

Hazmat Technician and Specialist Certifications are valid for three years. Each Hazardous Materials Responder will be required to complete the following criteria to renew their certification:

- A. Complete and submit the current Recertification Application before the expiration date.
 - a. Any application submitted later than six months after expiration will require a written correspondence from the Departments Training Officer to the Hazardous Materials Program for review.
 - i. Any application with an expiration of 1 year or greater will be subject to review, and the applicant may be subjected to attend current hazmat technician training.
 - b. Individuals under Military orders are permitted to submit a written correspondence, with a copy of orders, to extend the certification period.
- B. Attach all appropriate documentation to the Recertification Application as spelled out in the checklist atop the recertification application.
- C. Provide documentation of **8 hours per year** for a **total of 24 training hours** for Technician and Specialist. The following shall be considered for recertification:
 - a. Attendance and completion of incident command related courses.
 - b. Attendance and completion of hazardous materials related courses.
 - c. Instruction of courses related to hazardous materials.
 - i. Instruction of courses shall not exceed 12 hours per certification cycle.
 - d. Attendance of hazardous materials or Local Emergency Planning Committee (LEPC) conferences.
 - i. The agenda of the conference must be submitted with the certificate.
 - e. Attendance of state or regional hazardous materials meetings.
 - i. Attendance of meetings shall not exceed 12 hours per certification cycle.
 - f. Real-world emergency response to a significant hazardous materials event.
 - i. Supporting documentation must include:
 1. TEMA Incident number
 2. Brief description of the incident
 3. ICS-207 – outlining assignments
 4. After action review addressing response and lessons learned.
 - g. Attendance of any exercise (tabletop, functional, full scale, etc.) related to hazardous materials.
 - i. A summary of the exercise must be provided, along with the role of the applicant and after-action review.
- D. Completion of online FEMA Independent Study (IS) related to hazardous materials.
 - a. “Entry” level IS online courses such as but not limited to “IS-5.a An introduction to hazardous materials” shall not be permitted.
 - b. Independent Study courses are allowed once during the lifetime of the certification.
- E. Previous training courses completed for the initial process or prerequisite courses required for certification will be allowed once per cycle after the initial certification.
 - a. Entry-level courses such as but not limited to hazardous materials awareness, shall not be permitted for recertification unless a significant update to the course has been released.
 - b. Any hands-on training dealing in radiological or hazardous materials is an exception and shall be permitted for recertification throughout each cycle.

**All applications within and outside the guidelines are subject for review and consideration through the Regional Office and Hazardous Materials Branch.*