

INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT

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Accessing Your Personal Certification Record Online

To pay your fees, and to review your personal certification record online, type the following link into your internet browser.

<https://i7lp.integral7.com/durango/do/login?ownername=ihmm&channel=ihmm&basechannel=integral7&usertype=admin>

- Log into your account using the username and password provided to you by IHMM. You will see the demographic data currently in your record.
- If you need to make updates to your data, click on the “Update Personal Info” link on the left side of the screen. Note that some fields are required. Once your data is accurate, scroll to the bottom to verify and accept user license terms.
- To review your certification status information, click on “Certification/Fee Status.” This link will open a page that shows the date through which your fees are paid and the date your credential will expire.
 - 1) Fees are on an annual cycle. Each payment you make extends the expiration date by one year.
 - 2) Your credential is on a 5-year cycle. The expiration date in your record is the date by which you must submit your materials for recertification.
- **Notice whether your status in Fees is “certified” or “expired.”**
- To pay your annual fees, click on “Complete a Form.”
 - 1) **If your status is “certified” in fees**, choose one or both of these forms *in this order*:
 - a. CHMM Annual Fee (ACMF) - 2009—If your fee expiration date is still in 2009 (e.g., 12/31/09)
 - b. CHMM Annual Fee (ACMF) - 2010—If your fee expiration date is anytime in 2010 (e.g., 4/30/10) and you wish to prepay that fee at this year’s rate.
 - c. To be considered in good standing, by 12/31/2009 you must be paid up through a date in 2010 or later.



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2) **If your status is “expired” in fees**, choose the form that applies:

- a. CHMM Annual Fee (One Year) — To pay only \$70 and advance your expiration date by one year.
- b. CHMM Annual Fee (Two Years) — To pay \$140 and advance your expiration date by two years.
- c. To be considered in good standing, by 12/31/2009 you must be paid up through a date in 2010 or later.

3) Each form you choose will take you to a payment page where you can enter a credit card payment or select “Pay by Check.”

- a. *If you choose to pay by check, the payment will not be considered complete until we receive the check by mail.* However, as long as the entry was made online by 12/31/2009 and we receive the payment by 1/31/2010, we will honor the prepayment discount for 2010 fees.
 - b. When you send the check, please indicate that you have “paid” online. Write your CHMM ID # *and the form number* on your check.
 - c. Send your check to: IHMM, 11900 Parklawn Drive, Suite 450, Rockville, MD 20852.
 - d. You may print a receipt for your payment directly from your online record.
- If you want to ask a question or send us a comment, click on “Create Question/Comment” and fill in the form that appears. We will respond within 5 business days.
 - If you have any problems or questions that require immediate attention, call IHMM at 301-984-8969, 9 AM–5 PM Eastern, Monday through Friday.