INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT

Candidate Handbook to Hazardous Materials, Dangerous Goods and Environmental Health and Safety Certifications

THIRD EDITION: July 2020

WHO WE ARE

WHY WE EXIST

We believe there is only one Earth; our passion is to protect it.

OUR VISION

IHMM credentials and competency standards are embraced worldwide

OUR MISSION

IHMM delivers professional standards of the highest excellence for credentials and administers and promotes accredited credential programs for professionals in the hazardous materials, health, safety, and dangerous goods communities of practice.

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I. INTRODUCTION

Welcome! Thank you for your interest in pursuing a certification offered by the Institute of Hazardous Materials Management (IHMM). IHMM is headquartered in Rockville, Maryland. IHMM is a not-for-profit organization and is a leader in hazardous materials and dangerous goods accredited credentials since 1984. IHMM has been protecting the environment and the public's health, safety, and security through the creation of credentials recognizing professionals who have demonstrated a high level of knowledge, expertise, and excellence in the management of hazardous materials, dangerous goods transportation, environmental protection, health, and safety. IHMM has certified over 17,000 hazardous materials professionals who come from a range of disciplines including environmental protection, engineering, public health and safety, homeland security, and transportation.

II. ABOUT IHMM

The purpose of IHMM 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.

IHMM certifications are internationally accredited by the highest of qualifications set by the [American National Standards Institute (ANSI)](), the ISO/IEC 17024 standards.
The Certified Hazardous Materials Manager (CHMM®), Certified Hazardous Materials Practitioner (CHMP®) and, the Certified Dangerous Goods Professional (CDGP®) certification programs are accredited by the American National Standard Institute (ANSI), which meets ANSI/ISO/IEC 17024: *Conformity Assessment—General Requirements for Bodies Operating Certification of Persons.* ANSI is an independent third-party organization that evaluates certification programs and organization requirements on an annual basis.

The accreditation provides many benefits and it strengthens IHMM certifications.

- ➢ Defensible and reliable examinations
- ➢ Increased value for the IHMM credentials
- ➢ Broader global recognition
- ➢ Greater security and confidentiality for all IHMM candidates
- ➢ Wider professional acceptance and marketability
- ➢ Peer development and review with professional test development guidance

In 2019, IHMM acquired ISHM and now manages the Certified Health and Safety Manager (CSHM®), Certified Safety Management Practitioner (CSMP®), Associate Safety and Health Manager (ASHM), and others.

IHMM has achieved accreditation from the Council of Engineering and Scientific Specialty Boards (CESB) for the CHMM®, CHMP®, CSHM®, and CSMP® credentials.

III. IHMM's COMMITMENT TO IMPARTIALITY

The Institute of Hazardous Materials Management (IHMM) is committed to impartiality and objectivity in every aspect of our operation and understands the importance of carrying out its certification activities. IHMM implements its policies and procedures in a fair manner among all applicants, candidates, and certified individuals. We have intentionally structured ourselves to segregate responsibilities in our organization to facilitate this impartiality and objectivity. IHMM's processes and procedures are governed by its Bylaws, Management Systems Manual, and Code of Ethics. IHMM understands the threat to impartiality that include, but are not limited to, self-interest, activities from related bodies, and relationships of personnel, financial interests, conflict of interest, familiarity, and intimidation. IHMM adheres to principles of impartiality in all its dealings. All applications, candidates and certified persons are subject to the same consistent criteria. All policies and procedures are consistently followed and compliance with procedures is audited annually. Impartiality is a consideration across all aspects of IHMM's certification program and its personnel. We welcome any suggestions on how we can improve our implementation of certification activities.

A. IHMM' S STATEMENT OF OBJECTIVITY

All candidate applications shall be evaluated objectively without regard to age, sex, race, religion, national origin, marital status, or other basis protected by law.

B. IHMM'S STATEMENT OF NON-DISCRIMINATION

IHMM does not discriminate based on age, disability, race or color, national or ethnic origin, political affiliation or belief, religion, sex, sexual orientation, gender identity or expression, veteran status, parental status (including pregnancy), marital status, family medical or genetic information, in its employment, educational programs, activities, and certification activities. IHMM complies with all applicable federal and state laws regarding nondiscrimination, affirmative action, and anti-harassment. The responsibility for overall coordination, monitoring, and information dissemination about IHMM's program of equal opportunity, non-discrimination, and affirmative action is assigned to the Executive Director, who may be contacted through info@ihmm.org or by calling 301-984-8969.

IV. PURPOSE OF THE IHMM CANDIDATE HANDBOOK

The purpose of this Candidate Handbook is to help you achieve the IHMM credential(s). You will find step-by-step guidance on applying for certification, determining if you are eligible with education and work experience, decide to take the exam at a test center, or by online remote live proctored. There's information on special testing accommodations, exam security, scheduling your exam, taking the exam, and what to expect after certification is achieved. This publication is subject to change without notice at any time. For the most current version of this publication, please visit www.ihmm.org.

Visit 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 certification or have questions on the application process, please contact the Certification Coordinator at examinfo@ihmm.org or call 301-984-8969.

V. CERTIFICATION PROCESS

The certifications differ but the process is the same for IHMM certifications.

- ✓ Create an account/login profile on the IHMM website.
- ✓ Submission of an application and answer all questions truthfully.
- ✓ Demonstrate you meet the eligibility requirements to qualify for the exam.
- ✓ Agree to uphold and abide by the Certification Agreement, Consent Statement, Confidentiality/Nondisclosure Agreement, Code of Ethics, and IHMM Contact Information Policy.
- ✓ All applications are subject to audit by IHMM and must be approved before you can take the exam.
- ✓ Purchase and schedule your exam.
- ✓ Achievement of a passing score on the examination.
- ✓ Pay all fees.
- ✓ Maintain your certification: Certification is awarded for 5 years; therefore, IHMM credentials must recertify every 5 years 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.

A. SELECT YOUR CERTIFICATION

Based on your knowledge, job duties, education, and work experience, you can earn a certification that is appropriate for your career needs. Recognizing that professional work experience and educational backgrounds differ, IHMM administers the following certifications:

HAZARDOUS MATERIALS AND DANGEROUS GOODS CERTIFICATIONS

The Certified Hazardous Materials Manager (CHMM®) credential

A CHMM is a professional who manages hazardous materials and waste to protect public health and safety and the environment and provides proper controls for material handling, transportation, and security through applicable scientific and engineering technologies, best management practices, resource management, and regulatory compliance.

The Certified Hazardous Materials Practitioner (CHMP®) credential

A CHMP is a professional experienced in handling hazardous materials in a wide variety of specialties, such as environmental protection, emergency response, safety, transportation, security, and cleaning up contaminated sites. The CHMP professional focuses more on hands-on or work experience as a practitioner.

The Certified Dangerous Goods Professional (CDGP®) credential

A CDGP is a professional involved in the transport of goods and materials that have been

categorized as regulated materials and have special packaging, communication, and transport requirements. The CDGP is a person who is an expert in appreciating the potential hazards and the complexity of the regulations that apply to them, and who can accurately analyze the requirements for dangerous goods transport through his or her use of regulatory reference sources.

The Certified Dangerous Goods Trainer (CDGT®) credential

A CDGT certification is awarded to professionals who have demonstrated knowledge and expertise in dangerous goods regulations and instructional technology.

ENVIRONMENTAL HEALTH AND SAFETY CERTIFICATIONS

The Certified Safety and Health Manager (CSHM®) credential

A CSHM credential recognizes knowledge of occupational safety and health plus a working knowledge of business and financial principles and assesses your understanding of hazard analysis, accident investigation, safety audits, workers compensation, product safety environmental laws, labor relations and more.

The Certified Safety Management Practitioner (CSMP®) credential

A CSMP credential recognizes workplace safety and health professionals who have a less formal education but can demonstrate a mastery of workplace safety and labor laws regulations earned through training and experience.

The Associate Safety and Health Manager (ASHM®) credential

An ASHM Manager credential recognizes professionals who are recent bachelor's degree graduates with a focus in health and safety-related fields.

B. ELIGIBILITY REQUIREMENTS

Candidates must meet all eligibility requirements before being permitted to schedule and taking their exam. These include:
(1) application.
(2) transcript/diploma if applicable (Upload to the application). 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 a 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. 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. Staff reviews verifies and approves official copy of the transcript from an accredited college to ensure education requirements are met.

(3) provide employers for IHMM to verify employment and dates. IHMM does not rely on a self-declaration from the candidate as proof to determine that they are eligible. We require 3rd party verification.
(4) fee.

After the application has been reviewed and approved, the candidate will be provided instructions to schedule the exam and pay the Examination Fee.

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.
  - 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 Level degree in applied science or related field from an accredited college or university such as in hazardous materials management, environmental science, environmental management, physical or life science or environmental technology, plus 3 years of relevant experience as described above. A copy of your college transcript or diploma 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
  - Current CIT (Certified Instructional Trainer) credential from BCSP (Board of Certified Safety Professionals)
  - Be current in all IHMM credential fees

- Certified Safety and Health Manager (CSHM):
  - Baccalaureate degree (or higher) from an accredited college or university plus five years of qualified work experience,

  OR

  - ASHM designation plus two years of qualified work experience.

- o Full-time professional safety and health management experience are acceptable. Requires position duties with 50% or greater safety and health management related activities.
- o A copy of your college transcript or diploma must be submitted.

- *Certified Safety Management Practitioner (CSMP):*
  - o High School Diploma or GED plus 3 years of experience.
  - o Associate degree in Safety-Related Field from an accredited college or university plus one year of experience.
  - o Full-time professional safety and health management experience are acceptable. Requires position duties with 50% or greater safety and health management related activities.
  - o A copy of your college transcript or diploma must be submitted.

- *Associate Safety and Health Manager (ASHM):*
  - o Baccalaureate degree (or higher) from an IHMM approved or ABET approved college or university.
  - o Apply for the ASHM within six months of graduating from an approved college or university with a major in a health or safety-related discipline.
  - o A copy of your college transcript or diploma must be submitted.

C. APPLICATION INSTRUCTIONS

Special Testing Accommodations

IHMM complies with the Americans with Disabilities Act 1990 (42 USC 12101 et seq), as amended [ADA], and is interested in ensuring that no eligible individual is deprived of the opportunity to take the exam solely because 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 ADA. The reason for the accommodation must be recognized under the ADA from a qualified professional who has provided evaluation and treatment to the candidate and the candidate will be informed of any documentation requirements.

The application will take you through all the fields necessary to apply. 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 by clicking [My IHMM] and following the instructions for New Customers.
2. Within your MyIHMM account is the application. Click [Menu] on the left side to access the menu.

3. Click Apply for a Certification and choose your desired application: CHMM, CHMP, CDGP, CSHM, CSMP and ASHM.
4. Provide your profile information which includes your address, 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 a 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. 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. Provide your Work Experience: Staff reviews and verifies all listed employment and dates to ensure they meet the requirements for each credential. IHMM does not rely on a self-declaration from the candidate as proof to determine that they are eligible. IHMM requires third-party verification.
7. Provide your Professional Information.
8. Complete the Terms and Condition – Certification Agreement, Consent Statement, Confidentiality/Nondisclosure Agreement, Code of Ethics, and IHMM Contact Information Policies.
9. The final page is a Review summary which will show you if you are missing any required information.
10. Once all required fields are checked off and approved you will be able to move forward to the payment page and once payment is complete you can submit your application.
11. 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 the exam to be issued a certificate with a unique certification number issued by IHMM.

CDGT Application Process

To apply for the CDGT, the candidate will need to fill out a hard copy of the CDGT application that can be found on the IHMM website. In the application, the applicant will be asked to provide a copy of their CIT credential. Once completed, the application fee needs to be paid and the application can be sent by mail or email. The applicant must have the CDGP credential and be up to date with all credential fees. Once these requirements are met, the applicant can become a Certified Dangerous Goods Trainer. There will also be an annual fee for the CDGT. IHMM will align the CDGT credential with the CDGP credential. This may result in a first recertification cycle of less than 5 years and the application fee will be prorated accordingly.

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 at a test center or a scheduled live remote online proctored session. 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, CDGT, CSHM and CSMP programs, and in the interest of protecting the public. Also included in the CA is the applicant's 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.

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, CDGP, CSHM, and CSMP 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."

VI. AUTHORIZATION TO TEST AT TEST CENTERS

After a candidate has completed their 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^TM 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^TM test center. There are over 1,100 US and International test center locations. Available dates and times vary by testing location.

Admission to Test Centers

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, your name on the ID must match 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 the 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. If a candidate has failed the examination three times, he or she must wait one year to take the exam again. 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.

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.

VII. AUTHORIZATION TO TEST FOR REMOTE ONLINE LIVE PROCTORED EXAMS

You can take the CHMM, CHMP, CDGP, CSHM, and CSMP examinations by remote online live proctoring as a testing alternative to taking exams at a test center. Live Remote Online Proctored exams may be taken at home or work, but require a quiet, distraction-free, well-lit room with no other people, pets, electronics, or test aids. IHMM is committed to protecting the integrity of our exams. When you are confirmed to take a remote online proctored exam, you must first install Kryterion's secure browser that enforces rigorous safeguards throughout the testing process. With the use of a webcam and your computer, your exam is delivered to your computer and then is

visually and audibly monitored by a Kryterion Certified Online Proctor in a live session. All live sessions are video, and audio recorded, and daily auditing of sessions is conducted.

The application procedures are the same as taking a test in Kryterion's HOST network examination sites. Refer to the Application Instructions section of the handbook for details.

IHMM Remote Online Proctoring Examination Procedures (Candidate Onboarding)

After a Candidate has completed the IHMM certification application online and it has been approved, he or she will receive an email from Kryterion called a Transaction Confirmation Email with your transaction code confirming your *Authorization to Test*. (This is equivalent to onsite testing center use of an authorization code entered by the onsite proctor to begin the test session.) This email also includes the name of the exam, the name of the tester, date of exam, exam time, and test duration. In addition, instructions on how to prepare for a successful Remote Online Proctored exam.

IMPORTANT! Complete the required system test on the same computer and in the same location from where you will test.

1. Ensure you have **full admin rights** for your computer.
2. Please click this link to view instructions on how to ensure your computer is ready for your remote online proctored exam(s) and this should be done *at least 1 day prior* to your scheduled exam time.
3. This exam is supported by Standard English keyboards only. If you are using a non-English keyboard, please go to Microsoft's Support Website for instructions on modifying your keyboard to ensure a successful exam launch.

KRYTERION REMOTE ONLINE HARDWARE AND SOFTWARE REQUIREMENTS
PLEASE NOTE THAT VIRTUAL MACHINES ARE NOT SUPPORTED. **It is recommended that you use a personal computer and network.** Many office networks and systems have unknown security measures set in place and may not allow the Sentinel software to open or the camera feed to work. Alternative options for work systems/connections may be to use an unsecured public network or a mobile hot spot.

To ensure you can launch your exam, verify that your computer meets the hardware and software requirements below please go to Kryterion's website and follow the instructions. https://kryterion.force.com/support/s/article/Online-Testing-Requirements?language=en_US

Sentinel Secure™

The Candidate must install Kryterion's Sentinel Secure™ software to take an online proctored exam. Kryterion's Sentinel Secure™ software, which is a proprietary lockdown browser, which creates a locked-down testing environment on the Candidate's workstation to ensure the integrity and security of the testing session. It prevents the Candidate from going to another website, disallows certain key functions, and disables plug-ins and applications (such as recording devices, Skype, etc.). In addition, Sentinel Secure™ software includes biometric enrollment and authentication capabilities (see Biometrics).

CAMERA REQUIREMENTS

The candidate must have a computer with a web camera that can be moved to display the entire room, a microphone, and an internet connection. The proctor will need to see your full face clearly during your exam with the internal camera. Click here for technical requirements https://kryterion.force.com/support/s/article/What-are-the-camera-requirements?language=en_USv

IHMM requires the use of an external camera for open book exams (CDGP exam), which provides a more comprehensive view of the Candidate's environment. The proctor must be able to see all the following items at the same time, from a side-profile view. The external camera must meet the hardware requirements and positioning criteria.

External Camera Specifications

For external camera requirements, the candidate must meet the technical specifications described below:

The webcam must meet the following criteria:
- Minimum Video Resolution of 720p with a frame rate of 30 fps
- High-Speed USB 2.0 connection - Plug and Play preferred
- Cord length of 6 ft (2 m) or more
- Manual focus ring
- No auto zoom or autofocus allowed. **These features must be turned off.**
- Built-in microphone

The following are *not* acceptable as external camera alternatives:
- Digital cameras/camcorders
- Smartphones
- GoPro cameras
- Tablets
- PlayStation Eye/Camera
- Eye Toy
- Kinect

TEST AIDS

- Calculators and scratch space will be provided for the CHMM, CHMP, CDGP, CSHM, and CSMP exams on the screen and no other unauthorized aid will be allowed.
- For the CDGP examination, Candidates may bring the 4 reference books but no writing material (pens, pencils, etc.). All test aids must be on top of the desk and in the whole view for the live proctor for the entire duration of the session.

Candidate Support for system test-up

CANDIDATE IDENTITY VERIFICATION

BIOMETRICS

Kryterion's Sentinel Secure™ software includes biometric enrollment and authentication capabilities and IHMM has selected to use both biometrics authentication functionalities, keystroke analytics, and facial recognition to ensure test security. This is an additional level of authentication that can be used beyond requiring a login and password to verify the identity of the Candidate and launch the exam. The Candidate must create a biometric profile during an enrollment process after installing Sentinel Secure™ software. After the biometric profile is created, upon launching an exam, the system will verify the Candidate's biometrics before allowing the exam to proceed. Here's a link on how to create your biometric profile: https://kryterion.force.com/support/s/article/Creating-your-Biometric-Profile?language=en_US

Facial Recognition

Candidates will have their photo taken for facial recognition during the Biometric Enrollment.

Keystroke Analytics

IHMM requires keystroke analytics which is based on the flight of the fingers between keys (i.e. speed) and the duration of the fingers on the keys (i.e. rhythm) creates a unique biometric profile. During the enrollment phase, the Candidate is prompted to type in his/her name 5-8 times to create a biometric profile. When the Candidate launches into the exam, he/she will be prompted to type his/her name again and the software analyzes the typing pattern to ensure it matches the one captured during the enrollment process.

Kryterion ID Check & Room Pan Process for all IHMM online remote live proctored (OLP) exams:

- An extra splash page/step is added to the OLP launch process. This page appears after the candidate has completed the camera selection page.
- The candidate will be moved to a page titled "pan the room" and advised that a technician will be with them shortly. The candidate cannot proceed after this page until after they have worked with a Kryterion technician.
- The Kryterion technician will begin chatting with the candidate and ask them to hold their government-issued photo ID to the camera. We will compare the photo and name to the candidate's profile in Webassessor.
  - o Approved: Candidate will be able to click continue and proceed to begin the exam
  - o Denied: Candidate will be suspended and asked to contact IHMM.

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- The Kryterion technician will also ask the candidate to do a 360 pan of their testing area to confirm their testing environment.
- 360 pan of the room includes:
  - Check that it is a private and well-lit room.
  - Check to ensure the private room is free from any distracting background noise.
  - The test taker should be the only person in the room.
  - Check to ensure there is only one monitor, if two monitors are found, then the proctor/technician will advise the test taker to turn it around AND the proctor/technician will check this has been done.
  - Check on top of the desk and under the desk.
  - Inspect keyboard and other desk items.
  - The desk should be clutter-free.
  - Check for electronics, headphones, mobile devices. These items are not permitted.
  - Check that there are no reference materials or notes.
  - Ensure there are no writing instruments (pens, pencils, etc.)
  - No food or drinks allowed.
  - No bathroom breaks.

TO LAUNCH YOUR EXAM

The Candidate logs in to a personal account on the date and time of their registration to find the Launch button next to their assessment. This is equitable to onsite testing center use of an authorization code entered by the onsite proctor to begin the test session. Launch button available 10 minutes before and up to 20 minutes after scheduled exam time. This is also similar or equitable to test center check-in 15 minutes before exam scheduled start time, with the test center to be opening at least 30 minutes before any scheduled test session.

Biometric Authentication

After clicking on the "Launch" button, Sentinel will load and then verify your biometrics. The authentication is similar to the Enrollment.

- For facial recognition: You will position yourself, just as you did for Biometric enrollment, and click "Start". If the box turns red, please adjust yourself or your camera until the box turns green and goes to the next page.
- For keystroke verification: You will need to type your name at the same rhythm you set your biometric enrollment keystrokes. Once you have matched the rhythm and your keystrokes have been verified, you will move to the next screen.

Video Camera Preview and Camera Position

Once your biometrics have been authenticated, the "Video Camera Preview" page will appear. Please use the video on the screen to adjust your camera position and verify your microphone is working. IHMM requires an "external webcam", you must position your camera such that the Proctor can clearly see all required items (refer to the Camera Requirements section of the handbook for details). For the CDGP exam, please make sure they reference books are in view of

the camera before clicking "I'm Ready, begin the exam." They must also remain in view during the entire test session.

NOTE:
- If the camera position is poor, the microphone is not working, or the wrong camera was selected, you will be paused during your exam to adjust these settings.
- Driver issues with Internet Explorer and Logitech C920 cameras have caused delayed video loading video and may negatively impact your exam experience.

ENVIRONMENT REQUIREMENTS

- Live Remote Online Proctored exams may be taken at home or work, but require a quiet, distraction-free room.
- The testing room should be free from any other activity, materials, or electronic devices (e.g., phones, audio players) during the test session.
- The room is well lit, quiet, and free from distraction.
- The testing surface is clutter-free and contains only one computer, one monitor, one keyboard, and one mouse.
- Be sure that only the permitted Test Aids are in your testing room. Calculators and scratch space will be on your screen. For the CDGP exam, ONLY the four reference books are allowed. No writing materials are permitted such as pencils or pens.
- Once the Sentinel loads, the allowed test aids will be shown as icons on the right side of the screen. These icons are not interactive tools; they simply identify allowed test aids.
- Lanyards/name badges, hats, watches, bracelets, and necklaces are not permitted to be worn during testing. Please remove all items from your neck and wrists.
- Interaction with another individual during your test session is not permitted.
- You may not use dual monitors.
- If you leave the workstation during the exam, your exam will be suspended.
- You may not lean out of the camera view during your test session. The proctor must be able to see you at all times.
- Cell phones are not permitted in the testing area.
- Reading the exam aloud is prohibited.
- You will be recorded during the entire exam experience.
- There are no bathroom breaks.

IMPORTANT - Checklist:

1. Enrolled in Biometric Authentication – ensure that you have installed Sentinel and set up your Biometric Profile *at least 1 day prior* to your scheduled exam time. You can install Sentinel by logging into Webassessor portal at www.webassessor.com/IHMM.
2. Go through the Video Camera Preview and Camera Position - Plug in your USB web camera and microphone.
3. Clear your testing area, remove electronic devices, phones, and distractions.
4. Log into Webassessor with your account *at least 15 minutes prior* to your scheduled exam time.
5. Click the "My Assessments" tab

6. Then click the "Launch" button to the right of the exam name to start

The Candidate will be notified by a non-official pass/fail notice at the end of their exam. The score report is the same for online and onsite testing.

REMOTE ONLINE PROCTORED EXAMS RESCHEDULING OR CANCELLATION

IMPORTANT!

- You may cancel or reschedule an exam through your Webassessor portal with no additional fee *up to 24 hours prior* to your scheduled exam time.
- No Shows, Cancellations, and Reschedules *within 24 hours* of your scheduled exam time will incur an additional fee or the forfeiture of your exam fee altogether. Exam fees, vouchers, or coupons used to pay for the exam will not be refunded for sessions canceled without proper notice.

ABERRANT BEHAVIOR

- If there are any signs of aberrant behavior the live proctor will communicate with you via chat or audio and may freeze your screen. You may be asked to conduct a 360 pan of your testing room.
- If a Candidate does not meet IHMM's requested standards, they are escalated to a technician. If the technician confirms the Candidate is unable to meet IHMM's specifications (such as improper camera position/resolution, not removing unauthorized materials, etc.), the tester will not be allowed to continue.
- If the Candidate leaves the room without informing the proctor, your exam will be terminated.
- Any aberrant behavior is captured via screenshots, audio files, and video.

VIII. PREPARING TO TAKE THE EXAMINATION

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 a survey of what hazardous materials and dangerous goods professionals do in practice. The top levels called Domains represent the major functions performed by hazardous materials, dangerous goods and health and safety professionals at the CHMM, CHMP, CDGP, CSHM and CSMP 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, CDGP, CSHM and CSMP examination devoted to that domain.

Examination Blueprints

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 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 dangerous goods.

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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 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.

Testing Center Locations

IHMM examinations are administered internationally through Kryterion® 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®) where you may schedule your exam appointment.

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.
- There will be a secure area in which to check valuables.

IX. TAKING THE EXAMINATION

Individuals meeting eligibility requirements must pass a multiple-choice examination to qualify for certification and earn the CHMM, CHMP, CDGP, CSHM, and CSMP credentials.

- The CHMM exam consists of 140 multiple choice questions and is 3 hours in duration.
- The CHMP exam consists of 120 multiple choice questions and is 3 hours in duration.
- The CDGP exam consists of 100 open book multiple-choice questions and is 3.5 hours in duration.
- The CSHM exam consists of 150 multiple choice questions and is 3 hours in duration.
- The CSMP exam consists of 100 multiple choice questions and is 3 hours in duration.

Test Aids:

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

1. UN Recommendations on the Transport of Dangerous Goods - Model Regulation, 20th Edition
2. International Civil Aviation Organization's Technical Instructions (ICAO TI), 2017-2018 Edition
3. International Maritime Organization's Dangerous Goods Code (IMDG Code), 2016-2018, 38th Edition
4. International Air Transport Association's Dangerous Goods Regulations (IATA DGR), 59th Edition, or newer may be used in conjunction with or in place of the ICAO TI.

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

The following and aids may be brought into the examination room by the examinee for his or her personal use:

- Calculator with no user-programmable memory capacity for the CHMM, CHMP, CDGP, CSHM and CSMP (at test centers only). Calculators will be provided on the screen for online remote live proctored exams.
- This bullet point pertains to only for the CDGP open book exam. Sticky notes and flags are permitted only when they are and remain attached to the reference materials listed above.

Candidates must comply with all security rules established for testing.

Language of the Exam

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

The following items are NOT PERMITTED in the exam room:

- Books or other reference materials [except for the CDGP examination open book references 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.
- Food or beverages.

A. METHOD OF TESTING

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.

Exam Appointment Cancellation or Rescheduling

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 the exam.

Candidates can reschedule themselves online through Webassessor. 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 to waive the rescheduling fee. In such circumstances, the candidate should contact IHMM as soon as possible, and explain 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].

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

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.

B. CHALLENGING THE EXAM

IHMM provides candidates with an opportunity to provide feedback on its examination content and procedures 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.
- 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 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 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 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, CDGP, CSHM, and CSMP 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 to pass the examination. There are no exceptions.

Score Result Reports

Examination scores are reported as scaled scores. A scaled score is statistically derived from the raw score (the number of correctly answered questions). Your total scaled score determines whether you pass or fail; it is reported as a value between 0 and 1000, with 700 points required to pass. Candidates who fail will receive a diagnostic breakdown of their strong and weak areas on the 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 before the examination administration. Engaging in such misconduct may disqualify the individual from future IHMM tests and possibly from ever being certified by IHMM. The 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 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 Executive Director for disposition. A determination of your appeal will be communicated to you within 60 days. The determination of the IHMM Executive Director shall be final.

A candidate may also appeal if he or she disagrees with the decision to not 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.

X. 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. 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 completed the certification process.

Recertification

The CHMM, CHMP, CDGP, CDGT, CSHM, and CSMP are awarded for 5 years, and the expiration date is entered on each numbered certificate. CHMM, CHMP, CDGP, CDGT, CSHM, and CSMP 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 that contribute to continued competence. For further information on recertification, please visit the IHMM website at 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

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, 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:

IHMM Candidate Handbook

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

This notice outlines the policy of the Institute of Hazardous Materials Management concerning its intellectual property rights, how those rights are enforced, and the authorized uses of trademarked symbols, logos, and words by others.

1. **Registration and Ownership of Marks**
   IHMM shall pursue and maintain registration of its service marks with the U.S. Patent and Trademark Office and monitor the use of those marks.

2. **Use of the CHMM Designation**
   A. "Certified Hazardous Materials Manager" and "CHMM" are registered trademarks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official CHMM certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, revoked, or voluntarily relinquished, or converted to the Inactive or "CHMM (Emeritus)" status.

3. **Use of the CHMP Designation**
   A. "Certified Hazardous Materials Practitioner" and "CHMP" are service marks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official CHMP certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, revoked, or voluntarily relinquished, or converted to the Inactive or "CHMP (Emeritus)" status.

4. **Use of the CDGP Designation**
   A. "Certified Dangerous Goods Professional" and "CDGP" are service marks of the Institute of Hazardous Materials Management.

B. Upon receipt of the official CDGP certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, decertified, or voluntarily relinquished, or converted to the Inactive or "CDGP (Emeritus)" status.

5. **Use of the CDGT Designation**
   A. Certified Dangerous Goods Trainer" and "CDGT" are service marks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official CDGT certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, decertified, or voluntarily relinquished, or converted to the Inactive or "CDGT (Emeritus)" status.

6. **Use of the CSHM Designation**
   A. "Certified Safety and Health Manager" and "CSHM" are service marks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official CSHM certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, decertified, or voluntarily relinquished, or converted to the Inactive or "CSHM (Emeritus)" status.

7. **Use of the CSMP Designation**

   A. "Certified Safety Management Practitioner" and "CSMP" are service marks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official CSMP certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, decertified, or voluntarily relinquished, or converted to the Inactive or "CSMP (Emeritus)" status.

8. **Use of the ASHM Designation**

   A. "Associate Safety and Health Manager" and "ASHM" are service marks of the Institute of Hazardous Materials Management.

   B. Upon receipt of the official ASHM certificate, an individual is authorized to use these designations so long as the certification has not expired, been suspended, decertified, or voluntarily relinquished.

9. **Authorized and Appropriate use of Certificate, Logo, and Marks**
   A. The designations "Certified Hazardous Materials Manager," "Certified Hazardous Materials Practitioner," "Certified Dangerous Good Professional", "Certified Dangerous Goods Trainer", "Certified Safety and Health Manager", "Certified Safety Management Practitioner", and "Associate Safety and Health Manager". In addition, the following acronyms; "CHMM," "CHMP," "CDGP", "CDGT", "CSHM', "CSMP" and "ASHM" may not be used by anyone for any purpose that is untruthful, misleading, or in violation of any applicable law or governmental regulation.

B. Authorized use of "Certified Hazardous Materials Manager," "Certified Hazardous Materials Practitioner," "Certified Dangerous Good Professional" and "Certified Dangerous Good Trainer", "Certified Safety and Health Manager", "Certified Safety Management Practitioner", and "Associate Safety and Health Manager". In addition, the following acronyms: "CHMM," "CHMP," "CDGP", "CDGT", "CSHM", "CSMP", and "ASHM" as described in this section does not include the right to use the logo of the Institute of Hazardous Materials Management.

C. A person who is certified by the Institute of Hazardous Materials Management shall receive a numbered certificate appropriate to the type of certification. The certificate will also contain an expiration date conforming to the credential's recertification cycle. Certified individuals in good standing may use the credential designations as outlined in Sections 2, 3, and 4 above.

10. **Monitoring and Enforcing Appropriate Use**

A. IHMM shall take a proactive approach to the protection of its logo and marks.

B. Persons concerned with the possible use of the CHMM, CHMP, CDGP, CDGT, CSHM, CSMP, and ASHM designation without authorization (unauthorized use) are encouraged to contact IHMM.

C. If a report is received on an individual who has been reported as using the CHMM, CHMP, CDGP, CDGT, CSHM, CSMP, and ASHM designation without authorization, see Unauthorized Use and Disciplinary Review Procedures.

D. Terminology of "without authorization," "fraudulent," and "not fraudulent" as outlined in Terminology Section.

E. Since the logo and marks are the property of IHMM, IHMM reserves the right at its sole discretion to require the removal of the logo from any location or the cessation of use that IHMM determines does not comply with its guidelines.

IHMM reserves the right to take legal action and/or other corrective measures to ensure the appropriate use of the logo and marks.