



**Certified Hazardous Materials Manager  
(CHMM)  
Certified Hazardous Materials Practitioner  
(CHMP)  
Certified Dangerous Goods Professional  
(CDGP)  
Hazardous Materials Manager-in-Training  
(HMMT)**

## **Candidate Handbook**

ALL RIGHTS RESERVED  
AN IHMM PUBLICATION

**INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT  
11900 PARKLAWN DRIVE, SUITE 450  
ROCKVILLE, MD 20852**

January 2014

<b>Revision Date</b>	<b>Sections Affected</b>	<b>Description</b>	<b>Revised By</b>	<b>Approved By</b>
06-15-13	Various	Addition of CHMP & HMMT information	Madison Bridner	BoD
06-15-13	Pgs. 5 & 6	New CHMM prerequisites: minimum 4 years of relevant experience	Madison Bridner	BoD
06-15-13	Application & Exam Process Pg. 5	Supporting documentation: resume included in application form, copy of transcript/diploma accepted	Madison Bridner	BoD
06-15-13	Pgs. 6 & 7	Exam eligibility window changed from 18 to 12 months	Madison Bridner	BoD
06-15-13	Various	CHMM blueprint links updated to 2013 CHMM Blueprint	Madison Bridner	BoD
06-15-13	Retesting Pg. 10	Removal of retake waiting period	Madison Bridner	BoD
06-15-13	IHMM Policies Related to the CHMM & CHMP Certifications Pg. 13	Replacement of examination related policies into a link to the Management Systems Manual	Madison Bridner	BoD
06-15-13	Forms	Paper forms (application, reference, etc.) removed from end of handbook	Madison Bridner	BoD
06-15-13	Application and Exam Process Summary Pg. 4	Only candidates who pass the exam are required to submit supporting documentation	Madison Bridner	BoD
6-15-13	Exam Appointment Cancellation or Rescheduling Pg. 8	Candidate able to reschedule themselves online	Madison Bridner	BoD
7-28-14	Application and Exam Process Summary Pg. 6	Pass/Fail results will be given at the testing center following submission of the exam.	Madison Bridner	

## INTRODUCTION

Welcome! Thank you for your interest in pursuing a credential offered by the Institute of Hazardous Materials Management (IHMM). By earning your **Certified Hazardous Materials Manager (CHMM)**, **Certified Hazardous Materials Practitioner (CHMP)**, **Certified Dangerous Goods Professional (CDGP)** or **Hazardous Materials Manager-in-Training (HMMT)** you will join the thousands of professionals who have demonstrated their knowledge and competence in the identification, evaluation, reduction, and elimination of risks presented by, and the general management of, hazardous materials. IHMM has certified over 16,000 hazardous materials professionals who come from a range of disciplines including environmental protection, engineering, public health and safety, homeland security, and transportation. The CHMM, CHMP & CDGP are widely recognized by professionals, private industry, corporations and government agencies; no other designations in the field are as comprehensive as the CHMM and the CHMP.

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.

IHMM has developed this Candidate Handbook to describe all aspects of the certification process and assist candidates in preparing for the examinations. This Handbook contains an overview of eligibility criteria, information on registering for the exams and exam content, guidelines for taking the exams, and other relevant policies and requirements.

---

## CONTENTS

I. About IHMM .....	3
II. About IHMM's Credentials .....	4
III. Application and Examination Process Summary .....	4
IV. Requirements and Exam Information .....	6
V. Preparing for the Examinations .....	12
VI. IHMM Policies Related to IHMM Certifications .....	13

### Direct all inquiries to:

IHMM  
11900 Parklawn Drive, Suite 450  
Rockville, MD 20852

Phone: 301-984-8969  
Fax: 301-984-1516  
E-mail: [info@ihmm.org](mailto:info@ihmm.org)  
[www.ihmm.org](http://www.ihmm.org)

---

## I. ABOUT IHMM

IHMM is dedicated to offering certifications that reflect best practices. The CHMM and CHMP credentials are accredited under ISO Standard 17024: *Conformity Assessment—General Requirements for Bodies Operating Certification of Persons*, as administered in the U.S. by the American National Standards Institute (ANSI). This international standard has been adopted with the objective of achieving and promoting a global benchmark for organizations providing personnel certifications. IHMM has achieved accreditation from the Council of Engineering and Scientific Specialty Boards (CESB) for the CHMM and CHMP credentials. The accreditation requirements include achieving compliance in key program areas, including, but not limited to:

- Independent governance of the issuing organization, with policies requiring transparency in all certification decisions
- Assurance of fairness and due process for candidates and certificants
- Use of sound psychometric methods to develop, administer, and score valid and legally defensible examinations
- Ethical requirements for certificants and all personnel involved in the program
- Recertification requirements for certificants to monitor their continued competence

### ***Purpose of IHMM***

The purpose of IHMM, as stated 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. This principal purpose includes:

- A. Establishing the minimum academic and experience requirements necessary to qualify for certification as a CHMM, CHMP, and designation as an HMMT, or other such designations as may be established or adopted by the Board of Directors;
- B. Reviewing and verifying the qualifications of applicants for eligibility to sit for the certification examinations;
- C. Developing and maintaining reliable, valid, and current certification examinations;
- D. Granting certificates to qualified candidates, maintaining certificant records, and publishing a directory of the holders of valid certificates;
- E. Establishing requirements for the periodic renewal of certification and determining compliance with those requirements;
- F. Ascertaining that certificants meet ethical standards in their practice in the field of hazardous materials management;
- G. Representing its certificants, where appropriate, in matters of common interest; and
- H. Promoting the benefits of certification to employers, public officials, practitioners in related fields, and the public.

It is the policy of IHMM to administer valid, reliable, legally defensible and psychometrically sound examinations. To assist in the process, IHMM has contracted with professionals that have expertise on test development and test delivery.

---

## II. ABOUT IHMM'S CREDENTIALS

Earning a designation is awarded upon successful achievement of the following:

- Submission of an application demonstrating that a candidate meets the eligibility requirements to qualify for the exam and certifying to uphold and abide by the Code of Ethics
- Achievement of a passing score on the examination
- Successful review by IHMM of supporting requirements and documents

\*Fees apply. See Section IV.G.

Certification is awarded for a period of 5 years; therefore CHMMs, CHMPs and CDGPs must recertify every 5 years in order to maintain the designation. They must also remain in good standing with IHMM by being current in all fees and upholding the Code of Ethics. Failure to comply with these requirements may result in certification being withdrawn from the individual.

All applications, testing arrangements, special accommodation requests, and general inquiries regarding certification are handled through IHMM, headquartered in Rockville, MD.

---

## III. APPLICATION AND EXAM PROCESS —SUMMARY

The following is a summary of the important steps in the application and examination process. Each component is presented in more detail later in this Handbook.

1) Applicants may apply online for these examinations by using the link on the IHMM website at <http://www.ihmm.org> > [IHMM LOGIN](#). This Candidate Handbook is also available on the IHMM website.

2) Applicants must meet the eligibility requirements at the time the application is submitted. Candidates who pass the exam are required to submit supporting documentation in order to receive their certificate. Eligibility for each exam is as follows:

- *Certified Hazardous Materials Manager (CHMM)*:
    - A baccalaureate degree or higher from an accredited college or university, preferably with a major in hazardous materials management or a related field. A copy of your diploma or college transcript must be submitted. See below, Section IV. *Requirements and Exam Information, A. Eligibility*, for further details on eligibility for the CHMM exam.
    - Two Endorsement Forms must be submitted.
    - Applicants must have 4 years of relevant experience.
  - *Certified Hazardous Material Practitioner (CHMP)*:
    - Five years of relevant experience with responsibilities directly related to the handling of hazardous materials in the workplace.
- OR**
- An Associate in Applied Science (AAS) degree from an accredited college or university in hazardous materials management or a related field, plus 3 years of relevant experience as described above. A copy of your transcript or diploma must be submitted.
  - Two Endorsement Forms must be submitted.
- *Certified Dangerous Goods Professional (CDGP)*
    - Five years of relevant experience with responsibilities directly related to the handling and transportation of dangerous goods.
  - *Hazardous Materials Manager-in-Training (HMMT)*:
    - A baccalaureate degree from an accredited college or university in hazardous materials management or a related discipline. A copy of your college transcript or diploma must be submitted.
    - Relevant experience (less than 4 years).

3) Candidates should schedule for testing upon submission of applications. Passing the exam is one requirement of successfully achieving a credential.

Candidates are authorized to sit for the examination at a secure Kryterion test site. There are over 400 locations in the US and over 150 internationally. Available dates and times vary by testing location. Eligible candidates may register at any time to take the exam. Candidates who require special accommodations must make a specific written request for the type of accommodation needed. The reason for the accommodation must be recognized under the Americans with Disabilities Act (ADA). (See Section IV.E. below.) Candidates are required to bring two forms of identification, at least one of which must be a form of government-issued photo ID, to the test site. (See Section IV.H. below.)

Candidates may reschedule or postpone exam appointments by giving **at least 72 hours** advance notice to avoid additional fees. (See Section IV.F. below.)

4) Individuals will be notified by IHMM if application information is insufficient or lacks supporting documentation.

5) Approved applications are only valid for 12 months. After 12 months, your application will expire and if you wish to sit for the exam, you must reapply as a new applicant.

6) Candidates will be notified of their pass/fail status at the testing center following submission of their exam.

7) Candidates who pass the examination do not automatically become certified. Passing candidates with missing documents will be notified within a week of their exam date. A letter of compliance and certificate with a unique certification number will be issued by IHMM when you have met all certification requirements.

7) Candidates who fail the exam will receive a breakdown report of their exam results to aid in studying to retake. Candidates must pay the exam fee each time. After a third failure, the applicant will be required to reapply, pay the associated fees, and meet the current eligibility criteria for each retake. (See Section IV.P. below.)

8) Name and contact changes must be done within your candidate record. Failure to update your contact information may result in delays in receiving eligibility notices or examination results. Name changes must be accompanied by documentation such as court records.

---

## IV. REQUIREMENTS AND EXAM INFORMATION

### A. Eligibility

The **CHMM** requires the attainment of a baccalaureate degree or higher from an accredited college or university, preferably with a major in hazardous materials management or a related field, plus a minimum of four years of appropriate work experience. Once your application and payment are submitted, you will be notified to proceed with scheduling an exam appointment.

Applications will also be accepted from individuals who hold the Hazardous Materials Manager-in-Training (**HMMT**) designation:

The HMMT is a recognition process, not a certification status, and is designed to introduce individuals entering the field to the CHMM certification program. Recent college graduates or students in their last semester of undergraduate schooling may apply for the HMMT designation,

and may take an examination which tests the areas of science and basic technology. Please refer to the [HMMT Blueprint](#). Upon completion of the work experience requirement, candidates may take a form of the CHMM examination which addresses the remaining areas of the CHMM blueprint. HMMT designees have five years to achieve the CHMM designation. Achieving the HMMT designation is not a certification, nor is it a guarantee that candidates will be successful on the CHMM certification examination. For more information on the HMMT, please visit [www.ihmm.org](http://www.ihmm.org).

Once an HMMT meets all the CHMM requirements, the applicant may sit for the Abbreviated CHMM examination.

The **CHMP** requires the attainment of either five years of relevant experience OR an Associate degree in Applied Sciences (AAS) and 3 years of relevant experience.

The **CDGP** requires the attainment of five years of relevant experience.

## B. Statement of Non-Discrimination

IHMM does not discriminate among applicants, candidates or certificants on the basis of age, sex, race, religion, national origin, or marital status.

## C. The CHMM, CHMP, CDGP & HMMT Examinations

Individuals meeting eligibility requirements must pass a multiple-choice examination in order to qualify for certification and earn the CHMM, CHMP or HMMT designations.

- The CHMM exam consists of 140 questions and is three hours in duration.
- The CHMP exam consists of 120 questions and is three hours in duration.
- The CDGP exam consists of 100 open book questions and is three hours in duration.
- The HMMT exam consists of 60 questions and is two hours in duration.

Only correct answers are counted.

You have 12 months from your application approval date to sit for the examination. After 12 months, the application expires.

IHMM examinations were developed by subject-matter experts under the guidance of psychometricians (experts in measurement and test development) and are designed to measure the knowledge, skills, and abilities required to perform competently as a hazardous materials manager. The passing point - the score you need to achieve in order to pass - was also determined utilizing valid psychometric procedures. IHMM follows best practices in all of its test development activities and has a high degree of confidence that it is testing at a level of competency required to safely handle hazardous materials, and that only those who meet the competency requirements will pass the examination. The Executive Summary of the most recent exam development study (called a Job Task Analysis Study) is available upon request.

To become familiar with the content areas on the examinations, candidates should refer to the examination blueprint which is located on [IHMM's website](#). Candidates are encouraged to review the examination blueprint to assess their level of knowledge in each of the content areas, and to identify the areas in which they believe they need additional preparation.

## D. Testing Center Locations

IHMM examinations are administered internationally through Kryterion HOST<sup>®</sup> testing centers. Kryterion centers provide a secure, professionally administered testing environment. If your application is approved for eligibility, you will receive an eligibility approval email. This message will include a candidate login and password, which will enable you to access IHMM's exam registration website (Webassessor<sup>®</sup>) where you may schedule your exam appointment.

## E. Special Accommodations

IHMM complies with the Americans with Disabilities Act (ADA), and is interested in ensuring that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. Applicants needing special accommodations must make a request in writing at the time of application. Requests must include documentation of a formally diagnosed ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

## F. Exam Appointment Cancellation or Rescheduling

Candidates can reschedule themselves online through [Webassessor](#). In order to reschedule at no charge, a candidate must do so at least 72 hours prior to their exam date. Candidates who fail to meet this deadline risk forfeiture of the exam fee. If you are within 72 hours of your exam there is a \$100 rescheduling fee. To calculate your 72-business-hour notification deadline, please remember that the IHMM office is open from 9 AM to 5 PM (Eastern) Monday through Friday; it is closed on Saturdays, Sundays, and U.S. federal holidays.

Those who fail to appear for a test without giving prior notice to IHMM shall forfeit the entire examination fee, unless they can document extenuating circumstances, such as: death in the family, serious illness, or military duty. In such circumstances, the candidate should contact IHMM as soon as possible, and provide an explanation of the situation in writing (email is acceptable).

## G. Fees

Each application must be accompanied by a non-refundable application fee. The examination fee must accompany your exam application. Fees must be paid in U.S. dollars and are posted on the [IHMM website](#) [and are subject to change].

## H. On the Day of the Exam

Candidates should report to the exam center on the day of the exam as instructed in their appointment confirmation letter, and plan to arrive at least 15 minutes prior to the appointment time. Candidates must bring one valid form of ID. This must be a government-issued photo ID with signature (for example, a driver's license or passport). The name on the ID must match exactly the name submitted on the application, or the candidate will be denied admission. A second form of ID may be requested at the testing center. A credit or debit card matching the name on your government-issued ID is acceptable.

Listen carefully to the instructions given by the proctor and read all directions thoroughly. Questions concerning the content of the exam will not be answered during the exam.

The CHMM, CHMP and HMMT examinations are closed book. Therefore no materials are permitted into the testing room. There will be a secure area in which to check valuables.

The following items are NOT PERMITTED in the exam room:

- Books or other reference materials\*
- Papers of any kind, except as provided by the proctor
- Telephones, signaling devices such as pagers or cell phone
- Alarms or recording/playback devices
- Photographic or image capturing or copying devices
- Electronic devices of any kind
- Food or beverages



\*The CDGP examination is open book and the following regulation are permitted into the testing room:

1. UN Recommendations on the Transport of Dangerous Goods – Model Regulation, 17th Edition
2. International Civil Aviation Organization’s Technical Instructions (ICAO TI), 2011 - 2012 Edition
3. International Maritime Organization’s Dangerous Goods Code (IMDG Code), 2011 - 2012 Edition

## I. Exam Security

IHMM firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her knowledge in the examination process. Therefore, the examination security measures are intended to prevent unfair advantage of one candidate over another.

All exam materials are the property of IHMM. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the IHMM exam are owned by IHMM. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of IHMM exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to IHMM certification examinations. **The prohibition of “unauthorized disclosure” means that you may not discuss the contents of the examination with anyone except IHMM.**

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to IHMM for any unauthorized behavior, such as any of the following:

- attempting to gain unauthorized admission to an exam site
- attempting to take the examination for someone else
- creating a disturbance
- giving, receiving, or attempting to give or receive help from unauthorized sources
- removing, or attempting to remove, exam materials or notes from the testing room
- having in his or her possession any item prohibited from the exam site as specified above
- exhibiting behavior consistent with memorization or copying of exam items.

Restroom breaks are permitted, but are included as part of the 3 hours allotted for the actual exam.

## J. Hazardous Weather or Local Emergencies Affecting Exam Sites

In the event of hazardous weather, or any other unforeseen emergencies occurring on the day of a scheduled exam, Kryterion will determine whether circumstances require the cancellation of the exam at a particular location(s). Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible, and will not be penalized in the event of a Kryterion cancellation with less than 72 hours notice. IHMM will contact all such candidates for rescheduling.

## K. Challenging the Exam

IHMM shall provide candidates with an opportunity to provide feedback on its examination content and procedures regarding:

- the technical accuracy of the examination
- fairness in the administration of the examination.

A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should submit a report in writing to the IHMM Certification Director within 5 calendar days after taking the examination. Candidates may also report such concerns by completing the electronic comment form which is available at the end of the examination.

A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test may submit the question or concern in writing to the IHMM Certification Director no later than 5 calendar days after taking the examination. Candidates may also report such concerns by entering comments in the space provided after each item on the test, or by completing the electronic comment form which is available at the end of the examination.

IHMM will not consider reports about improper test administration procedures or test content which are not submitted within the 5-day deadline.

#### L. Scoring Process

IHMM examinations are criterion-referenced. This means that candidates are scored against a fixed standard (the passing score). The final passing scores for the CHMM, CHMP, CDGP and HMMT examinations have been established by a panel of subject-matter experts who determine the minimally acceptable level of competence for awarding the certification utilizing acceptable psychometric procedures. The passing score is applied consistently to all test takers. Candidates are not competing against one another, and grades are not curved. You must achieve the passing score in order to pass the examination. There are no exceptions.

#### M. Score Reports

Candidates are notified of their examination results (pass/fail) at the testing center following submission of their exam. Successful candidates are provided with instructions for completing the certification process. Candidates who fail will receive a diagnostic report of their overall performance on each content area of the exam. This information is provided so that candidates can see their areas of strength and weakness and better prepare to retake the exam.

#### N. Cancellation of Scores

IHMM reserves the right to cancel any examination score if, in IHMM's professional judgment, there is any reason to question the score's validity. Conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee's answers during a testing session; unauthorized communication with others during a testing session; copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials; removing exam materials from the testing site; aiding other examinees or receiving aid from anyone else; or having improper access to IHMM examination content prior to the examination administration. Engaging in such misconduct may disqualify the individual from future IHMM tests and possibly from ever being certified by IHMM. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

#### O. Appealing Exam Results

Candidates who fail the exam may appeal their results in writing within 30 days of receipt of the score report. IHMM will review the response record and the determination will be communicated to the candidate within 30 days. The determination of IHMM shall be final.

#### P. Retesting

A candidate who fails an IHMM examination may retake as soon as they feel comfortable. A candidate must also retake the exam within 12 months of the most recent examination date.

For second and third attempts [first and second retakes], the candidate must submit the online Retake form for the desired exam and will be charged only the retake fee for each attempt.

If a candidate has failed the examination three times, he or she must wait at least one year between each subsequent sitting. All attempts after the third failure will be treated as new applications requiring full

application fees. Candidates retesting under new applications must meet all current eligibility requirements at the time of application.

## Q. Certification Agreement and Disciplinary Policies

IHMM is committed to upholding the highest ethical standards in the profession. Candidates for certification are required to agree to the Certification Agreement (CA) for their credential or designation as a condition of applying to sit for an examination. Failure to do so will result in denial of certification.

Included in the CA is the Code of Ethics, a statement of the required behaviors and responsibilities of certificants. It was developed to safeguard the reputation of the CHMM, CHMP, CDGP and HMMT programs, and in the interest of protecting the public. Also included in CA is the applicant Consent Statement and the policy informing candidates that email is the primary point of contact and must be up to date at all times. The CA may be downloaded from [www.ihmm.org](http://www.ihmm.org).

Certificants found to be in violation of the Code of Ethics are subject to an investigation of the violation, which may result in sanctions. All sanctions are subject to appeal. Following the exhaustion of appeals, the outcome of investigations resulting in sanctions shall be made public, and the notice will include the name of the certificant, the section(s) of the Code violated, and the sanction imposed. See Section VI, *IHMM Policies Related to IHMM Certifications*, for further details.

IHMM has established policies and procedures for investigating complaints filed against certificants. Any individual may file a complaint. All complaints will be reviewed, and if determined to be founded and actionable, they will be investigated. Individuals who wish to file a complaint should contact IHMM for information on how to proceed. Direct all inquiries to IHMM's Executive Director, at the IHMM address (found on page 2).

## R. Language of the Exam

All IHMM Examinations are given in English only. Translation dictionaries and/or other translation aids are not permitted. All program materials are provided in English.

## S. Training and Exam Prep Materials

IHMM does not provide training or preparatory materials for its examinations, nor does IHMM offer or endorse training programs or preparatory courses. To do so would be a conflict of interest and a deviation from the stated purposes of IHMM.

IHMM publishes and offers for sale a comprehensive textbook on hazardous materials management. Candidates are not required to purchase or use the textbook in order to qualify for or take the certification examination.

As a courtesy to individuals interested in taking a certification examination, IHMM may publish on its website a list of courses for examination preparation of which it is aware. IHMM does not endorse any specific person, product, resource, or service as a means of preparing for or achieving certification. Candidates are encouraged to plan their own course of study by reviewing the examination blueprint, identifying any areas of weakness, and securing the necessary resources to adequately prepare for the examination.

## T. Confidentiality and Release of Information

IHMM will not release any information regarding any individual's application or examination performance to any employer, regulatory agency or any other person or entity that may inquire about such information unless it has obtained written permission from the candidate or certificant in question.

IHMM shall maintain and publish an electronic directory of all certificants, and is obligated to release, upon request, the names and certification status of individuals who have successfully completed the certification process.

## U. Recertification

The CHMM, CHMP and CDGP are awarded for a period of 5 years, and the expiration date is entered on each numbered certificate. CHMM, CHMP and CDGP certificants are required to recertify 90 days prior to the expiration of their certificates. Certificants must comply with the current recertification requirements. IHMM will send reminder notices during the final year of certification. HMMT designation holders do not have the option to recertify as they must meet the CHMM prerequisites within their 5 year period.

Certificants are encouraged to become familiar with the recertification requirements, which are a combination of work experience and professional development activities which contribute to continued competence. For further information on recertification, please visit the IHMM website at [www.ihmm.org](http://www.ihmm.org), at which you may view and/or download the CHMM or CHMP Recertification Handbook.

## V. Trademarks and Copyrights

“Certified Hazardous Materials Manager,” “CHMM,” “Certified Hazardous Materials Practitioner” and “CHMP” are registered trademarks of IHMM. Individuals who earn the CHMM or CHMP credential may use these designations as long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to “CHMM (Ret.)”, “CHMP (Ret.)” or “Inactive” status. The certificate is the property of IHMM and must be returned to IHMM upon request. Examination materials and publications are copyrighted and protected under U.S. law. IHMM aggressively enforces the appropriate use of its property, and unauthorized use may result in sanctions or other penalties.

## W. 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.

---

## V. PREPARING FOR THE EXAMINATIONS

### A. Examination Blueprints

As you prepare for your examination, you are strongly encouraged to review the examination specifications (blueprint), located [here](#). The blueprint contains the major content areas on the exam, and the percentage of the exam each content area represents. The blueprint can provide guidance in identifying any content areas an applicant may need extra time and resources to prepare for. Applicants can consider these questions:

- Which content areas represent the greatest number of test questions?
- How much time do I need to focus on these areas to prepare for the exam, versus other areas?
- How do my current knowledge and skills compare to the content areas of the exam? Am I strong in some, but weak on others?
- How much training or work have I done in the areas on the exam?

Your analysis of the content outline and your answers to the questions above will help applicants determine where to spend their study time.

## B. Testing Tips

On the day of the exam:

- Plan to arrive at the exam site at least 15 minutes prior to your appointment. If you have considerable distance to travel, consider arriving the night before.
- Get a good night's rest the night before.
- Eat a well-balanced meal prior to reporting to the exam center. Avoid excessive stimulants such as caffeine.
- Read and follow the instructions carefully. Ask the Proctor for clarification if you are not sure about the instructions. Remember, the Proctors will not answer questions related to exam content.
- Pace yourself by periodically checking your progress. This will allow you to make any adjustments in time. Remember, only the questions you answer correctly are scored. There are no penalties for answering a question incorrectly, so answer as many questions as you can. If you are unsure of a response, eliminate as many options as possible, and choose an option from those that remain.
- You may flag items you wish to return to, and you may go back to review any items at any time.
- Pay attention to reminders of the time you have left to finish the exam.

---

## VI. IHMM Policies Related to the CHMM, CHMP and CDGP Certifications

The policies of IHMM found in the [Management Systems Manual](#) are those that guide the awarding of IHMM certifications, the rights and duties of candidates and certificants, due process, and the development and administration of a credible certification examination and program. These policies guide the decisions associated with each certification awarded by IHMM, currently the Certified Hazardous Materials Manager (CHMM), Certified Dangerous Goods Professional (CDGP) and the Certified Hazardous Materials Practitioner (CHMP), so all credentials may be referenced in the policies.

The information provided in the Candidate Handbook contains abbreviations of several policies related to the CHMM, CDGP and the CHMP certifications. Please read these policies in their entirety, as several policies become applicable after you earn the certification. Several of the policies related to the application process will assist you in completing the application correctly.

**Note: In submitting your application, you will acknowledge that you have read and agree to comply with the policies.**