



IHMM Recertification Policy, effective January 1, 2009 (revised August 14, 2009)

A. 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 be an effective CHMM, you need to stay current on developments in the industry, and remain competent in the knowledge, skills and abilities you demonstrated by earning the CHMM designation. Maintaining the highest professional standards by continuing to uphold and abide by the Code of Ethics is also a requirement for recertification. To make sure this happens, IHMM requires you to be recertified every five years. CHMMs must earn a total of 200 certification maintenance points (CMPs) during a 5-year cycle to qualify for recertification.

The Recertification Program was developed to ensure that CHMMs remain competent in the field of hazardous materials management and related areas, and encourages certificants to continuously enhance their knowledge and skills. IHMM has provided several options certificants may utilize in meeting recertification requirements. The options are based on IHMM's Philosophy of Recertification.

B. 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 learning throughout their employment in order to remain current in their area of work.
4. Remaining actively involved in the field of hazardous materials and related areas is essential to remaining certified.
5. Maintaining competence occurs in multiple ways beyond formal and continuing education and includes, but is not limited to, learning gained through professional activities and contributions in the field.
6. Certificants are responsible for conducting an ongoing assessment 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.

C. CHMM 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.
2. The Executive Office of IHMM (EO) shall be the official office of record for recertification status.
 - a. Certification expiration dates shall be printed on all CHMM certificates.
 - b. Any certification that is not renewed in accordance with IHMM policies and procedures shall expire as of the expiration date indicated on the certificate.
3. Certification Maintenance Points (CMPs) shall be earned over the five-year period by engaging in qualifying activities related to the competency requirements of the CHMM examination as found in the Table of Specifications for the CHMM Examination (Blueprint):

- I. Recognize, Identify and Characterize Hazards of Materials**
- II. Assess Risks Related to Hazardous Materials**
- III. Mitigate and/or Eliminate Hazards of Materials**
- IV. Manage Impacts of Hazardous Materials on the Environment**
- V. Manage Impacts of Hazardous Materials on Human Health**
- VI. Ensure Regulatory Compliance**
- VII. General Management of Hazardous Materials and Business Skills**

The CHMM Blueprint can be found on page 21 of the CHMM Recertification Handbook and on the IHMM website at: www.ihmm.org/dspTopics.cfm.

4. Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs).
 - a. Each submission must demonstrate a total of at least 200 CMPs for the 5-year cycle.
 - b. Each submission may demonstrate up to 100 CMPs for Active Practice (employment).
 - c. Each submission must demonstrate at least 100 CMPs for Professional Development.
 - d. All CMPs claimed must have been earned during the current cycle.
5. IHMM shall publish and distribute to all CHMMs a manual which lists these requirements and the types of activities which qualify for recertification credit. (Publication may be done electronically and/or in hard copy.)
6. Evidence of a satisfactory combination of continued active practice and professional development shall be submitted to IHMM according to a schedule published by IHMM (see examples below).
 - a. The submission due date shall be based on the individual's certification date.
 - b. Meeting the submission date is the CHMM's responsibility and will be strictly enforced.
 - c. A reminder will be sent to the address that IHMM has on record (email and/or postal). It shall be the individual's responsibility to provide IHMM with updated contact information, as needed.
 - d. In the event an individual has been on Inactive Status for any period since the initial certification or last recertification date, his or her cycle shall be adjusted to allow for a waiver of the recertification requirement during the period of inactivity.

Recertification Schedule through 2007

Year certified or recertified	Earn CMPs during these years	Submit during this year
2003	2004-2008	2009
2004	2005-2009	2010
2005	2006-2010	2011
2006	2007-2011	2012
2007 (thru October)	2008-2012	2013

Recertification Schedule beginning November 2007

Year Certified or Recertified	5-year Recertification Cycle	Recertification Submission Due
Beginning November 2007	The 5-year cycle begins on the actual date of initial certification or most recent recertification.	The submission is due by the actual expiration date (5 years later) on the most recent CHMM certificate.

D. The Recertification Review Process

1. Audit Reviews
 - a. Beginning in January 2009, only a percentage of the recertification submissions will require full documentation of the CMP credit claimed on the Recertification Assessment Form. Those chosen for a full document verification review will be selected in accordance with provisions of the Recertification Review Procedures.
 - b. Those submissions that are not selected for a full documentation review will be evaluated on the basis of the Recertification Assessment Form. The form must be completed, signed, and dated, attesting to the truthfulness and accuracy of the information presented, and the CHMM must pledge continued compliance with the Code of Ethics.
 - c. Any CMP claim may be challenged during the review process. Accordingly, only those CMP claims that can be properly documented upon request should be entered on the form. For this reason it is recommended that each person maintain a personal file of such information in case the claims made are ever questioned during a recertification audit or review.

2. Each recertification submission is subject to evaluation and/or audit, in accordance with the standards, policies and procedures published by IHMM.
 - a. General
 - 1) Certificants shall submit adequate and appropriate information to enable review.
 - 2) Certificants may be contacted for clarification or additional information during the review process.
 - 3) Cooperation with the review process is required, or the submission may be rejected.
 - 4) The IHMM Executive Office (EO) shall publish a list of pre-approved content areas and activities that will count toward recertification, and maintain a process for adding activities to the list.
 - 5) The EO shall maintain records of all recertification submissions and determinations, in accordance with its records retention policies.
 - b. Review Process
 - 1) Recertification applications shall be submitted to the EO.
 - 2) CMP credits shall be granted for all acceptable claims.

- 3) If the submission demonstrates sufficient points to meet the standard, based on acceptable claims, if all fees have been paid, and if there are no reasons to withhold or delay recertification, the submission shall be approved for recertification.
 - 4) If there are insufficient points demonstrated, the certificant shall be contacted with an explanation of the deficiencies. The certificant shall have 30 days to respond.
 - 5) All final determinations on eligibility for recertification shall be made by the IHMM Certification Director.
- c. If the certificant is found unqualified for recertification, he or she shall be so notified in writing by certified mail. The notice shall include the reason for denial, the procedures for appeal, and information about retaking the certification examination.
 - d. Any attempt to exert unwarranted influence upon the review process shall be deemed a violation of the Code of Ethics.
3. IHMM may extend a certificant's credential expiration date when:
 - a. there are documented extenuating circumstances which have prevented the certificant from filing a submission on time
 - b. IHMM's processing of a submission made on time has not been completed before the credential would otherwise expire
 - c. the appeal deadline for a submission that has been denied will fall after the credential would otherwise expire
 - d. a candidate who is taking the certification examination to recertify cannot be accommodated to take the test before the credential would otherwise expire
 4. Certificants who are unable to meet the recertification requirements by submitting evidence of sufficient CMPs may elect to take the certification examination to recertify.
 - a. The individual will be charged the standard examination fees.
 - b. This option may be exercised only during the final year of the recertification cycle.
 - c. If the cycle has already ended before such arrangements are made, and if section 3.d. above does not apply, the individual shall be treated as a new applicant and must meet whatever requirements are then in effect.
 5. In the event of unusual circumstances which preclude the individual from meeting the recertification requirements in the standard manner, he or she may petition IHMM for alternative arrangements. Such cases shall be referred to the Recertification Committee on a case-by-case basis.
 6. Appeal Procedures
 - a. A negative recertification decision may be appealed by submitting an explanation to the IHMM Executive Director in writing within 60 days of the decision letter.
 - b. Upon receipt of an appeal, the Executive Director shall examine all records available to the EO which bear upon the appeal and submit copies of the appeal and all pertinent records to the appropriate IHMM Recertification Committee.
 - c. The Committee shall meet within 30 days to discuss the appeal. Such meetings may be held in person, via telephone conference, or by electronic means.
 - d. The Committee shall make a recommendation on the appeal to the Board of Directors, which shall vote upon it at its next meeting.
 - e. The Board may adopt the Committee's recommendation by majority vote. A two-thirds majority vote shall be necessary to rule in opposition to the Committee's recommendation.
 - f. The Board's decision shall be final.

E. Failure to Recertify

1. When an individual's certificate has expired or has been decertified after all extensions, grace periods and/or appeal process deadlines have passed, he or she shall be required to apply for and take the certification examination anew in order to regain the certification. He or she must meet whatever requirements are then in effect.
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.

F. 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.

Qualifying Activities for CHMM Recertification

Category I - Active Professional Practice (Employment)

A. Evidence of continued competence

IHMM recognizes that certificants apply their specialized knowledge and skills in performing their jobs on a daily basis, and that certified individuals are engaged in continuous learning on the job. In recognition of this value of employment in the field, certified individuals may qualify for up to 50% of their recertification points through Active Professional Practice.

1. The following activities qualify as Active Professional Practice:
 - a. As an employee with duties directly related to hazardous materials management, its laws, regulations, technology and related areas.
 - b. As a professional consultant whose responsibilities directly relate to hazardous materials management, its laws, regulations, technology and related areas.
 - c. As a faculty member of an accredited university or college teaching hazardous materials management, its laws, regulations, technology, and related areas.
 - d. As an instructor who provides training outside the academic setting in hazardous materials management, its laws, regulations, technology, and related areas. (Training activities which are **not** part of a certificant's employment will be credited under Professional Development.)
2. Credit Value
 - a. The maximum amount of credit that may be claimed for active practice is 20 CMPs per year (100 for the 5-year cycle).
 - b. Part-time and temporary work may be prorated as indicated:

<i>Type of Activity</i>	<i>Activity Definition</i>	<i>CMP Credit Value</i>
Full-time employment	≥ 32 hr per week	20 per year
Part-time employment	≥ 16 hr & < 32 hr per week	10 per year
Temporary or Contract work	< 16 hr per week	Case-by-case evaluation

- c. For academic employment, full-time equals teaching the equivalent of at least twelve (12) credit hours per year; part-time equals teaching the equivalent of six (6) credit hours per year.

B. Documentation Requirement

1. The dates of employment and type of activity (full-time or part-time) may be documented with a written statement on company letterhead stationery which is signed by an official authority of the business or organization. An example of a typical statement may be as follows:

<i>Business Letterhead Stationery</i>
(Date)
<i>(Employee's name) has been employed by (company name) from (date) to (date) where (he or 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>
<i>(Signature and title of a company or organization official)</i>

2. Duties and responsibilities relating to hazardous materials may be described more fully in the company letter above or with the addition of a copy of a current job description, work history or resume. A significant portion of one's job must correspond to one or more content areas of the current CHMM Blueprint.
3. When the job does not earn the full value of 100 CMPs for the 5-year cycle, enough CMP credit must be earned and documented through engagement in professional development activities so that the overall total meets the 200 CMP minimum for recertification.

Category II – Professional Development Activities

- A. A minimum of 100 points per 5-year cycle (an average of 20 per year) must be earned in Category II.
- B. All qualifying activities must pertain to one or more content areas of the CHMM blueprint.
- C. Unless otherwise indicated, there is no maximum limit to the number of points that may be claimed for any listed activity.
- D. The points apply only to the 5-year cycle in which the activities occurred.
- E. Credit values may be adjusted on a case-by-case basis, upon receipt of a request accompanied by proper documentation.

Qualifying Activities	CMP Value
<i>1. Training & Learning Activities</i>	
<p>IHMM recognizes that certificants engage in learning activities to enhance their knowledge, skills and abilities in the field of hazardous materials management and related areas. Professional development experiences are valuable learning activities and certificants may receive credit for attendance at and participation in courses and seminars with technical content related to the CHMM Blueprint. Attendance at industry-related conferences and networking opportunities are also viable ways in which certificants can enhance their skills by interacting with their peers.</p>	
Passing college-credit courses	5 per credit
Attending seminars or workshops	1 per hour
Developing a training course	5-20 per course ¹
Completing online training classes or programs (as a student)	1 per hour
Attending in-house training classes	1 per hour
Attending initial or refresher courses (e.g., DOT, OSHA HAZWOPER)	1 per hour
Attending commercial training classes	1 per hour
Attending conferences and technical sessions	1 per hour
Participating in training exercise drills	1 per hour
Preparing and delivering an original presentation	5 per lecture
Participating as a part-time instructor	3 per hour
<i>2. Technical & Resource Development Activities</i>	
Authoring or editing a reference book	75 per book
Authoring or editing a chapter for a book (10 chapter max.)	7 per chapter
Authoring an original reference source or article	10 per article
Authoring a technical manual	15 per manual
Authoring a technical procedure or method	10 each
Registering a patent	50 per patent
<i>3. Service to the Profession and the Community</i>	
<p>IHMM recognizes the importance and value of having its certificants contribute on a local, national and a global level to the advancement of the field of hazardous materials management and the public safety and good served by IHMM certificants. Therefore IHMM awards CMPs for the following activities:</p>	
Participating on an industry or govt. standards committee	10 per cmte/ yr
Participating on an industry or govt. advisory committee	10 per cmte/ yr
Participating in legislative or rule-making activity	See note 1
<p>Active engagement in public safety and health issues that involve knowledge and expertise in the field of hazardous materials management involving the certificant to utilize problem-solving and research skills, and resulting in the correction or prevention of potential and existing threats to the environment and/or the public's well-being. Examples include: community recycling programs, water sampling for a local community pond, mentoring young people in environmental stewardship. Please submit detailed descriptions of such activities to the Recertification Committee for determination of the credit to be awarded:</p>	
Participating in volunteer community service	See note 1
<p>The quality and integrity of the CHMM certification examination is due, in part, to the qualifications and commitment of individuals who write and review examination questions. Contributors are required to research, draft items stems, write answer options, consider alternative responses, defend the correct option and provide references for each item. In addition, volunteers who serve on the</p>	

Recertification Committee review the content of numerous professional development offerings to determine their suitability for recertification credit. Therefore, IHMM will award points to item writers and those who serve on the Examination and Recertification Committees:	
Submitting a potential exam item	1 per item
Reviewing/qualifying exam items (as a member of an IHMM Exam Committee)	15 per year
Reviewing content of professional development offerings (as a member of an IHMM Recertification Committee)	15 per year
4. Professional Accomplishments	
Obtaining a new state license	15 per license
Obtaining a new approved certification	15 per cert.
Other professional accomplishments	See note 1

¹ To be determined upon review and analysis of the described activity and participation time.

Qualifying Activities: Descriptions and Validation

Qualifying Activity	Description	Suggested Validation
Passing college-credit courses	Successfully completing and passing an accredited, college-level course in an area of the certification blueprint.	Original college transcript showing the completed course(s) and grade(s)
Attending seminars or workshops	Seminars and workshops are normally of short duration (one day or less) and focused on a specific topic in a content area of the certification blueprint.	Certificate of attendance
Developing training courses	This includes researching, writing and editing the content of a single training course in a content area of the certification blueprint. Claimant must be a primary contributor. Credit will vary with the length and scope of the course.	Copy of the course outline or abstract which shows the name of the contributor(s)
Completing online training courses	Successfully completing an online training course as a student in a content area of the certification blueprint.	Certificate of Completion
Attending in-house training classes	Attending and completing official training classes provided by the employer. Classes must be in a content area of the certification blueprint and be at least 1 hour in duration. (This is not meant to include initial training needed to orient an employee to his or her job.)	Copy of the training history, or other official document signed by an authorized official of the company
Attending commercial training classes	Attending official classes provided by training consultants or other professionals outside of the workplace environment. Classes must be in a content area of the certification blueprint and be at least 1 hour or more in duration.	Certificate of Attendance
Attending initial or refresher courses (DOT, OSHA HAZWOPER, etc.)	Regardless of venue, completing courses as required in regulations for initial training or annual refreshers	Certificate of Attendance
Attending conferences and technical sessions	Attending technical conferences in a content area of the certification blueprint.	Copy of the conference registration or certificate of attendance. Indicate the technical sessions attended on a copy of the schedule.

Participating in training exercise drills	Taking part in an official training drill in a content area of the certification blueprint (e.g., emergency response) that is designed to maintain the competency of the persons involved.	Certificate of participation or other document showing the participant's name and role in the drill exercise.
Preparing and delivering an original presentation	This activity must be within a content area of the certification blueprint and have a significant purpose in terms of advancing knowledge or competency of the audience.	Schedule for the event showing the presenter's name and topic of the presentation
Participating as a part-time instructor	Being a course instructor outside of one's primary job. Claims may be subject to scrutiny for repeated deliveries of the same content.	Copy of a course schedule with the instructor's name and subject matter listed
Authoring or editing a reference book	Writing or editing the content of a significant reference or resource book that is used by professionals who practice in a content area of the certification blueprint.	Copy of the book title page with name of author or editor
Authoring or editing a chapter for a book	Writing or editing a chapter of a reference or resource book that is used by professionals who practice in a content area of the certification blueprint.	Copy of the chapter title page with the name of the author or editor
Authoring an original reference source or article	Writing an article for a magazine or other reference source that is used by professionals to enhance their knowledge or competency in a content area of the certification blueprint.	Copy of the title page of the article with the name of the author
Authoring a technical manual	Writing a technical manual in an area of the certification blueprint that is equivalent in size and originality to authoring a chapter in a book.	Copy of the title page with the name of the author
Authoring a technical procedure or method	Writing a significant technical procedure or method in a content area of the certification blueprint that is original and recognized by the company or organization officials. "Tailgate-type" instructions and guidance are excluded.	Copy of the title page of the procedure or method with validation of its authorship by a company or organization official
Registering a patent or being named as honorary mention in a company-owned patent registration	Successfully registering a patent with the U.S. Government Patent Office as the primary registrant (or honorary mention). The patent must relate to a content area of the certification blueprint.	Copy of the title page of the registration showing the primary registrant (and secondary registrants or honorary mentions).
Participating on an industry or government standards committee	Participating in committee activities at the national or local level relating to the development of standards associated with content areas of the certification blueprint.	Copy of a letter acknowledging participation
Participating on an industry or government advisory committee	Participating in a technical or professional advisory capacity at the national or local level relating to content areas of the certification blueprint.	Copy of a letter acknowledging participation
Participating in legislative or rule-making activity	Participating in proposed rule-making, public comment to executive agencies, promulgation in the Federal Register, testifying before legislative bodies, etc.	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value claimed

Submitting a completed exam item	Includes preparing and submitting a fully complete Item Processing Sheet Form in an area of the certification blueprint. The item must be completely original and not appear anywhere else.	Copy of a letter from IHMM accepting the item
Reviewing/qualifying exam items or PD activities	Pertains only to those who participate on the certification examination or recertification committees.	Copy of acknowledgment letter from IHMM
Participating in volunteer community service	Participating in volunteer service that pertains to a content area of the certification blueprint and contributes to the advancement of knowledge and competency as a professional.	Description of the service provided and a copy of a letter acknowledging participation, with a fair estimate of the time spent and rationale for the CMP value claimed
Obtaining a new state license	Receiving a new state license in a content area of the certification blueprint. Pertains only to each new license acquired, not renewal of previously held license.	Copy or photo image of the license
Obtaining a new certification	Receiving a new certification in a content area of the certification blueprint. Pertains only to each new certification acquired, not renewal of previously held certification.	Copy or photo image of the certificate or letter of verification from issuing organization
Other professional accomplishments	Includes any other professional accomplishment or activities related to the certification blueprint that are not covered elsewhere in this table.	Full description of the activity with a fair estimate of the time spent and rationale for the CMP value

Activities that do not qualify as professional development because they do not contribute to continued competence

1. Being just a dues-paying member of an association, chapter, or other organization
2. Attending business meetings without professional development activities
3. Unstructured networking activities
4. Activities that do not advance one's knowledge or competency in the certification field
5. Activities that do not pertain to the scope of the certification and therefore cannot be linked to the examination blueprint (outline)
6. Activities that are not adequately validated, documented, or described
7. Repeated activities that require no new challenges, knowledge, skills, or capabilities
8. Unrelated volunteer activities, such as running a Boy Scout Troop
9. Activities that are considered "double counting" (i.e., claiming credit for the same activity in different categories). *[Examples: Training activities claimed under both employment and professional development; receiving an award or recognition when participation has been claimed elsewhere for the activity for which the award or recognition was given.]*