

REQUEST FOR TEMA HAZARDOUS MATERIALS SPECIALIST RECERTIFICATION

The curriculum established for a Hazardous Materials Specialist Certification program is based on training standards developed by the Tennessee Emergency Management Agency utilizing OSHA requirements, NFPA 470 Standards for Hazardous Materials Specialist. The Certification criteria are based on a series of courses offered by TEMA. These courses are comprised of National Fire Academy courses, Federal Emergency Management Agency, Federal Office of Homeland Security, and courses developed by TEMA. These training courses require the demonstration of competencies through written examinations, hands-on demonstrations, field scenarios, and exercises.

Recertification Checklist:

- An application completely filled out listing last Certification date and the annual 8 hour sustainment requirements for 3 years
- A copy of the last TEMA Specialist Certificate is attached to the application with documentation/transcript of the sustainment training.
- Signature and date of the department training officer, or department head and applicant.
- Email or Send Disk with Digital Color Photo with: Last Name, First Name, Middle Initial
- Application and attachments submitted to the TEMA Regional Office for verification.

Name:		Date:	Last 4 of SSN:
Organization:		Job Title:	HM Spec Badge #:
Address:		City:	Zip:
County:	Phone:	Email:	

Training Required for Recertification	Course #	Date
Last Specialist Certification	N/A	

I certify that the information given in this application is correct and complete to the best of my knowledge. I have submitted the necessary documents and will supply further information as determined by TEMA. I understand that any false statement or misrepresentation I make in the course of these proceedings may result in the revocation of this application. I give my permission for verification of any information contained in this package.

Candidate's Signature Date

I verify that the Candidate is an employee of this department and, to the best of my knowledge, the information given in this application is correct and complete.

Employer's Signature Date

TEMA Use Only	Date	Signature	Remarks	Y	N
District Coordinator					
Regional Administrator					
HM Training Manager					

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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.*