



**Certified Dangerous Goods Professional (CDGP®)**

**RECERTIFICATION HANDBOOK**

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An IHMM Publication

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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 dangerous goods transport 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 dangerous goods transport.

The field of dangerous goods transport 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. CDGPs 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 CDGPs remain competent in the field of dangerous goods transport 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.

IHMM is committed to impartiality and objectivity in every aspect of our operation. IHMM implements its policies and procedures in a fair manner among all applicants, candidates and certified individuals. IHMM's processes and procedures are governing by its Bylaws and Management Systems Manual. We welcome any suggestion on how we can improve our implementation of certification activities.

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

1. Recertification is defined as a process to ensure that certificants maintain continued competence in dangerous goods transport 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 dangerous goods transport 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. Recertification Requirements**

1. Because advancements in technology and changes in compliance requirements occur frequently in dangerous goods transport and related fields, it is required that the CDGP certification be renewed every five years to ensure currency, and expected that the CDGP recertification handbook for recertification be amended periodically.
2. IHMM shall be the official office of record for recertification status.
  - a. Certification expiration dates shall be printed on all CDGP 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 CDGP Specification Blueprint.
4. Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs).
  - a. Each applicant must demonstrate a total of at least 200 CMPs for his/her specific 5-year cycle.
  - b. Each applicant may demonstrate **up to 100 CMPs for Active Practice (employment)**.
  - c. Each applicant must demonstrate **at least 100 CMPs for Professional Development**.
  - d. All CMPs claimed must have been earned **during the current 5-year cycle ONLY in order to count towards recertification**.
5. IHMM shall publish and distribute to all CDGPs a handbook that lists these requirements and the types of activities which qualify for recertification credit. Publication shall be done electronically.
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 coincides with the last day of the month, 5 years from the original certification date.
  - b. It is the CDGP's responsibility to fulfill all requirements for recertification, including submission of the recertification application, by no later than the credential expiration date. The credential expiration date can be verified by logging into the Candidate Record, accessible from the IHMM website at [www.ihmm.org](http://www.ihmm.org).
  - c. Per the CDGP Certification Agreement, it is the responsibility of the certificant to ensure that IHMM has a valid email address in your Candidate Record as email is the primary mode of communication from IHMM throughout the recertification process. Should you opt out, block IHMM's email communications or fail to update your record of changes in email address you may not receive critical information concerning recertification, continued education requirements, status and related matters. The individual should ensure that all information is current by periodically logging in to his/her online Candidate Record at [www.ihmm.org](http://www.ihmm.org).

**NOTE:** Electronic communications from IHMM may be filtered or blocked by certain personal and enterprise spam filters and is beyond the control of IHMM. Please be sure to enable your spam filter to allow emails from the "ihmm.org" domain to help ensure that you don't miss important IHMM recertification updates.

- d. **Inactive Status:** Upon written request to the Senior Manager, Credentials, a certificant who is unable to remain active in the profession due to circumstances beyond his or her control (e.g., medical disability, military assignment, period of unemployment, etc.) may be granted inactive status for up to three years, during which time all payment and recertification requirements shall be waived. During the period of inactivity, the individual shall **not** use the "CDGP" designation, which implies active status, but may use the "CDGP" (Inactive) designation in its place.

Upon reactivation, the individual's status and cycle pick up at the point where they left off. If an inactive certificant is unable to return to active status after this three-year period, the credential will be deemed revoked. An individual whose credential has been revoked under this rule shall be required to apply for and take the certification examination anew in order to regain his or her credential. Please visit [www.ihmm.org](http://www.ihmm.org) and login to your candidate record to access the Inactive Status form.

- e. **Retired Status:** A credential holder in good standing, who has recertified at least once, and who wishes to voluntarily relinquish their active status due to retirement is eligible to apply for retired status. The CDGP (Ret.) designation may be used on personal stationery and personal cards, but not on business cards or stationery used for commercial purposes. It shall be considered unethical conduct for a retired certificant to use the designation "CDGP" after acquiring Retired status, or to use the "CDGP (Ret.)" designation while continuing to practice. Any violation of these restrictions would make the individual's CDGP (Ret.) designation subject to revocation. Please visit [www.ihmm.org](http://www.ihmm.org) and login to your candidate record to access the Retired Status form.

## C. Recertification Review Process

### 1. Audit Reviews

- a. Certificants who are randomly 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 at that time (Refer to Tables 4 and 5 for types of documents to submit for an audit). Certificants 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 recertification year cycle. IHMM reserves the right to request documentation from any certificant at any time during the review process and within five (5) years from the date their application is submitted.
- b. If your application is selected for an audit, you will be notified by email. The electronic audit notification provides detailed information on how to comply with the audit requisites.
- c. Those applications that are not selected for audit will be evaluated on the basis of the *Application for Recertification*, and are not required to submit full documentation. Evaluation will be based on the data entered into the form only. Therefore, all pertinent sections of the form must be completed. Because the *Application for Recertification* form is now completed online, check boxes must be marked to indicate that the certificant attests to the truthfulness and accuracy of the information presented, and pledges continued compliance with the *Code of Ethics*.
- d. 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 a completed online *Application for Recertification* form.
- 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 90 days prior to the certification expiration date.
- 2) CMP credits shall be granted for all acceptable claims.
- 3) An application shall be approved if:
  - Annual fees have been paid and are current;
  - The application demonstrates 200 minimum Certification Maintenance Points (CMPs) to meet the standard, based on acceptable claims; and,
  - 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 Senior Manager, Credentials.

- c. If a certificant is found unqualified for recertification, they shall be so notified by email. 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*.
3. IHMM's grace period to submit a recertification application is six (6) months. After the six months, the individual shall be required to apply for and take the certification examination anew in order to regain the certification.
  4. 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. Fees must be paid in U.S. dollars and are posted on the IHMM website [and are subject to change].
    - b. This option may be exercised only during the **final year** of the recertification cycle.
  6. In the event of unusual circumstances that 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.
  7. Appeal Procedures
    - a. A negative recertification decision may be appealed by submitting an explanation to the Senior Manager, Credentials in writing within 60 days of the decision letter.
    - b. Upon receipt of an appeal, the Senior Manager, Credentials shall examine all records available to IHMM which bear upon the appeal.
    - c. The Senior Manager, Credentials shall 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 certificant 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.

#### **F. Trademarks and Copyrights**

“Certified Dangerous Goods Professional” and “CDGP” are registered trademarks of IHMM. Individuals who earn the CDGP credential may use these designations as long as the certification has not expired, been decertified, suspended, revoked or voluntarily relinquished, or converted to “CDGP (Ret.)” or “Inactive” status. The certificate is the property of IHMM and must be returned to IHMM upon request. IHMM aggressively enforces the appropriate use of its property, and unauthorized use may result in sanctions or other penalties.

#### **G. 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.

## Qualifying Activities for CDGP Recertification

### 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 dangerous goods transport, its laws, regulations, technology and related areas.
  - b. As a professional consultant whose responsibilities directly relate to dangerous goods transport, its laws, regulations, technology and related areas.
  - c. As a faculty member of an accredited university or college teaching dangerous goods transport, its laws, regulations, technology, and related areas.
  - d. As an instructor who provides training outside the academic setting in dangerous goods transport, 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 CMPs for the 5-year cycle).
  - b. Part-time and temporary work will be prorated as indicated in the Table 1 below:

**Table 1: Employment Credit**

<u>Type of Activity</u>	<u>Activity Definition</u>	<u>CMP Credit Value</u>
Full-time employment	≥ 30 hr per week	20 per year
Part-time employment	< 30 hr per week	See Table 2

**Table 2: PART TIME WORK CMP CALCULATION**

Avg hrs per week	CMPs (Calculated)	CMPs (Rounded)		Avg hrs per week	CMPs (Calculated)	CMPs (Rounded)
1	0.67	1		16	10.67	11
2	1.33	2		17	11.33	12
3	2	2		18	12	12
4	2.67	3		19	12.67	13
5	3.33	4		20	13.33	14
6	4	4		21	14	14
7	4.67	5		22	14.67	15
8	5.33	6		23	15.33	16
9	6	6		24	16	16
10	6.67	7		25	16.67	17
11	7.33	8		26	17.33	18
12	8	8		27	18	18

Avg hrs per week	CMPs (Calculated)	CMPs (Rounded)		Avg hrs per week	CMPs (Calculated)	CMPs (Rounded)
13	8.67	9		28	18.67	19
14	9.33	10		29	19.33	20
15	10	10				

For academic employment, use the Table 3 below to determine CMPs.

**Table 3: Academic Credit**

Type of Activity	Activity Definition	CMP Credit Value
Full-time academic instruction	≥ 12 credit hours	20 CMPs per year
Part-time academic instruction	≥ 6 but < 12 credit hours	10 CMPs per year
	< 6 credit hours	1 credit hour = 2 CMPs 2 credit hours = 4 CMPs 3 credit hours = 5 CMPs 4 credit hours = 7 CMPs 5 credit hours = 9 CMPs 6 credit hours = 10 CMPs

## **B. Documentation Requirements**

It is the responsibility of the certificant to keep track of Recertification activities, and to document CMPs with supporting documentation.

1. It is recommended that all certificants create a personal file for all Recertification materials and organize supporting documentation by year.
  - a. It is very important to establish a personal procedure for tracking CMPs, and to periodically review and update recertification records.
  - b. Refer to the most recent version of the CDGP Recertification Handbook to determine which activities are eligible for CMPs so that you can be sure to have the required number of CMPs for your specific 5-year cycle.
  - c. Be sure that your Recertification activities take place within your specific 5-year cycle.
  - d. Submit continued educational activities on-line as you complete them.
  - e. Retain original documentation supporting your claims for CMPs. If selected for audit, you will be required to submit supporting documentation. IHMM may also request verification of any activity and CMP claimed.
  - f. 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.
  - g. Submit annual certification maintenance fees in a timely manner upon receipt of an annual invoice to maintain your status in good standing.

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 knowledge domains of the most recent *CDGP Examination Blueprint*.

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 (Continuing Education)**

### **A. Evidence of Continued Competence**

IHMM recognizes that certificants engage in many different types of activities that help them maintain currency in their profession, demonstrate professional growth, and enhance their knowledge, skills and abilities in the field of dangerous goods transport and related areas.

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

### **B. Documentation Requirements**

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 at any time during the five (5) year period from the date their application is submitted.

1. Only randomly selected CDGPs will need to submit supporting documentation along with their application. Those CDGPs who are randomly selected will be notified after receipt of their application, and will be required to submit full documentation for all claimed activities. CDGPs 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; including sections in which certificants attest to the truthfulness and accuracy of the information presented. The CDGP 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 current *CDGP Specification 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.

**Table 4: Training, Learning, and Resource Development Activities**

<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<p><b>Passing college credit courses</b> Successfully completing and passing an accredited, college-level course in an area of the Specification Blueprint.</p>	Official transcripts from an accredited institution are required, showing satisfactory completion of course(s) taken.	<b>5 CMPs per credit</b>
<p><b>Teaching college-credit courses</b> Only courses taught at an accredited college qualify for CMP credits. Must be outside the normal course of employment, and in a knowledge domain of the Specification Blueprint.</p>	A course catalog or other official publication, or a letter of appointment or appreciation from the institution.	<b>8 CMPs per credit.</b>
<p><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 knowledge domain of the Specification Blueprint.</p>	Certificate of attendance, showing date(s) and contact hours (or CEUs).	<b>1 CMP for each hour of contact time<sup>(5)</sup></b>
<p><b>Developing training courses (1)</b> This includes researching, writing and editing the content of a single training course in a knowledge domain of the Specification Blueprint. Claimant must be a primary contributor. Credit will vary with the length and scope of the course.</p>	Copy of the course outline or abstract which shows the name(s) of the contributor(s).	<b>1 CMP for each hour of contact time</b>
<p><b>Completing online training courses</b> Successfully completing an online training course as a student in a knowledge domain of the Specification Blueprint.</p>	Certificate of completion, showing date(s) and contact hours (or CEUs).	<b>1 CMP per credit hour</b>
<p><b>Completing online webinars or podcasts</b> Webinars and Podcasts must be of duration of 50 minutes, minimum, and in a knowledge domain of the Specification Blueprint to be eligible for CMP credit.</p>	Certificate of completion or attendance, copy of course webinar agenda or outline; receipt may be used as evidence of download/purchase.	<b>1 CMP credit for each hour of contact time (for Podcasts, 50 minutes = 1 contact hour)</b>
<p><b>Attending and completing official in-house training classes provided by an employer<sup>(2)</sup></b> Classes must be in a knowledge domain of the Specification 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.</p>	Copy of the training history, or other official document, showing date(s) and contact hours.	<b>1 CMP for each hour of contact time<sup>(5)</sup></b>
<p><b>Attending commercial training classes</b> Classes must be provided by training consultants or other professionals, and must be in a knowledge domain of the Specification Blueprint and be at least 1 hour or more in duration.</p>	Certificate of attendance, showing date(s) and contact hours (or CEUs).	<b>1 CMP for each hour of contact time<sup>(5)</sup></b>
<p><b>Attending conferences and technical sessions<sup>(3)</sup></b> Conferences and sessions must be in a knowledge domain of the Specification Blueprint.</p>	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<sup>(5)</sup>. Maximum of 5 per day or 20 per conference.</b>

<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<p><b>Participating in official training or exercise drills</b> Training or exercise drills must be in a knowledge domain of the Specification Blueprint and designed to maintain the competency of the persons involved.</p>	Certificate of participation or other document showing the participant's name and role in the drill exercise with a fair estimate of the time spent.	<b>1 CMP for each hour of contact time</b> <sup>(5)(10)</sup>
<p><b>Preparing and delivering an original presentation</b> This activity must be within a knowledge domain of the Specification Blueprint and have a significant purpose in terms of advancing knowledge or competency of the audience.</p>	Schedule for the event showing the presenter's name and topic of the presentation.	<b>5 CMPs per presentation</b>
<p><b>Participating as a part-time instructor for training courses</b><sup>(1)</sup> 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, and must be in a knowledge domain of the Specification Blueprint.</p>	Copy of a course schedule with the instructor's name and subject matter listed.	<b>3 CMPs per hour</b> <sup>(5)</sup>
<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 knowledge domain of the Specification Blueprint.</p>	Copy of the book title page with name of author or editor, and copyright page to verify date of publication.	<b>75 CMPs per book</b>
<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 knowledge domain of the Specification Blueprint.</p>	Copy of the chapter title page with the name of the author or editor, and copyright page to verify date of publication.	<b>7 CMPs per chapter</b> (Max 70 CMPs/book)
<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 knowledge domain of the Specification Blueprint.</p>	Copy of the title page of the article with the name of the author and date of publication.	<b>10 CMPs per article</b>
<p><b>Authoring a technical manual</b> Writing a technical manual or source that is used by professionals to enhance their knowledge or competency in a knowledge domain of the Specification Blueprint.</p>	Copy of the title page with the name of the author and date of publication/distribution.	<b>15 CMPs per manual</b>
<p><b>Authoring a technical procedure or method</b> Writing a significant technical procedure or method in a knowledge domain of the Specification Blueprint that is original and recognized by the company or organization officials.</p>	Copy of the title page of the procedure or method with validation of its authorship and date.	<b>10 CMPs per procedure or method</b>
<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 a Government Patent Office and relate to a knowledge domain of the Specification Blueprint.</p>	Copy of the title page of the registration showing the date and primary registrant (and/or secondary registrants or honorary mentions).	<b>50 CMPs per patent</b>

**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 dangerous goods transport and the public safety and good served by IHMM certificants.

The quality and integrity of the CDGP 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 examination items, 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>Table 5: Service to the Profession and the Community</b>		
<b><u>Qualifying Activity</u></b>	<b><u>Audit Documentation</u></b>	<b><u>CMP Credit Value</u></b>
<p 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 knowledge domains of the Specification Blueprint.</p>	Copy of a letter acknowledging participation, including dates.	<b>10 CMPs per committee per year</b>
<p align="center"><b>Participating/Serving on an IHMM, industry, or government advisory committee.<sup>(4)</sup></b></p> <p>Participation in a technical or professional advisory capacity at the local or national level relating to knowledge domains of the Specification Blueprint.</p>	Copy of a letter acknowledging participation, including dates.	<b>10 CMPs per committee per year</b>
<p 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>1 CMP for each hour of contact time</b>
<p align="center"><b>Participating/Serving on a Job Task Analysis (JTA) Panel for an IHMM credential</b></p> <p>Participating in the performance of a job analysis to revise the Specification Blueprint, to include all duties and tasks involved.</p>	Copy of a letter acknowledging participation, including duties.	<b>20 CMPs (*JTA is performed once every 5 years, or as needed)</b>
<p align="center"><b>Participating in Volunteer Community Service</b></p> <p>Participating in volunteer service that pertains to a knowledge domain of the Specification 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>1 CMP for each hour of contact time</b>
<p 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 Directors, 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 dangerous goods transport 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 knowledge domains of the blueprint.	<b>Up to 20 CMPs per year</b>

<b>Table 5: Service to the Profession and the Community</b>		
<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<b>Participating in an IHMM Exam Item Writing Workshop</b>	Copy of acknowledgement letter from IHMM.	<b>1 CMP for each hour of contact time</b> (5) (9)
<b>Submitting a potential exam item</b> Submission should include the preparing and submitting of a completed Item Processing Sheet with an item in an area of the Specification Blueprint. The item must be completely original, cannot appear anywhere else, and must meet the minimum standards for items set by IHMM.	Copy of acknowledgement letter from IHMM, Item Processing Form (including documentation of full references cited).	<b>1 CMP per item</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</b> <sup>(5)</sup> Receiving a <b>new</b> state license in a knowledge domain of the Specification 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</b> <sup>(5)</sup> Receiving a <b>new</b> certification in a knowledge domain of the Specification 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 Specification 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</b> <sup>(2)</sup>
<b>Mentoring</b> A mentor must be a current IHMM certificant and the mentoring must be specifically focused on the field of dangerous goods transport and representative of any of the IHMM credential Blueprints. Mentoring shall be separate from any employment activity or job functions such as and not limited to, department director, department manager, project manager, and other job functions where staff supervision is part of employment duties. The mentor and mentee can be employed by the same organization.	The certificant mentor must keep a record of interactions of any mentoring sessions. An example mentor form can be found below and it is also available from IHMM’s website <a href="http://www.ihmm.org">www.ihmm.org</a> .	<b>Earn up to 10 CMPs per year. Use 2below.</b>

**Mentoring Policy:** Mentoring provides a great opportunity for individuals to advance their professional and personal development through interpersonal relationships. Certificants providing mentoring specifically focused on the field of dangerous goods transport and representative of the exam blueprint can earn up to 10 CMPs per year towards recertification under the professional development category.

- 1-9 hours mentoring = 0 CMPs
- 10 – 19 hours mentoring = 2 CMPs
- 20 hours mentoring = 5 CMPs
- 24 hours mentoring = 6 CMPs
- 28 hours mentoring = 7 CMPs
- 32 hours mentoring = 8 CMPs
- 36 hours mentoring = 9 CMPs
- 40 hours mentoring = 10 CMPs

### Example CMP Mentoring Form

**Mentee (Certificant) Contact Information:**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Mentor Contact Information:**

Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

Please provide dates, time, and hours of mentoring conducted (use more sheets if necessary)

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours: \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours: \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours: \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours: \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

Date: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_ # clock hours: \_\_\_\_\_

Blueprint <sup>(1)</sup> area covered: \_\_\_\_\_

- 1) According to any IHMM Specification Blueprint
- 2) Certification Maintenance Points (CMPs) are awarded based on the Mentoring Policy

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

- (1) *If you are **employed** as an educator/trainer, list only those activities that are **separate from your employment**.*
- (2) ***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)*
- (3) *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) *For service on an IHMM Examination Committee, CMPs will be awarded based on the terms outlined in the Commitment to Serve document for each committee. CMPs may not be claimed for both service on a committee and participation in committee duties and activities (i.e., mandatory item writing workshops).*
- (5) ***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. Certifications and licenses must be relevant to areas of the CDGP Specification Blueprint.*

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