



CERTIFIED MOLD PROFESSIONALSM (CMP) CERTIFICATION

2011 APPLICATION FOR CANDIDACY

Congratulations on pursuing your RIA advanced certification as a Certified Mold Professional (CMP). Carefully read through this document as it contains valuable information you will need as you journey through the process.



Applicant Status: Certification is for the individual, not the company. Only individuals can become Certified Mold Professionals, not firms. Vendors who sell goods and services to mold professional, but who do not do mold remediation work themselves, are not in the practice of remediation and restoration and are not eligible for the CMP certification.

RIA CMP CERTIFICATION PROCESS OVERVIEW

GETTING CERTIFIED: THE STEPS

Obtaining an advanced certification is a PROCESS – a combination of many steps to complete the required course of study. The following steps are part of that process:

1. Complete Application & submit for review. Applicants will be advised via email of their acceptance into the CMP Program.
2. Attend pre-requisite courses.
3. Complete self-study reading and research in restoration & related fields, plus ongoing experience in field work.
4. Attend RIA's CMP Certification (CMP) School.
5. Take the CMP exam. Passing score of 80% or better is required to complete the program.
6. Submit formal Capstone Report for review.
7. Upon approval of formal Capstone Report and formal notification, Candidate is officially "certified."

PRE-QUALIFYING REQUIREMENTS

- **Education**
 - All Applicants must hold an equivalent of a high school diploma.
 - All Candidates must complete the required pre-requisite coursework prior to attending the CMP Certification School.
- **Work History & Experience**
 - Applicants must have a minimum of five (5) years of verifiable work experience related to remediation and must provide verification of their work claims from company owner/manager, client or supervisor.
 - Experience as a remediation worker, project supervisor, estimator, consultant, inspector, remediation company manager, facility manager, mold remediation instructor, or laboratory manager can be used to meet this requirement.
- **Documentation of Experience:**
 - Candidate must submit **one copy** of a combination of any three different mold-related projects from the list below that they have been personally involved with over the past 12 months. **Delete identity details to protect clients.**
 - **These documents can include, but are not limited to:**
 1. Detailed mold remediation estimate or other evidence of direct participation in mold remediation work
 2. Mold remediation work plan
 3. Detailed Invoice of a mold-related project
 4. Consultation report for a mold-related project
 5. Documentation and report from a mold remediation school training exercise (only one project from this category can be submitted)
 6. Evidence of consultation and/or lab analysis of a mold remediation/restoration project
- **Credential & Background Check:** Applicants must agree to authorize RIA and its designated investigative agency to perform credit, civil and criminal background checks. RIA reserves the right to conduct the background check(s) at any time.

PRE-REQUISITE EDUCATION REQUIREMENTS

Candidates must complete the pre-requisite courses prior to attending RIA's CMP Certification School. Copies of Course Certificates of Completion / Attendance must be attached and submitted with the CMP Application for Candidacy.

The two approved pre-requisite courses offered through RIA's Education Partner, WonderMakers International, Inc., are:

RIA's Mold Remediation Technician (MRT) Course*

* The following industry-related mold courses **may be substituted only for RIA's MRS Course ONLY.**

1. IAQA's Certified Microbial Remediation (CMR) Course
2. MEHRC's Mold Remediation Project Manager 3-day Course
3. IICRC Applied Microbial Remediation Technician (AMRT)

A \$150 course substitution fee will be assessed and must pay before the Applicant can register for the MRS course.

AND

RIA's Mold Remediation Project Supervisor (MRS) Course



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EXAM TERMS, PROCESS & CONDITIONS

1. Candidates must successfully pass the written CMP examination with a score of 80% or better.
2. A successful passing score of 80% enables the Candidate to proceed with the final stage of the certification process which is the submission of the CMP formal Capstone Report.

EXAM RE-TAKE GUIDELINES

Candidates who fail the CMP exam may retake the exam by doing the following:

1. Pay a \$150 exam re-take fee
2. May schedule an exam retake between 7 – 90 days of the original exam date at a pre-approved proctored RIA–member site at no additional charge aside from the exam re-take fee.
3. Candidates who fail the retake exam will be required to retake the entire CMP Certification Course.

FORMAL CAPSTONE PROJECT & REPORT

The final stage of the certification process is submitting the formal CMP Capstone Report.

1. Candidates must prepare a Capstone Project on an approved research topic and have the topic verified by the CMPSM Course Instructor/Advisor.
2. Candidate has 1 year (12 months) from the date of passing their initial CMP exam to complete the Capstone Project.
3. All Capstone Projects are reviewed by a Review Committee.
4. The one-year completion date is retroactive from the Candidate's initial exam date.
 - a. The Capstone Project can be turned in for review at any time during the year; however, if the Candidate chooses to participate in the Induction Ceremony held in March of each year, the Capstone Project must be turned in no later than the last standard work-day in December.
 - b. Capstone Projects will be reviewed within a 6-8 week timeframe upon receipt of project.

AWARDING OF THE CMP CERTIFICATION

1. Upon successful completion of all the CMP requirements and final approval of their Capstone Project, Candidates will be awarded their CMP certification.
2. Upon notification, Candidates will receive their CMP certification number, and information on all certification items. Candidates may choose to participate in a formal Induction Ceremony held at the annual RIA[®] convention every year in March.
3. A Certified Mold Professional can be stripped of his CMP certification for unethical behavior or unprofessional conduct. (I.e. Violation of Code of Ethics or standard Code of Professional Conduct.)
4. If the CMPSM retires, he/she may apply for "Retired CMP" status.

MAINTAINING CERTIFICATION

CONTINUING EDUCATION CREDITS (CECs)

Upon certification, the Certificant must maintain certification by adherence to two major criteria:

- Payment of certification renewal fees
- Acquisition of appropriate continuing education credits.

Below is a brief overview of the CEC process:

1. Cycles for newly inducted CMPs begins on the January 1 prior to the date of induction.
2. Payment of certification renewal fee every three years.
3. All RIA continuing education is based on a three-year continuous cycle and based on points. To maintain certification, Certified Restorers must accrue 4 points (equivalent to approximately 26 contact hours) of continuing education within a 3-year cycle by participating in education venues selected from approved CEC Categories.
4. CMPs are responsible for timely submission of Continuing Education credits (CECs) using RIA's CEC Submission document.
5. Membership in RIA is not a requirement of certification.

LAPSED or INACTIVE CERTIFICATION STATUS

Certificants whose certification has lapsed will adhere to the following reinstatement requirements:

LAPSED: Certificants who have not paid their certification renewal fee and/or submitted the appropriate 4 (four) CECs by the end of their current three-year cycle will be moved to a "Lapsed" status as of the first of the New Year. They will be given a six-month grace period (January 1st – June 1st) to comply and reinstate their "active" status.

INACTIVE: Lapsed Certificants who have not paid the renewal fee and/or have not submitted the appropriate CECs within the six-month grace period will be moved to "Inactive" status on June 1st and will need to adhere to current reinstatement guidelines by calling the RIA office.

Please retain pages 1 & 2 for your files, as these pages contained important reference information. Return pages 3 – 7.



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Date _____

Please complete the following application. Upon submission of your Application for Candidacy, estimates and protocols, and credential check approval, please register for your pre-requisite courses.

Applicant name _____

Company name _____

Business address _____

City State/Prov Zip/PC Country

Business phone () Fax ()

Cell phone () Home phone ()

Email _____

INITIAL CMP CANDIDACY FEES AND DOCUMENTATION

A one-time non-refundable candidacy fee of \$150 must accompany the following:

- 1. APPLICATION FOR CANDIDACY: Candidates must complete and return their CMP Applications for Candidacy for the Certified Mold Professional Program.
2. CMPEDENTIAL CHECK FORM: Applicants must authorize RIA and its designated investigative agency to perform credit, civil and criminal background checks. Applicants who fail to be admitted because of this background check will be provided a copy of the report.
3. ESTIMATES or PROTOCOLS: Send copies of one recently completed protocol for a mold remediation project. Please delete any identifying information to protect clients.

2011 CPM PROGRAM APPLICATION FEE: \$150

Course Substitution Transfer Fee: (\$150 per course)

Course #1: _____

Course #2: _____

TOTAL: _____

Charge my: [] MC [] Visa [] AMEX [] My check is enclosed

Account # Exp. Date

Name on card (print please) Sec. Code

Signature _____

Card Billing Address _____



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PRE-QUALIFYING EDUCATION REQUIREMENTS

All Candidates must hold an equivalent of a high school diploma. List additional educational experience below.

Level	Name	City/State	Years Attended	Degree	Field of Study
High School/GED			to		
Technical Institute			to		
College/University			to		
Post-Graduate			to		

Prior to attending RIA's CMP Certification School, Applicants must complete the required pre-requisite courses. Applicants must include copies of verifiable Certificates of Attendance / Course Completion for all pre-requisite courses attended and submit those with their Application for Candidacy.

	<u>Pre-requisite Course Provider</u>	<u>Course Title</u>	<u>Date of Course</u>
Mold Remediation Technician SM			
Mold Remediation Specialist SM			
Substitute Course			
Substitute Course			

PROFESSIONAL EXPERIENCE & BACKGROUND

Are you or your firm directly associated with any insurance company or adjusting firm? O YES O NO

If YES, please note name and address:

Are you directly or actively engaged in mold remediation/restoration work? O YES O NO

What is your specialty? Environmental Damage repair Contents Other

Does your firm hold a state or municipal contractor or remodeler license? O YES O NO

QUALIFIED WORK EXPERIENCE

All Candidates to the CPM Program must have a minimum of five (5) years of verifiable work experience directly related to the damage repair industry.

- a. For the work experience portion of the requirements, Candidate must provide documentation of experience (resume acceptable, please attach) including verification of their work claims and sign-off from their company owner/manager or supervisor.

Supervisor Signature _____

Date _____



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BACKGROUND DATA

Have you ever been convicted of a felony? O Yes O No

If YES, please explain:

Have you ever filed for bankruptcy? O Yes O No

If YES, please explain:

Do you have any outstanding judgments against you? O Yes O No

If YES, please explain:

Have you ever had any license suspended or revoked? O Yes O No

If YES, please explain:

Has your right to do business in any locality ever been suspended or revoked? O Yes O No

If YES, please explain:

CHECKLIST FOR CMP APPLICATION SUBMISSION

- Completed CMP Application
Non-Refundable Application Fee
Copies of Pre-Requisite Course Certificate of Completion
Course Transfer Fees (If Applicable)
Documentation of Experience (Estimate, Etc.)
Work Signoff from Supervisor
Signed Credential Check Release Form

- Please retain a copy of this application for your records.
Retain pages 1 and 2 for your files, as these pages contained important reference information.
Return pages 3 -7.
All pre-requisite courses must be completed prior to attending the CMP Certification School .
Reminder about Certificates of Pre-requisite course completion:
1. If Applicant already has completed both pre-requisite courses in the past, simply attach a COPY of the Course(s) Certification of Completion to the CMP Application and submit with other required documentation.
2. If Applicant has yet to complete the pre-requisite courses, email copies of the Course(s) Certification of Completion upon completion of the actual course.

Submit application and payment to: RIA, Attn: Certification Department
12339 Carroll Avenue, Rockville, MD 20852
Phone: 301-231-6505 • Fax: 301-231-6569 •Email: certification@restorationindustry.org



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AFFIDAVIT

I attest that I read all elements of the application and understand them and that I have completed this application fully and accurately. I understand that acceptance into the **Certified Mold Professional** is contingent on the information provided herein. By my signature below, I grant the Restoration Industry Association (RIA) and its agents permission to contact references and previous employers listed herein as well as to obtain credit, civil, and criminal background information.

I further agree to the following terms and conditions which become applicable and enforceable upon my acceptance into candidacy for the Certified Mold Professional designation and which shall not expire:

I agree that my name may be published as part of the CMP Candidate program.

I understand and agree to abide by the rules of the Certified Mold Professional Program and will conduct myself in a manner that will reflect credit on the program and my fellow restorers.

I understand and agree that the Certified Mold Professional program, its rules and procedures, and any and all elements of the program may be changed at any time by the program sponsor in the sponsor's sole and unfettered discretion.

I understand and acknowledge that a Certified Mold Professional can be stripped of his CMP certification for unethical behavior or for unprofessional conduct that discredits the Certified Mold Professional program.

I understand that written course materials provided are for my personal use only; they remain the property of the CMPSM program and its course providers. I will not, nor will I permit others to, abstract, reproduce, distribute, or otherwise employ these materials for personal use. I will accept and abide by the rulings of the Certification Committee in all matters pertaining to both my candidacy in the Certified Mold ProfessionalSM Program and in the future administration of the program's affairs.

I agree that "Certified Mold Professional" is a registered trademark and remains at all times the property of the program sponsor, Restoration Industry Association, and that my use of the terms "Certified Mold Professional" and "CMP" are subject to all usage terms and conditions as established by the program sponsor which shall include, but are not limited to, the following: i) only individuals who have been approved by RIA may represent themselves as a "Certified Mold Professional"; ii) that the "Certified Mold Professional" is a mark of individual achievement and may not be used in any manner that creates an implied accomplishment of a company or business; iii) that the appropriate display of the "CMP" abbreviation is immediately following the designee's name; iv) that the designation shall not be ever used without connection to the designee's name and it may not be used as an adjective or pronoun.

RIA[®] CODE OF ETHICS (Adopted June 20, 2006 RIA Board of Directors)

As providers of property damage restoration, remediation and cleaning services to the public, we subscribe to the following principles in our relationships with customers, employees and business associates:

- To treat our customers and their property with care and respect.
- To provide professional service in accordance with high standards of practice that will, where possible, restore the customer's property to its pre-damaged or pre-soiled condition.
- To operate in a manner consistent with ethical principles and sound business practice.
- To be proficient in our work through ongoing participation in education and training.
- To provide our customer with accurate information concerning the scope of work required and its costs, while maintaining strict impartiality in our professional opinions.
- To disclose to the customer any connection we may have to their insurer or any other interested third party.

I have read and understand the requirements as set for by RIA[®] regarding the association's Code of Ethics. By signing this document, I attest to abiding by and adhering to these standards in my daily business and professional practice.

Applicant Signature: _____

Date: _____

CREDENTIAL CHECK AUTHORIZATION AND RELEASE

In connection with my application to RIA for the **Certified Mold Professional Program**, I understand that information may be requested as to my character, credit, criminal history, and other public records. I agree that any false information or significant omission provided by me in support of my application may cause my application to be denied.

I understand that I will be evaluated for admittance to the program in accordance with the written procedures of the **Certified Mold Professional Program** and that I will be given the opportunity to review and respond to any information which might adversely affect my CMP candidacy.

I hereby authorize and release from all liability without reservation, RIA, credential Check Corporation and any law enforcement agency, administrator, state/federal agency, institution, prior or present, insurance company or person gathering or furnishing the above information.

Applicant Signature: _____

Date: _____



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CMP CERTIFICANT INQUIRY RELEASE

In connection with, and for the duration of my certification (or independent contract for services) with The Restoration Industry Association (RIA) (Company), I understand that investigative background inquiries are to be made by RIA or its third-party designee on myself including consumer, CMPiminal, driving, and other reports. These reports will include information as to my CMPeditworthiness, character, work habits, performance and experience along with reasons for termination of past employment from previous employers. These reports and records will be used for the purposes of making decisions to accept me into the RIA certification program or investigating certain incidents. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. The aforementioned reports, records and information are hereinafter referred to as "Background Information."

To the extent such inquiries and requests of Background Information constitute "Consumer Reports" under the Fair credit Reporting Act, 15 U.S.C. §1681 et seq., then such inquiries and requests of information shall be in compliance with the Fair credit Reporting Act, 15 U.S.C. §1681 et seq. (the "FCMPA"), to the extent applicable. Pursuant to Section 606(b) of the FCMPA, I may make a written request to you within days of the date of this release to make a complete and accurate disclosure of the nature and scope of any investigation which may be governed by the FCMPA. You will make the disclosure in writing mailed, or otherwise delivered, to me not later than five (5) days after the date you receive my request for such a disclosure. If a decision not to employ, continue employment, or contract for services is contemplated because of the contents of a Consumer Report governed by the FCMPA, then pursuant to Section 604(b) (3), I will receive a free copy of such Consumer Report and a summary of my rights as a consumer under the FCMPA, a copy of which is attached hereto.

I understand and agree that the Background Information is of material importance to RIA and that if I have given any false information, or I have omitted any material facts under any circumstances, I may not be accepted into RIA's certification program, or if accepted, I may be discharged immediately upon discovery of such false statements or omissions, regardless of how much time has passed between the date of my hire and the discovery of such misrepresentations, in the sole and absolute disCMPetion of RIA.

I hereby request that all references listed on my application, or the custodians of the Background Information, give all information concerning my previous employment and/or pertinent information they may have, personal or otherwise, to RIA and I hereby consent to the release of such Background Information and release all such parties from all liability for any damage that may result from the furnishing of same to RIA or third party designee.

I authorize, without reservation, any party or agency contracted by RIA to furnish the above mentioned information:

PLEASE PRINT

Form with four columns for First, Middle, Last, and Maiden Name or Alias.

Current Address:

Form with three columns for City, State, and Zip.

Form with four columns for Date of Birth, Social Security Number, and two empty columns.

Form with two columns for Driver's License Number and State Issued.

Form with two columns for Applicant's Signature and Date.

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you by credential Check at the address listed above.