



APPLICATION BOOKLET

Council-certified Residential Microbial Remediator

CRMR

INSTRUCTIONS:

Candidates for the CRMR must complete **three tasks** in order to become certified by the American IAQ Council:

- 1) Submit an eligible application (typed or neatly printed).
- 2) Pass the CRMR examination with a score of 75% or better
- 3) Await board review of the completed application

Task #1: The application packet

This booklet contains all the information and forms necessary for the first task: completion of the application packet. In order to apply, please take the following steps:

1. _____ Determine your eligibility by reading the program description carefully (pp. 2-6).
2. _____ Complete, sign and notarize the application form (p. 7).
3. _____ Attach the application fee (credit card payments are also accepted in the Council office via phone or fax).

Task #2: The CRMR examination

Once your completed application (including payment) is on file with the Council office, you may register for the CRMR exam by calling (88) 808-8381. The Council staff will assist you in selecting a testing center near you. For an updated list of exam topics and item references to use in test preparation, visit www.certificationcouncil.org.

Task #3: Board review

Following a successful examination, the Council staff forwards the complete, eligible application to the CRMR certification board. You will be notified within approximately two weeks after the board reviews your application.

NOTE: IT IS THE CANDIDATE'S RESPONSIBILITY TO ENSURE THAT HIS OR HER APPLICATION IS COMPLETE AND ELIGIBLE. Incomplete files will not be forwarded to the board for review. Please call the Council if you need assistance in determining your eligibility or in completing the application packet.

Program Description

The American Council for Accredited Certification offers the Council-certified Residential Microbial Remediator (CRMR) to individuals whose knowledge of microbial remediation warrants professional recognition.

Objectives of the CRM Program:

- To raise the standards of those engaged in the execution of microbial remediation projects.
 - To identify persons with acceptable knowledge of indoor air quality and the standards and regulations affecting Council-certified Residential Microbial Remediators.
-

Eligibility:

Individuals are eligible for the CRMR certification who can attest to their employment in the field of microbial remediation.

The Required Body of Knowledge:

The effective practice of microbial remediation requires basic knowledge in various related disciplines. For certification purposes, the candidate for the CRMR designation must demonstrate familiarity with the basic concepts and reference materials relating to microbial remediation, such as those summarized in the following list.

1. American Council for Accredited Certification, *Code of Conduct* (www.certificationcouncil.org)
 2. Hollace Bailey, *Fungal Contamination: A Manual for Investigation, Remediation and Control* (Jupiter, Fla: BECi, 2005), chapters 8-25.
 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 Residential Microbial Remediator (CRMR) has demonstrated the following skills through the successful completion of an independent examination and board review process:

1. Understand the basic principles of microbial remediation as described in the listed reference 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.
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.
 - a. Follow safety regulations touching mold remediation
 - b. Employ safe work practices
 - c. Use Personal Protective Equipment (PPE) appropriately
4. Recognize that microbial remediation may bring the remediator into contact with regulated substances such as lead and asbestos.
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. Perform structural remediation
 - a. 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
7. 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
8. Perform contents remediation
 - a. Remove and dispose of damaged building contents when appropriate
 - b. Employ effective cleaning methods when appropriate
 9. Prepare for post-remediation verification
 - a. Apply internal quality control procedures to determine when remediation has been completed
-

The Certification Process:

1. Complete and forward the notarized application to the Council office. Incomplete applications will not be forwarded to the Certification Board for review.
 2. Pass the closed-book examination. If the examination is not successfully passed, a fee of \$100 is required before rescheduling the makeup examination.
 3. Applicants have up to 2 years from the date of their examinations to complete the application process. Examination results for applications left incomplete after two years will be considered null and void.
 4. Wait for the awarding of the certification. The Certification Board will meet approximately every four (4) weeks to review the examination results and supporting materials before voting to award the certification.
-

The Application:

The Application form provides an area for contact information and employment background. We recommend a notarized application be sent to the Council office prior to the examination, so that the certification staff may prepare the applicant's file for Board review.

The CRMR Examination:

1. The applicant must complete a 2-hour, closed-book, written examination. The examination questions are based on the listed exam topics and required body of knowledge. For an updated list of exam topics and item references to use in test preparation, visit www.certificationcouncil.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 50 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.
 - Candidates should arrive 30 minutes before the testing appointment.
 - Candidates must present two forms of government-issued identification at the testing center, one of which must be picture ID.
 - Candidates must follow proctor instructions with regard to the use of personal belongings and test materials.
 - 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.
 5. 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.
 6. 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.
-

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 CRMR Certification Board, which functions as part of the American Council for Accredited Certification.

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 personnel who are currently active in the field of microbial remediation. Pass/fail scores are set by the CRMR Certification Board at the ACAC annual meeting using the modified Angoff method. The Board authorizes an annual statistical review of examination item performance and test reliability and updates the examination to reflect the latest changes in our rapidly evolving field.
4. The CRMR certification is valid for two (2) years, after which time re-certification is required according to the policy described below.
5. 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:

Recertification Eligibility:

CRMRs may recertify once. CRMRs who remain active in microbial remediation are encouraged to apply for certification as Council-certified Microbial Remediators (CMRs) as soon as they become eligible. The CRMR certificate shall expire permanently two years from the date of recertification, except as provided below.

Recertification Requirements:

Individuals recertifying as CRMRs must submit an affidavit attesting to their participation in four (4) microbial remediation projects during the certification term. The affidavit may be signed by an employer, client or their supervising CMRS.

Exception:

CRMRs who continue to work in association with a Council-certified Microbial Remediation Supervisor (CMRS) as an employee or apprentice may recertify at the end of each two-year term. The supervising CMRS shall be responsible for signing off on their recertification affidavits (see below).

Due Process Procedures:

1. The CRMR 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 Residential Microbial Remediator does not complete the required re-certification activities, 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 Residential 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. The Certification Administrator shall forward complaints or appeals to the appropriate Certification Board.
7. The Certification Board shall rule on all complaints or appeals by unanimous vote.
8. Complaints or appeals may be continued in writing via certified mail to the National Advisory Board.
9. The National Advisory Board shall be the final court of appeal and will rule on complaints or appeals by unanimous vote.

Reinstatement of the CRMR:

Council-certified Residential Microbial Remediators who do not complete the required re-certification activities by their recertification date will be notified in writing to cease using the CRMR designation. They will be listed as expired on the Council website and will no longer be listed as a CRMR in any ACAC publication.

Fees:

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

Certification Fee: \$200 for a two-year 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 Fees: \$200

- 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

Emeritus (Retired) Status:

1. Retired Council-certified Residential 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 CRMR. Such persons will be granted the title "Emeritus".
2. Re-certification Fees for Emeritus (Retired) Status: **\$50 USD** for each two-year certification.
 - A photocopy of a current driver's license must accompany the request for Emeritus Status.
3. Continuing education is not required.
4. 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 CRMR Designation:

- A Council-certified Residential Microbial Remediator (CRMR) may use the designation with his/her name on organization letterheads, business cards and all forms of address. When using the CRMR 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, CRMR
Council-certified Residential Microbial Remediator
Board-awarded by the American Council for Accredited Certification

- Public use of the designation must include its full and complete name. Dropping the word "residential" from the designation title or the letter "R" from its acronym is grounds for immediate revocation of this designation.
- Certification is for individuals only. The CRMR designation may not be used to imply that an organization or firm is certified.

ACAC Code of Conduct:

▪ **Objective**

The objective of this code is to provide standards of 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 potential 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.

Copyright © 2008 The American Council for Accredited Certification

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.

Updated: 7-31-09



OFFICIAL APPLICATION

Council-certified Residential Microbial Remediator

CRMR

(Office Use Only)	
Received by: _____	Date: _____

Please mail notarized application with applicable fees to **The American Council for Accredited Certification, Post Office Box 11599, Glendale, AZ 85318-1599.**

CONTACT INFORMATION

Full Name: _____

Professional Title: _____

Company Name: _____

Business Address: _____

Cit/State/ZIP Code: _____

Business Phone: _____

Email Address: _____

FAX Number: _____

Last 4 Digits of SSN: _____

Home Address: _____

City/State/ZIP: _____

Home Phone: _____

Licenses and Designations Held:

CRMR COURSE INFORMATION

Course Dates (if any):

Course Provider Name:

AFFIDAVIT: By signing this application, I make the following statements:

- I am legal to work in the USA and currently employed in the field of microbial remediation.
- I am aware of and abide by all local, state and Federal regulations governing asbestos, lead and other hazardous materials.
- I agree to comply with the ACAC code of conduct and pledge myself to the highest ethical standards.
- I agree to restrict my use of the CRMR to the activities for which certification has been granted and to abide by the limitations of the designation.
- I agree to refrain from using the CRMR in such a manner as to bring the ACAC into disrepute.
- I agree to refrain from making any statements regarding the CRMR which the ACAC may consider misleading or unauthorized.
- I agree to refrain from using the CRMR in a misleading manner.
- I understand that the CRMR certificate remains the property of the ACAC.
- I agree to discontinue the use of all claims to the certification in the event that it is suspended or withdrawn and to return the CRMR certificate to the ACAC.
- I understand that the application fee is non-refundable.
- I understand that dropping the word "residential" from the designation title or the letter "R" from its acronym is grounds for immediate revocation of this designation.
- I agree to indemnify and hold harmless the ACAC and all its agents and employees from and against any liability whatsoever in connection with this application, the CRMR examination and/or the granting of or failure to grant certification.

Applicant Signature: _____ **Date:** _____

Notary Public: _____ **Exp. Date:** _____

Notary Seal/Stamp: _____ **Date:** _____