



**Certified Hazardous Materials Manager (CHMM)**

## **RECERTIFICATION HANDBOOK**

**April 2010**

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Institute of Hazardous Materials Management  
11900 Parklawn Drive, Suite 450  
Rockville, MD 20852

*Certified Hazardous Materials Manager (CHMM) Recertification Handbook*

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<b>Author of document</b>	Betty Fishman
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## **Introduction**

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The purpose of IHMM, as defined 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.

Means of accomplishing the purpose of IHMM include establishing requirements for the periodic renewal of certification, determining compliance with those requirements, and ascertaining that certificants meet ethical standards in their practice in the field of hazardous materials management.

The field of hazardous materials management and related areas change frequently. For that reason, accreditation standards require that certification in such fields be renewed periodically. To make sure this happens, IHMM requires you to be recertified every five years. CHMMs must earn a total of 200 certification maintenance points (CMPs) during a five (5) year cycle to qualify for recertification. Maintaining the highest professional standards by continuing to uphold and abide by the Code of Ethics is also a requirement for recertification.

The Recertification Program was developed to ensure that CHMMs remain competent in the field of hazardous materials management and related areas, and to encourage certificants to continuously enhance their knowledge, skills, and abilities. IHMM has provided certificants with many options that they may utilize for the purpose of meeting recertification requirements. The options are based on IHMM's Philosophy of Recertification.

### **A. Philosophy of Recertification**

1. Recertification is defined as a process to ensure that certificants maintain continued competence in hazardous materials management and related areas.
2. Upholding high standards of ethical and legal practice is the foundation of certification and a primary component of the recertification program.
3. IHMM certificants are committed to remaining current in their area of work through continuous learning.
4. Remaining actively involved in the field of hazardous materials and related areas is essential to remaining certified.
5. Maintaining competence occurs through professional activities, contributions to the field, and includes, but is not limited to, formal and continuing education.
6. Certificants are responsible for conducting ongoing self-assessments of their continued competence in the field of hazardous materials management and related areas. The process of self-assessment is a key component in determining how they should proceed to build on their knowledge, skills and abilities.

## **B. CHMM Recertification Requirements**

1. Because advancements in technology and changes in compliance requirements occur frequently in hazardous materials management and related fields, it is required that the CHMM certification be renewed every five years to ensure currency.
2. IHMM shall be the official office of record for recertification status.
  - a. Certification expiration dates shall be printed on all CHMM certificates.
  - b. Certifications not renewed in accordance with IHMM policies and procedures shall expire on the expiration date indicated on the certificate.
3. Certification Maintenance Points (CMPs) shall be earned over the five-year period by engaging in qualifying activities related to the competency requirements of the CHMM Examination Blueprint.
4. Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs).
  - a. Each application must demonstrate a total of at least 200 CMPs for the 5-year cycle.
  - b. Each application may demonstrate up to 100 CMPs for Active Practice (employment).
  - c. Each application must demonstrate at least 100 CMPs for Professional Development.
  - d. All CMPs claimed must have been earned during the current 5-year cycle to count towards recertification.
5. IHMM shall publish and distribute to all CHMMs a manual which lists these requirements and the types of activities which qualify for recertification credit. (Publication may be done electronically and/or in hard copy.)
6. Evidence of a satisfactory combination of continued active practice and professional development shall be submitted to IHMM according to a schedule published by IHMM (see examples below).
  - a. The recertification due date shall be based on the date of the individual's initial certification or most recent recertification.
  - b. It is the CHMM's responsibility to fulfill all requirements for recertification by the recertification expiration date.
  - c. A reminder will be sent to the address that IHMM has on record (e-mail and/or postal). It shall be the individual's responsibility to provide IHMM with updated contact information, as needed.
  - d. In the event an individual has been on Inactive Status for any period since the initial certification or last recertification date, his/her cycle shall be adjusted to allow for a waiver of the recertification requirement during the period of inactivity.

### 5-Year Cycles and Recertification Schedule

<u>Year Credential Earned/Recertified</u>	<u>5-Year Period for CMPs to be Earned*</u>	<u>Application for Recertification Due</u>
2003	2004-2008	2009
2004	2005-2009	2010
2005	2006-2010	2011
2006	2007-2011	2012
January thru October 2007	2008-2012	2013
<b>Beginning November 2007</b>	The 5-year cycle begins on the actual date of initial certification or most recent recertification	The application is due by the actual expiration date (5 years later) on the most recent CHMM certificate.

*\*For CHMM credentials earned from 2003- October of 2007: the 5-Year Period begins during the next calendar year. CMPs credits cannot be claimed during the calendar year your CHMM credential was earned (Example: A CHMM who earned the credential on May 17, 2004 should submit CMPs beginning Jan 1, 2005- Dec 31, 2009.*

### C. Recertification Review Process

#### 1. Audit Reviews

- a. Only selected CHMMs will need to submit supporting documentation along with their *Application for Recertification*. Those CHMMs who are selected for audit will be notified after receipt of their *Application for Recertification*, and will be required to submit full documentation for all claimed activities. CHMMs that are not selected for an audit will not be required to submit full documentation, but should maintain copies of all supporting documentation for their 5-Year cycle. IHMM reserves the right to request documentation from any certificant.
- b. Those applications that are not selected for audit will be evaluated on the basis of the *Application for Recertification*. Documentation may be submitted for clarification, but evaluation will be based on the data entered into the form. Therefore, all pertinent sections of the form must be completed; the form must be signed and dated, attesting to the truthfulness and accuracy of the information presented, pledging continued compliance with the *Code of Ethics*.
- c. Any CMP claim may be challenged during the review process. Accordingly, only those CMP claims that can be properly documented upon request should be entered on the form. For this reason it is recommended that each certificant maintain a personal file of such information in the event that the claims made are questioned during a recertification audit or review.

#### 2. Each application is subject to evaluation and/or audit, in accordance with the standards, policies, and procedures published by IHMM.

##### a. General

- 1) Certificants shall submit adequate and appropriate information to enable review.
- 2) Certificants may be contacted for clarification or additional information during the review process.
- 3) Cooperation with the review process is required, or the application may be rejected.
- 4) IHMM will maintain records of all applications and determinations, in accordance with its records retention policies.

- b. Review Process
    - 1) Applications for recertification shall be submitted to IHMM.
    - 2) CMP credits shall be granted for all acceptable claims.
    - 3) An application shall be approved if:
      - A. All fees have been paid;
      - B. The application demonstrates sufficient points to meet the standard, based on acceptable claims; and,
      - C. There are no valid reasons to withhold or delay the application for recertification.,
    - 4) If there are insufficient points demonstrated, the certificant shall be contacted with an explanation of the deficiencies. The certificant shall have 30 days to respond.
    - 5) All final determinations on eligibility for recertification shall be made by the IHMM Executive Director.
  - c. If a certificant is found unqualified for recertification, they shall be so notified in writing. The notice shall include the reason for denial, the procedures for appeal, and information about retaking the certification examination.
  - d. Any attempt to exert unwarranted influence upon the review process shall be deemed a violation of the *Code of Ethics*.
2. IHMM may, at the Executive Director's discretion, extend a certificant's credential expiration date when:
    - a. The certificant has submitted in writing to the Executive Director documenting extenuating circumstances which prevented the certificant from filing an application on time.
    - b. IHMM's processing of an application that was submitted on time has not been completed before the credential would otherwise expire.
    - c. The appeal deadline for an application that has been denied will fall after the credential would other-wise expire.
    - d. A candidate who is taking the CHMM examination to recertify cannot be accommodated to take the test before the credential would otherwise expire.
  3. Certificants who are unable to meet the recertification requirements by submitting evidence of sufficient CMPs may elect to take the certification examination to recertify.
    - a. The individual will be charged the standard examination fees.
    - b. This option may be exercised only during the final year of the recertification cycle.
    - c. If the cycle has already ended before such arrangements are made, and if section 3.d. above does not apply, the individual shall be treated as a new applicant and must meet whatever requirements are then in effect.
  4. In the event of unusual circumstances which preclude the individual from meeting the recertification requirements in the standard manner, he/she may petition IHMM for alternative arrangements. Such cases shall be referred to the Recertification Committee for consideration on a case-by-case basis.
  5. Appeal Procedures
    - a. A negative recertification decision may be appealed by submitting an explanation to the Executive Director in writing within 60 days of the decision letter.
    - b. Upon receipt of an appeal, the Executive Director shall examine all records available to IHMM which bear upon the appeal.

- c. The Executive Director will submit copies of the appeal and all pertinent records to the Recertification Committee.
- d. The Committee shall meet within 30 days to discuss the appeal. Such meetings may be held in person, via telephone conference, or by electronic means.
- e. The Committee shall make a recommendation on the appeal to the Board of Directors, which shall vote upon it at its next meeting.
- f. The Board may adopt the Committee's recommendation by majority vote. A two-thirds majority vote shall be necessary to rule in opposition to the Committee's recommendation.
- g. The Board's decision on the appeal shall be final.

#### **D. Failure to Recertify**

1. When an individual's certificate has expired or has been decertified after all extensions, grace periods, and/or appeal process deadlines have passed, the individual shall be required to apply for and take the certification examination anew in order to regain the certification. Once an individual has been decertified, he/she must apply for the certification as a new candidate. The candidate must abide by all eligibility requirements in effect at the time his/her application is approved.
2. Certification records of those whose credentials have expired or been decertified will be treated in accordance with IHMM's records retention policies.
3. Any continued use of the certification after expiration or decertification will be considered a violation of trademark law and may be referred for legal action.

#### **E. Periodic Review**

1. The Recertification Committee shall review these recertification policies periodically, and recommend any revisions needed to the IHMM Board of Directors.
2. The list of qualifying activities and the recertification procedures shall be reviewed periodically by the Recertification Committee and updated as needed.

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## Qualifying Activities for Recertification

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### Category I - Active Professional Practice (Employment)

#### A. Evidence of Continued Competence

IHMM recognizes that certificants apply their specialized knowledge and skills in performing their jobs on a daily basis, and that certified individuals are engaged in continuous learning on the job. In recognition of this value of employment in the field, certified individuals may qualify for up to 50% of their recertification points through Active Professional Practice.

1. The following activities qualify as Active Professional Practice:
  - a. As an employee with duties directly related to hazardous materials management, its laws, regulations, technology and related areas.
  - b. As a professional consultant whose responsibilities directly relate to hazardous materials management, its laws, regulations, technology and related areas.
  - c. As a faculty member of an accredited university or college teaching hazardous materials management, its laws, regulations, technology, and related areas.
  - d. As an instructor who provides training outside the academic setting in hazardous materials management, its laws, regulations, technology, and related areas. (Training activities which are not part of a certificant's employment will be credited under Professional Development.)
  
2. Credit Value
  - a. The maximum amount of credit that may be claimed for active practice is 20 CMPs per year (100 for the 5-year cycle).
  - b. Part-time and temporary work will be prorated as indicated in the table below:

<u>Type of Activity</u>	<u>Activity Definition</u>	<u>CMP Credit Value</u>
Full-time employment	≥ 32 hr per week	20 per year
Part-time employment	≥ 16 hr but < 32 hr per week	10 per year
Temporary or Contract work	< 16 hr per week	Case-by-case evaluation

- c. For academic employment, full-time equals teaching the equivalent of at least twelve (12) credit hours per year; part-time equals teaching the equivalent of six (6) credit hours per year.

## **B. Documentation Requirement**

Applicants for recertification must maintain all supporting documentation for five (5) years after submission of their application. IHMM reserves the right to request this documentation to substantiate his/her CMP credit claims.

The following types of documentation are considered acceptable.

1. The dates of employment and type of activity (full-time or part-time) may be documented with a written statement on company letterhead stationery which is signed by an official authority of the business or organization. If self-employed, a description of activities on company letterhead is acceptable. An example follows:

**On Business Letterhead**

*(Date)*

*(Employee's name) has been employed by (company name) from (date) to (date) where (he/she) has worked continuously in a (full-time or part-time) position with significant duties and responsibilities in the area of hazardous materials in the workplace.*

*(Signature and title of a company or organization official)*

2. Duties and responsibilities relating to hazardous materials may be described more fully in the company letter above or with the addition of a copy of a current job description, work history or resume. A significant portion of one's job must correspond to one or more content areas of the *CHMM Examination Blueprint*.
3. When the job does not earn the full value of 100 CMPs for the 5-year cycle, enough CMP credit must be earned through engagement in professional development activities so that the overall total meets the 200 CMP minimum for recertification.

## **Category II – Professional Development Activities**

### **A. Evidence of Continued Currency and Professional Growth in the Profession**

IHMM recognizes that certificants engage in many different types of activities that help them maintain currency in their profession, and enhances their knowledge, skills and abilities in the field of hazardous materials management and related areas.

- A minimum of 100 points per 5-year cycle (an average of 20 per year) must be earned in Category II.
- All qualifying activities must pertain to one or more content areas of the *CHMM Examination Blueprint*.
- Unless otherwise indicated, there is no maximum limit to the number of points that may be claimed for any listed activity.
- The points apply only to the 5-year cycle in which the activities occurred.
- Credit values may be adjusted on a case-by-case basis, upon receipt of a request accompanied by proper documentation.

### **B. Supporting Documentation**

Applicants for recertification must maintain all supporting documentation for five (5) years after submission of their application. IHMM reserves the right to request this documentation to substantiate his/her CMP credit claims.

1. Only selected CHMMs will need to submit supporting documentation along with their application. Those CHMMs who are selected will be notified after receipt of their application, and will be required to submit full documentation for all claimed activities. CHMMs that are not selected for an audit will not be required to submit full documentation, but should maintain copies of all supporting documentation for a period of five (5) years from the date their application is submitted. IHMM reserves the right to request documentation from any certificant.
2. Those applications that are not selected for a full documentation audit will be evaluated on the basis of their application. Attachments may be submitted for clarification, but evaluation will be based on the data entered into the form. Therefore, all pertinent sections of the form must be completed; the form must be signed and dated, attesting to the truthfulness and accuracy of the information presented. The CHMM must also pledge continued compliance with the Code of Ethics.

### **C. Types of Professional Development Activities**

1. **Training, Learning, and Resource Development Activities - Formal and Informal (Industry, Employer, and other).**

Professional development experiences are valuable learning activities and certificants may receive credit for attendance at and participation in courses and seminars with technical content related to the *CHMM Examination Blueprint*. Attendance at industry-related conferences and networking opportunities are also viable ways in which certificants can enhance their skills by interacting with their peers.

<b>Training, Learning, and Resource Development Activities</b>		
<b><u>Qualifying Activity</u></b>	<b><u>Documentation</u></b>	<b><u>CMP Credit Value</u></b>
<b>Earning a new degree</b> <sup>(1)</sup> Completion of a degree in a field relevant to hazardous materials management (in addition to the degree(s) held when initially certified).	Official transcripts are required from an accredited institution, indicating the degree and date awarded.	<b>50 CMPs for each NEW degree.</b>
<b>Passing college credit courses</b> <sup>(1)</sup> Successfully completing and passing an accredited, college-level course in an area of the certification blueprint.	Official transcripts from an accredited institution are required, showing satisfactory completion of course(s) taken.	<b>5 CMPs per credit.</b>
<b>Teaching college-credit courses.</b> <sup>(1)</sup> Only courses taught at an accredited college qualify for CMP credits. Must be outside the normal course of employment.	A course catalog or other official publication, or a letter of appointment or appreciation from the institution.	<b>8 CMPs per credit.</b>
<b>Attending seminars or workshops.</b> Seminars and workshops are normally of short duration (one day or less) and focused on a specific topic in a content area of the certification blueprint.	Certificate of attendance, showing date(s) and contact hours (or CEUs).	<b>1 CMP for each hour of contact time.</b> <sup>(5)</sup>
<b>Developing training courses.</b> This includes researching, writing and editing the content of a single training course in a content area of the certification blueprint. Claimant must be a primary contributor. Credit will vary with the length and scope of the course.	Copy of the course outline or abstract which shows the name(s) of the contributor(s).	<b>TBD</b> <sup>(2)</sup>
<b>Completing online training courses.</b> Successfully completing an online training course as a student in a content area of the certification blueprint.	Certificate of completion, showing date(s) and contact hours (or CEUs).	<b>1 CMP per credit hour.</b>
<b>Attending and completing official in-house training classes provided by an employer.</b> <sup>(4)</sup> Classes must be in a content area of the certification blueprint and be at least 1 hour in duration. This is not meant to include initial training needed to orient an employee to his or her job.	Copy of the training history, or other official document, showing date(s) and contact hours.	<b>1 CMP for each hour of contact time</b> <sup>(5)</sup> .
<b>Attending commercial training classes.</b> Classes must be provided by training consultants or other professionals, and must be in a content area of the certification blueprint and be at least 1 hour or more in duration.	Certificate of attendance, showing date(s) and contact hours (or CEUs).	<b>1 CMP for each hour of contact time</b> <sup>(5)</sup> .
<b>Attending initial or refresher courses.</b> Qualifying courses include, but are not limited to, DOT, OSHA HAZWOPER, etc. Courses for initial training or annual refreshers must be completed as required in regulations (regardless of venue).	Certificate of attendance, showing date(s) and contact hours (or CEUs).	<b>1 CMP for each hour of contact time</b> <sup>(5)</sup> .
<b>Attending conferences and technical sessions.</b> <sup>(3)</sup> Conferences and sessions must be in a content area of the certification blueprint.	Copy of the conference registration or certificate of attendance. Indicate the technical sessions attended on a copy of the schedule.	<b>1 CMP for each hour of contact time</b> <sup>(5)</sup> . Maximum of 5 per day or 20 per conference.

<b>Training, Learning, and Resource Development Activities</b>		
<b><u>Qualifying Activity</u></b>	<b><u>Documentation</u></b>	<b><u>CMP Credit Value</u></b>
<p><b>Participating in official training or exercise drills.</b> Training or exercise drills must be in a content area of the certification blueprint (e.g., emergency response) and designed to maintain the competency of the persons involved.</p>	<p>Certificate of participation or other document showing the participant's name and role in the drill exercise.</p>	<p><b>1 CMP for each hour of contact time <sup>(5)</sup>.</b></p>
<p><b>Preparing and delivering an original presentation</b> This activity must be within a content area of the certification blueprint and have a significant purpose in terms of advancing knowledge or competency of the audience.</p>	<p>Schedule for the event showing the presenter's name and topic of the presentation.</p>	<p><b>5 CMPs per presentation.</b></p>
<p><b>Participating as a part-time instructor for training courses<sup>(6)</sup></b> Part-time course instruction must be performed outside of one's job. Claims may be subject to scrutiny for repeated delivery of the same content.</p>	<p>Copy of a course schedule with the instructor's name and subject matter listed.</p>	<p><b>3 CMPs per hour. <sup>(5)</sup></b></p>
<p><b>Authoring/co-authoring/editing a reference book</b> Writing or editing the content of a significant reference or resource book that is used by professionals who practice in a content area of the certification blueprint.</p>	<p>Copy of the book title page with name of author or editor, and copyright page to verify date of publication.</p>	<p><b>75 CMPs per book.</b></p>
<p><b>Authoring/co-authoring/editing a chapter for a book</b> Writing or editing a chapter of a reference or resource book that is used by professionals who practice in a content area of the certification blueprint.</p>	<p>Copy of the chapter title page with the name of the author or editor, and copyright page to verify date of publication.</p>	<p><b>7 CMPs per chapter (Max 70 CMPs/book)</b></p>
<p><b>Authoring an original reference source or article</b> Writing an article for a magazine or other reference source that is used by professionals to enhance their knowledge or competency in a content area of the certification blueprint.</p>	<p>Copy of the title page of the article with the name of the author and date of publication.</p>	<p><b>10 CMPs per article</b></p>
<p><b>Authoring a technical manual</b> Writing an article for a magazine or other reference source that is used by professionals to enhance their knowledge or competency in a content area of the certification blueprint.</p>	<p>Copy of the title page with the name of the author and date of publication/distribution.</p>	<p><b>15 CMPs per manual</b></p>
<p><b>Authoring a technical procedure or method</b> Writing a significant technical procedure or method in a content area of the certification blueprint that is original and recognized by the company or organization officials. "Tailgate-type" instructions and guidance are excluded.</p>	<p>Copy of the title page of the procedure or method with validation of its authorship and date.</p>	<p><b>10 CMPs per procedure or method</b></p>
<p><b>Registering a patent as the primary registrant or being named as honorary mention in a company-owned patent registration.</b> The patent must be successfully registered with the US Government Patent Office and relate to a content area of the certification blueprint.</p>	<p>Copy of the title page of the registration showing the date and primary registrant (and/or secondary registrants or honorary mentions).</p>	<p><b>50 CMPs per patent</b></p>

2. **Service to the Profession and the Community.**

IHMM recognizes the importance and value of having its certificants contribute on a local, national and a global level to the advancement of the field of hazardous materials management and the public safety and good served by IHMM certificants.

The quality and integrity of the CHMM examination is due, in part, to the qualifications and commitment of volunteers who write and review examination questions. Contributors are required to research and draft items stems, write answer options, consider alternative responses, defend the correct option and provide references for each item. Volunteers who serve as examination item writers or as members of the Examination and Recertification Committees are eligible to earn CMPs.

<b>Service to the Profession and the Community</b>		
<u>Qualifying Activity</u>	<u>Documentation</u>	<u>CMP Credit Value</u>
<p style="text-align: center;"><b>Participating on an IHMM, industry, or government standards committee</b></p> <p>Participating at the local or national level relating to the development of standards associated with content areas of the certification blueprint.</p>	Copy of a letter acknowledging participation, including dates.	<b>10 CMPs per committee per year</b>
<p style="text-align: center;"><b>Participating/Serving on an IHMM, industry, or government advisory committee.</b></p> <p>Participation in a technical or professional advisory capacity at the local or national level relating to content areas of the certification blueprint.</p>	Copy of a letter acknowledging participation, including dates.	<b>10 CMPs per committee per year</b>
<p style="text-align: center;"><b>Participating in legislative or rule-making activity</b></p> <p>Participating in proposed rule-making, public comment to executive agencies, promulgation in the Federal Register, testifying before legislative bodies, etc.</p>	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value claimed.	<b>TBD <sup>(2)</sup></b>
<p style="text-align: center;"><b>Participating in Volunteer Community Service</b></p> <p>Participating in volunteer service that pertains to a content area of the certification blueprint and contributes to the advancement of knowledge and competency as a professional.</p>	Description of the service provided and a copy of a letter acknowledging participation, with a fair estimate of the time spent and rationale for the CMP value claimed.	<b>TBD <sup>(2)</sup></b>
<p style="text-align: center;"><b>Membership in an Industry Organization (2005-2008 ONLY)</b></p> <p>Being a member of an acceptable organization<sup>(8)</sup> which serves those who practice in the field of hazardous materials management and related areas.</p>	Evidence of active membership and relevance of the organization to practice in the field and/or content areas of the blueprint.	<b>Up to 10 CMPs per year</b>
<p style="text-align: center;"><b>Volunteer Leadership Position</b></p> <p>Serving on the IHMM Board of Directors, as Chair of an IHMM Committee, or on the Board of Director, as an officer, or as a standing committee chair of an acceptable organization<sup>(8)</sup> which serves those who practice in the field of hazardous materials management and related areas.</p>	Evidence of the position held and date(s) (letter or other document) plus a description of the position which details the duties as they relate to practice in the field and/or content areas of the blueprint.	<b>Up to 20 CMPs per year</b>

<b>Service to the Profession and the Community</b>		
<b><u>Qualifying Activity</u></b>	<b><u>Documentation</u></b>	<b><u>CMP Credit Value</u></b>
<b>Participating in an IHMM Exam Writing Workshop.</b>	Copy of acknowledgement letter from IHMM.	<b>TBD <sup>(2)</sup></b>
<b>Submitting a potential exam item</b> Submission should include the preparing and submitting a completed Item Processing Sheet with an item in an area of the certification blueprint. The item must be completely original and cannot appear anywhere else.	Copy of acknowledgement letter from IHMM.	<b>1 CMP per item</b>
<b>Reviewing/qualifying exam items or Professional Development activities</b> Pertains only to those who participate on the certification examination or recertification committees.	Copy of acknowledgment letter from IHMM.	<b>Up to 15 CMPs per year</b>
<b>Reviewing content of professional development offerings</b> (as a member of an IHMM Recertification Committee)	Copy of acknowledgment letter from IHMM.	<b>Up to 15 CMPs per year</b>
<b>Obtaining a new state license<sup>(7)</sup></b> Receiving a new state license in a content area of the certification blueprint. Pertains only to each new license acquired, not renewal of a previously held license.	Copy or photo image of the license or certificate.	<b>15 CMPs per NEW license.</b>
<b>Obtaining a new certification<sup>(7)</sup></b> Receiving a new certification in a content area of the certification blueprint. Pertains only to each new certification acquired, not renewal of a previously held certification.	Copy or photo image of the certificate or letter of verification from the issuing organization.	<b>15 per NEW certification.</b>
<b>Other professional accomplishments</b> Includes any other professional accomplishment or activities related to the certification blueprint that are not covered elsewhere in this table.	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value.	<b>TBD <sup>(2)</sup></b>

**Footnotes to the Table of Types of Qualifying Activities**

- (1) *Please submit OFFICIAL ORIGINAL TRANSCRIPTS (no photocopies) for each degree or course claimed. Must be an accredited college in the U.S. listed with the Council for Higher Education Accreditation (CHEA). Degrees from institutions outside the U.S. must be submitted along with a statement of equivalency from a recognized evaluating agency (see [www.naces.org/member.htm](http://www.naces.org/member.htm) for a complete list).*
- (2) *To be determined by IHMM upon review and analysis of the described activity and participation time.*
- (3) *AHMP conferences earn 20 CMPs for full, documented attendance, and technical chapter meetings earn 1 CMP per hour of attendance. **Pre-conference courses** are credited by the hour, in addition to the conference attendance credit.*
- (4) ***Employers, business owners, and managers** may claim credit for qualifying in-house training and other professional development activities that they review and approve for use by their company. (Limit: 4 CMPs per course.)*
- (5) *CMPs are based upon actual contact time spent in sessions, training, or on task. All breaks and meal times must be noted on the agenda and will not count toward contact hours.*
- (6) *If you are **employed** as an educator/trainer, list only those activities that are **separate from your employment**.*
- (7) ***For certifications or licenses, claim credit only in the year it was acquired, not annually, and provide a copy of the certificate or license document or letter of award.***
- (8) *National or Chapter Officer or Board of Director level leadership positions in organizations such as ACHMM / AHMP, ASSE, AIHA, AWMA, BCSP, or NESHTA.*

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**Institute of Hazardous Materials Management (IHMM)**

11900 Parklawn Drive, Suite 450

Rockville, MD 20852

Phone: 301-984-8969

Fax: 301-984-1516

[info@ihmm.org](mailto:info@ihmm.org)

[www.ihmm.org](http://www.ihmm.org)