CONQUERING THE CM PROGRAM

PART 1: KEY CM DATES

PART 2: EARNING CM CREDIT
PART 3: THE CM WORKSHEET
ABIH will email specific reminders many times before the due dates.

It’s important to keep your contact information up-to-date.
Re-certification

1. Practice Ethically
2. Pay Annual Fees
3. Improve Technical Skills
Re-certification

1. Practice Ethically
2. Pay Annual Fees
3. Improve Technical Skills

Every 5 years
Retake the Exam
or
Submit a CM Worksheet
To Re-certify by Exam

- **Must Be Eligible**
  - Previously certified via the Comprehensive Practice Exam or can now qualify
  - Have completed 2 hours of ethics training

Any or all of the 3 Exam windows prior to certification expiration (~15 calendar months)
To Re-certify by CM Worksheet

CMW Categories

1 – Active Practice
2 – Committees
3 – Publications
4 – Education
5 – Teach/Present
7 – Other Approved

CM Worksheet

The Mark of Professionalism

<table>
<thead>
<tr>
<th>Category 1. Active IH Practice</th>
<th>Category 1 Points</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>Position Title</th>
<th>Brief Description of IH Practice</th>
<th>CM Points</th>
</tr>
</thead>
</table>

1. Minimum Requirements for recertification depend on your certification type and cycle period.
2. Workshops are due according to your cycle calendar schedule. Late penalties are enforced.
3. If you had a hardship case during your cycle, the “warning” formulas on the worksheet do not apply. If recertified, your new certificate is sent to your postal address on record.

http://www.abih.org/members/cat1.html
http://www.abih.org/members/login.cfm
http://www.abih.org/members/cmwschedule.html

6-16-14
Key Dates of the CM Cycle

1. For Recertification by CMW
Key Dates of the CM Cycle

Cycle Start

This is the first day that you can earn CM Credit
Key Dates of the CM Cycle

Cycle Start  Cycle End

60 months

This is the last day that you can earn CM Credit
# Key Dates of the CM Cycle

<table>
<thead>
<tr>
<th>Cycle Start</th>
<th>Cycle End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodically, update your CMW</td>
<td></td>
</tr>
</tbody>
</table>

| 60 months |
### Key Dates of the CM Cycle

<table>
<thead>
<tr>
<th>Cycle Start</th>
<th>Cycle End</th>
<th>CMW Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 months</td>
<td>1 month</td>
<td></td>
</tr>
</tbody>
</table>

**Up to 5 months before the due date:**

Email or postmarked
Key Dates of the CM Cycle

Cycle Start: 60 months
Cycle End: 1 month

CMW Due: Late penalties in effect
### Key Dates of the CM Cycle

<table>
<thead>
<tr>
<th>Cycle Start</th>
<th>Cycle End</th>
<th>CMW Due</th>
<th>Cert. Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 months</td>
<td>1 month</td>
<td>4 months</td>
<td>Decertification</td>
</tr>
</tbody>
</table>
Key Dates

Worksheet Reporting Calendar

March 1 – August 1, 2012
CM Worksheets Accepted for Cycle Ending June 30, 2012
Where Do You Find **YOUR** Key Dates?

**Cycle Start**  **Cycle End**  **CMW Due**  **Cert. Expires**

On your paper certificate
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Questions or comments? Contact us via the Staff listing on the ABIH web site.