

Explanatory Notes to RPH Re-Registration Worksheet

These explanatory notes serve to provide explanations to the RPH re-registration worksheet and the acceptable records as a proof of participation of professional activities claimed on the worksheet.

Acceptable Professional Activities

The worksheet lists out 7 categories of professional activities through which CM points can be earned. Some explanations have been provided under the categories on the worksheet about the types of acceptable activities and the calculation of CM points. The following are supplementary explanations to Category 4 and Category 5.

Category 4 is about attendance at meeting and educational programs. The worksheet states that *“To be acceptable, meetings should be of a technical nature oriented to occupational health, occupational hygiene or an allied field. OH subject content should be of an advanced nature.”* For registrant’s reference, some examples of allied fields are occupational safety, outdoor air quality, analytical chemistry on hazardous substances, quality management in laboratory testing and ethics related to occupational hygiene practice.

For general management training (such as communication techniques, presentation techniques, expert witness training, legal training), if it has significant health and safety aspects in the content, it is also accepted in this category.

Category 5 is about teaching delivered at meetings, seminars and educational programs. Repeated teaching sessions of the same topic should be claimed at most twice for the same year.

Records Keeping

Activities claimed on the worksheet must be supported by written objective records. If a written objective record is not available, the registrant should not list the activity on the worksheet. The records should be sufficient to indicate the date and duration of the activity, the nature of the activity and prove the participation of the registrant in the activity.

The following gives some examples of satisfactory records for some categories of professional activities.

Category	Records
1. Active Occupational Hygiene Practice	Employer's certifying letter, Employer's tax return copy for employee, employment contract, salary slip, public documents, tax return of a self-employed person, a self-declaration on the occupational hygiene projects undertaken.
2. Technical / Professional Committee Service	Committee meeting minutes, correspondence emails or other written documents indicating the registrant's service in the Committee in the period.
4. Attendance at Meetings and Educational Programs	(I) Attendance certificate, letter/email or other similar documents issued by the organizing body/sponsor showing the attendance; event badge (only if issued on site at a single-day event); and (II) a written document like conference program from the organizing body/sponsor showing the date, time and the title of the meetings/educational program if the produced documents in (I) cannot provide such information.
5. Teaching	Employment contract, letter/email, training schedule or timetable issued by the training body showing the date, time and topic to be delivered by the registrant.