



Certified Mail Manager (CMM)

Certification Maintenance Procedures and Report Form

Certification Maintenance

The continuing education of corporate mail managers is essential to cope with the rapidly changing mail management field. Therefore, **after initial certification, CMMs must recertify at five-year intervals.** Professional credits for recertification may be earned at any time during each five-year interval, but a certification maintenance form, with the appropriate member or nonmember recertification fee, must be submitted to IPMA headquarters prior to each recertification deadline.

Procedures

IPMA headquarters will notify all CMMs of maintenance requirements and deadline dates.

Fees

For each five-year period renewal, a \$100 member fee or \$200 nonmember fee is payable with the Certification Maintenance Report Form.

Lifetime Certification

A manager who has been certified as a CMM for at least five years can, upon reaching age 60 or retirement, notify IPMA headquarters and request **lifetime certification status.** Once verified, this status is granted and no further recertification maintenance or reporting is required.

Statement of Use

The IPMA International Certification Committee has set the following policy to address the loss of certification in the event recertification requirements are not met:

A CMM who fails to accumulate the required professional credits to meet recertification shall lose certification unless, in the judgment of the IPMA International Certification Committee, extenuating circumstances exist and the deficient credits can be obtained within a reasonably short period of time.

Managers who have not acquired sufficient certification maintenance credits to be recertified on recertification date will be notified in writing that they are suspended from using the CMM designation and will no longer be listed as a CMM in any IPMA publication. Managers can gain reinstatement by:

- Entering the CMM program again and meeting all requirements, including successful completion of the CMM examination, or
- Earning all deficient credits plus five additional credits per year for each year past the recertification deadline.

contact us



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CMM Certification Maintenance Form

Certification maintenance is required every five calendar years. To attain recertification, you must complete and return this Maintenance Form to IPMA by January 1st five years following the date appearing on the certificate attesting to certification.

Be sure to:

- Indicate on the form provided how your 15 required credit points were achieved.
- List only programs and activities occurring within the past five years.
- Fill out the form completely.
- Provide all attachments as requested.

Personal Information

Date of Certification/Last Recertification: _____ IPMA Member Number: _____
Name: _____ Title: _____
Company: _____
Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ Fax: _____
Email: _____ Web Site: _____

Payment

Please enclose \$100 payment for IPMA member certification maintenance. Nonmember certification maintenance is \$200.

(IPMA cannot bill you. Payment must accompany this form.)

My check is enclosed.

Charge my: American Express MasterCard VISA

Account No. _____ Exp. date _____

Name (as appears on card) _____

Signature _____ Date _____

Certification Maintenance Acknowledgement

Name of person in company to be notified of this achievement (i.e. CEO, Supervisor, Manager, Director):

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Acceptable Professional Credits for CMM Maintenance

The IPMA International Certification Committee has identified the following areas of educational endeavor and leadership activity through which certification may be maintained.

Education Programs and Courses

Participation in professionally constructed courses related to fields in any of the CMM test areas including general management, finance, personnel, computer and technical skills and mail management. Programs may be sponsored by IPMA, other associations, colleges, employers, consultants, and other independent seminars. **Attach course name, program outline, course description, etc., if other than IPMA sponsored.*

Points

One-tenths (.1) per each hour of instruction for a minimum of one point.

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Title of program or course _____

Sponsor _____ Number of hours _____

Location _____

Membership

Maintained membership in IPMA or any other professional association devoted to the fields of management or graphic communications. Indicate organization and years of membership by date, i.e. 1995, 1996: _____

One point per year per association for a maximum of five points.

Annual IPMA Conference

For attendance at IPMA's annual conference. Identify years of conferences attended and cities.

One point per year for a maximum of five points.

Published Articles

For each published article on management or a technical subject related to mail management included in IPMA publications, newsletters, monographs, chapter newsletters, trade publications, employee/company publications, etc. **Attach copy if published by other than IPMA.*

Title of published work _____

Name of publication _____

Publisher _____ Pub. date _____

Title of published work _____

Name of publication _____

Publisher _____ Pub. date _____

Exam Proctoring

For service as proctor for an approved certification exam sitting. Partial examination points to be determined in consultation with certification committee.

Exam Site _____ Date of exam _____

Voluntary Leadership

For service as an officer, board member, advisory board member, or committee member in IPMA or any other professional association in the field of management or graphic communications.

Organization _____

Position(s) held _____ Date of service _____

Organization _____

Position(s) held _____ Date of service _____

Professional Speeches and Instruction

For instruction to others on management or technical topics through speeches and lectures.

**Attach copy or outline of speech and copy of the program if other than IPMA sponsored.*

Name of program _____

Sponsor _____ Length of program _____

Type of involvement: speaker, panel participation, etc. _____

Name of program _____

Sponsor _____ Length of program _____

Type of involvement: speaker, panel participation, etc. _____

Points

One point per individual article for a maximum of five points.

One point per each full exam for a maximum of five points.

One point per each year of service for a maximum of five points.

One point per each hour of instruction for a maximum of five points.

Total (15 points) _____