



August 31, 2020

Memorandum For: IHMM Board of Directors

**From: Jim Drosdak, Jimmy Nguyen, Patricia Buley, Mikki Shea, Kaylene Cagle /
Recertification Transition Team**

Subject: Transitioning former ISHM certificants to the IHMM recertification system

To complete the integration and harmonization of the H&S certifications acquired during the ISHM acquisition, IHMM formed a Recertification Transition Team to determine the steps necessary to align the H&S certifications to the recertification policies, processes, and activity claims by applying the same methods and point scale as other IHMM credentials.

This is necessary as the former ISHM certificants had been in a system requiring the accumulation of 30 or 20 [CSHM, CSMP, respectively] certification maintenance points [CMPs] over [5] five years, while the IHMM recertification system requires the accumulation of at least 200 CMPs.

After having met to discuss the scope of steps that would be necessary to transition CSHM, CSMP, and ASHM certificants to the IHMM system of recertification scoring we have determined that the following are the necessary steps:

- 1. Create an equitable way to convert points earned under the 30-point CSHM system, and 20-point CSMP system so that those certificants are awarded an equivalent amount of points in the 200-point IHMM scoring system.**

We propose using a one-time conversion equivalent by percentage (see chart below) so that affected certificants receive a fair and equitable allocation for activities already accrued.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1		EMPLOYMENT SCORING																	
2																			
3		Year 1	Year 2	Year 3	Year 4	Year 5		TOTAL											
4																			
5	ISHM/Per Year	3	3	3	3	3		15											
6	ISHM Cumulative	3	6	9	12	15		15											
7																			
8	IHMM/Per Year	20	20	20	20	20		100											
9		20	40	60	80	100		100											
10																			
11		20%	40%	60%	80%	100%													
12																			
13		PROFESSIONAL DEVELOPMENT SCORING																	
14																		TOTAL	
15	ISHM Old System Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		15	
16																			
17	IHMM CMPs	7	13	20	27	33	40	47	53	60	67	73	80	87	93	100		100	
18																			
19				20%			40%			60%			80%			100%			
20																			

This can be accomplished by adding a scoring category for “ISHM Points Conversion One-Time” which we can add in the system.

2. Notification of CSHM and CSMP certificants that affords a year of lead time for the transition.

We can notify CSHM and CSMP certificants via system e-mail, with phone follow-ups, and via IHMM Today.

In addition to mentioning the change in process and point scale, this notice should include a reference to the One-time nature of the conversion of points already accrued, the IHMM scoring table, and the timelines for the changes.

The notice should contain an emphasis on two categories that will appear most drastically changed, but work in certificant’s favor

ISHM COC Category 4- Attendance at safety or safety management Meetings, Conferences, and Educational Programs. Changes from CEU value to a 1 CMP/Contact hour with a 5 per day 20 per conference cap.

ISHM COC Category 6- ISHM Examination or other ISHM recognized certifications. Changes to new first-time certification at a flat rate of 15 CMPs, but CSHM and CSMP certificants can still use any use courses and claim items used to recertify other certifications at their 1 CMP/contact hour claim scoring value.

3. Advice on where CSHM and CSMP (ASHM not applicable) certificants can go to earn CMPs.

Advice should be general and help CSHM, and CSMP (ASHM not applicable) certificants to avoid overlooking CMP sources. The HMS website will, of course, be a listed resource.

Make them aware that if working multiple jobs, that tasks for jobs other than those already claimed in Employment can be claimed as Professional Development, that in-house training, as well as, external courses, conferences, and other activities can be claimed.

4. Recertifications claims table / Handbook updates to be made then forward for approval from scheme committees

- a. Add "Recertify via Examination" as an option for CSHM and CSMP certifications.

5. Modification of AA to incorporate these credentials into identical processes used for the CHMM, CHMP, and CDGP.

We will need the Recertification Workflows copied from CHMM and set up for the CSHM and CSMP certifications (not needed for ASHM as only the Annual Fee portion applies for renewing that recertification).

Cloning of workflow and setup will require BOD approval for 10-12 hours work from ACGI.

6. Additional Guidance on how to earn CMPs for various activities via IHMM today.

We could use one or two claim item types per article to give examples of the types of activities that one could use towards recertification. We started that with the 8/25/2020 edition of IHMM Today.

This would be beneficial not just for the CSHM and CSMP certificants but for ALL IHMM certificants, as all IHMM certificants will be operating on the same system.