



Course Director Policies and Procedures Manual

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Items covered specifically by the By-Laws are not included in this Policy and Procedures Manual

Course Director Certification Requirements

I. Definitions

- A. "CAOHC-approved Course Director (CD)" is the term used in this document to identify an individual who has earned and possesses a current CAOHC Course Director Certificate.
- B. "Non-CD Faculty" is the term used in this document to identify an individual who provides the didactic instruction from limited sections of the required Occupational Hearing Conservationist (OHC) curriculum at the request of the Course Director, and who is currently licensed and/or certified in a CAOHC Council Component Professional Organization (CPO) discipline.
- C. "Practicum Assistant" is the term used in this document to identify an individual who provides hands-on practical instruction, as defined in Course Director Responsibilities & OHC Training Requirements III. C., in a manner approved by the Course Director, and who may be a CD, Non-CD Faculty member, or COHC. The Practicum Assistant may also serve as an Examination Proctor.
- D. "Examination Proctor" is the term used in this document to identify an individual who may be either a CAOHC-approved CD or who is designated by CD for the purpose of proctoring students taking the online exam to earn an initial or renewed OHC certificate.

II. Course Director Qualifications

- A. Professional Requirements
 - 1. CD applicants must document possession of the current credential for the legal practice of their profession.
 - a. Proof of Licensure
 - i. Audiologist
 - ii. Occupational Health Nurse
 - iii. Physician
 - iv. Otolaryngologist
 - v. Occupational Medicine Physician
 - b. Proof of Certification
 - i. Certified Industrial Hygienist (CIH)
 - ii. Board Certification in Noise Control Engineering (INCE Bd. Cert.)
 - iii. Certified Safety Professional (CSP)
 - 2. CD Applicants from outside the United States who do not meet the criteria listed above must meet the requirements of their local jurisdiction for professional practice and are subject to approval by CAOHC.
- B. Experience Requirements
 - 1. Applicants must have completed the equivalent of at least one (1) year (=1000 hours) of work experience in occupational hearing conservation activities within the past five (5) years.
 - a. Employer verification required.
 - b. If an applicant cannot provide employer information, a letter of recommendation from a client or colleague may be accepted, subject to CAOHC approval.
 - 2. Qualifying hearing conservation activities must include three (3) or more of the following:
 - a. Noise hazard identification and evaluation
 - b. Engineering noise control development or evaluation

- c. Hearing protection device selection and fitting
 - d. Occupational audiometric testing
 - e. Hearing conservation education/training
 - f. Audiometric review and follow-up for hearing conservation programs
 - g. Hearing conservation program evaluations and management
- C. Previous OHC Course Participation Requirements
1. Applicants must be present and actively participate as Non-CD Faculty and as Practicum Assistants for at least one (1) complete OHC certification course. The OHC course must be an in person or hybrid course.
 2. Applicants must participate only under the direct supervision of an active Course Director holding a current CAOHC CD Certificate.
 3. The supervising CAOHC-certified CD must attest to the specific applicant's ability to perform the following functions appropriately:
 - i. Successfully communicate with and instruct adult learners.
 - ii. Guide learners in groups and as individuals during:
 - a) Audiometric testing practice
 - b) Hearing protection device fitting practice
 - c) Ear inspection

III. Initial Course Director Training Workshop and Examination Requirements

- A. Applicants must successfully complete the CAOHC CD training workshop.
- B. An applicant who has not met all the professional and experience requirements may attend the CD workshop, but a CD certificate will not be granted until all requirements are met, regardless of workshop attendance.
- C. Applicants must successfully complete the online examination with a passing score of 80% or higher.
 1. Applicants who complete the training workshop and successfully pass the online examination will receive, or will be provided with access to, a certificate of course completion, which will include:
 - a. CAOHC CD ID number
 - b. Date of issue
 - c. Date of expiration; five (5) years from date of issue
 2. Applicants who do not achieve a passing score on the online examination may retake the examination once. If the applicant does not achieve a passing score on the retake examination, the applicant must:
 - a. Retake the entire CD training workshop AND
 - b. Retake and pass the online examination.

Course Director Certificate Renewals

I. Application Requirements

- A. Applicants must submit the CD renewal application and/or request an extension PRIOR to the expiration date of their current CD certificate.
- B. Applicants must submit the CD certificate renewal fee and/or request an extension PRIOR to the expiration date of their current CD certificate.

II. Professional Requirements

- A. All CD certificate renewal applicants are required to update any changes in their professional credentials as listed in Course Director Qualifications, Section II (B) of this document (above).
- B. Renewing CDs who also wish to renew a CAOHC OHC certificate are required to take the OHC recertification training workshop and successfully complete the OHC examination in addition to meeting the requirements for CD renewal.

III. Training and Teaching Activity Requirements

- A. Applicants must fulfill the requirements of EITHER Option 1 or Option 2 below PRIOR to the expiration date of the current CD certificate.
 - 1. Option 1: Complete the CD Training Workshop.
 - 2. Option 2: Fulfill at least two (2) of the following requirements during the current five-year CD certification period:
 - a. Serve as CD for a minimum of ten (10) CAOHC-approved OHC training courses with no substantiated violations of CAOHC policies and procedures.
 - b. Actively participate on a CAOHC Committee or Task Force for at least two (2) full years. Active participation is defined as attendance at scheduled conference calls and contribution to Committee or Task Force projects.
 - c. Accrue a minimum of ten (10) continuing education contact hours related to Occupational Hearing Conservation.
- B. All applicants for recertification must complete the online CD examination with a passing score of 80% or higher.

IV. CD Certificate Renewal Extension Requests

- A. A CD may request an extension of active certificate status.
- B. Extension requests must be received by CAOHC no later than thirty (30) days PRIOR to the current CD certificate expiration date.
- C. Extensions are granted on a case-by-case basis.
- D. When granted, extensions will not exceed six (6) months after the current certificate expiration dates.
- E. When granted, the CD may conduct CAOHC-approved OHC training courses during the extension period.
- F. Regardless of the granting of an extension, the CD's next renewal date will be five (5) years from the date of successful completion of the Examination.
- G. CDs who do not request an extension at least thirty (30) days PRIOR to the expiration of their current certificate must apply for reinstatement by completing the same process as that required for a new CD applicant and may not serve as CD for CAOHC-approved OHC courses until their CD certificate is renewed.

V. CD Exam Requirements

- A. CDs who have completed the initial CD training workshop or who have received approval of their renewal application will have ten (10) days to successfully complete the online CD examination.
- B. Applicants will have two (2) opportunities/attempts within the ten (10) day period to achieve a passing score of 80% or higher.
- C. Applicants who do not achieve a passing score after two (2) attempts will be required to take the CD training workshop and to retake and pass the online examination with a score of 80% or higher.

VI. CD Application Appeal Process

- A. If CAOHC approval of a certificate is denied, either for an initial application or a renewal, the applicant may submit an appeal in writing to the CAOHC Executive Director within forty-five (45) days of the denial.
- B. CAOHC will provide the applicant with general information on the appeal process.
- C. Verbal appeals and/or comments written on course evaluations will not be considered formal appeals.
- D. The applicant must provide as much detail as possible in writing concerning the exact nature of the appeal.
- E. All appeals will be reviewed by the CAOHC Executive Committee and the OHC/CD Committee Chair.

CD Responsibilities and OHC Training Course Requirements

I. CD Responsibilities

- A. CDs are responsible for familiarizing themselves with all requirements as stated in this Policy and Procedure document.
- B. CDs must comply with all CAOHC policies and procedures when offering CAOHC-approved OHC Training Courses.
- C. Non-compliance with any CAOHC policies or procedures will result in disciplinary actions as described in the CD Policy Violations section of this document, including, but not limited to, suspension or revocation of the CD certificate.

II. OHC Course Requirements

- A. Course Preparation
 - 1. Select Course Type
 - a. Certification
 - b. Recertification
 - c. Combined
 - 2. Select Instructional Method
 - a. In-Person
 - b. Hybrid (virtual didactic instruction with in-person practicum)
 - c. Fully Virtual (must be reviewed and approved by CAOHC in advance)
- B. CD Requirements for Didactic and Practicum Sessions
 - 1. Didactic Instruction
 - a. In-Person: CD must be present for the entire course.
 - b. Hybrid: CD must be present in the virtual classroom for the entire didactic portion of instruction.
 - c. Fully Virtual: CD must be present in the virtual classroom for the entire didactic portion of instruction.
 - 2. Practicum Instruction
 - a. In-Person: CD must be present and/or accessible for the entire practicum, and the Practicum Assistant/s must be present for the entire practicum.
 - b. Hybrid: Either the CD or the Practicum Assistant, as described in Section III. C., must be present during the practicum sessions.
 - c. Fully Virtual: Either the CD or the Practicum Assistant, as described in Section III. C., must be present in the virtual classroom for the entire practicum.

- C. Secure adequate supplies and personnel for each course type and practicum.
 - 1. Audiometric Practicum
 - a. Supplies
 - i. Audiometers: 1:2 ratio required; that is, at least one (1) audiometer for every two (2) students.
 - ii. If using an audiometric simulator program, a 1:1 ratio is required; that is, at least one (1) audiometric simulator for every student.
 - iii. Supplemental hearing conservation equipment is recommended.
 - a) Bio-acoustic simulator
 - b) Audiometric software
 - b. Practicum Assistants, as per the requirements described in Section III. C.
 - 2. Hearing Protection Practicum
 - a. Supplies
 - i. Hearing protection samples
 - ii. Otoscopes with tips
 - iii. Infection Control supplies per federal (CDC), state, and local requirements
 - iv. Supplemental hearing conservation equipment, such as fit-check equipment, is recommended.
 - b. Practicum Assistants, as per the requirements in Section III. C.
- D. Submit OHC Course Approval Application and Fee
 - 1. The CD will complete and submit the appropriate Course Approval Application (certification/recertification), located on the Course Director Resources page on the CAOHC website.
 - 2. Course Approval Applications must specify the names and disciplines of course faculty members per the requirements outlined in Section III.
 - 3. All applicants' Course Approval Fees must be paid and received at the CAOHC administrative office at least fifteen (15) days prior to the first day of the proposed OHC course.

III. OHC Course Faculty

- A. Course Director
 - 1. Course Directors must be CAOHC-certified as a Course Director.
 - 2. If the CD is not an audiologist, it is strongly recommended that at least one of the Non-CD Faculty Instructors and Practicum Assistants be a licensed audiologist.
- B. Non-CD Faculty Instructors
 - 1. A minimum of three (3) different CAOHC Council CPO disciplines, including the discipline of the CD, must be represented on the faculty of the OHC certification courses.
 - 2. A minimum of one (1) CAOHC Council CPO discipline must be represented on the faculty of OHC recertification courses.
 - 3. All faculty members must be credentialed or be actively practicing professionals in their fields of expertise.
 - 4. CDs will ensure that all faculty are proficient in the required topics in their field of expertise.
 - 5. Instruction provided by Non-CD Faculty Instructors may be presented in-person or via alternative media, including but not limited to:
 - a. Pre-recorded video
 - b. Video teleconference
 - c. Webinar

- d. CAOHC pre-approved video curriculum
 - i. Anatomy video (physician)
 - ii. Workplace Noise Video (noise control engineer or industrial hygienist)
- C. OHC Course Practicum Assistants
 1. All Practicum Assistants must be proficient in the Practicum topics, as demonstrated to the CD. CDs are responsible for the recruitment, vetting, and establishment of the proficiency of each Practicum Assistant participating in their OHC courses, regardless of course type.
 2. Practicum Assistants who are not audiologists or physicians must hold a current OHC certificate or its equivalent.
 3. Practicum Assistants may, at the discretion of the supervising CD and with notification to CAOHC, conduct practicum activities independently, without the physical presence of the supervising CD, for a CAOHC-approved OHC Course, if the Practicum Assistant is a/an:
 - a. CAOHC-certified CD
 - b. Licensed audiologist
 - c. COHC (or equivalent) with more than five (5) years of experience conducting both audiometric and hearing protection fitting practicum activities
 - d. Non-CD Professional from a CAOHC CPO with more than five (5) years of experience conducting both audiometric and hearing protection fitting practicum activities.
 4. Practicum Assistants must be physically present either on-site or in the virtual classroom during the Audiometric Practicum and the Hearing Protection Practicum.
 5. The CD is not required to be physically present during either the Audiometric Practicum or the Hearing Protection Practicum, provided that the Practicum Assistant meets the requirements outlined above.
- D. OHC Course Examination Proctors
 1. The CD must recruit, vet, engage, schedule, and be responsible for individuals who are to serve as Proctors for the online examinations of any of the CD's OHC Course students, regardless of course type, including:
 - a. Certification Examination
 - b. Certification Re-Examination
 - c. Recertification Examination
 - d. Recertification Re-Examination
 2. Examination Proctors may be, but are not limited to:
 - a. Course Directors
 - b. Non-CD Faculty Instructors (CPOs)
 - c. Practicum Assistants
 - d. CAOHC COHCs.
- E. OHC Course Changes
 1. The CAOHC office must be notified of any changes or substitutions of the following:
 - a. Dates
 - b. Location(s)
 - c. Course Director
 - d. Non-CD Faculty
 - e. Practicum Assistants
 - f. Examination Proctors.
 2. Notification of any changes must be sent to CAOHC prior to the start of the OHC Course.
- F. OHC Course Cancellations

1. The CD must notify the CAOHC office immediately.
2. OHC course approval fees are not refundable.

IV. OHC Course, Practicum, and Examination Delivery Requirements

A. Didactic Instruction

1. Specific CAOHC OHC training course content is outlined in the OHC Course Curriculum and the Examination Blueprint in Appendix A. Both documents must be used as guides for developing all OHC training course materials.
2. Required Hours of Instruction
 - a. All certification courses must include a MINIMUM of twenty (20) hours of instruction (additional instruction time is encouraged to meet student needs) including:
 - i. All didactic instruction
 - ii. All practicum activities and evaluations
 - iii. Online course examination
 - b. All recertification courses must include a MINIMUM of eight (8) hours of instruction (additional instruction time is encouraged to meet student needs) including:
 - i. All didactic instruction
 - ii. All practicum activities and evaluations
 - iii. Online course examination.
 - c. CAOHC strongly recommends limiting instruction time to eight (8) hours per day.
 - d. Online examination procedures will not be adjusted unless the student has discussed any issues related to the Americans with Disabilities Act (ADA) with both the CD and the CAOHC staff prior to their course attendance and a specific accommodation has been approved.

B. Audiometric Practicum Instruction

1. Specific CAOHC OHC training course content is outlined in the OHC Course Curriculum and the Examination Blueprint. Both documents must be used as guides for developing OHC training course materials.
2. Required Audiometric Practicum Assistant to student ratio
 - a. In-Person Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students.
 - b. Hybrid Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students.
 - c. Fully Virtual Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students and 1:1 student per audiometric simulator.
3. Length of Instruction
 - a. OHC Certification course Audiometric Practicum length must be a MINIMUM of one-hundred and fifty (150) minutes; this may be distributed among the course days.
 - b. OHC Recertification course Audiometric Practicum length must be a MINIMUM of sixty (60) minutes.
4. Audiometric Practicum content includes but is not limited to the following:
 - a. Preparing audiometric equipment for testing
 - b. Taking an aural case history
 - c. Preparing a subject for testing
 - d. Conducting pure-tone air conduction manual audiometry
 - e. Documenting test results in either graphic or tabular form
 - f. Reading test results in both graphic and tabular forms
 - g. Explaining the audiometric results

- h. Subject counseling
 - i. Otoscopic screening
 - j. Operation of a microprocessor audiometer (optional).
- C. Hearing Protection Practicum
1. Required Practicum Assistant to student ratio
 - a. In-Person Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students.
 - b. Hybrid Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students.
 - c. Fully Virtual Instruction: 1:8 ratio required; that is, at least one (1) Practicum Assistant for every eight (8) students.
 2. Length of Instruction
 - a. OHC Certification course Hearing Protection Practicum length must be a MINIMUM of sixty (60) minutes.
 - b. OHC Recertification course Hearing Protection Practicum length must be a MINIMUM of thirty (30) minutes.
 3. Hearing Protection Practicum content includes but is not limited to the following:
 - a. Fitting of a MINIMUM of four (4) different types of hearing protectors. Types of hearing protectors may include:
 - i. Disposable Foam (hand-formed)
 - ii. Pre-molded (reusable, triple- or quad-flanged)
 - iii. Hybrid no-touch foam (pods)
 - iv. Custom molded
 - v. Banded (semi-aural) earplugs
 - vi. Earmuffs
 - b. Assessment of both the physical and acoustic fit of a MINIMUM of four (4) different types of hearing protectors as described in Section IV. C. 3. a.
 - c. Counseling subjects on proper care and maintenance of hearing protectors.
 - d. Otoscopic screening

V. General Practicum Evaluation

- A. Students must demonstrate their competence to the satisfaction of the CD and/or Practicum Assistant for both the Audiometric and Hearing Protection Practicums to be eligible for CAOHC certification or recertification.
- B. The CD will attest to and maintain scored, supporting documentation of all student practicum performance for a minimum of five (5) years.
 1. Online Exam results will be withheld for any student until competency can be successfully demonstrated.
 2. Students who cannot demonstrate competence in both Practicums may arrange for a re-evaluation by a CAOHC-approved CD no later than thirty (30) days following the original course.
 - a. Re-evaluation results will be forwarded to the CAOHC office within twenty-four (24) hours of the re-evaluation.
 - b. Students who do not complete the Practicum re-evaluation within thirty (30) days, or who continue to be unable to demonstrate competence, will not be eligible for certification and will be required to re-take the applicable CAOHC course.
- C. OHC Course Online Examination

1. All students who successfully complete the OHC Course, the Audiometric Practicum, and the Hearing Protection Practicum are eligible to take the online OHC Certification or Recertification Course Examinations, as applicable.
2. On the day of the Examination, the CD must complete an attestation for each eligible student in the CAOHC Learning Center prior to administering the Examination.
3. A CD or a CAOHC-approved Examination Proctor must administer the online, standardized OHC Examinations.

CD Policy Violations

I. General Policy Statement

- A. All CDs must remain current on CAOHC OHC course administration policies and procedures.
 1. Violations of policy will be categorized and ranked by severity by the CAOHC Executive Director in collaboration with the CAOHC Executive Committee and applicable Council members.
 2. All reported violations are initially categorized as Alleged until a preliminary investigation is conducted and a determination of violation severity, if any, can be made.
 3. The CD may appeal any disciplinary decision within fifteen (15) days.
- B. The CD may refer to the CD Resources page on the CAOHC website for more information.

II. Categories of Violations by CD of CAOHC Policies or Procedures

- A. Alleged Violation
 1. Definition: An unsubstantiated activity or behavior, possibly violating CAOHC Policies or Procedures, which is reported to a CAOHC Council member or the CAOHC administrative office staff.
 2. Procedure: An investigation will be conducted, directed as described in CD Policy Violations Section I. A. 1, and a determination will be made regarding whether the violation will be:
 - a. Dismissed
 - b. Categorized as a Minor Violation
 - c. Categorized as a Major Violation.
 3. Result:
 - a. Alleged violations found to be unfounded, false, or not a violation of CAOHC Policies and/or Procedures will be dismissed, and a letter of such action will be sent to the CD.
 - b. Substantiated misconduct not meeting the severity of Minor or Major violations will be reported to the CD in a Letter of Caution, as described in Section III. 2. A.
- B. Minor Violation
 1. Definition: A substantiated activity or behavior that violates one or more CAOHC Policies or Procedures and is determined to be less severe than a Major violation.
 2. Procedure: An investigation will determine the nature of the specific Minor violation. Such violations may include but are not limited to:
 - a. Failure of the CD to contact CAOHC when course arrangements change such as:
 - i. CD Substitution
 - ii. Non-CD Faculty change
 - iii. Practicum Assistant change
 - iv. Course Cancellation

- b. Failure of the CD to follow any policies regarding the administration of the OHC Certification/Recertification Courses
 - c. Failure of the CD to follow any current CAOHC policies regarding the administration of the OHC standardized examination.
 - 3. Result: Minor violations will be recorded in the CD's file and a Letter of Caution or Warning as described in Section III. B. will be issued depending on the results of the investigation.
- C. Major Violation
 - 1. Definition: A substantiated activity or behavior that violates one or more of CAOHC Policies or Procedures and is determined to be more severe than a Minor violation.
 - 2. Procedure: An investigation will determine the nature of the specific Major violation. Such violations may include but are not limited to:
 - a. Violating of the CD's Component Professional Organization (CPO) Code of Ethics
 - b. Compromising of the integrity of the OHC Course or OHC Standardized examination. Breaches of the OHC Standardized examination policies include but are not limited to:
 - i. Reviewing, copying, or allowing another person to review or copy the OHC Standardized Examination
 - ii. Assisting OHC applicants with the OHC Standardized examination questions
 - iii. Allowing collaboration between students taking the OHC Standardized examination.
 - c. Impersonating another CD, or failure to report knowledge of such impersonation by another.
 - d. Conducting or advertising OHC courses as "CAOHC-approved," when CAOHC approval has not been received as of the date of the course advertisement or posting.
 - e. Receiving citations for multiple minor violations of CAOHC policies and/or procedures within a five-year period
 - f. Adversely affecting CAOHC's reputation
 - g. Reported allegations of criminal conduct by the CD and this information will be forwarded to the appropriate authorities.
 - 3. Result
 - a. The CAOHC Executive Committee, with additional appropriate Council members specific to the violation/s, will be notified of Major violations and will determine appropriate action, which may include notifying the CD's CPO, licensure board, certification body, or law enforcement.
 - b. CAOHC will keep records of incident/s and official communications.
 - c. A Letter of Admonishment will be sent to the CD.

III. Consequence of Violation of CAOHC CD Policies or Procedures

- A. Loss of Professional Standing
 - 1. A temporary or permanent loss of professional licensure, registration, certification, or membership in the CD's CPO shall automatically cause the CD to be suspended until qualifying professional licensure, registration, certification, or membership is reinstated.
 - 2. During any loss of professional licensure, registration, certification or membership in a CD's CPO, the CD shall be prohibited from teaching OHC Certification courses.
- B. Letters of Notification of Violation by Category
 - 1. Letter of Allegation Dismissal includes:

- a. Alleged Violation
- b. Notification of the Report of Findings
- c. Statement Explaining the Dismissal of the Allegation
- 2. Letter of Caution includes:
 - a. Alleged Violation
 - b. Notification of the Report of Findings
 - c. Cautionary statement to the CD
- 3. Letter of Warning includes:
 - a. Area/s of non-compliance
 - b. Possible Action/s that may be taken beyond the Letter of Warning, if additional violations occur, which may include but are not limited to:
 - i. Suspension of the CAOHC CD credential during the investigative period
 - ii. Suspension of privileges deemed appropriate for the offense; term to be determined on an individual basis by the Executive Committee
 - iii. Notification to any licensing, registration certification or membership board if there is any unethical or immoral conduct.
 - iv. Procedural steps to appeal the Letter of Warning
- 4. Letter of Admonishment includes:
 - a. Area/s of non-compliance
 - b. Notification of Report of Findings
 - c. Action/s to be implemented by the CAOHC Committee with additional appropriate Council members specific to the violation/s, and which may include but are not limited to:
 - i. Suspension of privileges deemed appropriate for the offense following the investigation period.
 - ii. Notification to any licensing, registration, certification, membership board, or employer if there is any unethical or immoral conduct.
 - iii. Notification to law enforcement if there is any illegal conduct.
 - iv. Procedural steps to appeal the Letter of Admonishment

IV. Reinstatement After Suspension

- A. Attendance at a CD Workshop and successful completion of the CD Examination is required for reinstatement after suspension.
 - 1. A CD may complete the CD Workshop and the CD Examination during the suspension period, provided that a CD Workshop is offered during that period.
 - 2. If a CD Workshop is not offered during the suspension period, the CD must complete the first course offered after the suspension period ends.
 - a. The CD will not conduct CAOHC OHC Training Courses during any post-suspension period until the CAOHC CD Workshop and Examination have been successfully completed.
 - b. The CD will not advertise themselves or any OHC Training course as being "CAOHC Approved" or "CAOHC Certified" during any post-suspension period until the CAOHC CD Workshop and Examination have been successfully completed.
- B. Probation After Suspension
 - 1. If reinstated, the CD will be placed on probation for three years after the suspension is lifted, or after successful completion of the CD Workshop and Examination if completed after the suspension period ends, as applicable.
 - 2. A CD may request a reduction in the length of the probation period.

- a. The request for a reduction must be in writing.
 - b. The request must provide justification for reduction of the probation period.
 - c. The CAOHC Executive Committee and appropriately related Council members may consider approving a probation period reduction request, but this is not guaranteed.
 - d. A reinstated CD must complete the required probation period without any violation of CAOHC policies and procedures.
3. The reinstated CD will receive notification from CAOHC when the probation period is complete.
4. New Certification Dates
- a. Reinstated CDs who successfully completed the CD Workshop and Examination during their suspension period will begin their new 5-year certification cycle as of the date they completed their suspension period. For example:

Orig. Cert date	Violation Date	Susp. Begins/ends 6 mos.	Course Date	Exam Date	Reinst. Date	Prob. Ends 3 yrs	Orig Cert Exp	New Cert Exp
1/1/22	1/2/23	3/1/23-9/1/23	4/1/23	4/1/23	9/1/23	9/1/26	1/1/27	9/1/28

- b. Reinstated CDs who successfully completed the CD Workshop and Examination after their suspension period will begin their new 5-year certification cycle as of the date they passed the online CD examination. For example:

Orig. Cert date	Violation Date	Susp. Begins/ends 6 mos.	Course Date	Exam Date	Reinst. Date	Prob. Ends 3 yrs	Orig Cert Exp	New Cert Exp
1/1/22	1/1/23	3/1/23-9/1/23	3/1/24	3/1/24	3/1/24	3/1/27	1/1/27	3/1/29

5. The CD certificate of any reinstated CD who fails to comply with all CAOHC policies and procedures in the future will be immediately and permanently revoked.

Design of Course Director Workshops Sponsored by CAOHC

- I. CAOHC will annually conduct at least two workshops for certification and recertification of Course Directors. These workshops will consist of at least eight hours of focused training, intended to prepare CDs for successful design and conduct of OHC certification and recertification courses. After completing this training, attendees will be able to:
 - A. Develop course curricula that meet CAOHC's current requirements for Occupational Hearing Conservationist (OHC) certification and recertification courses.
 - B. Successfully accomplish procedural actions required by CAOHC of a Course Director (CD) before, during, and after CAOHC-approved OHC courses.
 - C. Implement contemporary and motivational teaching techniques and available resources (including those provided by CAOHC) for effective hearing conservation training.
 - D. Recognize how recent changes in federal hearing conservation regulations influence the conduct of CAOHC-approved OHC courses.
 - E. Prepare instructional materials that incorporate recent scientific and technical advances in hearing conservation for use in training conducted by CDs and OHCs.
- II. CAOHC CD workshops will include faculty members from the CAOHC Council and the OHC/CD Committee. Other instructors may be invited at the discretion of the overseeing Course Director. The workshop's organization, lecture content, written handouts, audio-visual support, and overall facility preparation should exemplify the highest standards possible. The specific content of each workshop will be designed by the OHC/CD Committee after review of evaluations completed by attendees and faculty from the previous workshop, as well as consideration of recognized global trends in the field of hearing conservation.
- III. The CAOHC Executive Office will coordinate continuing education sponsorship and make available continuing education for CD workshop attendees, as needed, in at least one professional discipline (preferably the discipline with majority representation among attendees). Attendees must be present for the entire workshop to be granted CD certification or recertification.
- IV. Workshop registration must be paid at least seven days prior to the workshop date.
- V. Currently seated CAOHC Council members who wish to certify as a CAOHC Course Director shall not be required to pay a CD workshop registration or examination fee provided all other application requirements are met.
- VI. All students will receive a Course Director Workshop Handbook. This handbook is also available through the CAOHC Learning Center.

Course Director Workshops Sponsored by Other Groups

- I. CAOHC component professional organizations and other groups may sponsor Course Director certification workshops, provided that:
 - A. Such workshops are submitted for approval by CAOHC at least thirty days in advance.

- B. Such workshops must include at least one faculty member from the CAOHC Council, preferably the representative from the sponsoring organization, i.e. MAA for military courses.
- C. Course content includes at least eight hours and the subjects are those currently included in CAOHC- sponsored CD certification workshops.
- D. Sponsors other than CAOHC CPOs obtain co-sponsorship by one of the CPOs.
- E. A fee for review and processing is included with the first application for approval of a CD workshop by an organization. No fee will be required, however, for approval of subsequent workshops following the identical course outline conducted within one year.
- F. Review of such proposals is conducted by CAOHC staff in consultation with the Council to determine a proposal's compliance with the above requirements. Final approval rests with a majority vote of the Council.
- G. The sponsoring organization is responsible for coordinating continuing education, workshop venue, and setting the workshop registration fee. Students participating must submit all necessary CD application paperwork and pay the application fee to CAOHC.

Marketing Materials and Logo

- I. Names and mailing addresses of currently certified OHCs and/or CDs are available on self-adhesive labels or electronically at fees described on the “Mailing Lists for Potential Students” form. There is an approval process for the marketing materials to be sent described on the above-mentioned form. These names are for one-time use only. Email addresses are not sold by CAOHC as an agreement to our certificate holders.
- II. When non-CAOHC materials are determined by the Council to be relevant, accurate, and of value to Course Directors and/or OHCs, the Council may choose to make available, inform of, or send such items to the appropriate audience. Options include, but are not limited to mailings, broadcast emails, web links, distribution at meetings, and newsletter notices. This may include, but is not limited to, teaching aids, reference materials, and product samples. In the case of materials with a commercial source, there must be a clear benefit to the audience that outweighs the commercial message, and no compensation of any form is to be received by the Council or any of its members. An appropriate disclaimer of interest or endorsement by CAOHC as stated below is to accompany any of the above.
- III. CAOHC makes the attached information available solely as a matter of interest. CAOHC assumes no responsibility for the accuracy of any content therein. Providing this information should not be construed as an endorsement or recommendation by CAOHC of any product or service referenced therein or of the manufacturer, distributor, or provider of same. CAOHC has no relationship to, and has received no remuneration, benefit, or any other thing of value from the manufacturer, distributor or provider of any goods or services referenced in this information.
- IV. The CAOHC logo is a proprietary symbol that represents CAOHC’s credibility and occupational hearing conservation focus. Use of the logo will be monitored so as to retain its intended significance. No entity may apply, display, or otherwise use the actual logo of CAOHC on printed or electronic materials without the expressed written consent of the Executive Committee. The logo is to be used carefully so as to retain its impact. The following constitute the only exceptions to the requirement for pre-approval by CAOHC’s Executive Committee:
 - A. Government agencies may reproduce the CAOHC logo in printed or electronic materials.
 - B. Currently certified CAOHC Course Directors may reproduce the CAOHC logo in printed or electronic materials for advertising their CAOHC-approved courses.

Approval Procedures for OHC Courses

- I. Applications for both 20-hour initial certification courses and 8-hour recertification courses must be submitted to the CAOHC Office for approval fifteen business days in advance, using the CAOHC approval form available on the CAOHC website. When a recertification course is offered in conjunction with a full course, the CD must inform the CAOHC office which day the recertification course will be conducted on the approval form. Only one 20-hour or one 8-hour course (or a combined certification/recertification course) will be allowed per course approval form.
- II. Each 20-hour course must include faculty members from at least three different disciplines represented on the Council and must follow the CAOHC Course Outline for content and time allotments. OHC Course Instructors other than the Course Director must be actively engaged in their profession. Participating faculty must be credentialed or practicing professionals in their field of expertise as represented on the CAOHC Council. Disciplines, and suitable terminology describing them, are:
 - A. Audiology (Audiologist, Occupational Audiologist, Military Audiologist, Industrial Audiologist, Certified Audiologist)
 - B. Occupational health nursing (Occupational Health Nurse, Industrial Nurse, Registered Nurse)
 - C. Safety (Safety Engineer, Safety Professional)
 - D. Industrial hygiene (Industrial Hygienist, Certified Industrial Hygienist)
 - E. Occupational medicine (Occupational Physician, Occupational and Environmental Physician, Physician)
 - F. Otolaryngology (Otolaryngologist, Otologist, ENT Physician, ENT/Head and Neck Surgeon)
 - G. Noise control engineering (Noise Control Engineer, Acoustical Engineer).

In lieu of two required professional discipline instructors, CAOHC authorized video/DVD curriculum packages may be substituted. Both the Noise Measurement video and the Anatomy video curriculum substitution is allowed per approved course and must be indicated as part of the course submission documentation.

- III. The Council does not recommend more than eight hours per day of instruction and practicum.
- IV. The CAOHC Office reviews each course application. Questions and special cases will be referred to the Vice Chair – Education and OHC/CD Committee as appropriate. Final approval of OHC courses rests with the Council.
- V. If the course meets all requirements and the appropriate fee is paid, the Course Director will receive an email with the course number(s) and permission to advertise the course as "CAOHC-approved." The course will be listed on a roster of approved courses on the CAOHC web site.
- VI. Course approval is not retroactive. If a course is not submitted for approval in advance, students participating will not be eligible for CAOHC certification. Course Directors advertising a class as CAOHC approved where approval is not granted are in violation of CAOHC's Policies and Procedures and disciplinary action will be taken.

- VII. If there is a need to change the Course Director for a course, this change must be submitted to the CAOHC Office as soon as the change is determined.
- VIII. Effective March 2021, Course Directors must submit an application if they wish to teach a fully virtual course. The Course Director needs to provide a detailed plan and timeline for the practicum portions of the course. The application is available on the CAOHC website.
- IX. When the course is set up in CAOHC's system, the Course Director will receive a link to share with course participants to register for the course. Detailed invoices are sent out via email to Course Directors a week after course completion. The Course Director is responsible for submitting payment to the CAOHC office for each student enrolled in the OHC course within 30 days of course completion.
- X. If the Course Director changes their course in any way (i.e., instructors, location, date, etc.), they must notify the CAOHC Office. If there are changes in the course outline, they must send a revised outline noting any changes in course structure.

COURSE DIRECTOR RESOURCES

Additional CD resources may be found in the section "Working as a CD" under CD Resources on the CAOHC website.