



PROGRAM DESCRIPTION

Council-certified Microbial Remediator

CMR

The American Council for Accredited Certification offers the Council-certified Microbial Remediator (CMR) to individuals whose training and field experience in conducting microbial remediation projects warrant professional recognition. Additionally, ACAC offers the CMR examination to certain license applicants in states where it is required by law.

Objectives of the CMR Program:

1. To raise the standards of those engaged in the execution of microbial remediation projects.
 2. To identify persons with acceptable knowledge of microbial remediation and the standards and regulations affecting Council-certified Microbial Remediators.
 3. To award special recognition to those microbial remediators who have demonstrated verifiable field experience.
 4. To qualify applicants for certain state licenses.
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Eligibility:

Candidates for the CMR certification must possess one of the following combinations of two (2) years education and relevant field experience:

- A 2-year post-secondary degree or its equivalent (15 credit hours) in microbiology, engineering, science, architecture, industrial hygiene or related field of science with at least one (1) year of documented experience in microbial remediation.
- No degree with at least 2 years of documented experience in microbial remediation. (high school diploma or GED required.)

ACAC certification candidates document education by submitting transcripts with the application form. Candidates document field experience by submitting four project sheets (included in the application packet).

Applicants for state licenses where the CMR examination is required must meet the eligibility requirements published by each state.

The Required Body of Knowledge:

The effective practice of microbial remediation requires detailed knowledge of a variety of subjects, from microbiology and microbial risk analysis to the various disciplines of the building sciences. For certification purposes, the candidate for the CMR designation must demonstrate familiarity with the basic concepts and reference materials relating to microbial remediation, such as those summarized in the following list.

1. Hollace Bailey, *Fungal Contamination: A Manual for Investigation, Remediation and Control* (Jupiter, Fla: BECi, 2005), chapters 8-25.
2. EPA, *Mold Remediation in Schools and Commercial Buildings* (Washington: EPA, 2001)
3. IICRC, *Standard S500-2006: Standard and Reference Guide for Professional Water Damage Restoration*, 3rd edition (Vancouver, WA: IICRC, 2006)
4. IICRC, *Standard S520: Standard and Reference Guide for Professional Mold Remediation* (Vancouver, WA: IICRC, 2003)

The Required Skills:

A Council-certified Microbial Remediator (CMR) has demonstrated the following skills through a combination of documented experience, documented education and training and the successful completion of an examination process.

1. Understand the basic principles of microbial remediation as described in the listed knowledge base texts
2. Maintain familiarity with the equipment and supplies necessary to conduct a microbial remediation project, and with the methods for calibration and operation of such equipment. Assemble an interdisciplinary IAQ Management Team
3. Appreciate the safety hazards presented by microbial remediation projects, and follow the procedures necessary to protect building occupants and remediation workers from such hazards. Oversee an IAQ investigation
 - a. Follow safety regulations touching mold remediation
 - b. Employ safe work practices
 - c. Use Personal Protective Equipment (PPE) appropriately
4. Recognize the legal and liability issues surrounding microbial remediation
5. Properly address water damage in the indoor environment
 - a. Follow effective loss mitigation procedures after a water incursion
 - b. Follow completion procedures designed to return the property to a pre-loss condition
6. Conduct microbial remediation projects according to appropriate specifications
 - a. Define the scope of work for a remediation project according to relevant guidelines
 - b. Maintain thorough project documentation throughout the remediation process
7. Perform structural remediation
 - a. Design and construct appropriate containment areas and other engineering controls to prevent cross contamination and to protect worker safety and health
 - b. Remove and dispose of damaged building materials when appropriate
 - c. Employ effective cleaning methods when appropriate
8. Perform HVAC remediation
 - a. Apply relevant guidelines to assess the status of the HVAC system
 - b. Evaluate the mechanical condition and adequacy of the HVAC system and recommend necessary adjustments
 - c. Employ effective cleaning methods when appropriate
9. Perform contents remediation
 - a. Remove and dispose of damaged building contents when appropriate
 - b. Employ effective cleaning methods when appropriate
10. Prepare for post-remediation verification
 - a. Conduct appropriate monitoring activities to verify remediation effectiveness
 - b. Apply internal quality control procedures to determine when remediation has been completed
 - c. Complete appropriate project documentation

The ACAC Certification Process

1. ACAC certification should not be confused with state licensing. State license candidates should read the following section, "The State Licensing Process."
2. ACAC certification candidates complete and forward the notarized application form, employer affidavits, project sheets and a copy of diploma or transcripts.

3. ACAC certification candidates pass the closed-book examination. If the examination is not successfully passed, a mandatory 15-day waiting period and re-examination fee of \$100 is required before retaking the examination.
 4. ACAC certification candidates have up to 90 days from the date of application to complete the application process. Applications left incomplete after 90 days will be considered null and void.
 5. ACAC certification candidates wait for the awarding of the certification. The Certification Board meets approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.
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The State Licensing Process

1. State licensing should not be confused with ACAC certification. ACAC certification candidates should read the previous section, "The ACAC Certification Process."
 2. State license applicants complete and forward the notarized application form to the ACAC office.
 3. ACAC does not require state license applicants to provide documentation of education or field experience in order to sit for the CMR examination. State licensing agencies may require such documentation as part of the license application process.
 4. State license applicants pass the closed book examination. ACAC reports exam scores directly to the appropriate state licensing agencies.
 5. State license applicants follow individual state guidelines for completion of the license application.
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The CMR Examination:

1. The applicant must complete a 3-hour, closed-book, written examination. The examination questions are based on the listed core skills and required body of knowledge. For an updated list of exam topics and item references to use in test preparation, visit www.acac.org.
2. The examination is closed-book! It is strongly recommended that candidates read the reference materials listed above before taking the examination.
3. There are 100 questions on the examination. Each question is multiple-choice with at least four (4) possible answers. A score of 75% must be achieved to pass this examination.
4. The examination is delivered electronically at an authorized testing center operated by Kryterion, Inc. There are no paper exams. Once a complete application packet is on file in the Council office, the candidate may register for the examination by calling the office at (888) 808-8381.
5. Candidates should arrive 30 minutes before the testing appointment.
6. Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.
7. Candidates must follow proctor instructions with regard to the use of personal belongings and test materials.
8. Candidates failing to abide by these rules will not be permitted to sit for the exam, and a re-examination fee of \$100 will be required.
9. All examinations contain the same questions; however, the examination questions are presented to each candidate in random order and the examination answers are presented to the candidate in random order.
10. Examinations are graded electronically at the testing facility, and scores are available to candidates immediately. An email is sent to the candidate's email address confirming test results. In the case of state license applicants, exam scores are also reported directly to the appropriate state licensing agency.

Fees:

Corporate purchase orders, checks, Visa, MasterCard and American Express are accepted.

Certification Fee: \$300 for a two-year ACAC certification

- Certification fees include a \$100 non-refundable processing fee

Examination Fee: \$100

- Examination and certification fees are required prior to taking examinations

Re-certification Fee: \$300

- Re-certification is for a two-year period and requires documentation of continuing education. Re-certification fees include a \$100 non-refundable processing fee.

Re-examination Fees: \$100.

- For those who failed a previous exam

Penalties: \$50 for late re-certification.

- May be waived in case of documented active military duty or medical issues

The Certifying Body:

1. The American Council for Accredited Certification is the certifying body for this certification program.
2. All decisions regarding application materials, examinations and the awarding of certifications are made by the CMR Certification Board, which functions as part of the ACAC.
3. The certifying body's responsibility to applicants is to provide a credible certification. Operation of the certification program is closely monitored to ensure that reference materials remain current with the industry guidelines and standards and the eligibility requirements for certification are at appropriate levels. Examination questions are developed by certified CMRs who are currently active in the field of microbial remediation. Pass/fail scores are set by the CMR Certification Board at the ACAC annual meeting using the modified Angoff method. The Board authorizes an biannual statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.
4. Certification Board members are required to abstain from voting on any applicant's completed file that may present a conflict of interest, either personally or professionally.

Re-certification and Reinstatement

ACAC certifications are current for two years from the date of issue. The certificate holder must accumulate forty (40) Re-certification Credits (RCs) prior to the certificate's expiration date. Each RC represents one (1) hour of continuing education in a Council-registered activity. The certificate holder may accumulate the required hours at any time during the two-year certification period. An updated list of activities which qualify for RCs is available on the Council website at www.acac.org.

Council-certified Microbial Remediators who do not acquire sufficient CMR Re-certification Credits by their recertification date will be notified in writing to cease using the CMR designation. They will be listed as expired on the Council website and will no longer be listed as a CMR in any ACAC publication until such time as they resubmit to the certification process and successfully meet the current criteria for certification. Appropriate fees will apply.

Due Process Procedures:

1. The CMR Certification Board is responsible for all facets of the certification program, including the review and evaluation of applications, the development and administration of examinations, the granting and reissuing of certificates and the adjudication of complaints against certificants.
2. Suspensions: If a Council-certified Microbial Remediator does not accumulate the required re-certification credits, certification shall terminate unless, in the judgment of the Certification Board, extenuating circumstances exist and the deficiency can be readily overcome. Examples of extenuating circumstances include documentation of active military service or documentation of a serious medical condition.
3. Complaints: If a Council-certified Microbial Remediator fails to abide by the ACAC Code of Conduct or is formally accused of gross negligence in the performance of his or her professional duties, the Certification Board may vote to refuse re-certification.
4. Appeals: Any holder of a valid Council certification or applicant for such a certification may appeal the decisions of the Certification Board.
5. Complaints or appeals shall be made in writing via certified mail to the Certification Administrator.
6. In the case of complaints, the Certification Administrator shall forward the complaint to the accused certificant and allow him or her ample time to respond.
7. The Certification Administrator, at the direction of the Executive Committee, may forward complaints or appeals to the appropriate Certification Board.
8. The Certification Board shall rule on all complaints or appeals by unanimous vote.
9. Complaints or appeals may be continued in writing via certified mail to the National Advisory Board.
10. The National Advisory Board shall be the final court of appeal and will rule on complaints or appeals by unanimous vote.
11. In resolving complaints or appeals, ACAC may rule only on its own decisions to grant or deny certification and recertification.

Emeritus (Retired) Status

1. Retired Council-certified Microbial Remediators who are at least 62 years of age may be granted emeritus status in their designation as long as they are no longer engaged in professional practice as a CMRS. Such persons will be granted the title "Emeritus".
2. Re-certification Fees for Emeritus (Retired) Status: \$50 USD for each two-year certification.
3. A photocopy of a current driver's license must accompany the request for Emeritus Status.
4. Continuing education is not required.
5. To return to active status, emeritus certificants must notify the Council in writing and pay a \$50 fee for a two-year active certification. At the end of the two-year period, all normal re-certification policies will apply.

Use of the CMR Designation:

1. A Council-certified Microbial Remediator (CMR) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CMR designation, we encourage the spelling out of the designation fully in smaller print immediately below the signature block, as in the following example:

John Doe, CMR

Council-certified Microbial Remediator

Board-awarded by the American Council for Accredited Certification

2. Certification is for individuals only. The CMR designation may not be used to imply that an organization or firm is certified.

3. The CMR designation may NOT be used by individuals who pass the CMR examination in order to obtain a state license, unless those individuals also complete the ACAC certification process as described in this booklet.
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ACAC Code of Conduct:

- **Objective**

The objective of this code is to provide guidance for appropriate conduct for the certificants of the American Council for Accredited Certification as they engage in their individual professions.

- **Rules of Conduct**

Certificants of the American Council for Accredited Certification shall:

- Practice their respective professions following accepted industry standards and guidelines.
- Exercise caution not to misrepresent their credentials, training or experience in the course of their professional activities.
- Deal responsibly in advising parties regarding potential damage to property and/or risk to health.
- Maintain confidentiality concerning both personal and business information gathered in the performance of their professions, except in the case of overriding legal and/or health concerns.
- Avoid instances where conflict of interest or compromise of professional judgment may occur.
- Act with integrity to uphold the standards of their profession and of the Council and avoid any conduct that could adversely reflect on the Council and its certificants.

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We reserve the right to change/update our certification examination material, eligibility requirements and re-certification requirements at anytime we deem necessary to maintain the professional integrity and validity of our certification.

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