

NATMI CCSP Recertification Workbook

This workbook, along with the required documentation it specifies and the \$125 renewal fee, are to be submitted to NATMI prior to the end of the 3-year cycle for renewal of your certification. Please review the contents of the workbook at the *beginning* of the 3-year renewal cycle to ensure that you maintain documentation (an Activity Verification Form can be used in lieu of original documents) for all required items contained herein. A total of **20 points** must be earned during the cycle. NOTE: Credit is allowed only for those activities completed *within* your renewal cycle.

Applicant Information

Name _____ Certification Type/No.: _____
 Title _____ Company _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____ e-mail _____
 Date originally certified _____ Renewal due date _____

Item 1: Trade or Professional Organization Memberships

	Name of Organization	Number of Years of Membership During 3-year Cycle	Number of Points Available per year	Total
National Organization #1:			3	
National Organization #2:			3	
Regional/State/Local Organization:			2	
			Grand Total:	

Required documentation: proof of membership (i.e., copies of paid membership invoices, membership confirmation letters or membership certificates/cards) for each year of membership.

Item 2: NATMI or ATA Supply Chain Security & LP Council Leadership/Committee Service

	Committee Membership - Name of Committee	Number of Points Per Year
Year #1		5
Year #2		5
Year #3		5
Total:		

	Certification Mentor (Must have volunteered to serve as mentor in specified year)	Number of Points Per Year
Year #1		5
Year #2		5
Year #3		5
Total:		

	Certification Exam Proctor (2 points per exam proctor date – maximum 4 point/year)	Number of Points Per Year
Year #1		2 or 4
Year #2		2 or 4
Year #3		2 or 4
Total:		

	Committee Chairperson - Name of Committee <i>(NOTE: you cannot claim additional points if you are the chairman of the same committee you listed above.)</i>	Number of Points Per Year
Year #1		7
Year #2		7
Year #3		7
Total:		

NATMI or ATA Supply Chain Security & LP Council National Chairperson	Number of Points Per Year
Year 1:	10
Year 2:	10
Year 3	10
Total:	

Required Documentation: confirmation letter from NATMI for service documented.

Item 3: General Industry Service

	National Industry Committee Membership Name of Organization	Name of Committee	Number of Points Per Year
Year #1			4
Year #2			4
Year #3			4
Total:			

	National Industry Committee Chairperson/Board Member Name of Organization	Name of Committee	Number of Points Per Year
Year #1			5
Year #2			5
Year #3			5
Total:			

	National Industry Top Volunteer Leader Name of Organization	Number of Points Per Year
Year 1:		10
Year 2:		10
Year 3:		10
Total:		

	State/Local Industry Committee Membership Name of Organization	Name of Committee	Number of Points Per Year
Year #1			2
Year #2			2
Year #3			2
Total:			

	State/Local Industry Committee Chairperson/Board Member Name of Organization	Name of Committee	Number of Points Per Year
Year #1			3
Year #2			3
Year #3			3
Total:			

	State/Local Industry Top Volunteer Leader Name of Organization	Number of Points Per Year
Year 1:		8
Year 2:		8
Year 3:		8
	Total:	

Required Documentation: Confirmation letter from organization documenting your volunteer position(s).

Item 4: Published Trade Articles (Note: articles published in your company newsletter are not eligible. Also, maximum total points/year is 6 for any combination of local and/or national publication articles; for example: 2 local plus 2 national articles = 6 points.)

Year 1

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Year 2

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Year 3

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Points (maximum 6 points/year combined national and local publication articles)

Year #1 _____
Year #2 _____
Year #3 _____
Total: _____

Required Documentation: first page only of each published article.

Item 5: Training Courses (maximum 6 points per year; courses must be at least 8 contact hours in length)

Year 1

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Year 2

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Year 3

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Points (maximum 6/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Item 6: NATMI or ATA Supply Chain Security & LP Council lead instructor (In order to qualify as Lead Instructor, you must have taught 50% or more of the course)

Year 1

Name of Course	Date(s) and Location	Points per course
		4
		4

Year 2

Name of Course	Date(s) and Location	Points per course
		4
		4

Year 3

Name of Course	Date(s) and Location	Points per course
		4
		4

Points (maximum 8/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of participation (letter from NATMI)

Item 7: NATMI or ATA Supply Chain Security & LP Council guest instructor (taught less than 50% of the course)

Year 1

Name of Course	Date(s) and Location	Points per course
		3
		3

Year 2

Name of Course	Date(s) and Location	Points per course
		3
		3

Year 3

Name of Course	Date(s) and Location	Points per course
		3
		3

Points (maximum 6/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of participation (letter from NATMI)

Item 8: Instructor of Other Industry Courses: (Minimum 4-hour course)

Year 1

Name of Course	Date(s) and Location	Points per course
		2
		2

Year 2

Name of Course	Date(s) and Location	Points per course
		2
		2

Year 3

Name of Course	Date(s) and Location	Points per course
		2
		2

Points (maximum 4/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of teaching (e.g., letter from organization for which training was provided)

Item 9: College/University courses (minimum of 3 credit hours/course):

Year 1

Name of Course	University/College	Points per course
		4
		4

Year 2

Name of Course	University/College	Points per course
		4
		4

Year 3

Name of Course	University/College	Points per course
		4
		4

Points (maximum 8/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: *transcripts*

Item 10: Advanced Degree (12 points in year degree was granted; must be during the 3-year renewal cycle)

Degree: _____ Granting Institution _____

Required Documentation: *Diploma*

Item 11: Professional Certification (10 points in year designation was granted; must be during the 3-year renewal cycle)

Certification: _____ Granting Organization _____

Required Documentation: *Certification Certificate*

Item 12: Annual Trade Association Meetings

Year 1

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Year 2

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Year 3

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Points (maximum 6/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of attendance (paid invoice, confirmation letter, etc.)

Item 13: State/Local Association Meetings

Year 1

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Year 2

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Year 3

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Points (Maximum 4/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of attendance (paid invoice, confirmation letter, etc.)

**THIS SECTION FILLED OUT BY
REVIEWER AT THE UNIVERSITY,
NOT THE APPLICANT**

Grand Totals for 3-Year Renewal Cycle

<u>Item #</u>	<u>Points</u>	<u>Maximum Possible</u>
1	_____	(24)
2	_____	(66)
3	_____	(96)
4	_____	(18)
5	_____	(18)
6	_____	(24)
7	_____	(10)
8	_____	(18)
9	_____	(12)
10	_____	(24)
11	_____	(12)
12	_____	(18)
13	_____	(12)
14	_____	(8)
Total:	_____	(must be at least 20)

Submit this workbook, the required documentation and the \$125 renewal fee to:

NATMI
2460 W. 26th Ave.
Suite 245-C
Denver, CO 80211
Ph: (303) 952-4013
Fax: (775) 370-4055