



INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT

PRE-AUTHORIZED RECERTIFICATION CREDIT FOR CHMMs (Professional Development)

How to Obtain Pre-Authorization for Your Conferences, Workshops, and Training Events

- Provide IHMM with a written request for evaluating your upcoming professional development events. Send materials to: recert@ihmm.org.
- If approved, the pre-qualified certification maintenance points (CMPs) will be posted at www.ihmm.org (CHMM Area > Recertification > Pre-Authorized CMPs).
- Each request must include the following information for proper evaluation:
 - Name of the sponsoring organization
 - An official point of contact (POC) (name, address, email, phone)
 - Name, date, and location of each professional development event (e.g., “Seminar on Managing Solid and Hazardous Wastes, Atlanta, GA, October 15, 2008”)
 - A brief description of the material to be covered (a curriculum for multi-day events)
 - A daily schedule for determining the contact time (e.g., 8 AM–5 PM, with 1 hour lunch)
 - Name(s) of instructor(s) or trainer(s) and a brief description of their qualifications or credentials
 - A brief description of the event’s relevance to hazardous materials management and related areas
 - A copy of the brochure, if the event is a conference with simultaneous sessions offered
- Approvals and CMP values for each event will be sent by email to the requesting POC.
- Approvals and CMP values for each event will be posted on the IHMM web site at www.ihmm.org (CHMM Area > Recertification > Pre-Authorized CMPs).
- The approved CMP value(s) may be used in the sponsor’s promotional materials and on the participants’ certificates of attendance.
- All approvals (and postings) expire at the end of the calendar year and must be renewed annually.