

The Certified Hazardous Materials Manager (CHMM)



RECERTIFICATION MANUAL

Policies and Practices

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*** CMPs are Certification Maintenance Points**

GENERAL INFORMATION

The Institute of Hazardous Materials Management's Recertification Program helps ensure that CHMMs maintain the highest professional standards and demonstrate their continuing competence. The program requires that CHMMs participate in professional development activities and submit evidence of these activities on a periodic basis. Meeting these requirements in a timely manner is mandatory to maintain the CHMM certification.

Submission Schedule

All CHMMs are required to recertify every five years.

SUBMISSION SCHEDULE

Year certified or recertified:	Earn CMPs during these years:	Submit during this year:	Recertification Effective Date:
2001	2002-2006	2007	2006
2002	2003-2007	2008	2007
2003	2004-2008	2009	2008
2004	2005-2009	2010	2009
2005	2006-2010	2011	2010
2006	2007-2011	2012	2011
2007	2008-2012	2013	2012

Total CMPs Required Per Cycle

CHMMs must earn a total of seventeen (17) CMPs during each 5-year cycle to qualify for recertification.

1 CEU = 10 hours of study = .625 CMP

16 hours of study = 1 CMP

ACTIVITIES THAT QUALIFY FOR CERTIFICATION MAINTENANCE POINTS (CMPs)

I. ACTIVE PROFESSIONAL PRACTICE

The following activities qualify for 2 CMPs per year:

- a) Full-time employment with duties directly related to hazardous materials management, its laws, regulations, technology and implementation.
- b) Employment as a full-time professional consultant whose responsibilities directly relate to hazardous materials management, its laws, regulations, technology and implementation.
- c) Employment as an academic instructor who is a full-time faculty member of an accredited university or college teaching the equivalent of at least one three-credit-hour course per year that directly relates to hazardous materials management, its laws, regulations, technology, etc.

Credit may be pro-rated for part-time practice.

Supporting documentation:

Submit letter(s) of verification from employer(s) or official job description(s) verifying dates of employment in the job described. If self-employed, a description of activities on company letterhead is acceptable. A full-time academic instructor may send a catalog of courses offered with your name and description of the specific classes taught. Other documentation such as marketing literature also may be acceptable.

II. PROFESSIONAL DEVELOPMENT/ CONTINUING EDUCATION

NOTE: In accordance with standards of the Council of Engineering and Scientific Specialty Boards (CESB), which accredits the CHMM program, a total of 6.25 CMPs must be earned over the course of each 5-year cycle. Participation in any combination of the following seven categories is considered acceptable:

• College/University Credit Courses

Completion of an accredited, college-level course relevant to hazardous materials management: one-half (0.5) CMP per course for which 3 or more semester hours were earned; one-quarter (0.25) CMP per course of 2 semester hours or less. (Courses that were part of a new degree which was awarded during the same recertification cycle and claimed under the next item cannot be counted again here.)

Supporting documentation:

Official transcripts from an accredited institution are required, showing satisfactory completion of course(s) taken.

• **Receipt of a New Baccalaureate or Graduate Degree**

Completion of a degree in a field relevant to hazardous materials management (in addition to the degree(s) held when initially certified): 4 CMPs.

Supporting documentation:

Official transcripts are required from an accredited institution, indicating the degree and date awarded.

Distance Learning: Credit for distance learning or online courses will be awarded on the basis of college credits earned or, if CEUs are issued, on the basis of 1 CEU = 10 hours of study = 0.625 CMPs.

Submit an original transcript showing course(s) and credit(s), if taken through a college or university, or a copy of a certificate of completion showing CEUs earned, or CMPs (if the course was pre-approved by IHMM).

• **Professional Development Conferences/ Courses/ Seminars**

Attendance at conferences, seminars, workshops or in-house training dealing primarily with hazardous materials management or a related topic: one-quarter (0.25) CMP per 4 hours of actual training time.

Documented attendance at the technical sessions at an ACHMM Annual Conference earns 1.25 CMPs toward the professional development requirement.

Documented attendance at ACHMM chapter meetings (or other professional association chapter meetings) that feature technical talks or educational field trips: 0.125 CMP per meeting.

Supporting documentation:

Certificates of attendance (for conferences) or of completion (for courses) are the preferred documentation. Registration receipts, canceled checks, etc. may be used if no certificates were issued. The documentation must include the name of the organization sponsoring the conference or course, the location and dates of attendance, and the number of hours of contact time.

- **Continuing Education/Refresher Courses**

Completion of a continuing education or mandatory annual refresher course on hazardous materials management or a related topic, including HAZWOPER, RCRA, Asbestos O&M, Emergency Response and other OSHA/ DOT/EPA courses: one-quarter (0.25) CMP per 4 hours of actual training time.

Supporting documentation:

Copies of certificates are required, showing satisfactory completion of course(s) taken, with dates and number of hours per course.

- **Part-Time Instructor Activity**

Teaching courses directly related to hazardous materials management, its laws, regulations, technology, etc. on a part-time basis in an academic setting: one-quarter (0.25) CMP per credit hour taught; as a continuing education or overview course trainer: one-quarter (0.25) CMP per 4 hours taught.

Supporting documentation:

Submit a catalog of courses or an announcement or schedule of training, showing your name and a description of the classes you taught.

- **Presentations, Publications and Papers**

Preparation and delivery of a paper or lecture on hazardous materials management or a related topic to a professional organization, conference, seminar or workshop, when the presentation is original and has not been presented before: one-half (0.5) CMP.

Listed author/co-author or technical reviewer of an original paper in a professional publication or chapter in a textbook or reference book on the subject of hazardous materials management or a related subject: 2 CMPs.

Listed author/co-author, or editor/co-editor of a textbook or reference book on hazardous materials management or a related subject: 6 CMPs.

Supporting documentation:

CHMMs who have published articles or books should provide photocopies of title pages that clearly indicate the source. A letter of invitation or thanks for a presentation, or a program brochure or similar item announcing the presentation at the claimed meeting, is appropriate for presentations.

• **CHMM Examination-Related Activities**

a. Potential examination questions (items) submitted: one-tenth (0.10) CMP is awarded for each question accepted by the IHMM Board of Examiners (effective January 1, 2008). Any items accepted before that date will be credited according to the terms of the letter of acceptance from IHMM.

b. Participation in IHMM-led item-writing workshop: credit is determined on a case-by-case basis.

c. Service on an IHMM Board of Examiners (BOE): 2 CMPs per year.

Supporting documentation:

Submit copies of letters from IHMM acknowledging service on the BOE, or acceptance of item(s), or participation in an item-writing workshop.

**III. PROFESSIONAL SOCIETY/
ASSOCIATION MEMBERSHIP AND
LEADERSHIP ACTIVITIES**

Active participation in any of the following qualifies for 2 CMPs per year:

- a) IHMM Board of Directors
- b) IHMM Board of Ethics
- c) IHMM Recertification Peer Reviewer
- d) ACHMM National Board of Directors
- e) Officers in an ACHMM Chapter (President, Vice President, Secretary, Treasurer) or a Chapter Committee Chairmanship
- f) National officer or committee/subcommittee chair in ACHMM or other approved organization.

Supporting documentation:

Document(s) proving claims of leadership can include letterheads (dated), newsletters (with masthead of officers), official organizational announcement(s), or letters of verification from IHMM (items a-c), chapter or national officers (items d-f).

Active membership in an approved professional society or association, with documented attendance at half or more of the scheduled chapter meetings: 1 CMP per year. Approved organizations include: ACHMM, AIChE, AIHA, ASCE, ASSE, AWMA, HPS, and NSPE. *Other organizations may qualify; check with the IHMM office.*

“Active” membership is defined as participation in activities and/or attendance at meetings. Simply paying dues to belong, even to a qualifying organization, does not confer any professional development benefits.

Note: The Institute of Hazardous Materials Management (IHMM) is not a membership organization. Therefore, no credit may be claimed for “belonging” to it.

Supporting documentation:

Documentation for active membership can include attendance records or letters from organizational officers attesting to your participation.

APPROVED PROFESSIONAL LICENSE, CERTIFICATION, OR REGISTRATION

Obtaining an approved professional license, certification, or registration after initial CHMM certification: 2 CMPs per credential.

This credit may be claimed only if the new credential was earned during the current cycle. It may not be claimed annually.

Approved credentials include: Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Professional Engineer (PE), Registered Professional Geologist (PG), Certified Health Physicist (CHP), Qualified Environmental Professional (QEP), Certified Environmental, Safety and Health Trainer (CET), Certified Professional Environmental Auditor (CPEA), and Diplomate Environmental Engineer (DEE). *Other credentials may qualify; check with the Institute office.*

Supporting documentation:

Submit a copy of the certificate or license document; the document must show dates of issuance and expiration.

IV. OTHER PROFESSIONALLY RELATED ACTIVITIES

- ***Government or Industry Standards or Advisory Committee(s)***

Service to related organizations at the national or local level: 1 CMP per year. Approved organizations include ASTM or ANSI, as well as local, regional or state advisory committees such as LEPC, SERC.

Supporting documentation:

Copies of letter(s) acknowledging participation are acceptable for representatives to government advisory committees or industry standards committees.

- ***Professional Achievement/Recognition***

A special citation or award conferred by a professional, governmental or educational organization for outstanding contributions to the field of hazardous materials management: 2 CMPs per award.

Supporting documentation:

Submit photocopies of special citations and awards, or of congratulatory letters that acknowledge such awards.

- ***A Registered Patent***

Being awarded a registered patent in the field of hazardous materials management: 2 CMPs (may be claimed only for the year of patent publication).

Supporting documentation:

CHMMs claiming CMPs for this category must provide photocopies of the title page, including date and source, as well as an abstract of the published document.

- ***Other Activities***

Other activities may be submitted. They will be evaluated on an individual basis regarding their acceptability and awarding of CMPs.

REVIEW PROCESS

Fractional Points

Fractional points should be added in computing the total, but may not be rounded upward before adding. Thus, credits of 2.75 CMPs in each of 2 sub-categories total 5.5 CMPs, not 6.

Redundant Activities

Points for a given activity may be used in only one category during the current cycle. For example, courses that are part of a new degree cannot be counted again under professional development/college courses.

Carryover Points

Points apply only to the year in which they are earned. Extra points earned in one recertification cycle may not be carried over to the next cycle.

Submission

All correspondence and documents relating to the recertification program must be sent to:

Institute of Hazardous Materials Management
Recertification Department
11900 Parklawn Drive, Suite 450
Rockville, MD 20852-2624

Fee

The recertification fee must be paid with the submission. If payment is not included, the CHMM will be billed, and results will not be released until the fee has been paid. Any other outstanding obligations (annual renewal fees) must also be paid in full before recertification will be approved.

Reviewers

Recertification submissions are reviewed by CHMM Peer Reviewers. Any attempt to influence the recertification review shall be deemed a violation of the Code of Ethics.

If the reviewer approves the application for recertification, he/she will advise the Institute, which will then issue a letter stating that the CHMM is qualified for recertification, provided that all financial obligations have been paid. When all requirements are met, a new certificate with a new expiration date will be issued.

Failure to Recertify

If a CHMM does not demonstrate continuing proficiency by recertifying within deadlines set by the Institute, his or her credential shall be revoked (i.e., the credential will be invalidated, and the certification file and related documents will be purged).

A CHMM who cannot (or chooses not to) meet the recertification requirements through submission of documentation may recertify by taking and passing the CHMM examination. Payment of the examination fee is required.

Deficient Submissions

If the recertification submission is deemed unacceptable or deficient, the reviewer shall contact the CHMM and attempt to resolve the deficiencies. If, after this contact, the reviewer still recommends that the application be denied, the application will be returned to the IHMM office for further review. If the CHMM does not respond to a reviewer's requests, or if the application remains deficient after IHMM review, the CHMM will be notified in writing that his or her certification is revoked.

Appeals

The CHMM may appeal a negative decision by submitting all pertinent information to the Executive Director of IHMM in writing. The appeal must be received within sixty days after the date on the revocation notice.

If you have questions about recertification, please contact:

**Institute of Hazardous Materials Management
Recertification Department
11900 Parklawn Drive, Suite 450
Rockville, MD 20852-2624**

Phone: 301-984-8969

FAX: 301-984-1516

e-mail: recert@ihmm.org

Visit our web site at www.ihmm.org



Institute of Hazardous Materials Management

*The CHMM Program is
Accredited by the Council of Engineering
and Scientific Specialty Boards*



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