

# **Institute of Hazardous Materials Management STUDENT/CHMM Certification Handbook**



**9210 Corporate Blvd., Suite 470, Rockville, Maryland 20850  
[www.ihmm.org](http://www.ihmm.org)**

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## [How to Use the IHMM ST/CHMM Certification Handbook](#)

This handbook contains information on how you can apply for the Student/Certified Hazardous Materials Management (ST/CHMM)<sup>®</sup> certification—a certification designed to reflect a student’s knowledge of hazardous materials handling laws, regulations, standards, and best practices. This handbook applies to online testing candidates.

The Institute of Hazardous Materials Management (IHMM) requires that all ST/CHMM certification applicants read this entire handbook. The purpose of this handbook is to provide the applicant with important information about the policies and procedures for obtaining and maintaining the ST/CHMM certification.

The features in this handbook allow you to:

- Find information on each policy or procedure.
- Find tips and important information by reading **NOTES** throughout the handbook.
- Access the online application system and other information by clicking on links within this handbook.

### **IHMM CONTACT INFORMATION**

For general information about this IHMM® certification program, contact IHMM at [info@ihmm.org](mailto:info@ihmm.org).

Use the Online Certification system to apply: <https://ihmm.org/student-chmm/>

***ST/CHMM® Certification Handbook created in October 2019.***

IHMM, the IHMM logo, Institute of Hazardous Materials Management, ST/CHMM, Student/Certified Hazardous Materials Manager (ST/CHMM), Certified Hazardous Materials Manager [CHMM®], Certified Hazardous Materials Practitioner [CHMP®], Certified Dangerous Goods Professional [CDGP®], Certified Dangerous Goods Trainer [CDGT®], are all registered trademarks of the Institute of Hazardous Materials Management and the use and display of these marks is governed by the IHMM Intellectual Property Policy found in the Legal Notices section of the IHMM website at <https://www.ihmm.org/sites/default/files/docs/Intellectual-Property-Policy.pdf>

## **About IHMM's Certification Program**

Why pursue a professional certification? After all, you are spending four years in undergraduate studies achieving a Bachelor's degree, so why pursue professional certification as well?

There are 1.5 million Bachelor's degrees awarded by universities and colleges every year. The average student spends thousands of dollars to achieve something that 1.5 million other students also have. While undeniably valuable, you need more than a Bachelor's degree in order to clearly distinguish yourself from everyone else in a highly competitive job market.

That's where professional certification becomes so valuable to you.



**Popular Companies**

<a href="#">Kinder Morgan Inc.</a>	\$86,000
<a href="#">Lockheed Martin Corp</a>	\$73,000
<a href="#">The Boeing Company</a>	\$126,752
<a href="#">Clean Harbors, Inc</a>	\$95,477
<a href="#">Aecom Corporation</a>	\$76,000

Value can be measured by the increased income you may earn as a result of achieving an IHMM professional credential. It is also measured by the distinction you achieve by joining the elite 17,000 people who have achieved a full CHMM professional credential since 1984.

With the ST/IHMM credential, you will not just be one of 1.5 million entry-level job-seekers. You will be a step ahead and on your way to becoming one of only about 350 people who achieve the CHMM credential each year. Once

you achieve your CHMM designation, this demonstrates your dedication to yourself, your potential communities of practice, and excellence of professional conduct. The “ST/CHMM” next to your name tells prospective internship sponsors and employers that your commitment to excellence and professional conduct started in undergraduate school.

IHMM offers a comprehensive certification program for practitioners with different levels of education and experience. The certifications are developed and maintained through a rigorous process.

The certification program includes:

- Student/Certified Hazardous Materials Manager (ST/CHMM®) certification
- Certified Hazardous Materials Manager [CHMM®] certification

- Certified Hazardous Materials Practitioner [CHMP®] certification
- Certified Dangerous Goods Professional [CDGP®] certification
- Certified Dangerous Goods Trainer [CDGT®] certification
- Certified Safety and Health Manager [CSHM] certification
- Certified Safety Management Practitioner [CSMP] certification
- Associate Safety and Health Manager [ASHM] certification

IHMM understands the importance of impartiality in carrying out its certification activities, manages conflicts of interest, and ensures the objectivity of its certification activities.

IHMM's professional certifications are distinguished by their global development and application, which makes them transferable across industries and geographic borders. The strength of IHMM's certifications is that they are accredited by two standards: the American National Standards Institute [ANSI], and the Council of Engineering and Scientific Specialty Boards [CESB]. IHMM has achieved these high standards of excellence in accreditation through adherence to the highest standards of excellence in the development and deployment of our credentials and our code of ethics.

***The ST/CHMM is NOT accredited.***

The ST/CHMM Certification tests an individual's knowledge of the *Management of Hazardous Materials textbook (MHM text, 3rd edition)*, and the ST/CHMM credential blueprint.

IHMM's Student/CHMM certification program is designed to ensure that all certification holders have demonstrated their competence through fair and valid measures. Steps are taken to ensure only the most reliable testing measures are used in the assessment of candidates. ST/CHMM tests are taken online and are designed to provide the test taker with an idea of the type of examination one would have to pass under far more rigorous security standards when later in one's career and for the full, professional CHMM examination.

IHMM certifications are developed by hazardous materials professionals for hazardous materials professionals. The certification program is driven by the thousands of certification holders who volunteer to spend time constructing and refining the exam questions used by IHMM. These volunteers represent the diversity of IHMM's communities of practice, coming from many regions of the world, industry, and job and experience level.

The exam questions are monitored through industry-standard statistical procedures by a third-party vendor, also overseen by volunteers.

An ST/CHMM candidate is assessed by examining his or her knowledge using:

- **Reviewing Education and Experience** – A combination of education and/or experience in hazardous materials management is required for each certification.
- **Testing Competence** – The candidate is required to apply knowledge gained from collegiate classwork and on the individual's knowledge of the *Management of Hazardous Materials textbook (MHM text, 3rd edition)*.
- **Ongoing Development** – Maintenance of the ST/CHMM certification requires the accumulation of ongoing collegiate education and successfully completing that

education and graduating from your enrolled college or university.



### Why IHMM Exists

*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.*

## Overview of the ST/CHMM Certification

The IHMM Student ST/CHMM certification offers recognition to students who wish to demonstrate their development of knowledge and skills in hazardous materials management while pursuing their undergraduate degree. This certification denotes that the individual possesses the knowledge in the principles and terminology of *Hazardous Materials Management (HMM text, 3rd edition)*, which outlines generally recognized good practices in hazardous materials management.

As a student, you would not generally have hazardous materials management experience but are interested in hazardous materials management as a future profession after graduation. Students can benefit from this certification because it demonstrates their commitment to the communities of practice and learning while in school.

The IHMM Student ST/CHMM certification provides the opportunity for the student to apply for internships with companies affiliated with IHMM, as well as apply to a mentoring program that matches the student with a fully certified CHMM professional.

The IHMM Student ST/CHMM certification, therefore, allows the student to set himself or herself

apart as the student pursues an undergraduate education, to become exposed to the type of knowledge a fully-certified CHMM professional must have to become successful in the job market, as well as gain practical experience in internships and mentoring while still in school.

This knowledge can be applied to on-the-job experiences that help develop growing levels of competence in the practice of hazardous materials management. Individuals who carry the ST/CHMM designation after their name will enjoy a high level of credibility from CHMM certification holders, employers, and peers.

## How Your School Became a Part of the IHMM ST/CHMM Student Certification Program

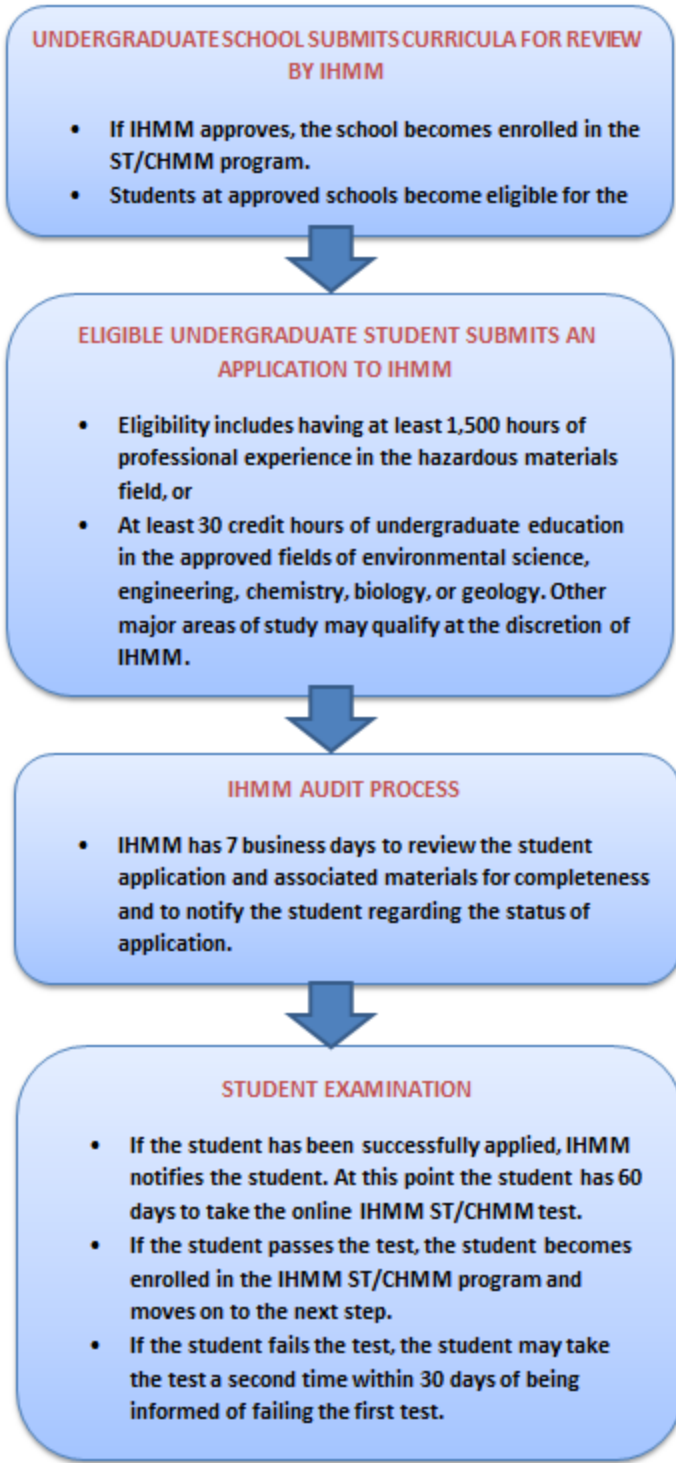
Your undergraduate school submits curricula to IHMM for review and approval to become a part of the IHMM ST/CHMM student certification program. These curricula are general.

Once IHMM establishes that your school has a fully-accredited, applicable curriculum that would prepare a student to qualify for testing and certification for the CHMM certification, then IHMM enrolls the school and they work together to communicate with students about the IHMM ST/CHMM program.

- Already approved schools may be found here > <https://ihmm.org/student-chmm-approved-schools/>
- Schools that may wish to register for the program do so here > <https://ihmm.org/register-a-school-for-the-student-chmm-program/>

***Welcome and best of luck in your undergraduate education as well as in IHMM's testing, internship, and mentoring programs as you work toward graduation and rewarding career as a hazardous materials management professional.***

## Overview of the IHMM ST/CHMM Certification





## ST/CHMM Eligibility Requirements

To be eligible for the ST/CHMM certification, you must meet certain educational or professional experience requirements. At a minimum, you need to be enrolled in an approved undergraduate school and must meet one of the following eligibility requirements.

### OPTION 1

Educational Background		Educational Experience
Be enrolled in an IHMM-approved undergraduate school.	<b>AND</b>	Have achieved a minimum of 30 credit hours of associated undergraduate school education.

-Or-

### OPTION 2

Educational Background		Professional Experience
Be enrolled in an IHMM-approved undergraduate school.	<b>AND</b>	Have achieved a minimum of 1,500 hours of associated work experience

## How to Complete the Online Application

IHMM requires you to use the [online certification system](#) to apply for the ST/CHMM certification.

**Before you begin**, make sure that you meet the certification eligibility requirements and can record the necessary information on the application.

Please ensure that the application includes your valid, unique email address as this will be the primary mode of communication from IHMM throughout the certification process.

**Although IHMM will email you reminders during the process, you have the responsibility to schedule and sit for your examination within the sixty [60] day eligibility period** (See the Exam Eligibility section of this handbook for more details).

## ST/CHMM Certification Application and Payment

**NOTE:** Electronic communications from IHMM may inadvertently be blocked or forwarded to bulk mail folders by some spam filters. Please add [examinfo@ihmm.org](mailto:examinfo@ihmm.org) to the personal address book in your email program to help ensure that you don't miss important updates from IHMM.

**Before you submit the application,** you will be required to read and agree to the IHMM Code of Ethics and the Certification Application Agreement, which can be found in this handbook and on IHMM.org.

**NOTE:** Incomplete applications will not be processed.

You can also use the online certification system to:

- View your submitted application and make your registration payment
- View your examination eligibility status
- Download IHMM audit forms
- Download your exam reports with pass/fail status
- Apply and submit payment to take or retake any IHMM examination and/or evaluation
- Submit payment for certification renewal each year
- Download receipts
- Access your certification record and update your contact information
- View your listing on the Certification Registry

## How to Record Your Experience or Education on the Application

Use the experience verification section of the online application to record your undergraduate education (Option 1) or use the employment section of the online application to record your employment history (Option 2).

### OPTION 1: UNDERGRADUATE EDUCATION

If you choose to record 30 credit hours of specific instruction that addresses learning objectives [associated education] in the areas of environmental science, environmental engineering, geology, chemistry, or biology, you must record all credited education hours regardless of when they were accrued. IHMM will only accept evidence of course work that has been completed through the transcripts from the college or university. "Associated education" means education associated with the core hazardous materials principles of the credential. Environmental engineering would be "associated education," while Modern 21<sup>st</sup> Century Cinema would not.

The course hours must include content on environmental science, environmental engineering,

geology, biology or chemistry. These are the fields where, after graduation, the ST/CHMM credential could give you an advantage with employment. Work in these fields will give you the experience necessary to pursue the full, professional CHMM credential.

## OPTION 2: EMPLOYMENT EXPERIENCE

If you choose to report 1,500 hours of professional experience associated with the ST/CHMM blueprint, record your work experience. Record job titles, employers and work responsibilities individually. “Associated work experience” means work experience associated with the core hazardous materials principles of the ST/CHMM credential. Having work experience with environmental remediation, for example, would qualify as associated work experience while working in high school at Burger King would not.

## Application Processing

IHMM processes applications in a timely manner. Applications that are submitted online will be processed within seven [7] business days.

## IHMM Certification Fees

The fees for becoming an ST/CHMM are simple and straightforward. Each student is required to pay a \$10.00 USD registration fee. If the student is successful registering and passing the online exam to achieve the ST/CHMM status, the student will then be invoiced \$10.00 USD annually on the anniversary date of having achieved the ST/CHMM status to maintain the credential.

## How to Submit Payment

Once your online application has been processed and determined to be complete with your payment, IHMM will send electronic confirmation by email.

This requires you to go back into the [online certification system](#) to complete the following steps:

1. Select your examination date.
2. Examinations are only available in English.
3. Examinations are only available online.
4. The only acceptable form of payment is by credit card.

## IHMM Refund Policy

The \$10 registration fee is non-refundable.

## ST/CHMM Audit Process

The submission of an application indicates your agreement to comply with the terms of the audit process. All applications are subject to an audit, although only a percentage of applications are randomly selected for audit.

If your application is selected for an audit, you will be notified by email. The electronic audit notification provides detailed information on how to comply with the terms of the audit.

During an audit, you will be asked to submit supporting documentation such as:

- Copy of your diploma/global equivalent, if applicable
- Signatures from your supervisor(s) or manager(s) from the positions(s) recorded on the employment part of the application, if applicable.
- Copies of undergraduate school course registration and completion records verifying that the student has completed at least 30 credit hours of valid study.

You must submit the requested documentation within 90 days. If you are able to provide the necessary and complete documentation to meet the terms and requirements of the audit process, the audit should take about five to seven business days to complete.

You may send your completed audit forms by email to [examinfo@ihmm.org](mailto:examinfo@ihmm.org). Sending audit documents separately will cause delays in the audit-review process.

You may not continue with the certification process until you have complied with the audit requirements.

Once you successfully complete the audit, your one-year examination eligibility period starts.

Incomplete submissions will not be processed and will result in failure of the audit. If you choose to not comply with the audit, it will result in an audit failure. Not complying with an IHMM audit results in a permanent ban from pursuing a professional credential with IHMM. Get your career off on the right start by complying with the IHMM Code of Ethics by being truthful.

**NOTE:** Please be advised that while the selection process for an audit is primarily random. IHMM reserves the right to select any candidate to be audited at any time, including after the certification has been bestowed. If you fail to meet the audit requirements after attaining the certification, you are not entitled to a refund.

## ST/CHMM Recertification

Passing the ST/CHMM examination certifies you for a period of three years. Before the end of your three-year certification cycle, **if you are eligible**, you may apply for another IHMM credential.

You may learn more about the next step in your professional credential career by reviewing the eligibility standards for other IHMM credentials here:

<https://ihmm.org/credentials/>

## ST/CHMM Examination Information

The ST/CHMM examination is comprised of 75 multiple-choice and true/false questions. The questions on the exam are drawn from the Managing Hazardous Materials, 3rd edition, IHMM book, as well as from the ST/CHMM blueprint. Careful preparation and study are strongly encouraged. The passing score is 70.

You are not eligible to take the exam until properly registered and have paid your IHMM registration fee.

Online testing is the standard method of administration for the ST/CHMM examination. The allotted time to complete the ST/CHMM examination is ninety minutes [90].

## ST/CHMM Blueprint

The ST/CHMM examination is a testing instrument designed to evaluate a student's minimal competency in the field of hazardous materials study. This Specification Blueprint is intended to offer guidance to student candidates by outlining the domains and tasks that will be covered on the examination. The Blueprint below describes the subject matter covered by the online examination each student must pass.

### **Planning for Materials and Hazards** **15%**

- Identify hazardous materials by name
- Identify examples of effective recycling
- Identify the characteristics of the permit application and permit review.
- Determine the threshold quantity of a regulated substance in a process required to comply with EPA's risk management program regulation.

### **Recordkeeping and Reporting** **15%**

- Given a scenario about a spill of hazardous material, identify the reporting requirements (timeframe, threshold reporting quantities, who receives the reports).
- Given a scenario, identify the record-keeping requirements for the relevant regulatory

program (RCRA, EPCRA, TSCA, UST, CWA, CAA, CERCLA, HMTA, and SARA).

- Define RCRA, EPCRA, TSCA, UST, CWA, CAA, CERCLA, and regulatory authorities.

**Response and Recovery** **15%**

- Identify the conditions that require the incident to be reported to the National Response Center.
- Identify the steps to develop a recovery or incident action plan.

**Remediation** **15%**

- Given a release scenario, determine the appropriate remedial objectives.

**Facility Operations Involving Materials with Hazards** **15%**

- Given a hazardous material, determine health, safety, and security requirements.
- Identify an SDS
- Identify a PPE

**Shipping and Transporting Hazardous Waste and Hazardous Materials** **25%**

- Given a scenario about shipping domestically or internationally, determine how hazardous materials should be marked.
- Identify various hazardous materials markings.
- Given a shipment scenario, identify the required placarding.
- Identify various hazardous materials placards.

## **ST/CHMM Examination Policies and Procedures**

### **Legal Restrictions on Taking the Examination**

IHMM products and services, including examination administration, may not be exported, re-exported or otherwise furnished to countries subject to comprehensive U.S. sanctions unless there is U.S. government authorization, or to a person or entity on certain lists of designated parties maintained by the United States government, including the U.S. Treasury Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals and Blocked Persons (SDN List), among others.

For that reason, you will be required as part of your application to take the examination to certify that you are not on any list of designated parties maintained by the US government, that you are not in any way affiliated with the governments of countries subject to comprehensive US sanctions, currently, Iran, Sudan, Syria and Cuba, and that you are not ordinarily or permanently resident in countries subject to comprehensive US sanctions, unless the US government has authorized the provision of such examinations to persons ordinarily or permanently resident in those countries. As of June 2014, the US government has given authorization for individuals ordinarily resident in Iran and Sudan to take professional certification examinations.

Export control and sanctions laws may change from time to time, and IHMM reserves the right to implement any changes or additions to these restrictions as appropriate.

## Examination Eligibility

Once an application has been approved, the one-year eligibility period begins. After payment of the certification fee has been received, IHMM will send you an email notification with:

- IHMM eligibility ID and exam scheduling instructions.

**NOTE:** If your application was selected for audit, your eligibility period begins the day you successfully complete the audit.

The exam eligibility period (the period of time during which you are able to test) is sixty [60] days. You may take the examination up to two additional times if you fail the first examination within one year.

The ST/CHMM examination is delivered by IHMM's testing partners. The examination scheduling instructions for the online test are contained within this handbook and in your eligibility letter will provide you with details.

IHMM recommends that you schedule the examination as soon as can within your initial 60-day examination period.

## Rescheduling/Cancellation Policy for online exams

Please read the following policy carefully.

- If you cancel or reschedule your online examination 48 hours or more before your scheduled appointment, you may do so without penalty.
- If you cancel or reschedule your online examination less than 48 hours before your scheduled appointment, then rescheduling will result in a \$25 rescheduling fee.

## IHMM Examination Security and Confidentiality

The examination, answer sheets, worksheets and/or any other test or test-related materials remain the sole and exclusive property of IHMM. These materials are confidential and are not available for review by any person or agency for any reason.

Examination (pass/fail) results are confidential and will not be disclosed to anyone without candidate consent unless directed by valid and lawful subpoena or court order. If you would like your examination results to be released to a third party, you must provide IHMM with a written request that specifically identifies the types of details (e.g., examination date, pass/fail status, etc.) about the examination results that the third-party person or organization should receive.

When you submit an application, you agree to abide by the IHMM Certification

Application/Renewal Agreement (found in this handbook). Among other things, this document addresses post-examination questions and discussions. It states...**Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of IHMM examination questions and answers, to any individual.**

Any such discussion would be a potential violation of the Certification Application Agreement and thus, could affect the status of your certification, up to and including revocation of your certification or permanent suspension from any IHMM certification examinations.

## Examination Report

Upon completion of the examination, you will see the overall test results.

## Establishing the Passing Score

IHMM uses subject matter experts—project professionals from around the world and many different disciplines—to determine how many questions you must answer correctly to pass the exam. Each scored question on the exam is worth one point and your final score is calculated by totaling the points you have earned on the exam. The number of questions you answer correctly places you within one of the performance rating categories you see on this report.

The ST/CHMM examination is not the same type of examination one would take to achieve full CHMM certification. The full CHMM examination is based on strictly constructed psychometric principles and is delivered primarily through testing centers under agreement with IHMM by Kryterion. The full CHMM certification examination is conducted under the strictest security to ensure the sanctity of the exam and the certainty of fairness and impartiality.

The ST/CHMM examination is only to gauge the student's familiarity with general areas of focus of the student's current record of study and familiarity with hazardous materials management principles and issues.

## Re-examination

You are granted a one-year eligibility period in which to pass the examination. During the eligibility period, you may take the examination up to three times. Gauge your time carefully to leave enough time during the eligibility period to retake the examination if needed. Your first exam is included in your initial registration fee. If you need to take the exam a second or third time, there are additional re-examination fees required.

Re-examination fees apply to the second and third attempts to pass the examination.

Exam Administration Type	US Dollars
1st Re-examination	\$25
2nd Re-examination	\$50

If you fail the examination three times within your one-year eligibility period, you must wait one year from the date of your last examination to reapply for the certification.



Re-examination fees apply to the second and third attempts to pass the examination during each eligibility period. If your eligibility period expires and you have not yet passed the examination, you must reapply for the certification.

## ST/CHMM Certification Complaints Process

All complaints regarding the certification process are governed by the Certifications Complaints Process. Examples of a complaint include but are not limited to:

- Dissatisfaction with a certification process
- Dissatisfaction with the exam content
- Dissatisfaction with the exam administration

All certification-related complaints must be reported within 30 days of the event/incident cited, made in writing, and sent to IHMM:

- Via email at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) or
- Via postal mail at 9210 Corporate Blvd., Suite 470, Rockville, MD 20850

All complaints should include evidence supporting the reason for the complaint and the nature of the request, including all reasons why the action or decision should be changed. A complaint must include:

- Name and e-mail address of the complainant;
- Name against whom the complaint is made, if applicable;
- Reference to the IHMM certification policy and/or procedure that was allegedly violated;
- A description of how the policy and/or procedure was allegedly violated; and
- Any applicable evidence that supports the complaint.

We will acknowledge, in writing, your complaint within 3 days of receipt. If a complaint is missing any necessary information, you will be informed and allowed an additional 30 days to supply the missing information. If the required information is not submitted within that time, the request will be closed.

The review and validation of the complaint will occur in a constructive, impartial and timely manner. You will be notified of the outcome within 3 business days of the decision being made. A record of the complaint, including any subsequent action(s) taken, and the decision made will be maintained by IHMM. All information pertaining to the complaint will remain confidential.

You have the right to escalate your complaint within 10 calendar days of the notification of the decision rendered. The escalation request should be submitted in writing and can be sent via email or mail to one of the addresses listed above.

A decision around the escalation will be communicated to you within 10 days of IHMM's receipt of the escalation request unless circumstances warrant a delay. If a delay is expected, you will be notified.

## Certification Appeals Procedure

All challenges to IHMM's ST/CHMM Certification Program are governed by the IHMM Certification Appeals Procedure. This appeal process is the only method to review decisions made by IHMM regarding the desired certification status. Examples of an appeal include but are not limited to:

- Rejection of a certification application
- Dispute over a failed audit
- Failure to meet the Code of Ethics requirements resulting in a certification being revoked

All certification-related appeals must be reported within 30 days of the event/incident cited, made in writing, and sent to IHMM Certification Appeals:

- Via email at [examinfo@ihmm.org](mailto:examinfo@ihmm.org) or
- Via postal mail at 9210 Corporate Blvd, Suite 470, Rockville, MD 20850

To request an appeal you must submit a request and include evidence supporting the reason for the appeal and the nature of the request, including all reasons why the action or decision should be changed. An appeal must include:

- Name and e-mail address of the appellant;
- A description of why the appeal should be granted; and
- Any applicable evidence that supports the appeal.

We will acknowledge, in writing, your complaint within 3 days of receipt.

The review and validation of the complaint will occur in a constructive, impartial and timely manner. You will be notified of the appeal decision within 30 days of IHMM's receipt of the appeal unless circumstances warrant a delay. If a delay is expected, you will be notified. A record of the complaint, including any subsequent action(s) taken, and the decision made will be maintained by IHMM. All information pertaining to the complaint will remain confidential.

## Use of Your ST/CHMM Certification

Once you pass the examination, you are granted the ST/CHMM certification. You may refer to yourself as an ST/CHMM certification holder as long as you have an active certification status. You are authorized to use the ST/CHMM designation in block letters after your name on business cards, personal letterhead, résumés, and websites and in your email signature.

Please note that as part of the application process, you agreed to adhere to the IHMM ST/CHMM Code of Ethics and the Certification Application Agreement. This means that you will only use the ST/CHMM designation in the manner stated above and that you will not use the ST/CHMM designation in company names, domain names, product names or any other unauthorized manner.

## Certificate Package

Within six to eight weeks of passing your exam, you will receive a certification package that includes:

- Congratulatory letter
- Certificate

Both of these documents list your:

- Certification number—a unique identification number used by IHMM to maintain your individual certification record
- Your certification cycle dates for annual maintenance.

You will want to file this information in a safe and easily accessible location. You will need to refer to it in order to provide proof of your certification.

Until you receive your certificate package, you may use your exam report (available online through the certification system) to validate your certification status.

## Online Certification Registry

The online [Certification Registry](#) automatically lists the names of all certification holders. This feature allows verification of certification holders for the benefit of employers, service purchasers, and others. Users can search for certification holders by first name, last name or country.

Certification holders can choose to be removed from the registry, so the absence of your name in the registry does not necessarily mean that you are not certified. You can opt-out of inclusion in the registry or update your demographic information by visiting [IHMM.org](#).

## IHMM ST/CHMM Code of Ethics

*The IHMM Code of Ethics sets forth the ethical principles to be observed by Student Certified Hazardous Materials Managers. ST/CHMMs shall, in their professional activities, sustain and advance the integrity and honor of the practice of hazardous materials management by adherence to this Code of Ethics. ST/CHMMs who violate any provision of the Code of Ethics will be subject to disciplinary action by a peer review panel, which may result in suspension or revocation of the credential.*

The IHMM Code of Ethics sets forth the ethical principles to be observed by IHMM Certificants. IHMM Certificants shall, in their professional activities, sustain and advance the integrity and

honor of the practice of hazardous materials management / health and safety by adherence to this Code of Ethics. IHMM Certificants who violate any provision of the Code of Ethics will be subject to disciplinary action by a peer review panel, which may result in suspension or revocation of the credential.

1. An IHMM Certificant shall practice in a manner consistent with all applicable laws and regulations; shall demonstrate integrity, honesty, and fairness in all activities; and shall strive for excellence in all matters of ethical conduct. The designations held by the certificant may not be used by anyone for any purpose that is untruthful, misleading, or in violation of any law or government regulation. An IHMM Certificant must approach other individuals with the requisite professional balance of knowledge, skill, experience, and professionalism in the conduct of all professional activities, and in a manner free of bias with regard to religion, ethnicity, gender, age, national origin, or disability.
2. An IHMM Certificant's primary responsibility is to protect the public and the environment. All actions taken on behalf of a client or employer must be consistent with this primary responsibility. The interests of individual clients and employers must be secondary to protecting public health and safety, national security, and the environment.
3. An IHMM Certificant shall act with integrity in any relationship that involves an employer or client. An IHMM Certificant has an obligation to disclose fully to an affected employer or client any conflicts of interest resulting from business affiliations or personal interests, and to maintain the security and confidentiality of an employer's or client's confidential information.
4. An IHMM Certificant shall represent his or her qualifications honestly, and shall function only within his or her area and level of competence. An IHMM Certificant is expected to judge objectively his or her own level of competence, and to function within that level of personal confidence and professional expertise. When An IHMM Certificant is expected by a client or employer to function outside of his or her area or level of competence, the IHMM Certificant must seek appropriate expertise, or suggest that the client or employer find a qualified person.
5. An IHMM Certificant shall behave with professional decorum and restraint, and shall not exhibit conduct that brings discredit on IHMM's Certification Programs. The IHMM Certificant is a professional and must conduct themselves accordingly.
6. An IHMM Certificant shall comply with and uphold all policies, procedures, guidelines, and requirements of IHMM; shall use their designations only as authorized by IHMM; shall acknowledge that the certificate and marks are the property of IHMM; and shall return the certificate and discontinue use of the designation and marks when required to do so by IHMM.

An IHMM Certificant shall accept responsibility for maintaining the credential through recertification, shall remain current in the field, and shall continuously uphold the Code of Ethics.

The IHMM Certificant acknowledges that IHMM's Certification designations and acronyms are registered trademarks of the Institute of Hazardous Materials Management, and that he or she is authorized to use these designations only so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to the Inactive or Emeritus status. The IHMM Certificant acknowledges that authorized use of Certification designations and acronyms as described in this section does not include the right to use the logo of the Institute of Hazardous Materials Management without express written permission from IHMM. An IHMM Certificant shall voluntarily and immediately report any felony convictions or other legal or

disciplinary dispositions that would constitute violations of this Code of Ethics that have not already been disclosed to IHMM, regardless of when they occur. I understand that violating the Code of Ethics could lead to suspension or revocation of my IHMM certification. I also understand that if my certification lapses or is revoked for any reason, I will no longer be authorized to use the IHMM designation.

*PRINTED NAME*

*SIGNATURE*

*DATE*

## **IHMM ST/CHMM Certification Application Agreement**

### **Consent Statement**

I certify that all information contained in my application to the Institute of Hazardous Materials Management (IHMM) is true and accurate to the best of my knowledge. Further, I agree to notify IHMM promptly of any change in name, address, or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization. I hereby authorize IHMM and its officers, directors, employees, and agents (“the above-designated parties”) to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for certification.

I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand IHMM's instructions and policies related to the application and examination process, and I agree to abide by their terms. If any statement made on my application or hereafter supplied to IHMM is false or inaccurate, or if I violate any other rules or regulations of IHMM, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification, or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted). I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of IHMM with regard to this application, the IHMM examination(s) I take, and/or my certification, except claims based upon gross negligence or lack of good faith by IHMM.

Should my application be accepted and I am allowed to sit for an IHMM examination, I understand that IHMM and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification or install Sentinel Secure™ Software and Biometrics for remote online live proctored exams, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site or remote online live proctored exam session as scheduled, I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site and/or remote online live proctored exam sessions are required are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site and/or remote online live proctored exams are required, including reference materials, notes, photographic or communication devices, or calculators with user-programmable memory capacity.

**Confidentiality/Nondisclosure Agreement.** I understand that the content of all IHMM certification examinations is copyrighted and is the property of IHMM. Exam materials will be provided to me for the sole purpose of testing my knowledge and skills in the discipline for which I seek certification, and I am prohibited from using or possessing IHMM examination content for any other purpose or at any other time.

I agree not to disclose, publish, copy, reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose, without express prior written authorization from IHMM. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of IHMM exam content or materials in any form is prohibited and may subject me to civil liability and/or criminal prosecution.

**Validity Assurance and Score Cancellation.** IHMM reserves the rights to cancel any examination score if, in IHMM's professional judgment, there is any reason to question the score's validity. Candidate 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 during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to IHMM examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future IHMM tests and from ever being certified by IHMM. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Should I be granted an IHMM certification, I agree that IHMM may release my name and the fact that I have been granted certification. I agree further that IHMM may include my name and contact information in a listing of certified individuals available to the public in print and/or electronic format.

I understand and agree that it will be my responsibility to maintain my status by complying with all IHMM certification and recertification standards and procedures.

*PRINTED NAME*

*SIGNATURE*

*DATE*