



Certified Hazardous Materials Manager (CHMM®)

RECERTIFICATION HANDBOOK

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An IHMM Publication

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Accredited by the American National Standards Institute and
the Council of Engineering and Scientific Specialty Boards



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APPENDIX A: Types of Professional Development Claims for Recertification

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 that certificants 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 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.

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 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.
 - c. Email shall be the primary means of communication between IHMM and CHMMs. It is the certificant's responsibility to maintain up to date contact information with IHMM.
3. 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**.
4. IHMM shall publish on IHMM's website the current CHMM Recertification Handbook which lists these requirements and the types of activities that qualify for recertification credit.
5. 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. Recertification expiration dates coincide with the last day of the original month of certification, beginning immediately following the end of the previous 5-year cycle. Longer-standing certificants with cycles that did not conform to this system have been realigned as they have recertified.
 - b. Recertification applications should be completed and submitted 60-90 days prior to the end of the recertification cycle to allow time for processing and potential auditing to be completed before a certificant's expiration date.
 - c. 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. A certificant may verify his or her credential expiration date by logging into MyIHMM to view recertification cycle and annual fee dates.
 - d. Per the CHMM Certification Agreement, it is the responsibility of the certificant to ensure that IHMM has a valid email address on file in MyIHMM, as email is the primary means of communication from IHMM throughout the recertification process. Should you opt out of or block IHMM's email communications, or fail to timely update your record with changes in your primary email address, you may not receive critical information concerning recertification, continued education requirements, status and related matters. Certificants should ensure that all information is current by periodically logging into MyIHMM and verifying that their information is current.

C. Documentation Requirements

It is the responsibility of the certificant to keep track of Recertification activities, and to document CMPs with supporting documentation from **authoritative third parties**. Documentation that amounts to a self-representation will not be considered sufficient in the event of an audit.

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 Claims 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. Record professional development activities on-line as you complete them.
 - e. Retain adequate, original documentation supporting your claims for CMPs. If selected for audit, you will be required to submit supporting documentation. IHMM may also request verification for any activity and the CMPs 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 at any time during this period, even if the relevant recertification application has already been approved.

D. Recertification Review Process

1. Each application is subject to evaluation and/or audit, in accordance with the most current 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 record retention policies.
 - b. Review Process
 - 1) Applications for recertification should be submitted to IHMM 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. Failure to respond may be interpreted as withdrawal from the recertification process, at IHMM's discretion.

All final determinations on eligibility for recertification shall be made by the Certification Maintenance Manager.

c. Audit of Recertification Applications

- 1) Certificants shall be prepared to provide full documentation for any and all claims made in a recertification application upon submission.
- 2) Certificants who are selected for audit will be notified after submitting their online recertification application, and will be prompted to upload full documentation for all claimed activities at that time.
- 3) Refer to the section titled “Qualifying Activities for CHMM Recertification” for more details on audit documentation requirements..
- 4) Certificants whose applications are not selected for audit will not be immediately 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.
- 5) Submission of a recertification application constitutes an attestation of the truthfulness and accuracy of the information presented, and a pledge of continued compliance with the *CHMM Code of Ethics*.

d. Any attempt to exert unwarranted influence upon the review process shall be deemed a violation of the *CHMM Code of Ethics*.

2. Grace Period for Recertification Application Submission/Final Recertification Deadline

The final deadline for submission of a recertification application is six (6) calendar months after credential expiration. If this deadline passes without submission of a complete recertification application, the credential shall be decertified, and the former certificant shall be required to apply for and take the certification examination anew in order to regain the certification, and will be assigned a new certification number.

E. Recertification by Examination: Certificants may elect to recertify by taking the certification examination in lieu of submitting a recertification application. Certificants who elect to recertify by exam must take and pass the exam before all regular recertification deadlines, including the cutoff date six months after expiration.

- 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].

F. Failure to Complete Recertification: When all relevant deadlines have passed without timely submission of a complete recertification application, a CHMM’s credential will be **decertified**, and the former credential holder must immediately cease and desist from its use.

1. Once an individual has been decertified, he or she must apply for the certification as a new candidate to regain the credential, and will be assigned a new certification number once certified. 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.

G. Appeal of Decertification for Failure to Complete Recertification: The occurrence of any of the following events during the final three months (90 days) before a certificant's final recertification deadline shall be grounds for appeal:

1. Serious illness or unexpected medical event
2. Death, serious illness, or medical event in the immediate family (parent, sibling, spouse, or child)
3. Overseas military or professional deployment (where contact is limited or not possible)
4. Other serious and unforeseen extenuating circumstances meriting review by IHMM's Professional Standards Committee

An appellant must submit a signed written request for an exception or reversal in consideration of their circumstances. A scanned copy of the document bearing the appellant's original signature shall be considered acceptable. The written request shall identify which of the enumerated grounds listed above serves as the basis of the appeal.

In addition, IHMM reserves the right to request documentation confirming the veracity of any claims made in an appeal. An appellant's providing such documentation with an appeal initially may expedite its processing.

Appeals made for the reasons numbered 1, 2, or 3 above will afford temporary continued status as an active certificant while a decision is pending. Appeals made on the basis of these "pre-approved" circumstances will be reviewed by IHMM staff.

Appeals based on other extenuating circumstances will be referred to the Professional Standards Committee for review and will afford no such continued active status unless and until a reversal is rendered. Decertifications appealed this way remain effective while they are considered. IHMM staff or the Professional Standards Committee shall provide the appellant with written notice of their decision on the appeal.

Approval of an appeal will result in reinstatement of the decertified credential contingent upon submission of a complete recertification form within 30 days of notice of the approval of the appeal. IHMM reserves the right to request documentation for any and all claims made in a recertification form.

Denial of an appeal shall represent the final Institute action on the matter. In the absence of any ethical violations, a decertified individual may regain their credential by beginning the application process as a new applicant.

IHMM and the IHMM Professional Standards Committee will not consider appeals made wholly or substantially on grounds of:

- Certificant's failure to maintain up to date contact information
- Tenure or stature as an IHMM certificant

- Failure to complete application due to procrastination
- Refusal to participate in IHMM's established recertification process

It shall be considered unethical conduct for a current or former certificant to use the appeal process to exert unwarranted influence on the recertification process.

- H. Reinstatement of a Decertified Credential:** An individual who previously held an IHMM certification that has not been decertified on ethical grounds may apply to have his or her certification reinstated if their annual fees have been expired for less than five (5) years and/or their decertified certification has been expired for less than five (5) years. If either condition is not met, the individual must go through the full certification process in order to become certified again.

Reinstatement is not a reversal of decertification. All time in service is lost at the time of decertification. For more information regarding reversal of decertification, please refer to IHMM's Decertification Appeal Policy.

Evidence of knowing continued use of a decertified certification after having been provided notice of decertification by IHMM is both illegal and unethical, and will render the individual ineligible for reinstatement.

In order to begin the reinstatement process, the former certificant must complete and submit the reinstatement application and pay the Reinstatement Application Fee of \$75.00. Submission of a reinstatement application and payment of the fee does not confer any change in certification status. IHMM staff will review the application to determine the applicant's eligibility for reinstatement and, upon approval of the application, the applicant may then complete the reinstatement process as described below.

Annual Fees

An applicant whose certification has been decertified on grounds of past due Annual Certification Maintenance Fees (ACMF) must pay all fees past due at the time of decertification, including late fees, as well as an additional Reinstatement Administrative Fee of \$200.00. If annual fee status was the only ground for decertification, the applicant's previous certification expiration date will be applied to the reinstated certification.

Recertification

In addition to meeting all fee-related reinstatement requirements as described above, an applicant whose certification has been decertified on grounds of failure to recertify or whose previous certification expiration date and submission grace period have passed must complete a recertification application covering a period ending on the final day of the month the reinstatement application is submitted and going back five years. Reinstatement of certification will not be awarded until this application has been approved by IHMM, and there is no change in certification status conferred until an applicant finishes this recertification application.

- I. Inactive Status:** Any certificant who is unable to remain active in the profession due to circumstances beyond their control (e.g., medical disability, military assignment, period of unemployment, etc.) **may** be eligible for Inactive status spanning a period of up to three years (36 months), during which time all payment and recertification requirements shall be waived.

To apply for Inactive status, the certificant must send an e-mail written request detailing the reason for their request to recertinfo@ihmm.org. IHMM reserves the right to request supporting documentation where deemed appropriate.

IHMM's Recertification Department will review all Inactive status requests and approve those that meet the eligible criteria (including but not limited to):

- Injury, illness, or other medical disability preventing or substantially impacting active professional practice
- Military assignment/deployment
- Unemployment
- Other unforeseen circumstances beyond the certificant's control preventing or substantially impacting active professional practice

During an approved period of Inactive status:

- **The certificant shall not use the "CHMM" designation, which implies active status.**
- A certificant approved for Inactive status may use the "**CHMM (Inactive)**" designation in its place, though not in the context of active professional practice (you may represent yourself this way to prospective employers, but not as a short-term consultant or contractor).
- Professional Development (but **NOT** employment) activities occurring within the approved period of inactivity may be claimed for recertification credit upon return to Active status.

Inactive status:

- **Cannot be granted to certificants who are in their first recertification cycle.**
- **Cannot be granted retroactively, and must therefore be requested as soon as possible.**

Once approved, and upon return to Active status, the certificant will be required to recertify with modified requirements.

Certificants who end their Inactive status on or before their original expiration date and/or filing grace period will recertify for that cycle with the normal 200 CMP requirement reduced proportionally to correspond with their approved period of inactivity.

If the certificant's expiration date and filing grace period prior to entering inactive status have passed, the certificant must recertify for a new five-year cycle extending back 5 years from the month of reactivation, with the normal 200 CMP requirement reduced proportionally to reflect the period of inactivity relevant to this new cycle.

A certificant in Inactive Status who is unable to return to Active status or otherwise does not reactivate their certification within the three-year (36 month) timeframe will have his or her credential decertified. It is the Inactive certificant's responsibility to contact IHMM and initiate the reactivation process.

An individual whose credential has been decertified under this rule shall be required to apply for and take the certification examination anew or apply for reinstatement in order to regain his or her credential.

- J. 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 log in to MyIHMM to view your candidate record to access the Retired Status form.

K. 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.

L. 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.

M. 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 IHMM at info@ihmm.org.

Qualifying Activities for CHMM Recertification

Category I - Active Professional Practice (Employment)

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%** (100 CMPs) of their recertification points through Active Professional Practice. Some active professional practice is required to recertify by application.

A. Types of 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.)
 - e. Non-compensated work directly related to hazardous materials management, its laws, regulations, technology and related areas.

2. Credit Value for Non-Academic Employment
 - 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:

Type of Activity	Activity Definition	CMP Credit Value
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	See table below

Part Time Work CMP Calculation	
AVG HR/WEEK	CMPS (ROUNDED)
1	1
2-3	2
4	3
5-6	4
7-8	5
9	6
10-11	7
12	8
13-15	9

3. Credit Value for Academic Employment

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 < 6 credit hours	10 CMPs per year 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 for Active Professional Practice

- 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 (other than you). An example follows:

<p>On Business Letterhead</p> <p><i>(Date)</i></p> <p><i>(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.</i></p> <p><i>(Signature and title of a company or organization official)</i></p>

- 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 official job description. A significant portion of one's job must correspond to one or more content areas of the most recent *CHMM Examination Blueprint*.
- Documenting your position as a self-employed professional is different from verifying your employment as an employee. Since an employee must provide external proof of their position and dates of employment, so must a business owner. Such documentation could include one or a combination of the following:
 - A current (within 5-year cycle) W-9 form bearing your company's name, your name and title (make sure to **redact** any confidential information, such as Social Security or Employer ID numbers)
 - A filed business license application bearing your company's name, your name and title
 - Articles of incorporation bearing your company's name, your name and title
 - Current Certificate of Good Standing from the State Corporation Commission indicating the business's active status and the certificant's name
 - Other governmental/filed public record documentation clearly demonstrating your relationship with your company

When a certificant's employment claim(s) do not qualify for the maximum value of 100 CMPs for the 5-year cycle, enough additional CMP credit must be earned through engagement in professional development activities so that the overall total for the application 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. Certificants may request the evaluation of an activity not covered in the claim types outlined in the claims tables (Appendix A) by submitting a request describing the professional development activity and the rationale for its inclusion. This request should be sent via email to recertinfo@ihmm.org, and if the committee has not previously evaluated the activity type, the IHMM staff liaison to the CHMM Recertification Committee shall add its discussion to the agenda of the next full committee meeting.

B. Documentation Requirements for Professional Development Activities

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. Randomly selected CHMMs will need to submit supporting documentation along with their applications. 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.
2. Those applications that are not selected for audit will be evaluated based on the data entered into the application. 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

SEE LATEST VERSION OF CERTIFIED HAZARDOUS MATERIALS MANAGER (CHMM®) RECERTIFICATION CLAIMS (APPENDIX A) FOR DETAILS ON ACCEPTABLE TYPES OF PROFESSIONAL DEVELOPMENT CLAIMS FOR RECERTIFICATION.



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American National Standards Institute (ANSI), www.ansi.org
[ISO/IEC 17024, General Requirements for Bodies Operating Certification Systems of Persons]
Council of Engineering and Scientific Specialty Boards (CESB), www.cesb.org