



**International Association of Safety, Health & Environmental Professionals
(IASHEP)**

Credential Recertification Handbook



The International Association of Safety, Health & Environmental Professionals (IASHEP) recertification handbook contains information about the International Association of Safety, Health & Environmental Professionals (IASHEP) recertification process which is administered by the International Association of Safety, Health & Environmental Professionals (IASHEP). As a member of IASHEP, it is essential that you read and follow the recertification process and the International Association of Safety, Health & Environmental Professionals (IASHEP) Code of Conduct.

It is important to remember that your IASHEP Professional Certifications have an expiration date and they expire after three years from the date of original issue and must be recertified after three years from the date that you first obtained them.

All correspondence and requests for information concerning International Association of Safety, Health & Environmental Professionals (IASHEP) certification program should be directed to:

Director
International Association of Safety, Health & Environmental Professionals
P.O. Box 1608
Maricopa, Arizona 85138

Email: johnpodojil@iashep.org

Please note: IASHEP does not discriminate on the basis of age, sex, race, handicap, marital status, religion, or national origin.

This handbook contains all the policies and procedures related to recertifying your Continuing Maintenance Points (CMP). It is your responsibility to be aware of these guidelines and to meet all required deadlines. This version of the Continuing Maintenance Points (CMP) Recertification Handbook was released on January 1, 2016 and revised on January 1, 2019

International Association of Safety Health and Environmental Professionals

Professional Code of Professional Conduct

The Code of Professional Conduct ("Code, Ethics and Standards") are the ethical benchmark for the International Association of Safety, Health and Environmental Professionals (IASHEP) around the globe, regardless of job title, cultural differences, or local laws. As an IASHEP member, you are required to follow the Code of Conduct, Ethics and Standards. A code of professional conduct is a necessary component to any profession to maintain ethics and standards for the individuals within that profession to adhere. It brings about accountability, responsibility and trust to the individuals that the profession serves.

The IASHEP Board of Directors adopted this Code of Conduct / Ethics and Standards and established the highest principles and standards for the organization. These Principles are general statements expressing the ethical and professional members' ideals. Members of IASHEP are expected to display these ideals in their professional activities.

The Code of Conduct, Ethics and Standards maintains that you must:

Principle 1 – Integrity: Provide professional services with integrity. Integrity demands honesty and candor which must not be subordinated to personal gain or advantage. IASHEP Members and Applicants are placed in positions of trust by employers, employees, and the clients that they serve. The ultimate source of that trust is the IASHEP member's personal integrity. Allowance can be made for innocent error and legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles.

IASHEP Members and Applicants shall exhibit loyalty in all matters pertaining to the affairs of their organizations or to whomever they may be rendering a service. However, IASHEP Members and Applicants shall not intentionally and knowingly be a party to any illegal or improper activity related to safety, health and environmental laws or otherwise indicating a lack of personal integrity.

Principle 2- Competence: IASHEP Members and Applicants must maintain the knowledge and skill necessary to provide professional services competently. Competence means attaining and maintaining an adequate level of knowledge and skill, and application of that knowledge and skill in providing services to employers, employees, clients and the public. Competence also includes the wisdom to recognize the limitations of that knowledge and when consultation with other professionals is appropriate or referral to other professionals is necessary, IASHEP members must make a continuing commitment to adhere to continuing their learning and professional improvement.

Principle 3- Responsibility: Responsibility is our duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result. We make decisions and take actions based on the best interests of society, employers, clients, their employees and the environment that we are pledging to protect.

IASHEP Members and Applicants shall comply with all laws, regulations, policies and ethical standards governing professional practice of safety, health and the environmental related activities.

IASHEP Members and Applicants shall never put employees or the public at risk of being injured. IASHEP Members or Applicants shall accept personal responsibility for their professional activities, provided, however, that IASHEP Members and Applicants may seek indemnification for services arising out of their practice for other than gross negligence, where the IASHEP Member or Applicants interests cannot otherwise be protected.

IASHEP Members and Applicants must provide accurate and truthful representations concerning all certification and recertification information. IASHEP members will maintain the security of IASHEP examination information and materials, including the prevention of unauthorized disclosures of test information.

Principle 4 - Rules of Practice: IASHEP Members and Applicants shall hold paramount the safety, health, environmental and welfare of the public. If IASHEP Members or Applicants judgment is overruled under circumstances that endanger life or property, they shall notify their employer or client and such other authority as may be appropriate to protect the life and environment of those that they serve.

IASHEP Members and Applicants shall not reveal facts, data, or information without the prior consent of the client or employer except as authorized or required by law or this Code. IASHEP Members and Applicants shall not permit the use of their name or associate in business ventures with any person or firm that they believe is engaged in fraudulent or dishonest enterprise.

IASHEP Members and Applicants having knowledge of any alleged violation of this Code shall report thereon to appropriate professional bodies and when relevant, also to public authorities, and cooperate with the proper authorities in furnishing such information or assistance as may be required.



IASHEP Recertification Program

Purpose: The purpose of the International Association of Safety, Health & Environmental Professionals (IASHEP) Recertification Program is to promote professional growth through continuing education in environmental, health and safety technology, science, and practices.

Procedure: IASHEP operates as an independent professional credentialing organization that is not affiliated with any other membership group, association, or lobbying body. The International Association of Safety, Health & Environmental Professionals (IASHEP) follows the ISO/IEC 17024:2012 & American National Standards Institute - ANSI / IACET 1-2016 Standards for Continuing Education and Training. International Association of Safety, Health & Environmental Professionals (IASHEP) is responsible for overseeing the recertification process and maintaining recertification and continuing education Units (CEUs) procedures.

WHY RECERTIFY?

Recertification is an essential part of an accredited certification process. It keeps IASHEP Certified Environmental, Health and Safety professionals updated on developments in their profession and ensures that the knowledge they demonstrated by passing the exam remains current. It is what distinguishes professional certification from other types of learning and development activities.

When you recertify your professional credentials every three (3) years, you show your continuing competence and commitment to the EHS profession. There are many ways to meet your recertification requirements, some of which you may already be doing! This handbook will provide resources for you to learn about the types of activities that can help you meet recertification requirements.

Annual Renewal

International Association of Safety, Health & Environmental Professionals (IASHEP) members are required to pay an annual membership renewal fee of one hundred (\$100.00) U.S Dollars per year to maintain their membership and applicant status. All IASHEP members must submit with their renewal notice a completed IASHEP Annual Renewal form. This form can be found on the IASHEP website located at www.iashep.org.

Recertification

The Recertification Program was developed to ensure that the International Association of Safety, Health & Environmental Professionals (IASHEP) certified professionals remain competent in the field of safety, health and the environmental management and related areas of expertise. It is the responsibility of the International Association of Safety, Health & Environmental Professionals (IASHEP) certified professional to continuously enhance their knowledge, skills, and abilities.

For that reason, accreditation and certification standards require that certification in such fields be renewed periodically. To ensure that this happens, the International Association of Safety, Health & Environmental Professionals (IASHEP) requires you to be recertified every three (3) years. All IASHEP certified members must earn a total of 250 certification maintenance points (CMPs) during a three (3) year cycle to qualify for recertification. **One Hundred (150) points are awarded for full time employment in the SH&E field.**

IASHEP members and certified professional members must also maintain the highest professional standards by continuing to uphold and abide by the International Association of Safety, Health & Environmental Professionals (IASHEP) Code of Ethics and is also a requirement for recertification.

International Association of Safety, Health & Environmental Professionals (IASHEP) certified professionals are responsible for conducting ongoing self-assessments of their continued competence in the field of environmental, health and safety management and related areas. The process of self-assessment is a key component in determining how they should proceed to build on their knowledge, skills and abilities.

RECERTIFICATION NOTIFICATION

As a professional courtesy, the International Association of Safety, Health & Environmental Professionals (IASHEP) will send you reminder email **thirty (30) days** before the end of your certification cycle. We will send the reminders to the email address in your online profile, so you should make sure you update this file if your address changes. We will not change your certification cycle or the submission requirements because you did not receive email reminders.

Recertification credit shall be represented and tracked by Certification Maintenance Points (CMPs) and Continuing Education Units (CEUs).

Each application must demonstrate a total of at least 250 CMPs for his/her specific certification during a three (3) year cycle.

Each International Association of Safety, Health & Environmental Professionals (IASHEP) professional may claim up to 150 Continuing Maintenance Points (CMPs) for

Active Practice (employment).

Each International Association of Safety, Health & Environmental Professionals (IASHEP) professional member must demonstrate at least another 125 Continuing Maintenance Points (CMPs) for Continued Professional Development.

Each IASHEP professional credential member may gain up to 125 Continuing Maintenance Points (CMPs) by earning the Continuing Education Credits CEU's. Continuing Education Credits (CEUs) are based off the requirements that are found in the **ISO/IEC 17024:2012 & ANSI / IACET 1-2013** Continuing Education Standards.

IASHEP has a process for calculating CEUs and recording the number of CEUs awarded for each learning event. IASHEP shall base CEU's based on the ANSI / IACET standards and shall identify contact time for each learning event, and ensure a systematic process is applied to calculate the number of CEUs awarded.

Reassessments shall take place in the event of a major change to the learning event, including content, method of delivery, change in equipment/software, or demographic audience.

Calculating Continuing Maintenance Points (CMPs) & Continuing Education Credits (CEUs):

- One (1) Continuing Maintenance Points (CPM) for each 10 hours of professional education contact time.
- Step 1: To determine contact time use the following formula: (total mins all activities) – (total mins non-allowable activities) 60 mins.
- Step 2: Calculate the number of CEUs using the following formula: contact time (hrs.) 10 hrs. = 1 CEU and are rounded to the nearest tenth.

Note: This section is in conformity with **ISO/IEC 17024:2012 & ANSI / IACET 1-2013** Standard for Continuing Education and Training. Note: the term Continuing Education Credits (CEU's) is in the public domain and does not violate any copyright issues.

A continuing education unit (CEU) or continuing education credit (CEC) is a measure used in continuing education programs, particularly those required in a licensed profession, for the professional to maintain the certifications or license. Generally, a CEU is defined as ten hours of participation in a recognized continuing education program, with qualified instruction and sponsorship. CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards. The records also provide employers with information on training pertinent to particular occupations.

The term Continuing Education Units (CEU) is in the public domain. Any organization may award a traditional CEU without requiring any accreditation. With a traditional CEU an employer or other organization must decide on an individual basis whether to honor the CEU from training providers.

a) One (1) CEU = 10 hours of classroom contact time

b) Learning activity:

(1) Allowed: classroom, self-paced, distance learning, other projects in support of a learning outcome.

(2) CEU credit not allowed for: unplanned, unsupervised and unsponsored activities such as breaks, non-working lunch and anything promotional in nature.

(3) To determine the length of a learning event — regardless of delivery mode — IASHEP may conduct a visit to the event.

(4) Partial credit or adjusted CEUs shall not be awarded for individuals who do not successfully meet the criteria for achievement of CMPs or CEUs.

Continuing Maintenance Points (CMPs) Credit Categories

Earning A New Degree In The Environmental, Health And Safety Field

Fifty (50) Continuing Maintenance Points (CMPs) can be awarded for the following:

Developing A New IASHEP Level Course (This includes researching, writing and editing the content of a single IASHEP Technician Level or Specialist level training course) = one (1) Continuing Maintenance Points (CMP) for each hour of course contact time.

Successfully Completing And Passing An IASHEP Certified Technician level course = Two (2) Continuing Maintenance Points (CMPs)

Successfully Completing And Passing An IASHEP Certified Specialist Course = Five (5) Continuing Maintenance Points (CMPs)

Teaching An Approved IASHEP Technician Or Specialist level Course

Ten (10) Continuing Maintenance Points (CMPs) per year in this category, you can earn recertification credit by meeting the following criteria:

- Credit is awarded only for the first time each year that you teach the program. If you teach the same workshop again to different audiences in the same year, you will not receive credit again.
- Instruction must include a formal presentation made within your organization or as an instructor of a course, workshop, seminar or conference session.
- The presentation must be at least eight (8) hours in length. Each eight (8) hour presentation equals one (1) Continuing Maintenance Point (CMP)

Attending a National Environmental, Health Or Safety Conference

One (1) Continuing Maintenance Points for each professional learning session. Note: You must furnish proof of attendance. A maximum of Five (5) Continuing Maintenance Points (CMPs) can be credited for any one-week professional conference.

Developing IASHEP Professional Level Examinations

Five (5) Continuing Maintenance Points. Note: The IASHEP examination is a minimum of fifty (50) questions and answers and you must also furnish the source for your examination questions.

Attending A Webinar Or On-line Training Course

One (1) Continuing Maintenance Point (CMPs) for each hour of contact time.

Writing a Published Industry Specific Professional Article for the IASHEP Monthly Newsletter Or Another EHS Specific Industry Group

Three (3) Continuing Maintenance Points (CMPs) for each article that is published.

Clarification: Author of a Published Industry-Specific Article. To receive Continuing Maintenance Points (CMPs) credit in this option, you must have written an article that appeared in a IASHEP newsletter or in a recognized national or regional publication. An article that appears in more than one publication may be counted only once.

Acceptable forms of documentation include one the following:

- Copy of the article from the publication, with your name in the byline
- Scanned printout of the online publication

MEMEBERSHIP IN AN EH&S INDUSTRY ORGANIZATION

Five (5) Continuing Maintenance Points (CMPs)

To receive credit in this section, memberships must be in a similar environmental , health and safety professional organization. Past memberships are acceptable if the membership was active at one time during the past three (3) years. You may report one industry-support activity for each year you were a member of the organization, provided that membership fell within your three (3) year certification cycle.

Membership includes local and regional organizations/chapters as well as national and international organizations; however, the state or regional organization must have a separate membership from the national/international organization. Example: The National Safety Council (NSC), State ASSP chapters must be a member of the American Society of Safety Professionals, State OSHA Voluntary Protection Programs Participants' Association, Inc (VPPPA) must be an active member of the National Voluntary Protection Programs Participants' Association, Inc, IOSH, Institute for Safety & Health Management (IHSM), **National Examination Board in Occupational Safety and Health (NEBOSH)**, etc.

- If the organization is one of the environmental, health and safety professions, the organization's mission statement and website must be included.

Acceptable forms of documentation include one the following:

- Copy of a membership card
- Copy of a receipt for paid dues
- Letter from the organization validating membership
- Copy of your name in the membership directory

Note: The International Association of Safety, Health & Environmental Professionals does not accept any certifications, course work or membership of the International Association of Safety Professionals (NASP) or the International Association of Safety Professionals (IASP) or their other organizations formed under these parent organizations.

To obtain Continuing Maintenance points (CMPs) credit for other professional categories you must meet these requirements:

Volunteer Leadership Role in Meeting Industry Organization

Two (2) Continuing Maintenance Points (CMPs)

For credit in this option, you must sit on a board, committee, or task force whose mission is to advance the state of the environmental, health and safety industry. Acceptable forms of documentation include one of the following:

- Letter from the board, committee, or task force chair indicating the dates of your term
- Letter from the organization indicating the dates of your term
- Copy of the board/committee/task force roster from the website, including the dates of your term

SPEAKER AT AN EVENT ON AN EHS Industry-Specific Subject

Two (2) Continuing Maintenance Points (CMPs)

To receive Continuing Maintenance Points (CMPs) credit, you must have spoken about environmental, health and safety industry topics at meetings and educational programs. You may not claim credit for in-house staff meetings. Acceptable forms of documentation include one the following:

- Letter from the organization that hosted the speaking engagement
- Copy of the session description from the event program book

d. All Continuing Maintenance Points (CMPs) claimed must have been earned during the current 3-year cycle ONLY in order to count towards recertification.

Evidence of a satisfactory combination of continued active practice and professional development shall be submitted to IASHEP according to a schedule published by IASHEP.

a. The recertification due date will coincide with the credential expiration date, and shall be based on the date of the individual's original certification.

b. It is the IASHEP certified professional's responsibility to fulfill all requirements for recertification, including submission of the recertification application, by the credential expiration date.

Application Refusal

Applications may be refused, candidates may be barred from future examinations, or candidates or individuals already certified may be sanctioned, including revocation of the IASHEP professional certification designation, for the following reasons:

- Failing to maintain the required 250 Continuing Maintenance Points (CMPs)
- Attesting to false information on the application or on recertification documents or during the three (3) year recertification time frame.
- Failing to maintain or respond to IASHEP the required random audit procedure documents.
- Unauthorized possession or distribution of any official testing or examination materials
- Representing oneself falsely as a designated.

IASHEP Professional Credential Revocation

If you do not recertify by your expiration date, your certification will be revoked for failure to comply with recertification requirements. Individuals whose credentials have been revoked may not use the IASHEP credential when representing themselves. IASHEP does not approve any appeals for missed deadlines. You will be required to sit for the certification examination to begin using the credential again.

IASHEP allows a thirty (30) extension before your credential will be suspended.

After the 30 days has lapsed, you will be required to sit for the certification examination to begin using the credential again.

Inactive Status Policy

Because the field of safety, health and environmental quality is always evolving, the certified IASHEP professional member must pursue ongoing educational opportunities to stay current in their respected field of study and professional certification. For this reason, an inactive path or waiver of the CE requirement is not available.

All International Association of Safety, Health & Environmental Professionals (IASHEP) members are afforded the opportunity to retire their professional credential in lieu of revocation when they retire from the field. Retirement is defined as leaving employment permanently or changing to a profession other than environmental management, auditing, assessment, science, engineering or analysis.

Retired status means that the IASHEP designation may not be used in connection with any job-related activities, either as an employee or as a consultant. Retired individuals wishing to re-activate their International Association of Safety, Health & Environmental Professionals (IASHEP) designation may do so by complying with all recertification requirements within the restoration period defined as one calendar year following the end of the current recertification cycle.

Once the restoration period has expired, the credential may only be restored by retaking the examination. An International Association of Safety, Health & Environmental Professionals (IASHEP) member who wishes to retire his/her professional credential must notify the International Association of Safety, Health & Environmental Professionals (IASHEP) of this intent in writing by the end of the current recertification cycle.

IASHEP Recertification Status Definitions

Approved:

If the International Association of Safety, Health & Environmental Professionals (IASHEP) member demonstrates sufficient points to meet the standard, based on acceptable claims, if all fees have been paid, and if there are no reasons to withhold or delay recertification, the application shall be approved for recertification. Upon approval of the application, the IASHEP member will receive a letter of approval, and a new certificate, which shows the certification date, professional membership number, and new expiration date.

Reject:

If an International Association of Safety, Health & Environmental Professionals (IASHEP) member is submitted with less than the required number of Continuing Maintenance Points (CMPs), or if claims listed in the application were found to be inappropriate for recertification purposes and therefore resulted in a total less than the required number of Continuing Maintenance Points (CMPs), the IASHEP member is notified by email with a request that additional information be added to his submission forms will be notified within a 4 week period. Once the additional information is added, the Recertification Manager would re-evaluate the form and a final review would be made.

Denial:

If there are insufficient Continuing Maintenance Points (CMPs) or Continuing Education Units (CEUs) reported to IASHEP, then the IASHEP member shall be contacted with an explanation of the deficiencies, and shall have 30 days to respond. If the IASHEP member remains unqualified for recertification, he or she shall be so notified in writing by certified mail. The notice shall include the reason for denial, the procedures for appeal, and information about retaking the certification examination.

Violation of IASHEP Code of Conduct:

Should a IASHEP member be found violating any portion of the IASHEP Professional Code of Conduct, they will be removed from the membership and their professional credentials will be revoked. Their name will be posted on the IASHEP website. An IASHEP member who has had their membership and certifications revoked may appeal to the IASHEP Director and Advisory Board Members for their review.

Unauthorized Use of IASHEP Professional Credentials:

If an IASHEP member is found in violation of using an International Association of Environmental, Health and Safety Professionals credential that they have not qualified for that professional certification, the individual will not be allowed to apply for, pursue, or regain membership into IASHEP or apply for a professional credential for a period of five (5) years, or such other period as IASHEP determines is appropriate.

Individuals who have used an IASHEP Professional Certification / Designation authority will have their name posted in the IASHEP membership directory as a "Member not in good standing".

IASHEP as with other professional organizations receives inquiries from a variety of sources including other credential holders, employers, and membership organizations. IASHEP will pursue all cases in which there is clear evidence of the unauthorized use of an IASHEP certified credential and the individual has a clear responsibility, control, or knowledge of the use. Evidence may be a business card, resume, letter, web site, or other publication. IASHEP members may appeal to the Director and Advisory Board to have their case heard. Any IASHEP member or Person who fails to comply with IASHEP cease and desists notification will be subject to additional potential penalties including IASHEP potentially filing a lawsuit against the person.

IASHEP Audit:

IASHEP members who are selected for their three (3) year recertification audit will be notified after receipt of their application and will be required to submit full documentation for all claimed activities. IASHEP members that are not selected for an audit will not be required to submit full documentation.

IASHEP members should maintain copies of all supporting documentation for a period

of seven (7) years after the submission of their application for recertification. IASHEP reserves the right to request documentation from any IASHEP member for recertification.

Re-taking the IASHEP Technician and Specialist Exam:

in lieu of submission: An IASHEP member who cannot (or chooses not to) meet the recertification requirements through submission of documentation may recertify by passing the IASHEP examination for that credential that they hold. Payment of the examination fee is required. Please contact us if you wish to pursue this alternative.

International Association of Safety, Health & Environmental Professionals (IASHEP) members who are unable to meet the recertification requirements may elect to take the International Association of Safety, Health & Environmental Professionals (IASHEP) professional examination in their filed to recertify. There will be a minimum \$300 examination fee and this fee must be submitted to the IASHEP office by the member (your) submission deadline date.

Appeals Process:

The IASHEP member may appeal any negative decision to the Director of the Organization and to the Advisory Board Members for their review and processing. The appeal must be submitted within 60 days after the date on which the revocation notification.

Application Appeal

- If your recertification application is denied, you have one (1) opportunity within sixty (60) calendar days of the notice to appeal the application decision. This appeal process is the applicant's opportunity to clarify or provide further explanation of any items that were disallowed or found to not meet requirements by the reviewers. Applicants may submit clarifying information for consideration that supports what has already been submitted.
- Appeals must be submitted in writing to the IASHEP Director and include a cover letter addressed to the IASHEP Director. Appeals will be accepted via email: johnpodojil@iashep.org (subject line must read: Certified Maintenance Points (CMP) Application Appeal—Applicant's Name) or via fax +1-520-568-5565.
- Appeals may not include additional continuing education activities that were not included in the initial application. Appeals are not allowed for applications in which information was misrepresented. Applications containing fraudulent or willfully misrepresented qualifications will result in the permanent disqualification of the applicant.

The parties in the appeal process are strictly limited to the applicant, IASHEP Director and IASHEP Advisory Board Members. Applicants should refrain from engaging any other parties to write letters of support, make telephone calls or otherwise attempt to influence the appeal process. Doing so may result in immediate termination of the appeal.

Inactive Status: Upon written request to the International Association of Safety, Health & Environmental Professionals (IASHEP) Director, an IASHEP member who is unable to remain active in the profession due to circumstances beyond his or her control (e.g., medical disability, military assignment, unemployment, etc.) may be granted inactive status for up to three years, during which time all payment and recertification requirements shall be waived. Should an IASHEP member take on any additional work or part time employment, etc. this inactive status becomes cancelled. During the period of inactivity, the individual shall not use the "CEHSP" or any other IASHEP designations, which implies active status, but may use (Inactive)." Upon reactivation, the individual's status picks up at the point where it left off.

If an inactive IASHEP member is unable to return to active status after this three-year period, the credential will be deemed revoked. An individual whose credential has been revoked under this rule shall be required to apply for and take the certification examination anew in order to regain his or her credential.

Retiree Status: The IASHEP Director and Advisory Board Members established the CEHSP and (Ret.) category with the intent of providing a mechanism for continued identification of IASHEP members once they have retired from their profession, with the understanding that those so designated will not use the IASHEP (Ret.) designation for any professional practice or work for compensation that implies current competency in the IASHEP certification field.

An IASHEP member who is no longer active in the certification field that they hold may apply for designation as a IASHEP (Ret.). In order to qualify, the IASHEP (Ret.) status the IASHEP member must be in good standing and must have been recertified at least once before applying for retired (Ret.) status and pay a one-time Retired Status fee of \$75.00 for each IASHEP professional credential that they wish to retire.

The IASHEP (Ret.) designation may not be used on business cards or stationery and cannot be used for commercial purposes. It shall be considered unethical conduct for a retired IASHEP member to use the IASHEP designations after acquiring Retired status, or to use the "IASHEP (Ret.)" designation while continuing to practice. Any violation of these restrictions would make the individual's IASHEP (Ret.) designation subject to revocation. The IASHEP member who violates these rules will have their name posted on the IASHEP website as being a "member not in good standing".

IASHEP Retired or Upgraded Status: An IASHEP member who is no longer active in the certification field that they hold may apply for designation as a IASHEP (Ret.). In order to qualify, the IASHEP (Ret.) status the IASHEP member must be in good

standing and must have been recertified at least once before applying for retired (Ret.) status and pay a Retired Status or upgrade one-time fee of \$75.00 for each IASHEP professional credential that they wish to retire. Should an IASHEP member want to upgrade their IASHEP Certified Technician level credential to a higher-level credential, a one-time fee of \$75.00 per credential upgrade will be charged. The IASHEP member may still list that Retired (RET) IASHEP Certified Technician credential on their resume, business cards, and other documents as long as they put the (Ret) after the name of the IASHEP Technician professional credential.

IASHEP Emeritus Status:

A “retired” IASHEP Emeritus Status is defined as one who presently no longer practices EH&S auditing or training but still wishes to maintain the Certified Environmental Health & Safety Professional (CEHSP) designation and currently has no intention to return to active practice.

Emeritus status is an honorary status IASHEP bestows on those who have been actively certified and then retire from the field. This allows you to keep your designation although you are no longer working in the meetings industry and therefore are unable to meet recertification requirements.

The Emeritus application can be found on the IASHEP website. Your application must include:

- Emeritus status request fee of \$200 USD
- Proof of age (59.5 years of age and above) (e.g., government-issued ID)

Emeritus status has no expiration date and this status will be listed on the IASHEP membership online directory.

Retired IASHEP members may qualify to receive Emeritus status if they meet all of the following requirements:

- Are at least 59.5 years of age
- Is a IASHEP certified member in good standing (e.g., not lapsed or expired) and have held your IASHEP certified credential for at least 3 consecutive years

To apply for Emeritus status, please send a letter to IASHEP stating

- Why you want to keep your IASHEP Certified Credential
- When you retired and from what position

- Contact information of your last employer. IASHEP reserves the right to contact former employers to verify your retirement.

Submitting Your Recertification Application

Use the Continuing Maintenance Points (CMPs) list to help you fill out your application:

- You have read and understood the guidelines that are found in this book and you are aware of and meet all requirements for issuing Continuing Maintenance Points (CMPs) deadlines. Recertification applications are due within 90 days of your third year of your professional credential expiring.
- Your meeting and employment experience is defined as being employed within the EHS industry in a position with responsibilities and decision-making authority that would affect the results of your employment job description.
- Your required professional experience and continuing education activities have been completed at the time the application is submitted.
- Your continuing education activities took place during your three (3) year certification cycle.
- You ensure that you have not listed volunteer work, which does not count toward fulfilling the professional experience requirement.
- You have submitted or uploaded all supporting documentation into your online account. All documentation (e.g., resume or CV, transcripts, diplomas, session descriptions or certificates of completion) must be submitted in English or accompanied by English translations.
- Note: You will not be permitted to provide additional activities after you submit your application to IASHEP. IASHEP recommends – but does not require – submitting more than the minimum amount of continuing education activities in case one or some are not approved for Continuing Maintenance Points (CMPs) credit.

Once again, Recertification is not permitted after the lapsed status period expires. Former IASHEP Certified members who are interested in regaining their certification must requalify through the application process and must pass the various specialty examinations.

RECERTIFICATION APPLICATION FEE

The recertification application fee is \$150.00 USD for a single professional certification, if paid by your certification cycle end date. The IASHEP member must submit a IASHEP Recertification form for each professional credential that they are recertifying for.

Make this payment when you submit your application. The application fee is nonrefundable, even if we do not approve your application. If you submit your IASHEP recertification application and then take and pass the IASHEP certification test and fail, your recertification fee will not be refunded.

Please do not send cash. Include your name and home telephone number (including area code) on your check.

At the end of the three-year credential cycle, IASHEP credentialed individuals must have submitted the appropriate number of continuing education contact hours and the appropriate renewal fees. All fees and continuing education contact hours must be received by IASHEP no later than the credential expiration date. If CEs and/or fees are received after the credential expiration date, a late fee of \$50.00 will apply.

Annual Fees

Fees are paid in advance of the upcoming year. IASHEP members are sent several email notices of payment beginning in September of each year.

Fees must be postmarked or paid by the due date. If not paid on time, the IASHEP member will owe an additional late fee of \$25.00 and will be classified as "not in good standing" with IASHEP. The IASHEP member will be removed from the public roster and also have reduced functionality on the IASHEP private web site.

If fees are unpaid for 2 years in a row, the IASHEP professional member will be decertified in the 3rd year. When a Diplomate fails to maintain their certification, IASHEP sends a written notice of expiration to the person's current postal mailing address. IASHEP will publish the names of persons whose membership or professional certifications has expired or have been revoked.

Each year, IASHEP evaluates the need for a fee increase. Annual fee increases are set primarily based on an annual cost of living adjustment but additional costs may be factored in each year.

Annual fees are non-refundable.

Decertification's

IASHEP will post on the IASHEP website the following information:

Certifications for the following individuals have expired or lapsed because they did not successfully complete some aspect of the Certification Maintenance Process, i.e, CMP worksheet submission, exam, payment of fees or ethics. It is IASHEP Policy that the names of former IASHEP Professional Credentials Members will be listed for ~ Three (3) years on the IASHEP web site.

This decertification does not apply to students of IASHEP courses where IASHEP has provided the first-year membership as part of the IASHEP course fees. IASHEP will send a notice of renewal to these members approximately 90 days before their first-year free membership expires. It is the responsibility of the IASHEP member to notify IASHEP of their intent to not renew their membership in writing. Should the IASHEP member fail to contact IASHEP, their name will be posted on the IASHEP website. This new mandate goes into effect starting in the end of the 2018 cycle.

Except for ethics sanctions, these individuals may pursue reactivation and some may already be reactivated.

ADDRESS/EMAIL CHANGES

IASHEP send's most of our recertification reminders and the Certified Mail e-newsletter in emails, so please be sure we have the correct email address for you. To make changes to your street address or email address, please send your information to:

International Association of Safety, Health & Environmental Professionals (IASHEP)
P.O. Box 1608
Maricopa, Arizona 85138

QUESTIONS OR COMMENTS?

Thank you for being certified by the International Association of Safety, Health & Environmental Professionals (IASHEP). The recertification process is a critical component of maintaining professional certification, and the International Association of Safety, Health & Environmental Professionals (IASHEP) is here to support you during this process.

Nothing Else Follows