



Certified Hazardous Materials Manager (CHMM)

Candidate Handbook

**INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT
11900 PARKLAWN DRIVE, SUITE 450
ROCKVILLE, MD 20852**

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Please check the IHMM website (www.ihmm.org) for the most recent version of this document.

INTRODUCTION

Welcome! Thank you for your interest in the Certified Hazardous Materials Manager® (CHMM®) credential offered by the Institute of Hazardous Materials Management (IHMM). By earning your CHMM, you will join the thousands of professionals who have demonstrated their knowledge and competence in the identification, evaluation, reduction, and elimination of risks presented by, and the general management of, hazardous materials. IHMM has certified nearly 15,000 hazardous materials professionals who come from a range of disciplines including homeland security, environmental protection, engineering, public health and safety, and transportation. The CHMM is recognized by professionals, private industry, corporations and government agencies; no other designation in the field is as comprehensive as the CHMM.

IHMM has developed this Candidate Handbook to describe all aspects of the certification process and assist candidates in preparing for the examination. This Handbook contains an overview of eligibility criteria, information on registering for the exam and exam content, guidelines for taking the exam, relevant policies and requirements, a sample application, and some additional forms.

CONTENTS

I. About IHMM	3
II. About the Certified Hazardous Materials Manager (CHMM) Credential	4
III. Application and Examination Process Summary	4
IV. Requirements and Exam Information	6
V. Preparing for the CHMM Examination	12
VI. IHMM Policies Related to the CHMM Certification	13
Attachments:	
1. Examination Application	23
2. Certification Process Consent Statement	27
3. Examination Blueprint	29
4. Code of Ethics	31

Direct all inquiries to:

IHMM
11900 Parklawn Drive, Suite 450
Rockville, MD 20852

Phone: 301-984-8969
Fax: 301-984-1516
e-mail: ihmminfo@ihmm.org
www.ihmm.org

I. ABOUT IHMM

IHMM is dedicated to offering certifications that reflect best practices and, in so doing, has achieved accreditation from the Council of Engineering and Scientific Specialty Boards (CESB) for the CHMM program.

IHMM has submitted its application for an additional accreditation to cover both the CHMM and CHMP credentials under ISO Standard 17024: *Conformity Assessment—General Requirements for Bodies Operating Certification of Persons*, as administered in the U.S. by the American National Standards Institute (ANSI). This international standard has been adopted with the objective of achieving and promoting a global benchmark for organizations providing personnel certifications. The accreditation requirements include achieving compliance in key program areas, including, but not limited to:

- Independent governance of the issuing organization, with policies requiring transparency in all certification decisions
- Assurance of fairness and due process for candidates and certificants
- Use of sound psychometric methods to develop, administer, and score valid and legally defensible examinations
- Ethical requirements for certificants and all personnel involved in the program
- Recertification requirements for certificants to monitor their continued competence

IHMM is awaiting a decision on accreditation by ANSI.

Purpose of IHMM

The purpose of IHMM, as stated in its Bylaws, is to develop and promote professional standards for certification and to administer credible certification programs for individuals who practice in disciplines involving the general management of hazardous materials and related areas. This principal purpose includes:

- A. Establishing the minimum academic and experience requirements necessary to qualify for certification as a Certified Hazardous Materials Manager, Certified Hazardous Materials Practitioner, or other such designations as may be established or adopted by the Board of Directors;
- B. Reviewing and verifying the qualifications of applicants for eligibility to sit for the certification examinations;
- C. Developing and maintaining reliable, valid, and current certification examinations;
- D. Granting certificates to qualified candidates, maintaining certificant records, and publishing a directory of the holders of valid certificates;
- E. Establishing requirements for the periodic renewal of certification and determining compliance with those requirements;
- F. Ascertaining that certificants meet ethical standards in their practice in the field of hazardous materials management;
- G. Representing its certificants, where appropriate, in matters of common interest; and
- H. Promoting the benefits of certification to employers, public officials, practitioners in related fields, and the public.

It is the policy of IHMM to administer valid, reliable, legally defensible and psychometrically sound examinations. To assist in the process, IHMM has contracted with Professional Testing, Inc. and Kryterion, two well respected testing companies.

Professional Testing works with IHMM on exam development and item analysis, to make sure that each component of the certification program is in conformance with best industry standards.

Kryterion is the online secure testing company that delivers the CHMM certification examination at its network of approximately 200 proctored locations.

II. ABOUT THE CERTIFIED HAZARDOUS MATERIALS MANAGER (CHMM) CREDENTIAL

Holders of the CHMM credential who have five years of experience in hazardous substance remediation may pre-qualify for the Cleanup Star site remediation program of the New Jersey Department of Environmental Protection (NJDEP). CHMMs in Connecticut may supervise and sign off on wastewater permits/aquifer protection plans. In Indiana, CHMMs are authorized to sign plans for soil remediation in underground storage tank (UST) closure projects. In the State of New York, CHMMs are recognized as Qualified Environmental Professionals for the purpose of certifying Institutional Controls/ Engineering Controls (ICs/ECs), for Environmental Restoration Projects, State Superfund Projects, Brownfields Cleanup Projects, and Voluntary Cleanup Program Projects.

Federal agencies seeking qualified personnel to fulfill their needs are also turning to professionals with the CHMM certification; corporations throughout the country have also recognized the significance of credentialing their environmental professionals, and their preference is the CHMM certification.

Successful achievement of a passing score on the CHMM certification examination is required for an individual to earn the CHMM designation. Each candidate must meet the eligibility requirements to qualify for the exam, and must agree to uphold and abide by the Code of Ethics in order for certification to be awarded. Certification is awarded for a period of 5 years; therefore CHMMs must recertify every 5 years in order to maintain the designation. CHMMs must also remain in good standing with IHMM, which means they must be current in all fees and not be found in violation of the Code of Ethics. Failure to comply with these requirements may result in certification being withdrawn from the individual.

All applications, testing arrangements, special accommodation requests, and general inquiries regarding CHMM certification are handled through IHMM, headquartered in Rockville, MD.

III. CHMM APPLICATION AND EXAM PROCESS —SUMMARY

The following is a summary of the important steps in the application and examination process. Each component is presented in more detail later in this Handbook.

- 1) Applicants may apply for the CHMM examination by using the application available in this Candidate Handbook, or by using the link on the IHMM website at www.ihmm.org > Applicant Area. This Candidate Handbook may be downloaded free of charge from the IHMM website.
- 2) Applicants must meet the eligibility requirements at the time the application is submitted. Eligibility for the CHMM certification requires the attainment of a baccalaureate degree or higher from an accredited college or university, preferably with a major in hazardous materials management or a related field, plus a minimum of three years of appropriate work experience. See Section IV. below, *Requirements and Exam Information, A. Eligibility Process*, for further details on eligibility for the CHMM exam.
- 3) Applications must be submitted directly to IHMM—electronically or by mail, fax, or courier service. Applications and the Certification Process Consent Statement must be completed in full, signed, and accompanied by the application fee. When the application is filed electronically, the hard copy of the signed Certification Process Consent Statement and supporting documentation must be received by IHMM, either by mail or fax, before the application will be evaluated.

- 4) The application fee must be paid at the time the application is filed.
- 5) Reference Evaluation Forms should be sent directly from your references and may follow submission of the application.
- 6) If a degree is being relied upon for eligibility, official college transcripts are required. Photocopies will not be accepted. Transcripts may follow submission of the application.
- 7) There is no deadline for submitting applications—when applications are received, they will be reviewed as expeditiously as possible.
- 8) Individuals will be notified by IHMM if information is insufficient or incomplete on the application or in any of the supporting documents. The application will be reviewed again when incomplete or missing documentation is received.
- 9) Applications remain active for 18 months. After 18 months, if the application status is incomplete, or if the applicant has not yet taken the certification examination, the application will expire and the candidate will be required to reapply, meet the current eligibility criteria, and pay the associated fees.
- 10) Once an application has been approved by IHMM, the candidate will receive written notification with instructions on how to register for the exam.
- 11) When approved, candidates are authorized to sit for the examination at a secure Kryterion test site. There are approximately 200 locations in the U.S. and Canada. The CHMM exam is offered during the last two weeks of odd-numbered months. Eligible candidates may register at any time to take the exam, but are advised to register well in advance to test at the location and time of their preference.
- 12) Candidates who require special accommodations must make a specific written request for the type of accommodation needed. The reason for the accommodation must be recognized under the Americans with Disabilities Act (ADA). (See Section IV.E. below.)
- 13) Candidates are required to bring their written notification to test to the test site along with two forms of identification, at least one of which must be a form of government-issued photo ID. (See Section IV.H. below.)
- 14) Candidates who pass the examination do not automatically become certified. You will be required to sign and return the CHMM Code of Ethics and pay a certification fee as a condition of certification.
- 15) A certificate with a unique certification number will be issued by IHMM when you have met all certification requirements.
- 16) Candidates who fail the exam may retake it; they must pay the exam fee each time, and comply with the waiting period between retakes. After a third failure, the applicant will be required to reapply, pay the associated fees, and meet the current eligibility criteria for each retake. (See Section IV.P. below.)
- 17) Candidates may reschedule or postpone exam appointments by giving at least 72 hours advance notice to avoid additional fees. (See Section IV.F. below.)
- 18) Candidates will be notified in writing of their pass/fail status within three weeks of taking the exam. Results are not provided over the phone.

19) Name and contact changes must be submitted to IHMM Executive Office. Failure to update your contact information may result in delays in receiving eligibility notices or examination results. Name changes must be accompanied by documentation such as court records.

IV. REQUIREMENTS AND EXAM INFORMATION

A. Eligibility

The CHMM requires the attainment of a baccalaureate degree or higher from an accredited college or university, preferably with a major in hazardous materials management or a related field, plus a minimum of three years of appropriate work experience.

If your application is approved for eligibility, you will receive an eligibility approval email. This message will include instructions for scheduling your exam appointment.

If eligibility is denied, you will be notified in writing of the decision. The reasons for the denial and corrective actions you may take will be indicated.

Applications will also be accepted from individuals who hold the Hazardous Materials Manager-in-Training (HMMT) designation:

The HMMT is a recognition process, not a certification status, and is designed to introduce individuals entering the field to the CHMM certification program. Recent college graduates or students in their last semester of undergraduate schooling may apply for the HMMT designation, and may take an examination which tests the areas of science and basic technology that are covered mainly in Sections I-III of the CHMM exam blueprint. Upon completion of the work experience requirement, candidates may take a form of the CHMM examination which addresses the remaining areas of the CHMM blueprint. HMMT designees have five years to achieve the CHMM designation. Achieving the HMMT designation is not a certification, nor is it a guarantee that candidates will be successful on the CHMM certification examination. For more information on the HMMT, please visit www.ihmm.org.

B. Statement of Non-Discrimination

IHMM does not discriminate among applicants, candidates or certificants on the basis of age, sex, race, religion, national origin, or marital status.

C. The CHMM Certification Examination

Individuals meeting eligibility requirements must pass a multiple-choice examination in order to qualify for certification and earn the CHMM designation. The exam consists of 160 questions and you have 3 hours to take the exam. Only correct answers are counted.

The CHMM examination was developed by subject-matter experts under the guidance of psychometricians (experts in measurement and test development) and is designed to measure the knowledge, skills, and abilities required to perform competently as a hazardous materials manager. The passing point—the score you need to achieve in order to pass—was also determined utilizing valid psychometric procedures. IHMM follows best practices in all of its test development activities and has a high degree of confidence that it is testing at a level required to safely and competently handle hazardous materials, and that only those who meet the competency requirements will pass the examination. The Executive Summary of the most recent exam development study (called a Job Task Analysis Study) can be found on the website at www.ihmm.org.

To become familiar with the content areas on the CHMM examination, candidates should refer to the examination blueprint which is located in this Handbook as Attachment 3 and on the website at www.ihmm.org. Candidates are encouraged to review the examination blueprint to assess their level of knowledge in each of the content areas, and to identify the areas in which they believe they need additional preparation.

D. Testing Center Locations

The CHMM examination is administered through Kryterion HOST[®] testing centers, located across the U.S. and Canada. Kryterion centers provide a secure, professionally administered testing environment. If your application is approved for eligibility, you will receive an eligibility approval email. This message will include a candidate login and password, which will enable you to access IHMM's exam registration website (Webassessor[®]) where you may schedule your exam appointment.

An unofficial list of testing sites is also available via a link on the IHMM website under Applicant Area.

E. Special Accommodations

IHMM complies with the Americans with Disabilities Act (ADA), and is interested in ensuring that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. Applicants needing special accommodations must make a request in writing at the time of application. Requests must include documentation of a formally diagnosed ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

F. Exam Appointment Cancellation or Rescheduling

Candidates must notify IHMM at least 72 business hours in advance if they wish to cancel or reschedule a testing appointment. Candidates who fail to meet this deadline risk forfeiture of the exam fee. To calculate your 72-business-hour notification deadline, please remember that the IHMM office is open from 9 AM to 5 PM (Eastern) Monday through Friday; it is closed on Saturdays, Sundays, and U.S. federal holidays.

Those who fail to appear for a test without giving prior notice to IHMM shall forfeit the entire examination fee, unless they can document extenuating circumstances, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should contact IHMM as soon as possible, and provide an explanation of the situation in writing (email is acceptable). (See ¶d under *Emergency Cancellations or Withdrawals*, on page 16, below.)

G. Fees

Each application must be accompanied by a non-refundable application fee. The examination fee is due at the time you register for the exam.

Occasionally applicants or their employers pre-pay the examination fee. In that case, when you are found eligible, you should contact the IHMM Examinations Coordinator to register for your examination. If you are found ineligible to sit for the examination, any examination fees that may have been pre-paid will be refunded. Fees must be paid in U.S. dollars.

Certification Process:

CHMM Application Fee (waived for current HMMT designees)	\$100.00
CHMM Examination Fee	\$250.00

Retakes of the CHMM Examination	\$250.00
Certification Fee (upon meeting all requirements)	\$ 70.00

Post-Certification:

Certification Maintenance:

Annual Certification Maintenance Fee:	\$70.00
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Recertification Fees:

Recertification Fee with documentation (every 5 years):	\$75.00
Recertification by retaking the CHMM Exam:	\$250.00

Authentication Devices Available to CHMMs:

Embossing Seal	\$75.00
Hand Stamp	\$40.00
Self-inking Hand Stamp	\$65.00

Note: Fees are subject to change. Please check the IHMM website for updates on fees.

H. On the Day of the Exam

Candidates should report to the exam center on the day of the exam as instructed in their appointment confirmation letter, and plan to arrive at least 15 minutes prior to the appointment time. Candidates must show two forms of ID, one of which must be a government-issued photo ID with signature (for example, a driver's license or passport). The name on the ID must match exactly the name submitted on the application, or the candidate will be denied admission.

Listen carefully to the instructions given by the proctor and read all directions thoroughly. Questions concerning the content of the exam will not be answered during the exam.

The CHMM examination is closed book. Therefore you will not be permitted to bring any materials into the testing room. You will be provided a secure area in which to check your valuables.

The following items are NOT PERMITTED in the exam room:

- Books or other reference materials
- Papers of any kind, except as provided by the proctor
- Telephones, signaling devices such as pagers or cell phone
- Alarms or recording/playback devices
- Photographic or image capturing or copying devices
- Electronic devices of any kind
- Food or beverages

I. Exam Security

IHMM firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her knowledge in the examination process. Therefore, the examination security measures are intended to prevent unfair advantage of one candidate over another.

All exam materials are the property of IHMM. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the IHMM exam are owned by IHMM. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of IHMM exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to IHMM certification

examinations. **The prohibition of “unauthorized disclosure” means that you may not discuss the contents of the examination with anyone except IHMM.**

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to IHMM for any unauthorized behavior, such as any of the following:

- attempting to gain unauthorized admission to an exam site
- attempting to take the examination for someone else
- creating a disturbance
- giving, receiving, or attempting to give or receive help from unauthorized sources
- removing, or attempting to remove, exam materials or notes from the testing room
- having in his or her possession any item prohibited from the exam site as specified above
- exhibiting behavior consistent with memorization or copying of exam items.

Restroom breaks are permitted, but are included as part of the 3 hours allotted for the actual exam.

J. Hazardous Weather or Local Emergencies Affecting Exam Sites

In the event of hazardous weather, or any other unforeseen emergencies occurring on the day of a scheduled exam, Kryterion will determine whether circumstances require the cancellation of the exam at a particular location(s). Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible, and will not be penalized in the event of a Kryterion cancellation with less than 72 hours notice. IHMM will contact all such candidates for rescheduling.

K. Challenging the Exam

IHMM shall provide candidates with an opportunity to provide feedback on its examination content and procedures regarding:

- the technical accuracy of the examination
- fairness in the administration of the examination.

A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the IHMM Certification Director within 5 calendar days after taking the examination. Candidates may also report such concerns by completing the electronic comment form which is available at the end of the examination.

A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the IHMM Certification Director no later than 5 calendar days after taking the examination. Candidates may also report such concerns by entering comments in the space provided after each item on the test, or by completing the electronic comment form which is available at the end of the examination.

IHMM will not consider reports about improper test administration procedures or test content which are not submitted within the 5-day deadline.

L. Scoring Process

The CHMM examination is criterion-referenced. This means that candidates are scored against a fixed standard (the passing score). The final passing score for the CHMM examination has been established by a panel of subject-matter experts who determine the minimally acceptable level of competence for awarding the CHMM certification utilizing acceptable psychometric procedures. The passing score is applied consistently to all test takers. Candidates are not competing against one another, and grades are not curved.

You must achieve the passing score in order to pass the examination. There are no exceptions.

M. Score Reports

Candidates are notified of their examination results (pass/fail) in writing within 3 weeks of taking the exam. Successful candidates are notified that they have passed and are provided with instructions for completing the certification process. Candidates who fail will receive a diagnostic report of their overall performance on each content area of the exam. This information is provided so that candidates can see their areas of strength and weakness, and better prepare to retake the exam.

N. Cancellation of Scores

IHMM reserves the right to cancel any examination score if, in IHMM's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; unauthorized communication with others during a testing session; copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials; removing exam materials from the testing site; aiding other examinees or receiving aid from anyone else; or having improper access to IHMM examination content prior to the examination administration. Engaging in such misconduct may disqualify the individual from future IHMM tests and possibly from ever being certified by IHMM. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

O. Appealing Exam Results

Candidates who fail the exam may appeal their results in writing within 30 days of receipt of the score report. IHMM will review the response record and the determination will be communicated to the candidate within 30 days. The determination of IHMM shall be final.

P. Retesting

A candidate who fails the CHMM examination must wait at least six months before taking it again.

For second and third attempts [first and second retakes], the candidate must submit an updated resume or work history, but will be charged only the examination fee for each attempt.

If a candidate has failed the examination three times, he or she must wait at least one year between each subsequent sitting. All attempts after the third failure will be treated as new applications requiring full application fees. Candidates retesting under new applications must meet all current eligibility requirements at the time of application.

Q. Code of Ethics and Disciplinary Policies

IHMM is committed to upholding the highest ethical standards in the profession. Candidates for certification are required to sign and return the Code of Ethics as a condition of becoming certified. Failure to do so will result in denial of certification.

The Code of Ethics is a statement of the required behaviors and responsibilities of certificants. It was developed to safeguard the reputation CHMM program, and in the interest of protecting the public. The Code of Ethics is included as Attachment 4 of this Handbook, and may also be downloaded from the website at www.ihmm.org.

Certificants found to be in violation of the Code of Ethics are subject to an investigation of the violation, which may result in sanctions. All sanctions are subject to appeal. Following the

exhaustion of appeals, the outcome of investigations resulting in sanctions shall be made public, and the notice will include the name of the certificant, the section(s) of the Code violated, and the sanction imposed. See Section VI, *IHMM Policies Related to the CHMM Certification*, for further details.

IHMM has established policies and procedures for investigating complaints filed against certificants. Any individual may file a complaint. All complaints will be reviewed, and if determined to be founded and actionable, they will be investigated. Individuals who wish to file a complaint should contact IHMM for information on how to proceed. Direct all inquiries to IHMM's Executive Director, at the address in page 2.

R. Language of the Exam

The CHMM examination is given in English only. Translation dictionaries and/or other translation aids are not permitted. All program materials are provided in English.

S. Training and Exam Prep Materials

IHMM does not provide training or preparatory materials for the CHMM certification examination, nor does IHMM offer or endorse training programs or preparatory courses. To do so would be a conflict of interest and a deviation from the stated purposes of IHMM.

IHMM publishes and offers for sale a comprehensive textbook on hazardous materials management. Candidates are not required to purchase or use the text book in order to qualify for or take the certification examination.

As a courtesy to individuals interested in taking a certification examination, IHMM may publish on its website a list of courses for examination preparation of which it is aware. IHMM does not endorse any specific person, product, resource, or service as a means of preparing for or achieving certification. Candidates are encouraged to plan their own course of study by reviewing the examination blueprint, identifying any areas of weakness, and securing the necessary resources to adequately prepare for the examination.

T. Confidentiality and Release of Information

IHMM will not release any information regarding any individual's application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the candidate or certificant in question.

IHMM shall maintain and publish an electronic directory of all certificants, and is obligated to release, upon request, the names and certification status of individuals who have successfully completed the certification process.

U. Recertification

The CHMM certification is awarded for a period of 5 years, and the expiration date is entered on each numbered certificate. Certificants are required to recertify prior to the expiration of their certificates. Certificants must comply with the current recertification requirements. IHMM will send reminder notices during the final year of certification.

Certificants are encouraged to become familiar with the recertification requirements, which are a combination of work experience and professional development activities which contribute to continued competence. For further information on recertification, please visit the IHMM website at www.ihmm.org, at which you may view and/or download the CHMM Recertification Handbook.

V. Trademarks and Copyrights

“Certified Hazardous Materials Manager” and “CHMM” are registered trademarks of IHMM. Individuals who earn the CHMM credential may use these designations as long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to “CHMM (Ret.)” or “Inactive” status. The certificate is the property of IHMM and must be returned to IHMM upon request. Examination materials and publications are copyrighted and protected under U.S. law. IHMM aggressively enforces the appropriate use of its property, and unauthorized use may result in sanctions or other penalties.

W. Duplicate Certificates

In order to receive a duplicate or replacement certificate, the certificant must be current in all obligations and must pay a processing fee. Should you lose or destroy your certificate, please contact the IHMM Executive Office.

V. PREPARING FOR THE EXAMINATION

A. CHMM Examination Blueprint

As you prepare for the CHMM examination, you are strongly encouraged to review the examination specifications (blueprint), located as Attachment 3 of this handbook. The blueprint contains the major content areas on the exam, and the percentage of the exam each content area represents. Use the blueprint to guide you in identifying any content areas you need extra time and resources to prepare for, and ask yourself these questions.

- Which content areas represent the greatest number of test questions?
- How much time do I need to focus on these areas to prepare for the exam, versus other areas?
- How do my current knowledge and skills compare to the content areas of the exam? Am I strong in some, but weak on others?
- How much training or work have I done in the areas on the exam?

Your analysis of the content outline and your answers to the questions above will help you determine where you need to spend your study time.

B. Testing Tips

On the day of the exam:

- Plan to arrive at the exam site at least 15 minutes prior to your appointment. If you have considerable distance to travel, consider arriving the night before.
- Get a good night's rest the night before.
- Eat a well-balanced meal prior to reporting to the exam center. Avoid excessive stimulants such as caffeine.
- Read and follow the instructions carefully. Ask the Proctor for clarification if you are not sure about the instructions. Remember, the Proctors will not answer questions related to exam content.
- Pace yourself by periodically checking your progress. This will allow you to make any adjustments in time. Remember, only the questions you answer correctly are scored. There are no penalties for answering a question incorrectly, so answer as many

questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from those that remain.

- You may flag items you wish to return to, and you may go back to review any items at any time.
- Pay attention to reminders of the time you have left to finish the exam.

VI. IHMM Policies Relating to the CHMM Certification

The following policies of IHMM are those that guide the awarding of the CHMM certification, the rights and duties of candidates and certificants, due process, and the development and administration of a credible certification examination and program. These policies guide the decisions associated with each certification awarded by IHMM, currently the Certified Hazardous Materials Manager (CHMM) and the Certified Hazardous Materials Practitioner (CHMP), so both credentials may be referenced in the policies.

The information provided in the Candidate Handbook contains abbreviations of several policies related to the CHMM certification. The policies you need to be aware of are included below. Please read these policies in their entirety, as several policies become applicable after you earn the certification. Several of the policies related to the application process will assist you in completing the application correctly. [Numbers after the titles refer to the policy number in the *IHMM Management System Manual*.]

Note: In submitting your application, you will acknowledge that you have read and agree to comply with the policies.

Awarding Certification [1.1]

The purposes of IHMM include the development and promotion of professional standards for certification and the administration of credible certification programs for individuals who practice in disciplines involving the identification, use, transport, storage, disposal, security, and general management of hazardous materials. As such, only candidates who are successful in passing the IHMM written examination for the certification they are seeking, meet all criteria for certification, and remain in good standing, shall be considered certified by IHMM. Certification is awarded for a period of five years.

Non-Discrimination [1.3.5]

- a. All candidate applications shall be evaluated objectively without regard to age, sex, race, religion, national origin, or marital status.
- b. IHMM will allow for special accommodations as recognized under the Americans with Disabilities Act (ADA), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. A candidate who needs special accommodations must make the request in writing and allow an extra two weeks for processing of the application.

Eligibility Requirements [1.4]

- a. In order to be considered eligible to take the IHMM certification examinations, applicants must demonstrate that they meet current eligibility requirements. The eligibility requirements shall be made available in all public documents.
- b. Recognizing that professional work experience and educational backgrounds differ, IHMM shall award the following certifications:
 - The Certified Hazardous Materials Manager (CHMM) credential

- The Certified Hazardous Materials Practitioner (CHMP) credential
- c. IHMM also offers the Hazardous Materials Manager-in-Training (HMMT) designation as an introduction for young professionals into the CHMM program. The HMMT is not a certification, however.

Eligibility Requirements for the CHMM [1.4.2]

The CHMM requires the attainment of a baccalaureate degree or higher from an accredited college or university, preferably with a major in hazardous materials management or a related field, plus a minimum of three years of appropriate work experience.

Training/Education [1.2]

The purposes of IHMM include developing and administering examinations to test the adequacy of knowledge, skills and abilities in the field of hazardous materials management and practice. In prosecuting this purpose, IHMM does not offer or endorse specific training programs or preparatory courses for its certification examinations. To do so would be a conflict of interest and a deviation from the stated purposes of IHMM.

IHMM publishes and offers for sale a comprehensive textbook on the topic of hazardous materials management. Candidates are not required to purchase or use the text book in order to qualify for or take the certification examinations. As a courtesy to individuals interested in taking a certification examination, IHMM may publish on its website information about courses for examination preparation. IHMM does not endorse any specific person, product, resource or service as a means for achieving certification.

Application Review [1.3]

Applications shall be reviewed by qualified personnel employed by or under contract to IHMM. Each application must be reviewed for completeness, including signature and conformance with eligibility requirements for each examination applied for. Applications must meet the following criteria in order to be accepted and processed:

- a. Each applicant must answer all sections of the application and furnish a completed and signed Certification Process Consent Statement form approximately six weeks before expecting to test.
- b. The application must be accompanied by the required non-refundable fee.
- c. The applicant must provide concise descriptions and inclusive dates for each period of employment being offered as relevant hazardous materials experience. If the candidate's responsibilities in a particular employment period include other functions, the percentage of time/responsibility for hazardous materials or related work should be apportioned.
- d. When an employment period was interrupted or not continuous, an explanation should be provided.
- e. Official college transcripts (or documentation of equivalency for foreign degrees) are required for documenting education; job descriptions and two reference evaluations are required for documenting appropriate experience. The applicant may arrange for these documents to be sent separately from the official application; however, no candidate may sit for the examination until all required documents relating to eligibility are received.

Applications Rejected or Suspended [1.3.4.2]

- a. Applications that are incomplete may be rejected or suspended pending further information from the applicant.
- b. The applicant shall be notified of the reasons the application has been rejected or suspended.
- c. A record of the rejected or suspended application shall be maintained by IHMM for 18 months.

Denial of Eligibility [1.5]

- a. Applicants who are denied eligibility shall be notified in writing of the decision. The reasons for the denial and corrective actions shall be indicated.
- b. All IHMM application forms and all letters of denial of eligibility shall contain the following Notice of Right to Appeal:

If your application to take the CHMM examination is denied, or if you are denied certification after passing the examination, you may appeal the decision by submitting new information to the IHMM Executive Director. Submit your appeal with all relevant documentation to the IHMM Executive Director at the address on your notice of denial within 60 days of the date on your notice of denial.

Appeal of Certification Decisions—Content of Appeal [1.5.1]

An applicant who is dissatisfied with an application or certification decision rendered by IHMM may appeal the decision by submitting new information **in writing** to the Executive Office within 60 days from receipt of the denial notice.

Application and Examination Fees [1.13]

- a. Each application must be accompanied by a non-refundable application fee.
- b. The examination fee must be paid before a candidate may register for the examination.
- c. If an applicant is found ineligible to sit for the examination, any examination fees that have been pre-paid shall be refunded.
- d. If an eligible candidate asks to reschedule registration for the examination, the request will be honored, if possible. All or part of the fee paid may be forfeited.
- e. Discounts and Waivers. Application and examination fees may be waived or discounted at the discretion of the Board of Directors.

Examination Development [1.6]

- a. The purpose of IHMM is to develop and promote professional standards for certification and administer credible certification programs for individuals who practice in disciplines involving the identification, use, transport, storage, disposal, security, and general management of hazardous materials.
- b. IHMM certification examinations are designed to measure the knowledge, skills and abilities of hazardous materials managers and practitioners.
- c. The blueprint of the certification examinations shall be derived using methods which comply with accepted psychometric standards on examination development.
- d. In the development and maintenance of its examinations, IHMM shall work with experts in test development and measurement to ensure the development and administration of valid and legally defensible examinations.
 - i. The certification examinations shall be validated through a revised job task analysis at approximately five-year intervals, or as circumstances warrant.
 - ii. Performance statistics shall be derived at regular intervals and in an ongoing manner to ensure the consistent administration of fair, valid and reliable examinations.

Language of the Examination [1.6.2.5]

- a. IHMM certification examinations are given in English.
- b. The use of translators during the examination is not permitted.
- c. *Rationale:* Speaking a foreign language (or speaking English as a second language) is not a recognized disability under the ADA. Being able to communicate effectively in English is a requirement of the CHMM and CHMP certifications because of the emphasis on regulations and warning signs/labels. If a candidate cannot take the examination in English, or cannot finish the exam in the allotted time because of

limited English language comprehension, he or she has not demonstrated the comprehension skills needed for certification.

Authorization to Test [1.6.2.2]

- a. Candidates must be authorized to take IHMM certification examinations. No walk-ins are permitted.
- b. Information about registration for the examination will be provided upon determination of eligibility.

Admission to Exam Site [1.6.2.3.2]

- a. Each candidate must present acceptable photo identification to be admitted to the examination site.
- b. All IHMM examinations are closed-book examinations.
- c. Candidates shall comply with all security rules established for testing.
- d. Candidates will be allowed no more than three hours to complete the CHMM or CHMP examination.

Policy on Cheating [1.6.2.4]

IHMM maintains strict policies to safeguard the security of the certification examinations.

- a. Proctors at authorized IHMM testing sites are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras).
- b. Candidates may not attempt to communicate in any way with other examinees or any outside parties during the examination. They may not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators with user-programmable memory capacity.
- c. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of IHMM exam content or materials in any form is prohibited and may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to IHMM certification examinations.
- d. IHMM reserves the right to cancel any examination score if, in IHMM's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to IHMM examination content prior to the examination administration. Engaging in such misconduct may disqualify the individual from all future IHMM tests and from ever being certified by IHMM.
- e. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Emergency Cancellations or Withdrawals [1.6.2.6]

- a. Candidates are expected to notify IHMM at least 72 business hours in advance if they wish to cancel or reschedule a testing appointment.
- b. Except as noted in ¶ d below, candidates who fail to appear for a test, without giving prior notice to IHMM, shall forfeit the entire examination fee.
- c. Except as noted in ¶ d below, candidates who contact IHMM to cancel or reschedule an examination appointment with less than 72 business hours notice shall forfeit a portion of the examination fee.
- d. A candidate shall not forfeit examination fees if he or she misses a testing event or a cancellation deadline due to one of the following conditions:

- i. Bereavement/death in the family (Candidate must provide documentation in the form of an obituary or death certificate.)
- ii. Serious illness (Candidate must provide documentation from a physician.)
- iii. Military service (Candidate must provide documentation that service was required and that the obligation was incurred with less than 72 hours notice before the exam date.)
- e. A candidate shall forfeit the entire examination fee under any of the following conditions:
 - i. Misconduct during the testing event
 - ii. Arriving more than 15 minutes past the scheduled exam appointment
 - iii. Failing to provide proper ID and documentation at the test center.

Score Reports—Results [1.6.2.7.2]

- a. Candidates shall be notified of the examination results (pass/fail) in writing within three weeks after sitting for an examination.
- b. Successful candidates shall be notified that they have passed and be informed of the next steps required toward certification.
- c. Non-successful candidates (those who failed) shall be provided with a print-out of their performance in each subject area of the examination.

Passing the Examination—Post-examination Procedures [1.6.2.8]

- a. In order to be certified, candidates who pass an IHMM examination must:
 - i. Pay the appropriate certification fee and
 - ii. Return a signed copy of the latest version of the appropriate Code of Ethics.
- b. All required fees and documents must be received by IHMM before the actual CHMM or CHMP identification number and certificate are issued.
- c. Upon receipt of the certificate, the certificant may purchase an official embossing seal or hand-stamp for official papers.

Failing the Examination—Appeals [1.6.2.9]

- a. A candidate who has failed an IHMM certification examination may appeal the result within 30 days of receipt of the score report.
- b. If the appeal is a challenge of the score received on the CHMM or CHMP examination, the response record will be reviewed and a determination will be communicated to the candidate within 30 days. The result of the review shall be final.
- c. If the appeal challenges the substantive content of any item(s) on any IHMM examination, it shall be referred to subject matter experts on the appropriate Examination Committee (EC), who will decide upon the merits of the appeal. The EC shall review such requests at their earliest convenience and communicate their findings to the candidate within 90 days of receipt of the appeal. Their determination shall be final.

Retaking the Examination [1.6.2.9.2]

- a. A candidate who fails the CHMM or the CHMP examination must wait at least six months before taking it again.
- b. For second and third attempts [first and second retakes], the candidate must submit an updated resume or work history, but will be charged only the examination fee for each attempt.
- c. If a candidate has failed the examination three times, he or she must wait at least one year between each subsequent sitting. All subsequent attempts must be accompanied by updated applications and full application and examination fees.
- d. Candidates who desire to sit for the exam under the provisions of ¶ c, above, must meet whatever eligibility requirements are in effect at the time of each new sitting.

Challenging an Examination [1.6.2.10]

- a. IHMM shall provide candidates with an opportunity to provide feedback on its examination content and procedures.
 - i. Candidates may exercise this right by completing the electronic comment form which is available at the end of the examination.
 - ii. Comments submitted electronically at the end of a test session will be acknowledged and resolved at the discretion of the Certification Director.
- b. A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the IHMM Executive Director within 5 calendar days after taking the examination.
- c. A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the IHMM Executive Director no later than 5 calendar days after taking the examination.
- d. Questions and concerns must be communicated in writing and within the indicated timeframes. IHMM will not consider reports about improper test administration procedures or test content which are late or not submitted in writing.
- e. All written reports shall receive IHMM's full attention. IHMM shall acknowledge receipt in writing and promptly investigate each report. All reports and the IHMM responses shall be kept on record for a minimum of 1 year.

Certification ID Card [1.12.1]

Certificants shall be mailed a new certification ID card upon payment of annual certification fees.

Certification Status [Good Standing Status] [1.12.2]

In order to be in good standing, certificants must be current in their certification status, have a signed Code of Ethics on file with IHMM and be in compliance with the Code of Ethics, and be current in payment of certification fees.

Annual Certification Maintenance Fees [1.13.3]

- a. A CHMM or CHMP certificant must pay an annual maintenance fee to remain in good standing.
- b. Persons at the Hazardous Materials Manager-in-Training level shall also be responsible for the payment of an annual maintenance fee.
- c. Persons in Retired status shall pay a nominal annual fee, in lieu of maintenance fees.
- d. If a certificant falls more than 12 months behind in payment of maintenance fees, the certification may be suspended or terminated.
- e. Until obligations are current, the individual shall forfeit all the rights and privileges of certification.

Failure to Recertify [1.11.5]

- a. If a CHMM or CHMP fails to recertify in accordance with current policies and procedures, his or her certification shall expire.
- b. An individual whose credential has been revoked for failure to recertify shall be required to apply for and take the certification examination anew in order to regain his or her credential.

Non-Current Payment Status [1.10.2]

- a. IHMM may suspend or revoke the certification of any certificant who falls in arrears in payment of the required annual certification maintenance fees. Written notice shall be provided to the address on record before such action is taken.
- b. An individual whose credential has been revoked for failure to pay annual certification maintenance fees shall be required to apply for and take the certification examination anew in order to regain his or her credential.
- c. In unusual circumstances, the Executive Director may, on a case-by-case basis,

reinstate an individual who submits payment in full of all arrears, in lieu of requiring the individual to apply for and take the examination anew.

Inactive Status [1.12.3]

- a. Upon written request, a certificant who is unable to remain active in the professional field due to circumstances beyond his or her control (e.g., medical disability, military assignment, or other plausible situation as determined by the Certification Director) may be granted inactive status for up to three years, during which time all payment and recertification requirements shall be waived.
- b. During the period of inactivity, the individual shall not use the "CHMM" or "CHMP" designation, which implies active status, but may use "CHMM (Inactive)" or "CHMP (Inactive)" (as appropriate).
- c. Upon reactivation, the individual's certification status shall pick up at the point where it left off.
- d. If an inactive certificant is unable to return to active status after the three-year period, the credential will be deemed revoked automatically without further action by the Board, and the individual shall be notified in writing.
- e. An individual whose credential has been revoked under ¶ d shall be required to apply for and take the certification examination anew in order to regain his or her credential.

Retired Status [1.12.4]

- a. A certificant who is no longer active in the field of hazardous materials management may apply for designation as a CHMM (Ret.) or CHMP (Ret.). In order to be approved, the certificant must be in good standing and must have been recertified at least once.
- b. Once granted Retired status, the certificant shall be exempt from annual maintenance fees and recertification requirements.
- c. The Retired certificant shall be considered in good standing upon payment of a nominal annual fee.
- d. The CHMM (Ret.) or CHMP (Ret.) designation may be used on personal stationery and personal cards, but not on business cards or stationery and not for commercial purposes.
- e. It shall be considered unethical conduct for a retired certificant to use the designation "CHMM" or "CHMP" after acquiring Retired status, or to use the "CHMM (Ret.)" or "CHMP (Ret.)" designation while continuing to practice. Any violation of these restrictions would make the individual's designation subject to revocation.
- f. Certificants with Retired status shall be listed separately from active certificants in the online and hard-copy directories.

Information Release Policy [7.1]

IHMM may not release any information regarding a candidate's examination application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the candidate or certificant in question.

Public Information [7.2]

IHMM shall release upon request the name and certification status of individuals who have successfully completed the certification process. IHMM shall publish an electronic directory of all certified individuals.

Registration and Ownership of Marks [11.1]

IHMM shall pursue and maintain registration of its service marks with the U.S. Patent and Trademark Office and monitor use of those marks.

Use of the CHMM Designation [11.2]

- a. "Certified Hazardous Materials Manager" and "CHMM" are registered trademarks of the Institute of Hazardous Materials Management.
- b. Upon receipt of the official CHMM certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to the Inactive or "CHMM (Ret.);" status.

Authorized and Appropriate Use of Certificate, Logo and Marks [11.4]

- a. The designations "Certified Hazardous Materials Manager," "Certified Hazardous Materials Practitioner," "CHMM" and "CHMP" may not be used by anyone for any purpose that is untruthful, misleading, or in violation of any applicable law or governmental regulation.
- b. Authorized use of "Certified Hazardous Materials Manager," "Certified Hazardous Materials Practitioner," "CHMM" and "CHMP" as described in this section does not include the right to use the logo of the Institute of Hazardous Materials Management.
- c. A person who is certified by the Institute of Hazardous Materials Management shall receive a numbered certificate appropriate to the type of certification. The certificate will also contain an expiration date conforming to the credential's recertification cycle. Certified individuals in good standing may use the credential designations as described above.

Complaints and Discipline Program [1.8]

- **Commitment to Ethical Standards**

The Institute of Hazardous Materials Management is absolutely committed to maintaining the highest ethical standards in the profession.

- **Code of Ethics.** No candidate for Certified Hazardous Materials Manager or Certified Hazardous Materials Practitioner may be certified or recertified until the appropriate Code of Ethics has been signed.

- **Violations**

Violations of the Code of Ethics will be considered grounds for censure, suspension, and/or revocation of the IHMM credential. Violations include, but are not limited to:

- a. Actions alluded to as violations in the appropriate Code of Ethics
- b. Misrepresentation with intent to deceive in the original application
- c. Fraud in the examination or recertification process
- d. Activities which discredit the profession
- e. Conviction of a felony not disclosed in the original application or occurring after the filing of the application
- f. Potential conflict of interest cases that arise concerning Board Directors or other IHMM Committee volunteers.
- g. Inappropriate use of an IHMM credential name, acronym, or logo by a certificant.
- h. Continued use of an IHMM credential name, acronym, or logo by someone who is no longer certified.
- i. Violations of policies, procedures, guidelines, and requirements of IHMM.

- **Unauthorized Use**

IHMM may pursue remedies of any appropriate nature for unauthorized use of the "Certified Hazardous Materials Manager," "CHMM," "CHMM (Ret.)," "Certified Hazardous Materials Practitioner," or "CHMP" designations. Unauthorized use includes:

- a. Use by any person who has never been certified by IHMM.
- b. Use by any person whose certification has expired or has been suspended or revoked.
- c. Use by an individual who has voluntarily relinquished the certification.
- d. Use of the CHMM or CHMP designation by a certificant who has adopted CHMM

(Ret.) or CHMP (Ret.) status.

- e. Use of the "CHMM (Ret.)" or "CHMP (Ret.)" designation by a certificant while continuing to practice in accordance with IHMM's definition of practice.

- **Publication**

IHMM shall publish all sanctions in its newsletter and on its website.

- a. Publication shall include the name of the certificant, the section of the Code of Ethics violated, and the sanction(s) imposed.
- b. IHMM shall also notify any affected national, regional, state or local professional association and those licensing or certifying authorities who are known by IHMM to rely upon the certificant's status in good standing for participation in membership or regulated activities.
- c. Upon request, IHMM shall also provide such report to any interested person or public agency, in the interest of protecting the public.

Special Circumstances Relating to Denial or Suspension of Eligibility [1.5.2]

These policies apply to potential candidates for the CHMM and CHMP examinations and address cases involving ethical issues or criminal charges. Ethical issues or criminal charges involving CHMM or CHMP certificants are to be handled in accordance with policies involving violations of the respective Codes of Ethics.

- **Unauthorized Use**

If an application is received from an individual who has been reported as using the CHMM or CHMP designation without authorization, the following procedure shall be followed:

- a. The application processing shall be put on hold.
- b. The Executive Director shall investigate the charge of unauthorized use (or refer to records already gathered, if the matter was previously investigated).
- c. The individual shall be asked to respond to the charges.
- d. If the charge is found to be accurate and the unauthorized use was fraudulent, the individual shall be barred from sitting for the exam for a period of five years from the date of notification.
- e. If the charge is found to be inaccurate, or if it is accurate but the unauthorized use was not fraudulent, the individual shall not be barred from sitting for the exam.
- f. If the individual has already sat for the examination before the charges are brought to light, steps b and c above shall be followed and, if found to be warranted:
 - i. Certification shall be withheld for a period of five years from the date of notification.
 - ii. If the individual did not pass the exam, he or she shall be barred from retaking it for a period of time as described in paragraph d above.
 - iii. If certification has already been granted, the individual shall be charged with a violation of the appropriate Code of Ethics.

- **Felony Charges**

If an application is received from an individual who has been charged with a felony that would make a CHMM or CHMP subject to disciplinary action under the respective Code of Ethics, the following procedures shall be followed:

- a. The application processing shall be put on hold and the Executive Director shall investigate the charges (and/or refer to records already gathered, if the matter was previously investigated). In connection with this investigation, the Executive Director shall send a letter to the individual asking him or her to respond in writing to the allegations or charges.
- b. If it is determined that the individual has pled guilty or *nolo contendere*, or has been found guilty of the charge(s) by a court of competent jurisdiction, he or she shall be

barred from sitting for the exam for a period of five years from the date of the plea or finding, or from the date of release from incarceration, whichever occurs later.

- c. If it is determined that charges are still pending against the individual:
 - i. The individual may sit for the exam but, if a passing grade is obtained, he or she shall not be certified until the charges have been dismissed or until he or she has been found not guilty by a court of competent jurisdiction.
 - ii. If he or she is found guilty or pleads guilty or *nolo contendere*, the individual shall not be certified on the basis of an examination already taken, but may apply to take the examination (again) no sooner than five years from the date the judgment was handed down, or from the date of release from incarceration, whichever occurs later.

- **Charges of Unethical Behavior**

If an application is received from an individual who has been charged with unethical behavior involving issues that would make a certificant subject to disciplinary action under the credential's Code of Ethics, the following procedures shall be followed:

- a. The application processing shall be put on hold and the Executive Director shall investigate the charges (and/or refer to records already gathered, if the matter was previously investigated). In connection with this investigation, the Executive Director shall send a letter to the individual asking him or her to respond in writing to the allegations or charges.
- b. If it is determined that the individual has pled guilty or *nolo contendere* in connection with, or has been found by a court of competent jurisdiction or by a regulatory, licensing, or certification commission to have committed unethical behavior, he or she shall be barred from sitting for the exam for a period of five years from the date of the plea or finding, or from the date of release from incarceration, whichever occurs later.
- c. If it is determined that charges or proceedings are still pending against the individual before a court of competent jurisdiction or a regulatory, licensing, or certification commission:
 - i. The individual may sit for the exam but, if a passing grade is obtained, he or she shall not be certified until the charges have been dismissed or until he or she has been found not guilty by a court of competent jurisdiction or, with respect to proceedings before a regulatory, licensing or certification commission, until all charges or proceedings have been dropped.
 - ii. If the individual pleads guilty or *nolo contendere*, or is found guilty or otherwise responsible, the individual may not be certified on the basis of an exam already taken, but may apply to take the exam (again) no sooner than five years from the date the judgment or decision was handed down, or from the date of release from incarceration, whichever occurs later.

- **Misdemeanors and Other Charges**

- a. If an applicant has pled guilty or *nolo contendere*, or has been found guilty of a misdemeanor or of another charge that would not make a certificant subject to disciplinary action under the appropriate Code of Ethics and does not directly impact upon his or her ability to perform ethically, and the admission or finding is more than one year in the past (from the date of the application), there shall be no effect on the application process or upon the consideration of the applicant.
- b. If, within the year immediately preceding the application, an applicant has pled guilty or *nolo contendere*, or has been found guilty of a misdemeanor or of another charge that would not make a certificant subject to disciplinary action under the appropriate Code of Ethics and does not directly impact upon his or her ability to perform ethically, he or she may be required to wait up to one year (from the date of the plea or the finding) before sitting for the certification examination.



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT
 11900 Parklawn Drive ♦ Suite 450 ♦ Rockville, Maryland 20852-2624
 301-984-8969 ♦ FAX 301-984-1516 ♦ ihmminfo@ihmm.org ♦ www.ihmm.org

CHMM EXAM APPLICATION

Before starting, please see instructions on page 4.

Please submit the Application Fee and signed and dated Application Consent Statement with this form.

Transcripts and letters of reference may follow later.

Once your application has been approved, you will receive information on registering for the exam.

For IHMM Office Use Only	
<i>Paid</i> _____	_____
<i>Cert. No.</i> _____	<i>Date</i> _____

1. Contact Information (Please Type or Print)

<i>Name (Last)</i>	<i>(First)</i>	<i>(Initial)</i>	<i>Social Security #</i>	<i>Date of Birth</i>
<input type="checkbox"/> Mr.			<i>Last 4 digits:</i>	
<input type="checkbox"/> Ms.				
<i>Home Address (Street)</i>			<i>(State)</i>	<i>(Zip)</i>
			<i>Area Code/Telephone Number</i>	
<i>E-mail Address(es):</i>				<i>Daytime or Cell Phone Number</i>

2. Education

Name, city & state of college or university. Have original transcripts sent to IHMM. (Degree must be shown on transcript.)	Dates Attended		Credits/ Semester Hrs Earned	Major	Degree	
	From	To			Type	Year

(If your transcripts will show different name(s), please list them here: _____)

3. List, in order of priority, your specialty fields:

A. _____ B. _____ C. _____ D. _____

4. Experience (Start with present job.) Describe your experience separately for each significantly different position held. Summarize your current position here and attach a résumé or work history.

<i>Name of Employer</i>	<i>Street Address/City/State/Zip</i>	<i>Area Code/Tel. No.</i>
<i>Dates of Employment (mo/yr)</i> From _____ To _____	<i>Exact Title of Current Position</i>	<i>Total Yrs (Mos) in Current Position</i>
<i>No. and Kind of Employees You Supervise</i>	<i>Name of Your Immediate Superior</i>	<i>Superior's Title</i>
<i>Area Code/Tel. No.</i>		

Description of Duties and Responsibilities – indicate approximate percentage of time in each type of qualifying experience

Additional Qualifying Experience (Attach additional sheets if necessary.)

<i>Name of Employer</i>	<i>Street Address/City/State/Zip</i>		<i>Area Code/Tel. No.</i>
<i>Dates of Employment (mo/yr)</i> <i>From To</i>	<i>Exact Title of Position</i>	<i>Total Yrs (Mos) in this Position</i>	<i>Annual Salary</i>
<i>No. and Kind of Employees You Supervise</i>	<i>Name of Your Immediate Superior</i>	<i>Superior's Title</i>	<i>Area Code/Tel. No.</i>

Description of Duties and Responsibilities – indicate approximate percentage of time in each type of qualifying experience

<i>Name of Employer</i>	<i>Street Address/City/State/Zip</i>		<i>Area Code/Tel. No.</i>
<i>Dates of Employment (mo/yr)</i> <i>From To</i>	<i>Exact Title of Position</i>	<i>Total Yrs (Mos) in this Position</i>	<i>Annual Salary</i>
<i>No. and Kind of Employees You Supervise</i>	<i>Name of Your Immediate Superior</i>	<i>Superior's Title</i>	<i>Area Code/Tel. No.</i>

Description of Duties and Responsibilities – indicate approximate percentage of time in each type of qualifying experience

<i>Name of Employer</i>	<i>Street Address/City/State/Zip</i>		<i>Area Code/Tel. No.</i>
<i>Dates of Employment (mo/yr)</i> <i>From To</i>	<i>Exact Title of Position</i>	<i>Total Yrs (Mos) in this Position</i>	<i>Annual Salary</i>
<i>No. and Kind of Employees You Supervise</i>	<i>Name of Your Immediate Superior</i>	<i>Superior's Title</i>	<i>Area Code/Tel. No.</i>

Description of Duties and Responsibilities – indicate approximate percentage of time in each type of qualifying experience

5. *Additional Education* (if any): List other schools, certificate(s) awarded, or training (for example: trade, business, armed forces). For each, give name and location (city/state/zip) of school or program, dates attended, subjects studied, number of classroom hours of instruction per week, and any other pertinent data.

6. *Accomplishments* – List outstanding off-the-job professional achievements, such as: publications, awards, honors, professional activities

7. *Professional Certifications and Registrations*

Issuing Organization	Complete Address	Type of Certification or Registration

8. *Current Membership in Professional Organizations*

Organization	Complete Address	Position Held

9. *References*: List two persons, not related to you, who have first-hand knowledge of your qualifications. Ask them to complete reference forms.

Name	Title	Employed by (company name and address)	Area Code/Tel. No.

10. Have you ever been convicted of a felony or forfeited collateral for a felony conviction? YES NO
 If YES, give details including date, location, and an explanation of each violation. (Attach additional sheet(s) if needed).

I understand that all information required by this form (attached or otherwise submitted) is deemed to be a part of this application. My signature attests to the truthfulness of all information submitted, authorizes verification by IHMM, and frees IHMM of liability should my application be rejected on the basis of investigation of my qualifications. In addition, I have read, completed, and signed the Certification Process Consent Statement, which is hereby incorporated into this application.

► Date: _____ Signature: _____

Please Print Name: _____

ENCLOSE FEES: The NON-REFUNDABLE application fee of \$100.00 (in U.S. funds) must accompany the completed application. Use the credit card form on page 4, or send a check with the completed application and mail to the address on page 1.

REQUIREMENTS and INSTRUCTIONS

Minimum Requirements for CHMM certification: You must have a baccalaureate (or higher) degree from an accredited college or university and at least three years of experience in hazardous materials management or a related field.

Application fees must accompany the application; official college transcripts and Reference Evaluations may follow.

All candidates are evaluated objectively without regard to age, sex, race, religion, national origin, or marital status. If you have a need for special accommodations at the exam site, please make a specific written request for the type of accommodation needed.

Once your application has been approved, you will receive instructions on how to register for the examination.

Candidates will be notified of their results approximately four weeks after the examination. Passing the examination does not automatically confer the CHMM credential. Successful candidates must sign a Code of Ethics and pay a certification fee. CHMM certification becomes official only upon receipt of a numbered certificate from the Institute of Hazardous Materials Management.

If your application is denied, or if you are denied certification after passing the examination, you may appeal the decision by submitting additional information to the IHMM Executive Director. Submit your appeal with all relevant documentation to the address on your notice of denial within 60 days of the date on your notice.

- Please type or print this form and any attachments clearly and legibly.
- Supply all required information on this form. Attachments may be included as a supplement, but not as a substitute for completing this form. Sheets may be attached for additional information, or where the form provides insufficient space.
- You **must** answer question 10 and sign the application at the bottom of page 3. If not, your application will be returned.
- Please forward Reference Evaluation forms for completion to the two persons listed as references in section 9.
- Enclose or have forwarded: ♦ Non-refundable Application Fee ♦ Application Consent Statement, signed and dated ♦ Résumé or work history ♦ Official college transcript(s) (originals only, no photocopies)

THIS APPLICATION WILL EXPIRE AFTER 18 MONTHS IF THERE HAS BEEN NO ACTIVITY TOWARD CERTIFICATION.

To charge your payment, please complete this form:

I authorize the **INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT** to charge my

CHMM Application fee (\$ _____) _____ book(s) (\$ _____) to
(Quantity)

Visa MasterCard American Express

Account No: _____ Expiration Date: _____

Signature: _____ Daytime Phone: () _____

Cardholder's Name (please print)*: _____

Billing Address for card: _____

*Is cardholder the applicant? If not, please print applicant's name here: _____

If ordering a book, ship to same address? Yes No -- Ship to:

For IHMM Office Use Only

Date: _____ By: _____

Amount: _____ Batch: _____

Please sign and return with your application.



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT
11900 Parklawn Drive, Suite 450, Rockville, Maryland 20852
(301) 984-8969 ❖ FAX (301) 984-1516 ❖ e-mail: ihmminfo@ihmm.org ❖ www.ihmm.org

CERTIFICATION PROCESS CONSENT STATEMENT

I, _____ (*Print Full Name*), certify that all information contained in my application to the Institute of Hazardous Materials Management (IHMM) for the Certified Hazardous Materials Manager (CHMM) examination is true and accurate to the best of my knowledge. Further, I agree to notify IHMM promptly of any change in name, address, or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization.

I hereby authorize IHMM and its officers, directors, employees, and agents (“the above-designated parties”) to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for examination and certification. I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand IHMM’s instructions and policies related to the application and examination process, and I agree to abide by their terms. If any statement made on my application or hereafter supplied to IHMM is false or inaccurate, or if I violate any other rules or regulations of IHMM, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification, or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted).

I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of IHMM with regard to this application, the IHMM examination(s) I take, and/or my certification, except claims based upon gross negligence or lack of good faith by IHMM.

Should my application be accepted and I am allowed to sit for an IHMM examination:

I understand that IHMM and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site as scheduled, I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators with user-programmable memory capacity.

Confidentiality/Nondisclosure Agreement:

I understand that the content of all IHMM certification examinations is copyrighted and is the property of IHMM. Exam materials will be provided to me for the sole purpose of testing my knowledge and skills in the discipline for which I seek certification, and I am prohibited from using or possessing IHMM examination content for any other purpose or at any other time. I agree not to disclose, publish, copy,

reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose, without express prior written authorization from IHMM. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of IHMM exam content or materials in any form is a crime and may subject me to civil liability and/or criminal prosecution.

Validity Assurance and Score Cancellation:

IHMM reserves the right to cancel any examination score if, in IHMM’s professional judgment, there is any reason to question the score’s validity. Candidate conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to IHMM examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future IHMM tests and from ever being certified by IHMM. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Should I be granted an IHMM certification:

I agree that IHMM may release my name and the fact that I have been granted certification. I agree further that IHMM may include my name and contact information in a listing of certified individuals available to the public in print and/or electronic format. I understand and agree that it will be my responsibility to maintain my status by complying with all IHMM certification and recertification standards and procedures.

I understand that signing this Agreement does not mean that I am certified by IHMM. I understand that I am not authorized to use any IHMM certification designation unless and until I am notified by IHMM that I have met all the requirements for certification.

I, the undersigned, have read, understand, and agree to abide by the statements above.



Signature

Date



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT
11900 PARKLAWN DR | SUITE 450 | ROCKVILLE, MD 20852
301-984-8969 | FAX: 301-984-1516 | www.ihmm.org

TABLE OF SPECIFICATIONS (BLUEPRINT) FOR THE CERTIFIED HAZARDOUS MATERIALS MANAGER (CHMM) EXAMINATION

Effective January 2009

I. Recognize, Identify and Characterize Hazards of Materials 15% of the exam

Understanding the chemical and physical properties of materials, and the dangers they pose, is a hazardous materials manager's primary responsibility. It is possible for any material, no matter how benign or essential to life, to pose a hazard to life or the environment, depending on its chemical, biological, nuclear or toxicological properties, and the amount involved. As with all potential hazards, the better we understand them, the better we can prepare for or circumvent their dangers. Understanding begins with recognition, identification, and classification or characterization of the hazards involved.

II. Assess Risks Related to Hazardous Materials 10% of the exam

Hazardous materials enter the environment in many ways, through emissions to the air, waste water discharges, solid waste disposal, and accidental releases from radiation sources, storage containers, vehicles, or during use. Once they enter an environmental medium (such as air) they can contaminate other media (such as groundwater or soil), increasing the risks to property, human health and the environment. A hazardous materials manager must be able to make reasonable predictions about what will happen when a chemical substance or radiation is released, so that he or she can make sound judgments about how best to minimize or eliminate its impacts. Risk assessment is the formal process that qualifies and quantifies potential threats to human health and the environment. This process also involves utilization of sampling and analysis plans, instruments and techniques, and the use of statistical models and measurement.

III. Mitigate and/or Eliminate Hazards of Materials 15% of the exam

Hazardous materials can pose risks throughout their life cycles: during production, shipment, storage, distribution, use, and disposal. Additional risks exist if they are not properly controlled or secured against unintended or unscrupulous use. Once the risks have been identified, hazardous materials managers must be continually alert to opportunities to eliminate or mitigate those risks. This requires a blend of technical skill and regulatory knowledge, employing life-cycle management of these materials by: designing processes using safer materials; utilizing proper packaging, storage and shipping methods; controlling expected discharges and emissions; implementing controls to prevent accidental releases and exposures; planning for safe and secure disposal; reusing or recycling when possible; protecting the materials against unauthorized access; and planning for and responding to emergencies and incidents that may occur.

IV. Manage Impacts of Hazardous Materials on the Environment 18% of the exam

Among the most important responsibilities of a hazardous materials manager are the prevention of accidental or uncontrolled releases to the environment and the proper disposal of wastes resulting from the use of hazardous materials. Typical issues involve emissions to the air, discharges to surface or groundwater, and treatment and disposal methods. When spills or other uncontrolled releases do occur, the hazardous materials manager must be prepared to initiate specific emergency plans to minimize potential environmental impact. When past releases have left their mark, hazardous materials managers must be prepared to assess the threats, investigate remedial alternatives, and take corrective action.

V. Manage Impacts of Hazardous Materials on Human Health 10% of the exam

A hazardous materials manager’s goal must be to ensure that these materials do not pose a threat to those who encounter them in the workplace or to the public at large. The impacts of hazardous materials on human health can be immediate or long-term. On the job, workers must be protected through process analysis and monitoring of hazardous conditions; prevention of exposure when possible; use of personal protective equipment when exposures cannot be avoided; and training of workers in appropriate use and care around hazardous materials. Protecting the public involves increasing awareness; outright bans of some substances and controlled use of others; maintaining quality standards for air and water supplies; and prompt response to accidental releases or other incidents.

VI. Ensure Regulatory Compliance 15% of the exam

Statutory laws (passed by Congress and state legislatures) lay out goals; regulations promulgated by government agencies define the rules by which the laws will be implemented. Hazardous materials management is among the most heavily regulated activities in the United States. Not only are there dozens of laws and thousands of pages of regulations, but a single operation may be regulated under several agencies at the same time, both at the federal and local level. And in addition to the general standards for the processing, storage, use and disposal of hazardous materials, there are several substances so prevalent or so hazardous that they are covered under special standards (e.g., asbestos and lead). Hazardous materials managers cannot be expected to know every regulation by heart, but they must have a firm understanding of the basic regulatory standards, and they must know when and where to look for more detailed information. Because the CHMM is a national credential, candidates are tested only on U.S. federal laws and regulations.

VII. General Management of Hazardous Materials, and Business Skills 17% of the exam

The ultimate goal of a hazardous materials manager is to ensure that these materials can be used in a way that furthers the mission of his or her enterprise while at the same time protecting human health and the environment. When hazardous materials are involved in a work process, countless new and varied requirements are introduced. Each requirement adds additional managerial and financial burdens to the organization, and hazardous materials managers must develop effective methods for meeting these burdens within the scope of available resources. Management systems can help to organize the work and ensure that the programs put in place are comprehensive, efficient, effective, and in compliance with applicable standards. The manager will also be responsible for training staff, monitoring personnel performance, keeping records, filing reports, and participating in audits and inspections.

Basic Science, Basic Math, and Project Management Skills Required of CHMMs

BASIC SCIENCE
Chemistry
Biology
Microbiology
Ecology
Geology
Hydrogeology
Toxicology
Epidemiology
Physics
Radiation
Health Physics
Meteorology

PROJECT MANAGEMENT SKILLS
Accounting
Cost analysis
Budgeting and financial impact analysis
Estimating
Production rates
Scheduling
Contracts and contracting
Resourcing (materials, equipment, personnel)
Deliverables

Benchmark allocation
Construction code analysis
Reading blueprints
Project documentation
BASIC MATHEMATICS
Addition
Subtraction
Multiplication
Division
Calculus
Probability
Statistics



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CHMM[®] Code of Ethics

The CHMM Code of Ethics sets forth the ethical principles to be observed by Certified Hazardous Materials Managers. CHMMs shall, in their professional activities, sustain and advance the integrity and honor of the practice of hazardous materials management by adherence to this Code of Ethics. CHMMs who violate any provision of the Code of Ethics will be subject to disciplinary action by a peer review panel, which may result in suspension or revocation of the credential.

- 1. A CHMM shall practice in a manner consistent with all applicable laws and regulations; shall demonstrate integrity, honesty, and fairness in all activities; and shall strive for excellence in all matters of ethical conduct.**

The designations "Certified Hazardous Materials Manager" and "CHMM" may not be used by anyone for any purpose that is untruthful, misleading, or in violation of any law or government regulation.

A CHMM must approach other individuals with the requisite professional balance of knowledge, skill, experience, and professionalism in the conduct of all professional activities, and in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, or disability.

- 2. A CHMM's primary responsibility is to protect the public and the environment.**

All actions taken on behalf of a client or employer must be consistent with this primary responsibility. The interests of individual clients and employers must be secondary to protecting public health and safety, national security, and the environment.

- 3. A CHMM shall act with integrity in any relationship that involves an employer or client.**

A CHMM has an obligation to disclose fully to an affected employer or client any conflicts of interest resulting from business affiliations or personal interests, and to maintain the security and confidentiality of an employer's or client's confidential information.

- 4. A CHMM shall represent his or her qualifications honestly, and shall function only within his or her area and level of competence.**

A CHMM is expected to judge objectively his or her own level of competence, and to function within that level of personal confidence and professional expertise. When a CHMM is expected by a client or employer to function outside of his or her area or level of competence, the CHMM must seek appropriate expertise, or suggest that the client or employer find a qualified person.

- 5. A CHMM shall behave with professional decorum and restraint, and shall not exhibit conduct that brings discredit on the CHMM Program.**

The CHMM is a professional and must conduct himself or herself accordingly.

- 6. A CHMM shall comply with and uphold all policies, procedures, guidelines, and requirements of IHMM; shall use the designations "CHMM" and "Certified Hazardous Materials Manager" only as authorized by IHMM; shall acknowledge that the certificate and marks are the property of IHMM; and shall return the certificate and discontinue use of the designation and marks when required to do so by IHMM.**

A CHMM shall accept responsibility for maintaining the credential through recertification, shall remain current in the field, and shall continuously uphold the Code of Ethics.

The CHMM acknowledges that "Certified Hazardous Materials Manager" and "CHMM" are registered trademarks of the Institute of Hazardous Materials Management, and that he or she is authorized to use these designations only so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to the Inactive or "CHMM (Ret.*)" status.

The CHMM acknowledges that authorized use of "Certified Hazardous Materials Manager" and "CHMM" as described in this section does not include the right to use the logo of the Institute of Hazardous Materials Management without express written permission from IHMM.

A CHMM shall voluntarily and immediately report any felony convictions or other legal or disciplinary dispositions that would constitute violations of this Code of Ethics which have not already been disclosed to IHMM, regardless of when they occur.

I understand that violating the Code of Ethics could lead to suspension or revocation of my CHMM certification. I also understand that if my certification lapses or is revoked for any reason, I will no longer be authorized to use the CHMM designation.

Signature: _____ Date: _____

Please Print Name: _____

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