

# NATMI Recertification Program Guidelines

## GENERAL INFORMATION & PROCEDURES

The North American Transportation Management Institute's (NATMI) certification program is designed to educate safety and maintenance professionals and keep them up-to-date in their given field.

The goal of the recertification program is to help assure that the previously certified Director of Safety, Safety Supervisor, Director of Equipment and/or Maintenance, Maintenance Supervisor, and Trainer of Commercial Drivers continue to maintain their professional qualifications.

The program requires all certified professionals to participate in professional development activities after their initial certification. Meeting the requirements of the program is mandatory to maintaining a current certification.

The Recertification program requires 30 points over a 3-year period. The cycle is based on the applicant's certification anniversary date. All points must be earned within the cycle to qualify.

Applicants must submit their recertification package prior to the 3-year anniversary date of their certification, and each succeeding 3-year anniversary that they remain in the profession.

## PROGRAM ADMINISTRATION

1. **Notification** - The coming year in which a certification recipient is due for recertification will be printed on the annual membership renewal form. Non-members will be sent a letter notifying them at the same time. A courtesy notice will be sent out in January or June of the year the applicant's recertification must be completed. This notice includes the recertification workbook and other necessary and pertinent instructions.

2. **Workbook** - Activities for which recertification credit is claimed will be submitted through a workbook provided by NATMI when an individual has achieved certification.

Documentation, e.g., course attendance certificates, etc. or a completed Activity Verification Form will be required to substantiate points earned and should be submitted with the workbook. All workbooks will be reviewed and audited by the Certification Secretary. All materials must be submitted on or before the deadline for recertification. Upon receipt of the completed workbook, a written acknowledgment will be sent. The fee for recertification processing will be \$125.00 to be paid to NATMI.

3. **Double Dipping** - Points for a given activity can only be used in one category. For example, if an applicant receives points for instructing a seminar, attending that same seminar cannot be used.
4. **Notification of Results** - The University will determine if the applicant has acquired at least the minimum number of required points and will issue a certificate and notify the applicant by mail.
5. **Rejection of Recertification** - If the University determines that the applicant has not acquired the minimum number of points required, it will contact the applicant by mail asking him/her to provide additional information or otherwise resolve the issue. If the applicant does not respond or the issue is not resolved, the applicant will be notified in writing that his/her certification is no longer current.
6. **Appeals Procedures** - All applicants who fail to meet the recertification requirements have the right to appeal to the Certification Committee. The appeal must be submitted in writing to the Chairman of the Certification Committee.

Those applicants whose workbooks are rejected because they have not attained the minimum point requirement but are within 5 points of the total, will be granted a 1 year extension during which time they must earn at least 10 points plus the difference (e.g., if they earned 28 out of 30 points, they must obtain a total of 12 points during the 1-year extension period).

Other factors may be considered in granting an extension for renewal such as: serious company financial problems, individual incapacity, disability or serious illness. Reasons justifying a time extension or exemption must be documented. Granting an exception is at the discretion of the Certification Board.

8. **Retired Certification** - Individuals who leave the industry may have their certification status retired upon written request to and approval by NATMI. The University will issue an official notice of retired certification status to the individual. If the individual returns to the profession and wishes to reinstate certification, they may submit a written request for reinstatement to NATMI. The individual will be required to recertify on the 3-year anniversary date of their reinstatement.
9. **Membership in NATMI** - In order to recertify, an applicant must be a member in good standing of NATMI. NOTE: Membership in NATMI is worth 3 points per year toward recertification or 9 of the 30 points required.

## Activities Acceptable for Recertification Points

**NOTE:** For all of the following items, **documented proof** of participation must be provided with the applicant's recertification workbook.

**Membership in industry professional organizations.** To receive credit in this category organization membership may include, but not be limited to, one of the following:

- State/Provincial Trucking Association
- NATMI
- Local Safety/Maintenance Council
- ATA Safety Management Council
- ATA Maintenance and Technology Council (TMC)
- TCA Safety & Security Division
- Other national/state/local motor fleet associations (bus/motor coach, specialty trucking, private fleet, etc.)
- General safety or maintenance organizations such as American Society of Safety Engineers or Society of Automotive Engineers

Credit is allowed each year of membership. Membership in a national organization receives 3 points. Membership in state or local organization receives 2 points. A total of 6 points for National and 2 points for local organization memberships may be earned per year.

**NATMI Leadership/Committee Service:** Service includes: member or chairperson of the Certification, Safety, Maintenance, Membership/Program, or Editorial Committees, as well as At-Large Membership on the Advisory Committee or serving as National Chairperson. To qualify, you must serve for at least 1 year, attend at least 1 national meeting, and have documentation that verifies service. 5 Points for technical committee membership, 7 points for chairperson. You cannot claim points both for being a member of and being chairperson of the same committee (no "double dipping"). Certification mentors earn 5 points for each year in which they have volunteered to be a mentor. If you proctor a certification exam or group of exams, you earn 2 points per exam proctor date for a maximum of 4 points/year. National Chairperson of NATMI receives 10 points.

**Other Industry Service.** Service on the committee or Executive Board of a national, regional, state or local transportation association. To qualify, you must serve a term of at least 1 year, and have documentation that verifies committee/board membership. You cannot claim points for membership and points for being chairperson of the same committee (no "double dipping").

- **National industry service:** *Committee Member* 4 points; *Committee Chairperson or Executive Board Member* 5 points; *Top volunteer leader* 10 points
- **Regional/state/local industry service:** *Committee Member* 2 points; *Committee Chairman or Executive Board Member* 3 points; *Top volunteer leader* 8 points

**Published Trade Articles.** Two points credit are allowed per published safety and maintenance related article and publication. Articles must be published in trade journals such as the *Guardrail Magazine*. One point per article will be credited for state/regional transportation association publications. Articles prepared for company newsletters are not allowed. Applicants can receive a combined maximum total

of 6 points per year for state and national-level articles and publications.

**Attending Training Courses.** Attendees will receive two points credit per 8 contact hours (i.e., a full-day program) or 1 point for a half-day program. For example, attendees of NATMI's 2-day Accident Investigation course will receive 4 points for 16 contact hours.

Attendees can receive points for the following training:

- **Safety/Maintenance Seminars given by NATMI:** 2 points per 8 contact hours.
- **Other industry-specific courses:** where a minimum of 50% of the material is transportation, safety, security, driver training, or maintenance management - related: 2 points per 8 contact hours.
- **Webinars:** Webinar programs count for 1/4 point for a program up to one hour and 1/2 point for a program between 1 and 2 hours in length.
- **Computer/Web-based Training:** Is treated the same as classroom training, i.e., 2 points per 8 contact hours (or 1/4 point per hour).

A maximum of 6 points per year may be earned for attending training in any combination of media (face-to-face, online, computer-based, etc.).

**Attending Trade Association Meetings:** Applicants may earn points for attending both local and national trade association meetings.

- **NATMI** Fall Advisory Committee or Winter Steering Committee meeting: maximum 2 points.
- **Other Trade Association** (ATA, TCA, SAE, NSC, ASSE, ABA, UMA, NPTC, NAP, NAFA, etc.) annual meetings: 2 points each with a maximum of 4 points.
- **State/Provincial Transportation Association** Meetings are 1 point per monthly/quarterly meeting (maximum 2 points) and 2 points per annual meeting. Maximum combined total (monthly and annual) 4 points.

A maximum of 8 points per year may be earned for attending trade association meetings.

**Teaching NATMI Courses.** Applicants teaching an NATMI course can receive up to 4 points per session for lead instructors and 3 points for guest lecturers with a maximum of 8 total points for lead instructing and 6 total points for guest instructing.

**Teaching Other Industry Courses.** Applicants teaching a transportation related course (minimum 4 hours of teaching time) on behalf of, or recognized by, a national trade association, state transportation association, university or recognized by a federal or state government or licensing agency, can earn up to 2 points per course for a maximum of 4 points per year. Teaching done within one's company or strictly for the company's clients is not applicable.

**Advanced Degrees.** Earning an industry-related degree beyond that which the applicant held when initially certified earns 12 points in the year that the degree is received. The degree must be earned or awarded during the 3-year cycle for which credit is being applied and must be awarded by an accredited institution.

**College/University Credit Courses.** Four points are allowed per college level, industry-related course. Courses must be taken for credit at an accredited institution. Applicants must submit a copy of their official transcript or other proof of attendance from the institution. Maximum number of points available are 8 per year. If the applicant is awarded a degree from the institution during the 3-year recertification cycle, a total of 12 points may be claimed during the year the degree is granted.

**Professional Certifications.** Earning a non-NATMI professional certification designation beyond that which the applicant held when initially certified earns 10 points in the year that the certification is granted to the applicant. The certification designation must be earned or awarded during the 3-year cycle for which credit is being applied and must be awarded by a nationally recognized certifying body. Professional designations must be either transportation related or directly related to the job discipline within transportation (i.e., safety, security, maintenance, driver training). Examples include the National Private Truck Council's Certified

Transportation Professional (CTP) or the American Society of Safety Engineers' Certified Safety Professional (CSP).

**Special Projects.** If, for whatever reason, an applicant is unable to fulfill the required point totals through other means, applicants may earn points through special projects. For example, if a company is experiencing financial difficulties and cutting employee involvement in trade groups, an applicant may request, by filling out the NATMI "Special Project Application" form, to earn points through a special project to be determined by NATMI. Four points will be awarded per project with a maximum of 8 points.

## Point Recognition Activities

*Applicable to the 30 required points in the 3-year recertification cycle*

**Explanation:** Any combination of the following activities can be used for point recognition during the three-year recertification cycle. A total of 30 points must be earned during the cycle.

Category	Points	Maximum Points Per Year
1. Transportation Organization Membership		
-National (NATMI membership applicable here)	3/organization	6
-Regional/State/Local	2/organization	2
2. NATMI Leadership/Committee Service:		
-Technical Committee/At-Large Advisory Committee member	5/committee	5
-Certification Mentor	5/year	5
-Certification Examination Proctor	2/exam date	4
-Technical Committee Chairperson*	7/year	7
-National Chairperson	10/year	10
3. General Industry Service:		
-National industry committee member	4/committee	4
-National industry committee chairman/board member*	5/committee	5
-National industry top volunteer leader	10/year	10
-State/local industry committee member	2/committee	2
-State/local industry committee chairman/board member*	3/committee	3
-State/local industry top volunteer leader	8/year	8
4. Published Trade articles (non-company)		
-National publication	2/per article	6 (combined local/national)
-Local publication	1/per article	
5. Training courses	1/per 4 contact hours	6
Webinars/computer-based training	¼ per 1 contact hour	
6. NATMI lead instructor (full-time)	4/course	8
7. NATMI guest instructor (part-time)	3/course	6
8. General Industry Instructor (min. 4-hour course)	2/course	4
9. College/university courses	4/course	8
10. Advanced degree	12/degree	12 in year degree is awarded
11. Professional Designations (non-NATMI)	10/designation	10 in year designation is granted
12. Annual Trade Association Meetings		
-NATMI Advisory Committee meeting	2/meeting	2
-Other national transportation trade groups	2/meeting	4
13. State Association Meetings	1/monthly meeting	2
	2/annual meeting	4
14. Special projects	4/project	8

\*You cannot claim points for being a member in addition to points for being chairman of the same committee (i.e., no “double dipping”)

**For more information, contact:**

NATMI ♦ 2460 W. 26<sup>th</sup> Ave, Suite 245-C ♦ Denver, CO 80211 ♦ Phone: (303) 952-4013/Fax: (775) 370-4055