

INSTITUTE OF HAZARDOUS MATERIALS MANAGEMENT



POSITION AVAILABLE

Certification Manager – Full Time

The Institute of Hazardous Materials Management is looking for a Certification Manager to manage IHMM credentials to include:

- Ensures high level of quality by monitoring candidate applications and examination registrations, and ensuring appropriate and timely communications to candidates regarding: the certification program, process, and requirements; the receipt and status of their application; their examination date; and, any additional documentation they may need to complete their application.
- Processes materials for candidates who successfully complete the application process. Prepares letters of approval or disapproval of certification; prepares new certificates; assembles and mails certification packets.
- Ensures that the IHMM database contains accurate and up-to-date certification records and transactions associated with the certification process. Prepares reports on certification activities.
- Responsible for ensuring compliance of the Institute's policies and procedures with ANSI/ISO/IEC 17024 and CESB accreditations; identifies process improvements and related efficiencies.
- Works with Certification Director to manage examination development, and item bank management processes, to include interpreting item analyses, test analyses, and standard setting activities.
- Manages all certification-related activity for the IHMM website.
- Serves as primary point of contact to examination provider(s) and other examination related vendors, and works with vendors to resolve performance, data, and other issues.
- Assist in preparation of materials for examination committees and supports examination development.
- Cross-trains on recertification functions as needed and performs other duties as assigned.

Qualifications

Bachelor's degree and minimum 2-3 years experience, preferably in an association environment. Experience with ANSI or Institute for Credentialing Excellence accreditation activities preferable. Proven ability in certification management, or related area, volunteer management, and database report generation. Ability to analyze and coordinate improvements to certification processes. Strong written and verbal communication skills, computer skills, project management skills. Ability to effectively interact with IHMM certificants using customer service and telephone skills.

About IHMM

For over 25 years the Institute of Hazardous Materials Management (IHMM), a not-for-profit organization founded in 1984, has been protecting the environment and the public's health, safety, and security through the administration of credentials recognizing professionals who have demonstrated a high level of knowledge, expertise, and excellence in the management of hazardous materials.

Over 16,000 homeland security, environmental protection, engineering, health sciences, transportation, and public safety professionals have earned IHMM's accredited Certified Hazardous Materials Manager (CHMM) credential. IHMM also administers the Certified Hazardous Materials Practitioner (CHMP) credential and the Hazardous Materials Manager-in-Training (HMMT) program.



*Accredited by the American National Standards Institute and
the Council of Engineering and Scientific Specialty Boards*

