



IHMM

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Board of Examiners Reaches Out to CHMMs

The IHMM Board of Examiners (BOE), chaired by Lauraine Segna, CHMM, undertook two major projects during 2004-05: an update of the CHMM Examination Table of Specifications (Blueprint), and an initiative to enlarge the examination item bank.

In order to provide the framework for a valid and reliable CHMM examination, the Blueprint must accurately reflect the body of knowledge required of a CHMM. Therefore, we surveyed you—the community of CHMM diplomates—about the knowledge, skills and abilities needed on the job, and over 600 responded. Thank you very much for your input! The result was a new Blueprint, which can be found at www.ihmm.org/dspTopics.cfm. Several outdated categories from the previous Blueprint were replaced by new sections such as: Homeland Security, Federal Emergency Management Administration, Centers for Disease Control, National Institutes of Health and NIOSH under “Agencies and Programs”; International Issues and Process Safety Management under

“Program Management”; and greater detail under the Department of Transportation, Environmental Protection Agency, and Occupational Safety and Health Administration.

The BOE is always in search of new items to keep the CHMM examination current, and with the addition of new categories to the Blueprint, many additional items are needed. To encourage participation from a broad cross-section of the CHMM community, the BOE has launched a series of item-writing workshops to be held in conjunction with ACHMM chapter meetings. The first session was held last April at the IHMM Executive Office with members of the National Capital Chapter. The next session is scheduled for October 27 with the Northeast Ohio Chapter in Cleveland. CHMMs who participate earn CMP credit toward recertification. If your chapter is interested in organizing an item-writing session, please contact the IHMM Office to see if one can be arranged. If a session is scheduled in your area, we hope you'll attend.

Setting Up CHMM Exam Sites and Scheduling Dates

Have you ever been involved in setting up an overview course and exam? If so, you must realize that setting up exam sites and scheduling dates are vitally important.

It sometimes happens that ACHMM chapters schedule CHMM exam dates when the chapter decides to hold an overview course – but without consulting IHMM. Doing this can cause serious problems. The objective of this article is to help everyone who may become involved understand how the process should work.

IHMM's goal is to have sites located throughout the country where it is convenient for candidates to sit for the exam. Often the initial contact for a new site is made by a local ACHMM chapter. **However, only IHMM can officially establish exam sites**

and set exam dates. The local chapters must be aware of and respect this critical step in the process.

A local ACHMM chapter will recognize there is a need for CHMM training and certification in a certain geographic area. At this point, *while they are still organizing the course*, they should contact IHMM to find out whether we have an established exam site in the area. If so, IHMM will put the local proctor in touch with the ACHMM chapter to see when an exam might be scheduled.

If there is no local exam site yet established, the chapter may give IHMM some helpful information such as the names of people they know at local colleges, but then they must wait for IHMM to establish an affiliation with the college or university.

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Attention: We Need Your Opinion

Have you used the IHMM text, *Managing Hazardous Materials*? Your own copy or someone else's; one chapter or the whole book—it doesn't matter. Work is beginning on a second edition, and we'd like to hear how you've used it, and how it can be made even better! Please visit www.ihmm.org/booksurvey or go to our web site at www.ihmm.org and click on the survey button. Thank you!

From the Executive Director...

Beware of Easy Certification Offerings

The number of certifications available in the marketplace is growing quickly. You can get any number of initials to place after your name, in many cases without even taking an examination. However, acquiring an easy certification does not necessarily strengthen your professional stature. In fact, it may actually diminish your professional image and, by extension, that of your employer.

The best way to measure the quality of a certification program is to evaluate its accreditation status. Accreditation is a form of certification for the certifying organization, requiring conformance with standards of validity, reliability, and impartiality. Most CHMMs are probably familiar with the product and process standards of the American Society for Testing and Materials (now known as ASTM International). But did you know that ASTM also has standards for certification of personnel? Credentials accredited by a recognized third party, such as the American National Standards Institute (ANSI), the Council of Engineering and Scientific Specialty Boards (CESB), or the National Commission for Certifying Agencies (NCCA), meet the ASTM standard for personnel certification. Only those credentials should be pursued for professional recognition. The CHMM credential administered by IHMM meets those standards through its accreditation by CESB.

Most organizations that issue certifications are not accredited. While some of them are legitimate, others exist simply to make money for the operators. Everyone qualifies for certification—as long as they pay the fees. Some even issue instant

“certifications” at the completion of a training course. Beware of any organization that is engaged in such activities. These practices do not adhere to the standards of professional certification, and do not confer any true value in the marketplace.

Those seeking professional recognition in Homeland Security should be especially cautious. Because of the newness of the Department of Homeland Security, various non-accredited, for-profit organizations are now offering professional certifications just for completing their own course offerings. Not only is this practice considered an ethical conflict of interest (conducting training and certification together — i.e., teaching to the test), there is little or no professional recognition for their credential offerings. These types of credentials should be avoided.

You are reminded that your CHMM credential may be suitable for employment in homeland security already. It is sufficiently broad and provides professional recognition across several fields (e.g., environmental, health, safety, homeland security, and transportation) relating to the proper handling and management of hazardous materials. Unless your job situation poses additional requirements, why waste your time and money on yet another certification? The CHMM already recognizes you as a knowledgeable and experienced professional in the handling and management of hazardous materials, regardless of the type of employment you are engaged in or seeking.

John H. Frick, Ph.D., CHMM

IHMM has recently been awarded trademark protection for **Academy of Certified Hazardous Materials Managers** and **ACHMM**. In general, any usage that includes “Certified Hazardous Materials Manager” or “CHMM” is covered by the IHMM trademark registration of those terms. It covers use by any individual and by ACHMM chapters as well. The ® symbol is the appropriate way to designate this. In IHMM publications, instead of repeating the ® over and over again, we put a notice in a copyright box (see page 4).

Be Our Eyes and Ears: Report Unauthorized Use of the CHMM Designation

You worked and studied hard and you passed the CHMM examination. Your accomplishment is something to be proud of!

Then how do you feel when someone who never even took the exam claims to be a CHMM?

Fraudulent use of the CHMM credential belittles the achievements of those who have earned it rightfully. It also violates IHMM’s trademark registration of the CHMM designation. Please help us put a stop to it.

If you ever have a doubt about the legitimacy of someone’s use of the CHMM credential, please check with our office at 301-984-8969 or ihmminfo@ihmm.org. We can verify the person’s status if he or she is a CHMM. If he is NOT, we will ask you to provide evidence of the fraudulent use so that we can take action against the user.

What constitutes fraudulent or unauthorized use of the CHMM credential? It includes:

- use by any person who has never been certified by IHMM
- use by any person whose certification has expired or has been suspended or revoked
- use by a person who has voluntarily relinquished the certification
- use by any person who is not in good standing
- use by any person who does not practice in accordance with the CHMM Code of Ethics
- use of the CHMM designation by a person who has adopted CHMM (Ret.) status

Make the inquiry.... Check it out.... Help us stop unauthorized use of the CHMM credential.

Recertification Questions and Answers

Q: Who should read this article?

A: **YOU!** Every CHMM is affected by the recertification requirements.

Q: Is recertification is the same as annual renewal?

A: NO. Paying your annual fee extends your good standing for one year. Recertification is a process of submitting documentation to validate your professional growth. It ensures that you remain active at an acceptable professional level. Failure to recertify will result in revocation of your CHMM credential. Failure to pay your annual fee may also result in revocation. You must do both.

Q: How often do I have to recertify?

A: Every 5 years. The schedule is determined by your certification (or last recertification) date.

DUE THIS YEAR

All CHMMs who were certified or last recertified in 1999 are due to submit their recertification documentation, covering the years 2000-2004, before the end of 2005.

Q: Isn't my credential in good standing through the expiration date on my ID card?

A: Not necessarily. The expiration date on your ID card is keyed to the payment of your annual certification maintenance fees. Recertification must be completed by the expiration date on your CHMM certificate. If you cannot find your certificate, or if your certificate is so old that it does not have an expiration date, you need to contact us as soon as possible.

Q: What kind of documentation do I need for my recertification?

A: You need to document your employment, your training, and other personal development activities. If you took college courses or received a new degree, an official transcript is needed. A letter from your employer, a business card, or a resumé will suffice for verification of employment and certain

other activities. Certificates presented at the end of training sessions and conferences will cover those activities. The requirements are spelled out in the IHMM Recertification Manual and on our web site at www.ihmm.org/dspRecertRequirements.cfm. Except for transcripts, which must be original, please keep all originals and submit copies of certificates to IHMM.

Q: What about ACHMM activities?

A: Attendance at Academy chapter meetings, the annual conference, and/or ACHMM-sponsored courses all qualify for recertification credit. If you are an officer, board member, or committee chair of an Academy activity, you get additional credit. All of these must be documented by submitting certificates (for conference attendance or training) or letters of verification (for chapter meetings and leadership activities). Please ask your Chapter leaders to provide the necessary documentation.

ACHMM Leaders, please note:

You are responsible for keeping records of attendance at Chapter meetings and other activities, and providing letters of verification to your members at the end of each year.

Q: Can I get recertification credit for other certifications?

A: Yes. You may claim credit for a recognized credential if you earned it after you became a CHMM. The credit must be claimed during the 5-year cycle in which it was earned, and only during that cycle. IHMM recognizes all credentials accredited by the Council of Engineering and Scientific Specialty Boards (CESB) and many others. When in doubt, contact the Institute office.

You can also claim credit for membership activities in associations affiliated with other recognized credentials and licenses (ASSE, AIHA, AWMA, ASCE, NPES, etc.). Credit for these membership or leadership activities is the same as for ACHMM activities.

Q: Is there a charge for recertification?

A: Yes. A fee of \$75 is due with each recertification submission to cover the cost of processing the documentation, approving claims, and issuing new CHMM certificates with updated expiration dates.

Q: Who decides whether I meet the recertification requirements?

A: Recertification submissions are evaluated by CHMM Peer Reviewers, who determine whether the requirements have been met. If a reviewer is unable to approve your application as submitted, he or she may contact you to attempt to resolve deficiencies. Submissions that are still not approvable are returned to the Institute office for final review. Results may be appealed ([see www.ihmm.org/dspPeerReviewProcess.cfm#appeal](http://www.ihmm.org/dspPeerReviewProcess.cfm#appeal)).

If you cannot substantiate enough points to apply for recertification, or, if your submission is rejected, you may take the CHMM examination in order to meet your recertification requirement.

Q: Can my recertification submission be hand written?

A: Yes. However, it must be neat, clear, and easy to follow. A disorganized, undocumented, or difficult-to-read submission results in confusion and loss of time during the evaluation period. It helps when CHMMs number or key the activities being claimed and then attach verifying document(s) with a numbered tab or key that corresponds to the entry. (For example: All claims of activity through ACHMM that are covered by a single document could be keyed with an "A," or multiple documents relating to a single claim could have the same key letter or number.) Each document must include enough information to verify the corresponding claim on the form. Otherwise, the claim is at risk of not being counted towards the CMP requirement.

Q: What if I have other questions?

A: Contact the IHMM Recertification Coordinator, (Ms.) Toby Kahn, at 301-984-8969 or tkahn@ihmm.org.



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This can happen in as little as one month, or it may take much longer!

For security reasons, only proctors officially recognized by IHMM may administer the CHMM exam, and those proctors must be affiliated with an accredited college or university. Chapter personnel are generally not eligible to be proctors, although non-trainers may assist the official proctor, when needed. Anyone involved in the training course is **not** eligible to be a proctor or an assistant.

Courses and exams aren't put together overnight! The process works best when IHMM is contacted while the course offering is still in development. Working separately creates problems for both ACHMM and IHMM, but more importantly, it creates an image of disorganization to the candidates.

Working together on setting up an exam site and scheduling dates for the overview course and exam are very important. Good coordination will serve both our needs, and presents a positive professional image to the candidate population.

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