



# © Candidate Handbook

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**Certified Hazardous Materials Manager (CHMM)<sup>®</sup>**  
**Certified Hazardous Materials Practitioner (CHMP)<sup>®</sup>**  
**Certified Dangerous Goods Professional (CDGP)<sup>®</sup>**  
**Certified Dangerous Goods Trainer (CDGT)<sup>®</sup>**

**INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT**  
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## I. 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 Certified Dangerous Goods Trainer (CDGT) 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 & CDGT 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. We welcome any suggestion on how we can improve our implementation of certification activities.

### **Statement of Non-Discrimination**

IHMM does not discriminate among applicants, candidates or certificants on the basis of age, gender, race, religion, national origin, marital status, disability or sexual orientation and evaluates each application individually.

### **Purpose of the Candidate Handbook**

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, application and exam procedures, authorization to test, special testing accommodations, general examination information, preparing for the exam, examination appointment cancellation or rescheduling, exam security and other information. IHMM makes no promises or warranties of any kind, expressed or implied of the actions of third party organizations. This publication is subject to change without notice at any time. For the most current version of this publication, please visit [www.IHMM.org](http://www.IHMM.org).

Visit [www.ihmm.org](http://www.ihmm.org) and click on “My Profile” to create an account and apply for your desired certification(s). If you need assistance in applying for a certification or have questions on the application process, please contact the Certification Department at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) or call 301-984-8969 extension 4864.

## II. ABOUT IHMM

IHMM is dedicated to offering certifications that reflect best practices. The CHMM and CHMP credentials are accredited under ISO/IEC 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). 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, and
- 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:

- Establishing the minimum academic and experience requirements necessary to qualify for certification as a CHMM, CHMP, and CDGP, or other such designations as may be established or adopted by the Board of Directors,
- Reviewing and verifying the qualifications of applicants for eligibility to sit for the certification examinations,
- Developing and maintaining reliable, valid, and current certification examinations,
- Granting certificates to qualified candidates, maintaining certificant records, and publishing a directory of the holders of valid certificates,
- Establishing requirements for the periodic renewal of certification and determining compliance with those requirements,
- Ascertaining that certificants meet ethical standards in their practice in the field of hazardous materials management,
- Representing its certificants, where appropriate, in matters of common interest, and
- 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.

### III. 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
- Pay all fees

Certification is awarded for a period of 5 years; therefore CHMMs, CHMPs, CDGPs & CDGTs 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.

#### Eligibility Requirements

Applicants must meet all eligibility requirements at the time the application is submitted.

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. There is no waiver for the academic requirement and proof of a minimum qualifying degree must be provided.
    - Two References 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 References must be submitted.
- *Certified Dangerous Goods Professional (CDGP)*
    - Minimum of five years of relevant experience in a field related to dangerous goods transportation.
  - *Certified Dangerous Goods Trainer (CDGT)*



- An active CDGP in good standing and an active CET (Certified Environmental, Safety & Health Trainer) credential from BCSP (Board of Certified Safety Professionals)

## IV. APPLICATION AND EXAM PROCEDURES

Candidate must meet all eligibility requirements before scheduling and taking their exam. These include: (1) application; (2) transcript/diploma if applicable (Upload to the application); (3) 2 references; (4) fee. Then schedule and pay for the examination, and pass exam to be issued certificate.

### Application Instructions

The application will take you through all the fields necessary to submit an application. Below you will find the application process. Whether you are interested in applying for your first certification, a second or third certification,

1. Create a MyIHMM account at [www.ihmm.org](http://www.ihmm.org) by clicking  and following the instructions for New Customers.
2. Within your MyIHMM account is the application. Click  on the left side to access the menu.
3. Click Apply for a Certification and choose your desired application: CHMM, CHMP or CDGP.
4. Provide your Profile information which includes your address, online email and phone numbers.
5. Provide your Education History.
  - A copy of your official transcript or diploma must be uploaded to your application before it can be submitted. To find out whether a college in the U.S. is accredited, check with the Council for Higher Education Accreditation (CHEA) <http://www.chea.org/default.asp>.
  - Degrees acquired through foreign colleges or universities are acceptable if they are documented as equivalent to an BS/BA degree issued in the United States. Candidates with degrees from colleges and universities outside the U.S. must upload a copy of their statement of equivalency from a recognized evaluating agency. For a list of recognized agencies, see [www.naces.org/members.htm](http://www.naces.org/members.htm). If the applicant holds an additional degree in a relevant field from an accredited U.S. college or university, only the U.S. college transcript needs to be uploaded, and a degree equivalency report will not be required.
6. Fill out the Work Experience.
7. Provide your Professional Information.
8. Provide the names and emails of two professional references which the system will email a link to for them to complete the electronic references form.
9. Complete the Terms and Condition (Consent Statement, Code of Ethics, and IHMM Contact Information Policy).
10. The final page is a Review summary which will show you if you are missing any required information.

11. Once all required field are checked off you will be able to move forward to the payment page and **once payment is complete you can submit your application.**
12. Your application will then move into the Exam Ready status and you will have 12 months to schedule and pay for the examination.

Then pass exam to be issued certificate with a unique certification number issued by IHMM.

### **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 CDGT programs, and in the interest of protecting the public. Also included in the 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

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.

### **Validation**

IHMM requires applicants to disclose criminal convictions or forfeited collateral for a felony conviction on the application form. If yes, the applicant is asked to provide details including date, location, disposition, and an explanation of each violation. IHMM uses its policy relating to criminal convictions to determine whether the application can proceed or whether it will be terminated.

### **Denial of Eligibility**

Individuals will be notified by IHMM if application information is insufficient or lacks supporting documentation to establish your eligibility. Candidates who are denied eligibility shall be notified in writing of the decision. The reasons for the denial and corrective actions shall

be indicated. Please note that if your application to take the CHMM, CHMP or CDGP examination is denied, or if you are denied certification after passing the examination, you may appeal the decision in writing to the IHMM Executive Director (ED). Submit your appeal with all relevant documentation to the IHMM ED at the address on your notice of denial within 60 days of the date on your notice of denial.”

## V. AUTHORIZATION TO TEST

After a candidate has successfully completed the application online, he or she will receive an email from IHMM called an *Authorization to Test*. This email contains login information to access the Kryterion™ computer-based testing centers near you. The system will notify the candidate that he or she is eligible to schedule the exam. At that point, the candidate is authorized to sit for the examination at a secure Kryterion™ test center. There are over 900 US and International test center locations. Available dates and times vary by testing location.

### Admission to Test Center

1. Candidates must present notification of their *Authorization to Test*. No walk-ins are permitted.
2. Candidates are required to bring two forms of identification, at least one of which must be a form of government-issued photo ID with signature, to the test site (for example, a driver's license or passport). The name on the ID must match exactly. Remember if you have recently had a name change or gotten married, it is critical that your name on the ID matches the name on the registration.
3. Candidates may reschedule or postpone exam appointments by giving **at least 72 hours** advance notice to avoid additional fees.
4. 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.
5. Candidates will be notified of their pass/fail status at the testing center following submission of their exam.
6. Candidates who pass the examination will receive their certificate with a unique certification number issued by IHMM within approximately 30 days.
7. Candidates who fail the exam will receive a diagnostic breakdown of their strong and weak areas to aid in studying for a retake attempt. Candidates must pay the exam fee each time they take the exam.
8. After a third failure, the applicant will be required to reapply, pay the associated fees, and meet the current eligibility criteria for each retake.

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.

### Special Testing 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 as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. Candidates who require special accommodations must declare the need for a testing accommodation on the online application itself. There is a checkbox for the applicant to affirm their declaration for special needs accommodations based on the Americans with Disability Act of 1991 (ADA). The reason for the accommodation must be recognized under the Americans with Disabilities Act of 1991 (ADA) from a qualified professional who has provided evaluation and treatment to the candidate and the candidate will be informed of any documentation requirements.

### **Computer-Based Testing**

IHMM's examination uses computer-based testing, with one item appearing on the screen at a time. You will simply use a mouse to point to the desired answer and click on it to select it. Answers can be changed the same way. You can mark items to return to later or simply skip them and move to the next item. At the end of the examination, there is a table of items and answers selected. The table also shows skipped and marked items. You can return to any item by simply clicking on the item number.

Your examination clock begins when you officially commence with the examination itself. After completing the examination, you will log off to formally submit your examination for scoring. You will receive results before you leave the testing center facility.

## **VI. PREPARING FOR THE EXAM**

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

- The CHMM exam consists of 140 questions and is 3 hours in duration.
- The CHMP exam consists of 120 questions and is 3 hours in duration.
- The CDGP exam consists of 100 open book questions and is 3.5 hours in duration.

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.
2. International Civil Aviation Organization's Technical Instructions (ICAO TI).
3. International Maritime Organization's Dangerous Goods Code (IMDG Code).
4. Dangerous Goods Regulations (IATA).

The four books permitted into the exam room may have highlighting and/or writing in them. Please note however that CDGP exam candidates can no longer bring writing materials into the exam room, nor will they be provided with scrap paper.

You have 12 months from your application approval date to sit for the examination. After 12 months, the application expires. If you have taken an exam and have failed, you have 12 months from the date you failed the exam to retake again.

IHMM examinations are 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

### **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.

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 courses useful for reviewing hazardous materials knowledge.

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.

### **Examination Blueprints**

As you prepare for your examination, you are strongly encouraged to review the examination specifications (blueprint), 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. 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.

IHMM examination blueprints are based on survey of what hazardous materials and dangerous goods professionals do in practice. The top levels calls Domains, represent the major functions performed by hazardous materials and dangerous goods professionals at the CHMM, CHMP or CDGP level. Each domain is divided among several tasks. Within each task are lists of knowledge areas and skills necessary for carrying out the task in that domain. Each Domain heading is accompanied by a percentage label which represents the proportion of the actual CHMM, CHMP or CDGP examination devoted to that domain.

### **Testing Tips**

Here is a list of tips to help you on the day of the exam:

- Arrive at least 15 minutes prior to the appointment time,

- 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, and
- 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 [except for the CDGP examination as noted in the section – Preparing for the Exam],
- 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, and
- Food or beverages.

### **Testing Center Locations**

IHMM examinations are administered internationally through Kryterion<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.

### **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 appointment. If you reschedule in less than 72 hours of your exam appointment, you must pay a \$100 rescheduling fee.

Those who fail to appear for their examination or who arrive without proper ID and cannot be admitted, a test without giving prior notice to IHMM shall forfeit the entire examination fee. The only exceptions are a death in the family, serious illness, or military duty which must be thoroughly documented in order to waive the rescheduling fee. In such circumstances, the candidate should contact IHMM as soon as possible, and provide an explanation of the situation in writing (email is acceptable).

### **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].

## Language of the Exam

All IHMM Examinations are given in English only. The use of translators during the examination is not permitted. All program materials are provided in English only.

## 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 or suspected cheating, such as any of the following behaviors:

- 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, and
- Exhibiting behavior consistent with memorization or copying of exam items.

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

## 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 of notice. IHMM will contact all such candidates for rescheduling.

## Challenging the Exam

IHMM provides candidates with an opportunity to provide feedback on its examination content and procedures, regarding: and to challenge the following aspects of the examination if they feel that some aspect of the process adversely or unfairly affected the outcome:

- The technical accuracy of the examination,
- Fairness in the administration of the examination, and
- Accuracy of the scoring 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 IHMM management at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) within 5 calendar days after taking the examination. A candidate who has a question or a concern about the reliability, validity, and/or fairness of the test or test administration may submit a challenge in writing to IHMM management at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) no later than 5 calendar days after taking the examination. The challenge should include a full explanation and rationale for why and what specific facts support the challenge assertion. IHMM will not consider challenges about improper test administration procedures or test content which are not submitted within the 5-day deadline. IHMM management will fully review and investigate any and all facts surrounding the challenge and respond to the candidate within 30 days. If the candidate is dissatisfied with the disposition of the challenge, he or she may proceed with an appeal (see Appeals section below)

### **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 and CDGP 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.

### **Score Reports**

Candidates are notified of their examination results (pass/fail) at the testing center following submission of their exam. Successful candidates will receive their certificate within approximately 30 days. Candidates who fail will receive a diagnostic breakdown of their strong and weak areas on exam.

### **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.

### **Appealing Exam Results**

Candidates who fail the exam and were not satisfied with the results of a challenge (see above Challenges section) may appeal their results in writing within 30 days of receipt of the score report. Your appeal should be submitted to IHMM at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) and be explicit that is an appeal to a prior challenge, and should include a thorough description of the reasons or circumstances that you feel your scores are incorrect. IHMM will refer the appeal, along with all relevant information including the prior challenge and disposition of the challenge, to the relevant Examination Committee for disposition. A determination of your appeal will be communicated to you within 60 days. The determination of IHMM examination committee shall be final.

A candidate may also appeal if he or she disagrees with the decision to no re-certify a certificant at the point of recertification (every 5 years). In such instances, the certificant must submit the appeal and the reasons for it to the IHMM Executive Director within 60 days.

### **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.

## **VII. AFTER CERTIFICATION IS ACHIEVED**

When you achieve an IHMM credential, IHMM issues a wall certificate suitable for framing and a Letter of Compliance.

### **Duplicate Certificates**

Should you lose or damage your wall certificate, IHMM will replace it for a nominal fee. Visit “MyIHMM LOGIN” on the IHMM website to order. 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.

## **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.

## **Recertification**

The CHMM, CHMP, CDGP and CDGT are awarded for a period of 5 years, and the expiration date is entered on each numbered certificate. CHMM, CHMP, CDGP and CDGT certificants are required to recertify within 6 months of the credential expiration or they will be decertified. Certificants must comply with the current recertification requirements. IHMM will send reminder notices during the final year of certification.

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 appropriate Recertification Handbook.

## **Maintaining Your Credential in Good Standing – Annual Certification Maintenance Fees**

In order to maintain your certification in good standing, you are required to pay Annual Certification Maintenance Fees. The current annual fee is \$160 USD. Your first year annual fee must be paid after passing the certification examination, in order for certification to become effective. Thereafter, you will be invoiced annually for maintenance fees.

### **How to Pay Open Invoices:**

Begin by logging into your MyIHMM Account. After logging into your account, follow the steps below:

1. Locate the menu button, which is found on the left hand side on your screen, and click on it to open the menu.
2. Find the section called "Payment, Invoices & Receipts".
3. Click on the "Pay Open Invoices" link. This area keeps track of all your open invoices for Annual Fee.
4. Add your invoice to your shopping cart and proceed to checkout.
5. Verify the information is correct and continue to checkout.

6. Select your payment type and fill in the prompt.
7. Submit the form for payment.

### **Maintaining Your Mail and Email Address**

As an IHMM credential holder, you are solely responsible to keep IHMM informed of your current mail and email address. If either address changes, you must notify IHMM. Visit “MyIHMM LOGIN” on the IHMM website and update your information in your profile. You could lose your certification if annual renewal notices and other important information do not reach you.

### **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.