



# CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS CONSEIL CANADIEN D'AGRÉMENT DES HYGIENISTES DU TRAVAIL

## Instructions for Completing the “ROH Fast Track” Application Form

The **ROH Fast Track** process is meant to acknowledge the academic qualifications of students coming directly out of Canadian graduate occupational health and/ or hygiene programs and to enhance the pursuit of professional certification for practicing Occupational Hygienists worldwide.

### A. ELIGIBILITY

#### **Students graduating from the following institutions are currently eligible:**

- University of British Columbia - School of Environmental Health
- University of Toronto - Graduate Department of Public Health Sciences
- University of McGill - Department of Occupational Health
- Université de Montréal - Faculty of Medicine Environmental and Occupational Health Department

#### **Master’s Graduates:**

Individuals will be eligible to challenge the multiple choice component of the ROH examination process immediately upon completion of their studies and up to 3 years following completion of their Master’s (MSc/ MPH/ MHSc) degree.

#### **Doctoral Graduates:**

Individuals will be eligible to challenge the multiple choice component of the ROH examination process immediately upon completion of their studies and up to 2 years following completion of their Doctoral (PhD) degree.

### B. GENERAL INSTRUCTIONS/INFORMATION

- 1) Please complete the Application Form and submit to the CRBOH Registrar (by email preferred):  
Email: [registrar@crboh.ca](mailto:registrar@crboh.ca)  
Mailing Address: P.O. Box 324, Carleton Place, Ontario, K7C 3P4
- 2) An examination fee of \$325 (2013), payable online at [www.crboh.ca](http://www.crboh.ca), is due upon submission of this application. Your application will be processed once this fee is received.
- 3) Annual membership dues are currently \$205 (as of 2013); dues will be waived for the year in which you attain your ROH.
- 4) Please note that any personal information collected by CRBOH is used solely for registration and membership, and will not be used for any other purpose, or distributed, without your consent.

### C. COMPLETING THE FORM

#### **1. PERSONAL INFORMATION**

Provide your name as you wish it to appear on your written notification from the Registration Board of successful completion of Part I of the ROH examination process. Be sure to indicate your preferred mailing address.

#### **2. EDUCATION**

Provide details of post-secondary education, indicating which degree will be awarded or was awarded. Provide proof of successful completion of degree, either by official University transcript, or notarized photocopy of diploma to be sent at your earliest convenience. Written notification of successful completion of Part I of the **ROH Fast Track** Process will be contingent upon receipt of degree.

### **3. OCCUPATIONAL HYGIENE CERTIFICATIONS**

For *ROH Fast Track* Process, this section may not be applicable.

### **4. OTHER CERTIFICATIONS / PROFESSIONAL DESIGNATIONS**

Include details of any other certifications or professional designations currently held.

### **5. MEMBERSHIPS**

List memberships in organizations involved in occupational hygiene or related activities and membership grade, if applicable. Indicate if you have held (or hold) elected or appointed positions within these organizations and the dates.

### **6. WORK EXPERIENCE**

Provide details of work history. Attach a separate page if additional space is needed.

*PLEASE NOTE: The Board reserves the right to contact previous employers in order to verify data given.*

### **7. REFERENCES**

Please provide the name of at least one professional occupational hygienist, normally an instructor from your University who support this application. Please note that the referee should complete a Professional Reference Questionnaire form and forward it directly to the Board. If possible, the referee should be a Registered Occupational Hygienist with CRBOH.

Upon completion of Part I of the examination process and 3 years of experience in the field for Master's degree/ 2 years for a Doctoral degree, a second reference will be required from your supervisor or a professional occupational hygienist.

### **8. ADDITIONAL INFORMATION**

Provide any additional information regarding your professional qualifications or experience, which you feel may be relevant and might assist the Board in evaluating your application.

### **9. ACKNOWLEDGEMENT**

Please check the boxes to indicate acceptance of the conditions of the application, and sign and date the application form.

## **D. CHALLENGING THE REMAINDER OF THE ROH EXAM**

Upon successful completion of the multiple choice component of the ROH exam, the Registration Board will issue notification that Part I of the written examination has been fulfilled and that the individual is recognized as having completed part of the ROH examination process.

**In order to be eligible to challenge the remainder of the examination process (Part II of the written exam and, subsequently the oral examination), the following stipulations will apply:**

#### **Master's Graduates:**

Master of Science graduates will be permitted to complete the remainder of the exam process after 3 years from the completion of Part I and will have up to 5 years to complete the remainder of the examination process. If the candidate does not pursue Part II of the examination process within the 5 year time frame, the Registration Board will strike the candidate from the listing of active Fast Track candidates.

The candidate must resubmit the application form, with updated information. Note that the candidate must have been working in occupational hygiene at least 50% over the past 3 to 5 years and will be required to send in at least one professional reference using the Professional Reference Questionnaire.

### **PhD Graduates:**

Doctoral graduates in Occupational Health or Hygiene are eligible to enter the ROH Fast Track process after 2 years from the completion of Part I and will have up to 5 years to complete the remainder of the examination process. If the candidate does not pursue Part II of the examination process within the 5 year time frame, the Registration Board will strike the candidate from the list of active members.

The candidate must resubmit the application form, with updated information. Note that the candidate must have been working in occupational hygiene at least 50% over the past 2 to 5 years and will be required to send in at least one professional reference using the Professional Reference Questionnaire.

## **E. COSTS FOR APPLICATION/EXAMINATION/ANNUAL DUES**

There is a \$50 non-refundable application fee for Part I of the **ROH Fast Track** Process, and a \$325 non-refundable application fee for those who go on to challenge Part II of the ROH exam.

Please send the **ROH Fast Track** application form, together with the non-refundable application fee to the CRBOH Registrar:

**Email (preferred):** [registrar@crboh.ca](mailto:registrar@crboh.ca)

**Mailing Address:** P.O. Box 324, Carleton Place, Ontario, K7C 3P4

The non-refundable examination fee (\$50) is payable online at [www.crboh.ca](http://www.crboh.ca), is due upon submission of this application. Your application will be processed once this fee is received.

Upon successful completion of Part II of the examination process, annual dues will apply (\$205 in 2003) but will be waived for the year in which you attain your ROH.