



Professional Supervisor Policies & Procedures

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Professional Supervisor of the Audiometric Monitoring Program (CPS/A©)

8.1 Background. The Certified Professional Supervisor of the Audiometric Monitoring Program (CPS/A©) is a title created by the Council of Accreditation in Occupational Hearing Conservation (CAOHC) pursuant to OSHA's Noise standard, paragraphs 1910.95(g)(3), (g)(7)(iii), and (g)(9), propounding that professionals, specifically audiologists, otolaryngologists, or other physicians are qualified to administer the audiometric testing program. The Professional Supervisor (PS) plays a critical role in ensuring the effectiveness of a hearing conservation program through collaborative work with other professionals, including nurses, occupational hearing conservationists, industrial hygienists, safety professionals, employers, employees, and their representatives. The PS is responsible for reviewing clinically abnormal screening audiograms, managing the clinical evaluation process, and making determinations as to whether or not hearing loss is associated with occupational noise exposure. The PS Course includes practical case discussions and problem-based learning scenarios with focus on the clinical, administrative and regulatory components of the occupational hearing conservation program. The CPS/A© credential is awarded by CAOHC to audiologists, otolaryngologists or other physicians after the successful completion of the CAOHC PS Course and PS examination.

8.2 Candidate Eligibility for the Professional Supervisor Course and Examination

8.2.1 Only audiologists and physicians with a current practitioner license may pursue the CPS/A© credential by enrolling in the Professional Supervisor (PS) Course and taking the CPS/A© examination.

8.2.2 *Eligible U.S. physicians.*

8.2.2.1 A graduate from a U.S. accredited allopathic or osteopathic medical training program who maintains an unrestricted medical license in a U.S. state or U.S. territory.

8.2.2.2 A graduate from a medical school or university listed in the World Directory of Medical Schools, who has achieved credential(s) granted by a Board of Medicine of the U.S. Federation of State Medical Boards, and harbors the requisite training or competency to practice medicine within the U.S. or a U.S. territory.

8.2.3 *Eligible non-U.S. physicians.*

- 8.2.3.1 A graduate from a non-U.S. accredited medical school or university who is currently licensed to practice medicine equivalent to U.S. allopathic or osteopathic medicine. The physician must possess current credentials and licensure supporting independent practice in medicine and/or surgery in accordance with local-national standards.
- 8.2.4 *Audiologists.* An audiologist trained by a U.S. accredited program with current licensure or registration by a State Board of Audiology; or an audiologist licensed, registered, and/or certified in accordance with local national (outside of the U.S. and U.S. territory) practitioner rules and/or statutory requirements.
- 8.2.5 *Other hearing conservation program professionals* who are not physicians or audiologists may attend a PS Course; however, are not be eligible to take the PS examination and obtain the CPS/A© credential.

8.3 Professional Supervisor Course and Examination Process

- 8.3.1 Prospective PS Course candidates must complete and submit the PS Course application including a submission to CAOHC of their current credential documentation and fees.
 - 8.3.1.1 PS Course and application fees are non-refundable with the exception of CAOHC-directed PS course cancellations.
 - 8.3.1.2 PS Course and application fees are established by CAOHC and are subject to periodic adjustments which are to be approved by the CAOHC Council.
- 8.3.2 The CAOHC Executive Director or his/her designee verifies the candidates' qualifications of those seeking the CPS/A© credential.
- 8.3.3 The PS Course schedule and registration links will be posted on the CAOHC internet site, www.caohc.org, and updated by the CAOHC staff.

8.4 Professional Supervisor Course and Examination Process

- 8.4.1 PS candidates, as described in section 8.2, must complete the PS Course and successfully pass the PS examination in order to be awarded the CPS/A© credential.
- 8.4.2 Following the completion of the PS Course, attendees will receive electronic correspondence from CAOHC indicating that the PS examination is open. The correspondence will include a link to the examination website, an individualized login username and password, and the closing date for the examination.

- 8.4.3 Exam candidates who completed a virtual synchronous or in-person Course will have 30 days following the PS Course to complete the PS examination. For those individuals completing the asynchronous PS Course via the Learning Management System (LMS), the exam must be completed within 30 days from the date the individual first launches the LMS. Exceptions to the deadlines may be requested in writing by the students to CAOHC. Excepted approvals are granted by the PS Committee Chair or designee.
- 8.4.3.1 Exam candidates may use PS Course materials and other study aides during the PS examination. Exam candidates must take the exam independently; e.g., group work is prohibited during the PS examination.
- 8.4.3.2 Exam candidates will be allowed two attempts to achieve a percent correct score of 80% or better on the PS examination. Exam candidates unable to successfully pass the examination after two attempts may petition the PS Committee for a third attempt. Approvals are granted by the PS Committee Chair or designee and students will be charged the full examination fee. Any additional attempt beyond the third attempt requires registering and retaking the PS Course and examination.
- 8.4.3.3 Examinees may challenge content within the PS examination through written correspondence (electronically or by postal mail) addressed to the CAOHC Executive Director no later than 45 calendar days following the release of the PS examination results.
- 8.4.3.3.1 PS Course attendees' comments collected related to the Course will not be considered as challenges, but instead, will be addressed individually by the PS Course instructor(s).
- 8.4.3.3.2 The examinee must describe the exact nature of the challenge in as much detail as possible.
- 8.4.3.3.3 The Executive Director or designee will provide the examinee with general information concerning the PS examination challenge process and will forward copies of the challenge correspondence to the PS Course Committee Chair.

8.5 Renewal of the CPS/A© Credential

- 8.5.1 PS must undergo a recertification process every five years to maintain active certification and declare the CPS/A© credential.
- 8.5.2 Recertification is achieved by (1) taking the PS examination online, or by (2) completing the PS Course and PS examination, as described in sections 8.2 and 8.3, before the five-year expiration date of the PS's current certification in order to avoid a lapse in his/her CPS/A© credential.

- 8.5.3 PS electing to recertify by taking the PS examination online must contact CAOHC to satisfy enrollment requirements (section 8.3.1). Upon CAOHC approval, the PS will receive electronic correspondence from CAOHC indicating that the PS examination is open. The correspondence will include a link to the examination website, an individualized login username and password, and the closing date for the examination.
- 8.5.3.1 PS recertification candidates will have no more than 30 calendar days to complete the PS examination from the date of electronic notification stating that the examination is open.
- 8.5.3.2 PS examination recertification candidates may use PS Course materials and other study aides during the PS examination. Exam candidates must take the exam independently; e.g., group work is prohibited during the PS examination.
- 8.5.3.3 PS recertification candidates will be given two attempts to achieve a percent correct score of 80% or better on the PS examination.
- 8.5.3.4 PS recertification candidates unable to pass the PS examination, may no longer declare the CPS/A© credential and must apply for and complete a PS Course and successfully pass the PS examination as described in sections 8.2 and 8.3.
- 8.5.4 PS seeking to recertify, under special circumstances, may appeal to CAOHC for a temporary extension of their CPS/A© credential when unable to recertify prior to the end of the five-year certification period.
- 8.5.4.1 Requests for extension must be provided in written correspondence (electronically or by postal mail) addressed to and received by the CAOHC executive director no later than 30 calendar days following the date of expiration of the CPS/A© credential.
- 8.5.4.2 The CAOHC Executive Director or designee will provide the requestor with general information concerning the process for requesting an extension of the CPS/A© credential.
- 8.5.4.3 Requests for an extension are considered by the CAOHC Executive Director on a case-by-case basis and forwarded to the PS Committee Chair for final approval. Approval of appeals for CPS/A© extension are not guaranteed. The CAOHC Executive Director or designee will notify the requestor of approval/rejection of the CPS/A© extension request via electronic correspondence.

8.6 Professional Supervisor Course Instructors

- 8.6.1 Course Instructors must be a CPS/A©. One of the PS Course faculty, per course, must be designated as the lead facilitator and must be a current or former CAOHC council member.
- 8.6.2 The CAOHC PS Committee chair or designee is responsible for appointing faculty members for each course and will approve or reject all PS faculty candidates.
- 8.6.3 The CAOHC Executive Director or designee will verify credentials as described in section 8.2.
- 8.6.4 PS Course instructors are exempt from the PS Course application and examination fees and automatically recertified. PS Course instructors are eligible for the reimbursement of travel, lodging, and other meals & incidental expenses.
- 8.6.5 PS Course Instructors must participate as faculty in no less than one course per year to maintain the PS Course Instructor appointment. If there is failure to meet this requirement, a request to maintain the appointment can be made directly to the CAOHC PS Committee Chair.
- 8.6.6 Current PS Course Instructors will have their CPS/A© credential automatically renewed (without completing the PS recertification examination) if they (1) currently serve the CAOHC Council, (2) serve on the PS Course Committee and (3) instruct at least one PS Course per year. If there is failure to meet these three conditions, a request to maintain the appointment can be made directly to the CAOHC PS Committee chair.

8.7 The Professional Supervisor Examination

- 8.7.1 The PS Examination will assess the knowledge and skills considered essential in the practice of the PS, with emphasis on PS Course core curriculum objectives: the PS scope of practice, noise-induced hearing loss, assessing exposure and hearing protection, elements of a valid audiometric monitoring program, review of problem audiograms, improving the quality of the hearing loss prevention program, and determination of work relatedness.
- 8.7.2 The examination will be delivered online within a specified time period, as noted in 8.4.3.
- 8.7.3 The PS examination will undergo routine reviews and updates by the PS Committee in order to assess examination performance. The reviews will be scheduled by the PS Committee Chair or designee.
- 8.7.4 Questions will be routinely added to the examination bank for enabling multiple exam iterations.

8.7.5 The PS examination should be revised at least every five years.

8.8 The PS Course Course Content

8.8.1 The PS Committee will develop and maintain the CPS/A© online examination and credentialing process. In addition, committee members guide direct and deliver content for the PS of the Audiometric Monitoring Program Courses domestically and abroad.

8.8.2 The PS Course will consist of content and curriculum developed and/or adapted by the PS Committee. The PS Course is a proprietary CAOHC product and cannot be used external to CAOHC without expressed and written permission from CAOHC.

