



PROFESSIONAL REFERENCE QUESTIONNAIRE: GUIDE TO COMPLETE ONLINE PRQ FORM

This is a guide to prepare the reference writer to complete the online PRQ form. You will need the following information for the applicant to complete the online PRQ. Insufficient or incomplete forms will delay the application process.

An applicant's spouse, other relative, or a person whom the applicant supervises may not act as a reference. References are not accepted if written by the applicant. *ALL references must be submitted no later than February 1 immediately preceding the Spring examination and no later than August 1 for the Fall examination.*

Applicant Info Needed: Name of Applicant; Work Periods; & Professional Work Experience

Completed By: Name of PRQ Writer & Title; Organization & Division Names; Mailing Address: City, State, Zip Code, & Country; Telephone & Fax Number & E-mail

- If you hold a Certified Industrial Hygienist® (CIH®) credential or at the professional level by an organization whose industrial/occupational scheme is recognized by the [International Occupational Hygiene Association \(IOHA\)](#), please show your certificate number or stamp. [Certificate Number].
- Attestation Statement: ***I attest that I personally composed this Professional Reference Questionnaire and that the information it contains is true, complete, and accurate, to the best of my knowledge.*** BGC is accepting an electronic signature for the online PRQ. You will need to agree that your typed signature acts as your official signature.

QUESTIONNAIRE

- Are you capable of providing an informed and objective description about the professional industrial hygiene work of the Applicant? [Yes or No].
- Do you know of any reason why this Applicant should not be considered for certification? [Yes or No].
- Please indicate the time periods during which you have personal knowledge of the Applicant's industrial hygiene work experience and the nature of your association with the Applicant. **Categories Include:** Supervisor, Colleague, Client, Professor, Other (Please describe); and Dates.
- **Industrial Hygiene** is the science and practice devoted to the anticipation, recognition, evaluation and control of those environmental factors and stresses arising in or from the workplace that may cause sickness, impaired health and well-being, or significant discomfort among workers and may also impact the general community. Qualifying experience means the individual has demonstrated professional level work experience including the ability (1) to anticipate and recognize workplace environmental factors and stresses (i.e. chemical, physical, biological, ergonomic) and to understand their effects on people and their well-being; (2) to evaluate, through observation, sampling and testing, the magnitude of these factors and stresses; (3) to prescribe methods (i.e. engineering, administrative, personal protective equipment, training) to prevent, eliminate, control or reduce such factors and stresses and their effects and (4) to manage industrial hygiene programs.
 - Please describe the Applicant's industrial hygiene functions and activities for each position held during the time periods for which you have direct personal knowledge.
 - Position & Time Period (Repeat for 2 & 3 if applicant has more than 1 position).
 - Date professional level industrial hygiene practice began for this job.
 - Average number of hours per week devoted to professional level industrial hygiene practice.
 - What percentage of total work time is devoted to professional-level industrial hygiene practice?
 - Describe specific industrial hygiene functions and activities including **health stressors** (i.e. chemical, physical, biological, ergonomic) and work operations. Please provide sufficiently detailed information regarding the applicant's performance of key responsibilities.
 - Describe the Applicant's ability to perform with independent technical responsibility and identify any significant technical deficiencies. Help us understand the depth of the professional experience.
 - Does the Applicant conduct industrial hygiene activities in a manner consistent with the *Code BGC Code of Ethics* (www.GoBGC.org/ethics)? [Yes or No; Please elaborate if Yes].