



Certified Hazardous Materials Manager (CHMM®)

RECERTIFICATION HANDBOOK

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An IHMM Publication

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3-7-2014	Page 7	Added section on Trademarks and Copyrights, and Duplicate Certificates	M. Patricia Buley	Board of Directors
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2-21-2014	Page 4, Table 1 “5 Year Cycles and Recertification Schedule” and text below	Strike 2005 and 2007 schedules; No longer current	M. Patricia Buley	Board of Directors
2-21-2014	Page 3, B. Recertification Requirements, Item 6.d and 6.e	Provided additional information on Inactive Status and Retired Status	M. Patricia Buley	Board of Directors
2-21-2014	Page 5 and 6, Recertification Review Process, Item 2.b, 3.a., and 6.a.,6.b.,6.c.	Changed from Executive Director to Senior Manager, Credentials for final determinations on eligibility for recertification	M. Patricia Buley	Board of Directors
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2-21-2014	Page 5 Recertification Review Process Item 3	Added grace period of six months to submit a recertification application	M. Patricia Buley	Board of Directors
2-21-2014	Page 10, B. Documentation Requirements	Edited verbiage for clarification on Documentation Requirements	M. Patricia Buley	Board of Directors
2-21-2014	Page 15, Table 6: Service to the Profession and the Community	“Mentoring” added as a qualifying activity	M. Patricia Buley	Board of Directors
2-21-2014	Page 16	CMP Mentoring Form added	M. Patricia Buley	Board of Directors

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02-21-2014	Page 14, Table 5: Training, Learning, and Resource Development Activities	“Participating in official training or exercise drills” cited “military” as an example along with the “emergency response” example	M. Patricia Buley	Board of Directors
12-31-2013	Page 4, b. Review Process, Item 3	IHMM new fee structure	M. Patricia Buley	Board of Directors
02-16-2012	Page 2, B. Recertification Requirements, Item 6.a and 6.b. text regarding recertification due date; 6.d. text added re: Inactive Status	Edits made to inactive status item 6.d including link to www.ihmm.org to access IHMM Management System Manual	Ginger Harrison	Board of Directors
02-16-2012	Page 3, C. Recertification Review Process, 1. Audit Reviews, a. and Page 9, B. Documentation Requirements	Edited verbiage for clarification regarding the 5 year period during which IHMM may request supporting documentation	Ginger Harrison	Board of Directors
02-16-2012	Page 14, Footnote 1, “Earning a new degree”	Footnote clarification to indicate date “earning a new degree” discontinued; clarify accreditation requirements of university	Ginger Harrison	Board of Directors
02-16-2012	Various	Edited verbiage for clarification, consistency throughout to match Table of Contents; edits to format and font throughout	Ginger Harrison	Board of Directors
02-16-2012	Various	Edited verbiage throughout; updated 5 Year Cycle and Recertification Schedule Table, p. 2, B. CHMM Recertification Requirements, 6a.	Ginger Harrison	Board of Directors
02-16-2012	Page 3, Table 1 “5 Year Cycles and Recertification Schedule” and text below.	Strike 2003 and 2004 schedules; Changes made for groups whose 5 year cycle began November 2007, and new changes effective January 1, 2012	Ginger Harrison	Board of Directors
02-16-2012	Page 7, Qualifying Activities for Recertification, Category I- Active Professional Practice (Employment) A, 2b.	New Table 3 Part Time Work CMP Calculation, New Table 4 Academic Employment Calculation	Ginger Harrison	Board of Directors
02-16-2012	Page 11, Table 5 Training, Learning, and Resource	“Earning a new degree” discontinued as a qualifying activity, effective 2013	Ginger Harrison	Board of Directors

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	Development Activities			
02-16-2012	Page 11, Table 5, Training, Learning, and Resource Development Activities	CMP Credit Value for “Developing Training Courses” changed from “TBD” to “1 CMP for each hour of contact time”	Ginger Harrison	Board of Directors
02-16-2012	Page 11, Table 5 Training, Learning, and Resource Development Activities	“Completing Online Webinars or Podcasts” added as a qualifying activity	Ginger Harrison	Board of Directors
02-16-2012	Page 13, Table 6, Service to the Profession and the Community	Footnote 9 clarification made for “Participating/Serving on an IHMM, industry, or government advisory committee” specific to IHMM Examination Committees	Ginger Harrison	Board of Directors
02-16-2012	Page 13, Table 6, Service to the Profession and the Community	“Participating in legislative or rule-making activity” CMP credit value changed from “TBD” to “1 CMP for each hour of contact time	Ginger Harrison	Board of Directors
02-16-2012	Page 13, Table 6, Service to the Profession and the Community	“Participating/Serving on a Job Task Analysis (JTA) Panel for an IHMM credential added as a qualifying activity	Ginger Harrison	Board of Directors
02-16-2012	Page 13, Table 6, Service to the Profession and the Community	“Participating in Volunteer Community Service” CMP credit value changed from “TBD” to “1 CMP for each hour of contact time”	Ginger Harrison	Board of Directors
02-16-2012	Page 14, Table 6, Service to the Profession and the Community	“Participating in an IHMM Exam Writing Workshop” CMP credit value changed from “TBD” to “1 CMP for each hour of contact time”	Ginger Harrison	Board of Directors
02-16-2012	Page 14, Table 6, Service to the Profession and the Community	“Reviewing/qualifying exam items or Professional Development activities” eliminated as a qualifying activity	Ginger Harrison	Board of Directors
04-23-2010	Various	Changes in processing procedures for applications for recertification beginning in 2010	Ginger Harrison	James Gaidry
11-20-2009	Various	Clarifications on requirements; implementation of audit process; addition of transition form for 2010 applications.	Betty Fishman	James Gaidry
08-14-2009	Pages 3-4; 7-8	Recertification Review Process; Updates to Qualifying Activities	Betty Fishman	Board of Directors
02-2009	First issue	--	--	--

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Introduction

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. 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, and expected that the CHMM 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 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 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 CHMMs a handbook which 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 will coincide with the credential expiration date, and shall be based on the date of the individual's original certification. **Effective January 2012, the 5-year recertification cycle ends on the last day of the month, 5 years from the original certification date.**
 - b. It is the CHMM'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.
 - c. Per the CHMM 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.

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 "CHMM" designation, which implies active status, but may use the "CHMM" (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 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 CHMM (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 "CHMM" after acquiring Retired status, or to use the "CHMM (Ret.)" designation while continuing to practice. Any violation of these restrictions would make the individual's CHMM (Ret.) designation subject to revocation. Please visit www.ihmm.org and login to your candidate record to access the Retired Status form.

Table 1: 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>
Beginning November 2007	The 5-year cycle begins on the actual date of initial certification or most recent recertification	2013
2008	The 5-year cycle begins on the actual date of initial certification or most recent recertification	2013
2009	The 5-year cycle begins on the actual date of initial certification or most recent recertification	2014
2010	The 5-year cycle begins on the actual date of initial certification or most recent recertification	2015

Effective January 1, 2012

All 5-year cycles have been adjusted to begin on the original date of certification and end 5 years from that date, on the last day of the month (note: this corresponds with the credential expiration date). The recertification application must be completed and submitted 90 days prior to the end of the recertification cycle. To confirm your credential expiration date, log in to your online Candidate Record at www.ihmm.org.

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 5 and 6 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.
5. 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.
6. 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.
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 Hazardous Materials Manager” and “CHMM” are registered trademarks of IHMM. Individuals who earn the CHMM credential may use these designations as long as the certification has not expired, been decertified, suspended, revoked or voluntarily relinquished, or converted to “CHMM (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 CHMM 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 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 CMPs for the 5-year cycle).
 - b. Part-time and temporary work will be prorated as indicated in the table below:

Table 2:

<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	Use table below

Table 3: PART TIME WORK CMP CALCULATION		
AVG HR/WEEK	CMPS (CALC)	CMPS (ROUNDED UP)
1	0.625	1
2	1.25	2
3	1.875	2
4	2.5	3
5	3.125	4
6	3.75	4
7	4.375	5
8	5	5
9	5.625	6
10	6.25	7
11	6.875	7
12	7.5	8
13	8.125	9

For academic employment, use the table below to determine CMPS.

Table 4:

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 CHMM 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 content areas of the most recent *CHMM 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 hazardous materials management 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 content areas of the *CHMM Examination 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 CHMMs will need to submit supporting documentation along with their application. Those CHMMs who are randomly 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; including sections in which certificants attest 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 current [*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.

Table 5: Training, Learning, and Resource Development Activities

<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<p>Earning a new degree ⁽¹⁾ Completion of a degree in a field relevant to hazardous materials management (in addition to the degree(s) held when initially certified). (2004-2012 ONLY)</p>	Official transcripts are required from an accredited institution, indicating the degree and date awarded.	50 CMPs for each NEW degree
<p>Passing college credit courses ⁽¹⁾ Successfully completing and passing an accredited, college-level course in an area of the examination blueprint.</p>	Official transcripts from an accredited institution are required, showing satisfactory completion of course(s) taken.	5 CMPs per credit
<p>Teaching college-credit courses ⁽¹⁾ Only courses taught at an accredited college qualify for CMP credits. Must be outside the normal course of employment, and in a content area of the examination blueprint.</p>	A course catalog or other official publication, or a letter of appointment or appreciation from the institution.	8 CMPs per credit.
<p>Attending seminars or workshops Seminars and workshops are normally of short duration (one day or less) and focused on a specific topic in a content area of the examination blueprint.</p>	Certificate of attendance, showing date(s) and contact hours (or CEUs).	1 CMP for each hour of contact time ⁽⁵⁾
<p>Developing training courses ⁽⁶⁾ This includes researching, writing and editing the content of a single training course in a content area of the examination 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).	1 CMP for each hour of contact time
<p>Completing online training courses Successfully completing an online training course as a student in a content area of the examination blueprint.</p>	Certificate of completion, showing date(s) and contact hours (or CEUs).	1 CMP per credit hour
<p>Completing online webinars or podcasts Webinars and Podcasts must be of duration of 50 minutes, minimum, and in a content area of the examination 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.	1 CMP credit for each hour of contact time (for Podcasts, 50 minutes = 1 contact hour)
<p>Attending and completing official in-house training classes provided by an employer ⁽⁴⁾ Classes must be in a content area of the examination 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.	1 CMP for each hour of contact time ⁽⁵⁾
<p>Attending commercial training classes Classes must be provided by training consultants or other professionals, and must be in a content area of the examination blueprint and be at least 1 hour or more in duration.</p>	Certificate of attendance, showing date(s) and contact hours (or CEUs).	1 CMP for each hour of contact time ⁽⁵⁾
<p>Attending initial or refresher courses 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).</p>	Certificate of attendance, showing date(s) and contact hours (or CEUs).	1 CMP for each hour of contact time ⁽⁵⁾
<p>Attending conferences and technical sessions ⁽²⁾ Conferences and sessions must be in a content area of the examination blueprint.</p>	Copy of the conference registration or certificate of attendance. Indicate the technical sessions attended on a copy of the schedule.	1 CMP for each hour of contact time ⁽⁴⁾ . Maximum of 5 CMPs per day up to 20 CMPs per conference.

Table 5: Training, Learning, and Resource Development Activities

<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<p>Participating in official training or exercise drills Training or exercise drills must be in a content area of the examination blueprint (e.g., emergency response and military training) 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.	1 CMP for each hour of contact time ⁽⁴⁾⁽⁹⁾
<p>Preparing and delivering an original presentation This activity must be within a content area of the examination 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.	5 CMPs per presentation
<p>Participating as a part-time instructor for training courses ⁽⁵⁾ 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 content area of the examination blueprint.</p>	Copy of a course schedule with the instructor's name and subject matter listed.	3 CMPs per hour ⁽⁴⁾
<p>Authoring/co-authoring/editing a reference book 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 examination blueprint.</p>	Copy of the book title page with name of author or editor, and copyright page to verify date of publication.	75 CMPs per book
<p>Authoring/co-authoring/editing a chapter for a book Writing or editing a chapter of a reference or resource book that is used by professionals who practice in a content area of the examination blueprint.</p>	Copy of the chapter title page with the name of the author or editor, and copyright page to verify date of publication.	7 CMPs per chapter (Max 70 CMPs/book)
<p>Authoring an original reference source or article 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 examination blueprint.</p>	Copy of the title page of the article with the name of the author and date of publication.	10 CMPs per article
<p>Authoring a technical manual Writing a technical manual or source that is used by professionals to enhance their knowledge or competency in a content area of the examination blueprint.</p>	Copy of the title page with the name of the author and date of publication/distribution.	15 CMPs per manual
<p>Authoring a technical procedure or method Writing a significant technical procedure or method in a content area of the examination blueprint that is original and recognized by the company or organization officials. "Tailgate-type" instructions and guidance are excluded.</p>	Copy of the title page of the procedure or method with validation of its authorship and date.	10 CMPs per procedure or method
<p>Registering a patent as the primary registrant or being named as honorary mention in a company-owned patent registration The patent must be successfully registered with the US Government Patent Office and relate to a content area of the examination blueprint.</p>	Copy of the title page of the registration showing the date and primary registrant (and/or secondary registrants or honorary mentions).	50 CMPs per patent

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 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.

Table 6: Service to the Profession and the Community

<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
<p>Participating on an IHMM, industry, or government standards committee Participating at the local or national level relating to the development of standards associated with content areas of the examination blueprint.</p>	Copy of a letter acknowledging participation, including dates.	10 CMPs per committee per year
<p>Participating/Serving on an IHMM, industry, or government advisory committee.⁽⁹⁾ Participation in a technical or professional advisory capacity at the local or national level relating to content areas of the examination blueprint.</p>	Copy of a letter acknowledging participation, including dates.	10 CMPs per committee per year
<p>Participating in legislative or rule-making activity 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.	1 CMP for each hour of contact time
<p>Participating/Serving on a Job Task Analysis (JTA) Panel for an IHMM credential Participating in the performance of a job analysis to revise the examination blueprint, to include all duties and tasks involved.</p>	Copy of a letter acknowledging participation, including duties.	20 CMPs (*JTA is performed once every 5 years, or as needed)
<p>Participating in Volunteer Community Service Participating in volunteer service that pertains to a content area of the examination 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.	1 CMP for each hour of contact time
<p>Membership in an Industry Organization (2005-2008 ONLY) Being a member of an acceptable organization⁽⁸⁾ 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.	Up to 10 CMPs per year
<p>Volunteer Leadership Position 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⁽⁸⁾ 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.	Up to 20 CMPs per year

Table 6: Service to the Profession and the Community		
<u>Qualifying Activity</u>	<u>Audit Documentation</u>	<u>CMP Credit Value</u>
Participating in an IHMM Exam Item Writing Workshop	Copy of acknowledgement letter from IHMM.	1 CMP for each hour of contact time (4) (8) (9)
Submitting a potential exam item Submission should include the preparing and submitting of a completed Item Processing Sheet with an item in an area of the examination 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).	1 CMP per item
Reviewing content of professional development offerings (as a member of an IHMM Recertification Committee)	Copy of acknowledgment letter from IHMM.	Up to 15 CMPs per year
Obtaining a new state license⁽⁶⁾ Receiving a new state license in a content area of the examination blueprint. Pertains only to each new license acquired, not renewal of a previously held license.	Copy or photo image of the license or certificate.	15 CMPs per NEW license
Obtaining a new certification⁽⁶⁾ Receiving a new certification in a content area of the examination 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.	15 per NEW certification
Other professional accomplishments Includes any other professional accomplishment or activities related to the examination 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.	5 CMPs per year and it must relate to the CHMM Blueprint. These applicable awards may not be claimed from the same company/organization more than once during your 5-year cycle.
Mentoring (Approved 18 April 2013) A mentor must be a current IHMM certificant and the mentoring must be specifically focused on the field of hazardous materials management 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 www.ihmm.org .	Earn up to 10 CMPs per year. Use table below.

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 hazardous materials management 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

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 ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours _____

Blueprint ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours: _____

Blueprint ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours: _____

Blueprint ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours: _____

Blueprint ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours: _____

Blueprint ⁽¹⁾ area covered: _____

Date: _____ From _____ to _____ # clock hours: _____

Blueprint ⁽¹⁾ 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) *2004-2012 ONLY.* “Earning a new degree” discontinued as a qualifying activity, effective 2013. *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) at the time degree was attained. 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 for a complete list). Note that coursework taken in the pursuit of a new degree is eligible for CMPs if coursework is related to an area of the [CHMM Examination Blueprint](#).*
- (2) *Conferences can earn a maximum of 20 CMPs for full (4 or more days) and documented attendance. Technical sessions earn 1 CMP per hour of attendance. Pre-conference courses are credited by the hour, in addition to the conference attendance credit.*
- (3) **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)
- (4) *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.*
- (5) *If you are **employed** as an educator/trainer, list only those activities that are **separate from your employment**.*
- (6) **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 CHMM Examination Blueprint.
- (7) *National or Chapter Officer or Board of Director level leadership positions in organizations such as AHMP, ASSE, AIHA, AWMA, BCSP, or NESHTA, or other organizations working in hazardous materials management or areas related to the CHMM Examination Blueprint.*
- (8) *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).*
- (9) *Certain military training may be eligible for CMP credit regardless of whether similar or duplicate training has been requested for civilian employment (i.e. 40 hour HAZWOPER training).*

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