers. Even if they don't ask, the Course Director should explain to the OHC that CAOHC certification is not mandatory (except in the state of Oregon). CAOHC certification does, however, guarantee that the OHC has been trained to the highest standards, it gives them more credibility, and CAOHC certification is in compliance with OSHA training standards.

Once an OHC becomes CAOHC certified, they are added to CAOHC's data base and will receive the *Update*, CAOHC's triannual newsletter. They will then have access to employment opportunities through a regular column published in the *Update*. The OHC will also receive less frequent *Cable* flashes about any changes in the field of hearing conservation. As a service, CAOHC will also remind OHCs that certification is good for five years and will mail reminder notices to the OHC six months prior and three months prior to their expiration date. The OHC, however, is ultimately responsible for keeping track of their certification date and subsequent expiration date.

Recertification Requirements

Several OHCs apply for CAOHC recertification with incomplete or inaccurate information. For example,

many OHCs don't know whether they're applying for certification or recertification; and still others can't recall whether they've ever been CAOHC certified in the past. If the OHC has never been CAOHC certified in the past, they cannot automatically apply for CAOHC recertification.

There are at least three ways to verify whether or not a person is CAOHC certified and thus eligible to register for a recertification course. Course Directors should not register a student for the recertification course unless: A) the person can provide a CAOHC certification number. This is a number assigned by CAOHC, not by any other agency, association, or Course Director. B) the person should be receiving CAOHC's triannual newsletter, the *Update*; less frequent *Cable* flashes; and reminder notices from CAOHC's office. C) the OHC should have a wallet I.D. card, a certification letter, and a CAOHC certificate.

If the OHC cannot respond positively to a, b, and c, it is likely that they are not currently CAOHC certified, and are thus ineligible for recertification.

However, it's not too late! If the 20-hour initial training course was taken within the past five years, the OHC can apply for certification and recertification simultaneously by supplying the CAOHC office with the \$50 certification and the \$20 recertification fee, plus documentation that both the initial 20-hour course and the refresher course were in fact completed and passed.

Resources Available

CAOHC has several resources available to OHCs and CDs alike: nine training videos, a Course Director Packet, and the newest brochure entitled, "Ten Reasons to Become CAOHC Certified".

The videos are available for a five-day loan period; shipping and handling is \$10 per tape or \$20 for three tapes.

For more information, contact Maria Connor at CAOHC: (414) 276-5338.

Innovative Ideas in Course Presentations Sought

Course Directors: Have you developed a new idea for presenting material in your CAOHC courses? Although the CAOHC *Hearing Conservation Manual (3rd Edition)* provides a solid foundation for CAOHC courses, there are many different ways to expand the learning experiences and invigorate OHC students. New audiovisual tools, computer software programs, and educational techniques have been

developing at a rapid pace. Have you included these concepts into your courses?

CAOHC's Council is soliciting contributions from CDs describing any inspiring "innovations". Please consider forwarding your concept to CAOHC by September 1st for an upcoming summary of innovative courses ideas. If you wish to receive credit for your idea, we will honor that request. Thank you!



Now Available!
Hearing Conservationist Manual, 3rd edition

ABOUT THE MANUAL . . .

The manual has been completely rewritten, revised, and updated with additional information on the OHC's mission, training, and role, and includes a separate chapter on federal and state regulations. This revised version also has more detailed chapters on audiometric equipment and procedures for audiometric testing, plus the sections on sound and noise measurement are more "reader friendly." All of the information on instruments, procedures, and regulations is current, including the appendices that contain new checklists and samples of forms used by experienced hearing conservationists.

ABOUT THE AUTHOR . . .

Alice Suter, Ph.D. has been extremely influential in noise criteria development, regulation, and public policy, first at the Environmental Protection Agency's Office of Noise Abatement, and later at OSHA. As Senior Scientist and Manager of the Noise Standard at OSHA, she was principal author of the Hearing Conservation Amendment. She is now a consultant in industrial audiology and community noise. Among her clients have been the World Health Organization, the Administrative Conference of the U.S., and various private companies, individuals, citizens groups, and government agencies on the federal, state, and local level.

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Upcoming OHC Certification and Recertification Courses*

Approved June 14, 1994

Date	City	Course Director	Phone Number	Date	City	Course Director	Phone Number
August 1994				September 1994 (continued)			
8/2	Omaha, NE	Tamara Wallen	816/471-3900	9/12	Towson, MD	Rebecca Moreland	410-467-1040
8/4	Los Angeles, CA	Melette Meloy	713/869-6664	9/13	Greensboro, NC	George Cook	910/665-1818
8/10	Philadelphia, PA	Tim Swisher	610/325-7600	9/14	Greensboro, NC	George Cook	910/665-1818
8/11	Montgomery, AL	Curtis Smith	205/887-6302	9/14	Portland, OR	Thomas Dolan	503/725-3264
8/12	Knoxville, TN	Charles Ferrell	615/974-5453	9/14	Destin, FL	Melette Meloy	713/869-6664
8/15	Toledo, OH	Herbert Greenberg	800/488-4185	9/14	Cleveland, OH	William Wolfe	404/518-0496
8/16	Greensboro, NC	George Cook	910/665-1818	9/15	Pittsburgh, PA	Roger Angelelli	412/466-5550
8/16	St. Louis, MO	David Levine	314/969-4710	9/20	Brooks AFB	Maj. Robert Edris	210/536-2844
8/17	Boulder, CO	Richard Krug	303/494-0766	9/21	Buffalo, NY	Timothy Swisher	610/325-7600
8/17	Dallas, TX	Melette Meloy	713/869-6664	9/21	Houston, TX	Melette Meloy	713/869-6664
8/17	Hattiesburg, MS	Robert Rhodes	601/266-5229	9/21	Maple Shade, NJ	Richard Stepkin	609/228-3353
8/17	Chapel Hill, NC	Andrew Stewart	919/967-2228	9/23	Dallas, TX	Dean Harris	303/586-0702
8/17	Bala Cynwyd, PA	Lawrence Vassallo	215/667-1711	9/26	Washington, D.C.	Lloyd Bowling	202/994-7166
8/22	Fort Sam Houston	LTC James Jerome	210/221-0773	9/26	Portland, OR	Michael Fairchild	503/232-1646
8/23	Hoffman Est., IL	Robert Connelly	708/519-0666	9/26	Indianapolis, IN	Melissa Gunter	317/662-1917
8/29	Baltimore, MD	Melette Meloy	713/869-6664	9/28	Piscataway, NJ	Ellen Kelly	908/238-1664
September 1994				9/28	Green Bay, WI	Paul Kurland	414/499-6366
9/6	Brooks AFB	Maj. Robert Edris	210536-2844	9/28	Atlanta, GA	William Wolfe	404/518-0496
9/7	Chapel Hill, NC	Andrew Stewart	919/967-2228	* <i>The listed dates indicate day one of the scheduled classes; certification courses are 20 hours in length; recertification classes are 8 hours.</i>			
9/12	Toledo, OH	Herbert Greenberg	800/488-4185				

Letters to the Editor

Dear Editor:

Years ago, I was a CAOHC certified Course Director. Unfortunately I let my certification lapse. What do I have to do to become active again as a CAOHC-certified Course Director?

Response:

If your certification lapsed, you must apply for Course Directorship through the same channels as a new Course Director. It is necessary for you to complete an application and forward it to the CAOHC office with a \$100 non-refundable certification fee.

Your application will then be reviewed by CAOHC's Screening Committee that will verify, among other things, that you have a minimum of one year experience in Occupational Hearing Conservation, and 1,000 hours devoted to hearing conservation within the past five-year period; *or* that you have participated in 4 separate CAOHC-approved workshops and have a minimum of 1,000 hours devoted to hearing conservation within the past five years.

Candidates for certification must also demonstrate that they are certified by or

meet the certification requirements of a discipline represented on CAOHC's Council.

If you are approved by the Screening Committee, you are then eligible to attend a Course Director Workshop. CAOHC offers two workshops a year—one in the spring and one in the fall. The next workshop will be October 3rd, 1994 at La Mansion in San Antonio, Texas.

Dear Editor:

I recently attended a CAOHC certification course and only two instructors were available. Is this in compliance with CAOHC guidelines?

Response:

No, CAOHC requires that at least three instructors be present (including the Course Director). The three instructors must represent three professional disciplines including audiology, occupational health nursing, safety, industrial hygiene, occupational medicine, and otolaryngology.

Additionally, the Course Director should be physically present for the entire course; there should be at least one practicum instructor for each six students; and there should be at least one audiometer for each three practicum students.

CAOHC Course Director Listing Completed

By now, every CAOHC-certified Course Director should have received the 1994 Course Director Listing. CAOHC would like to thank all Course Directors who responded to the Directory survey and contributed to its completion.

At the same time, we apologize to the few Course Directors who were inadvertently omitted in the publication or whose data was incorrect. The CAOHC office has compiled a list of corrections from the 1994 edition and will be publishing the directory on an annual basis. The next edition should be available in early 1995.

Limited copies of the Directory are still available to Course Directors only. To receive a copy, contact Maria Connor at 414/276-5338.

Course Approval Fees

Effective last year, June 15, 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.

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

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