



# RECERTIFICATION CLAIMS

(APPENDIX A TO IHMM RECERTIFICATION HANDBOOK)

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## INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT RECERTIFICATION CLAIMS

The tables contained herein outline the different recertification claim types and their corresponding values in Certification Maintenance Points (CMPs) if approved.

**Unless otherwise noted, all activities claimed toward recertification as professional development must be separate from the employment claimed in the Employment section of the application. For example, if you are employed as a trainer, you may not claim providing that training as professional development.**

### **Contact Hours**

Where applicable, the term “**contact hours**” refers to actual instructional time spent in sessions, training, or on task. All breaks and meal times do not count toward contact hours.

### **Audit Documentation**

Descriptions of suggested audit documentation are informational; all determinations regarding the adequacy of material provided in meeting the general standard of **authoritative third-party documentation** are made at the final discretion of the IHMM Recertification Department.

### **College Credit**

All college courses claimed as completed or taught must be from an accredited college in the U.S. listed with the Council for Higher Education Accreditation (CHEA). Courses from institutions outside the U.S. must be submitted along with a statement of equivalency from a recognized evaluating agency (see [www.naces.org/member.htm](http://www.naces.org/member.htm) for a complete list).

### **Military Training**

Certain military training may be eligible for CMP credit regardless of whether similar or duplicate training has been requested for civilian employment (e.g. HAZWOPER training).

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<i>Training, Learning, and Instruction</i>		
Qualifying Activity	Suggested Audit Documentation	CMP Credit Value
<p><b>Attending a seminar, webinar, workshop, initial or refresher training, official training or exercise drill</b></p> <p>Training or coursework may be provided by employer or not, online or in-person, on- or off-site, but must have a specific duration (real or official projection) and be directly related to one or more content areas of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Certificate of attendance, showing date(s) and contact hours (or CEUs)</li> <li>• Registration coupled with itinerary or schedule demonstrating contact hours</li> <li>• Sign-in sheet from trainer indicating contact hours</li> <li>• Signed letter from trainer or supervisor acknowledging nature, date(s), and contact hours of training</li> </ul>	<p><i>1 CMP/contact hour</i></p> <p>1 hour minimum, meal and other breaks not included</p>
<p><b>Attending a conference and in-conference technical sessions</b></p> <p>Conferences and sessions must be in content area(s) of the Certification Examination Blueprint. <b>Pre- and post-conference sessions and workshops may be claimed separately under the above claim type.</b></p>	<ul style="list-style-type: none"> <li>• Conference registration confirmation coupled with conference schedule annotated to reflect sessions attended and contact hours</li> <li>• Certificate of attendance reflecting dates and contact hours</li> </ul>	<p><i>1 CMP/contact hour</i></p> <p>Maximum of 5 CMPs per day, up to 20 CMPs per conference.</p>
<p><b>Passing a college credit course</b></p> <p>Successfully completing and passing an accredited, college-level course in content area(s) of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Official transcript(s) showing satisfactory completion of course taken.</li> </ul>	<p><i>5 CMPs/credit</i></p>
<p><b>Teaching a college-credit course (Not Claimed as Employment)</b></p> <p>Only courses taught at an accredited college qualify for CMP credits. Must be outside the normal course of employment, and in content area(s) of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• A course catalog or other official publication reflecting the dates/semester of the course, number of credits, and instructor's name</li> <li>• A letter of appointment or appreciation from the institution.</li> </ul>	<p><i>8 CMPs/credit</i></p>
<p><b>Developing a training course (Non-Employment)</b></p> <p>This includes researching, writing and editing the content of a single training course in content area(s) of the Certification Examination Blueprint. Claimant must be a primary contributor. Course must have been actually delivered at least once.</p>	<ul style="list-style-type: none"> <li>• Copy of the course outline or abstract which shows the name(s) of the contributor(s) plus documentation of the course's delivery</li> </ul>	<p><i>3 CMPs/contact hour of developed course</i></p>
<p><b>Preparing and delivering an original presentation (Non-Employment)</b></p> <p>This activity must be within content area(s) of the Certification Examination Blueprint and have a significant purpose in terms of advancing knowledge or competency of the audience.</p>	<ul style="list-style-type: none"> <li>• Schedule for the event showing the presenter's name and topic of the presentation.</li> </ul>	<p><i>5 CMPs /presentation</i></p>
<p><b>Participating as a part-time instructor for training courses (Non-Employment)</b></p> <p>Part-time course instruction must be performed outside of one's job. Claims may be subject to scrutiny for repeated delivery of the same content, and must be in content area(s) of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Copy of a course schedule with the instructor's name and subject matter listed.</li> </ul>	<p><i>3 CMPs/contact hour</i></p>

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<i>Resource Development</i>		
Qualifying Activity	Suggested Audit Documentation	CMP Credit Value
<p><b>Authoring/co-authoring/editing a chapter for a book</b> 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 Examination Blueprint. <b>Peer review alone does not constitute editing for the purposes of this claim type, you must be a named contributor.</b></p>	<ul style="list-style-type: none"> <li>• Copy of the chapter title page with the name of the author or editor, and copyright page to verify date of publication.</li> </ul>	<i>7 CMPs/chapter (Max 70 CMPs/book)</i>
<p><b>Authoring an original reference source or article</b> 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 Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Copy of the title page of the article with the name of the author and date of publication.</li> </ul>	<i>10 CMPs/article</i>
<p><b>Authoring a technical manual</b> Writing a technical manual or source that is used by professionals <b>beyond your organization, not including clients for whom it was produced</b> to enhance their knowledge or competency in a content area of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Copy of the title page with the name of the author and date of publication/distribution.</li> </ul>	<i>15 CMPs/manual</i>
<p><b>Authoring a technical procedure or method</b> Writing a significant technical procedure or method in a content area of the Certification Examination Blueprint that is original and recognized <b>beyond your company or organization, not including clients for whom it was produced</b>. “Tailgate-type” instructions and guidance are excluded.</p>	<ul style="list-style-type: none"> <li>• Copy of the title page of the procedure or method with validation of its authorship and date.</li> </ul>	<i>10 CMPs /procedure or method</i>
<p><b>Registering a patent as the primary registrant or being named as honorary mention in a company-owned patent registration</b> The patent must be successfully registered with the US Government Patent Office and relate to a content area of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>• Copy of the title page of the registration showing the date and primary registrant (and/or secondary registrants or honorary mentions).</li> </ul>	<i>70 CMPs/patent</i>

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<i>Service to the Profession and the Community</i>		
Qualifying Activity	Suggested Audit Documentation	CMP Credit Value
<p><b>Volunteer Leadership Position</b> Serving on the IHMM Board of Directors, as Chair of an IHMM Committee, or on the Board of Directors, as an <u>officer</u>, or as a <u>standing committee Chair</u> at an acceptable organization which serves those who practice in a field relevant to the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>Evidence of the position held and date(s) (letter or other document) plus a description of the position which details the duties as they relate to practice in the field and/or content areas of the blueprint.</li> </ul>	<p><i>Up to 20 CMPs/year (prorated)</i></p>
<p><b>Participating on an IHMM, industry, or government standards or advisory committee</b> Participating at the local or national level relating to the development of standards or in a technical or professional advisory capacity associated with content areas of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>Copy of a letter from an officer of the organization acknowledging participation, including dates.</li> </ul>	<p><i>Up to 10 CMPs/year (prorated)</i></p>
<p><b>Participating in legislative or rule-making activity (Non-Employment)</b> Participating in proposed rule-making, public comment to executive agencies, promulgation in the Federal Register, testifying before legislative bodies, etc. related to one or more areas of the Certification Examination Blueprint.</p>	<ul style="list-style-type: none"> <li>Official documentation of attendance and participation</li> </ul>	<p><i>1 CMP/contact hour</i></p>
<p><b>Participating/Serving on a Job Task Analysis (JTA) Panel for an IHMM credential</b> Participating in the performance of a job analysis to revise the Certification Examination Blueprint, to include all duties and tasks involved. Job Task Analyses are performed once every 5 years, or as needed.</p>	<ul style="list-style-type: none"> <li>Copy of acknowledgement letter from IHMM.</li> </ul>	<p><i>20 CMPs/JTA</i></p>
<p><b>Participating in Volunteer Community Service</b> Participating in volunteer service that substantively pertains to a content area of the Certification Examination Blueprint and contributes to the advancement of knowledge and competency as a professional.</p>	<ul style="list-style-type: none"> <li>Letter from authoritative source providing description of activity, acknowledging participation and time spent.</li> </ul>	<p><i>1 CMP/contact hour</i></p>
<p><b>Submitting a potential exam item</b> Submission should include the preparing and submitting of a completed Item Processing Sheet with an item in an area of the Certification Examination Blueprint. The item must meet all standards for items set by IHMM.</p>	<ul style="list-style-type: none"> <li>Copy of acknowledgement letter from IHMM, Item Processing Form (including documentation of full references cited).</li> </ul>	<p><i>1 CMP/item</i> Maximum of 20 per recertification cycle</p>
<p><b>Obtaining a new certification or state license (Non-Renewal)</b> Receiving a <b>new</b> state license or professional certification in a content area of the Certification Examination Blueprint. Excludes renewal of a previously held license or certification, only claimable for the initial award of certification or license.</p>	<ul style="list-style-type: none"> <li>Copy or photo image of the license or certificate, or Letter of Compliance/Acknowledgment, as appropriate</li> </ul>	<p><i>15 CMPs/NEW license or certification</i></p>
<p><b>Other professional accomplishments</b> Includes any other professional accomplishment or activities related to the Certification Examination Blueprint that are not covered elsewhere in this table.</p>	<ul style="list-style-type: none"> <li>Full description of the activity with a fair estimate of the time spent and rationale for the CMP value.</li> </ul>	<p><i>5 CMPs/year</i> May not be claimed for the same award or from the same organization more than once per cycle.</p>

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<p><b>Designation as an IHMM Fellow</b> Award of designation as a Fellow of the Institute of Hazardous Materials Management by the IHMM Board of Directors. One-time claim.</p>	<ul style="list-style-type: none"> <li>• Copy of acknowledgement letter from IHMM.</li> </ul>	<p><i>20 CMPs</i> <i>(one-time claim)</i></p>
<p><b>Designation as an IHMM Distinguished Diplomate</b> Award of designation as a Distinguished Diplomate of the Institute of Hazardous Materials Management by the IHMM Board of Directors. One-time claim.</p>	<ul style="list-style-type: none"> <li>• Copy of acknowledgement letter from IHMM.</li> </ul>	<p><i>20 CMPs</i> <i>(one-time claim)</i></p>
<p><b>Mentoring</b> A mentor must be a current IHMM certificant and the mentoring must be specifically focused on the field of hazardous materials management or dangerous goods transportation and representative of any of the IHMM Examination Blueprints. Mentoring <u>shall be separate from any employment activity or job functions</u> such as and not limited to, department director, department manager, project manager, and other job functions where staff supervision is part of employment duties. <u>The mentor and mentee can be employed by the same organization.</u></p>	<ul style="list-style-type: none"> <li>• The certificant mentor must keep a record of interactions of any mentoring sessions. An example mentor form can be found below and it is also available from IHMM's website <a href="http://www.ihmm.org">www.ihmm.org</a>.</li> </ul>	<p><i>Up to</i> <i>10 CMPs/year</i> Must use <a href="#">IHMM Mentoring Activity Form</a> or equivalent.</p>