Certification - Contact Hour Guidelines

CERTIFICATION PERIOD - HOW TO SUBMIT CONTACT HOURS

- Certificants must recertify every 3 years; the first year may be slightly less than 36 months based on when certification was earned.
- The deadline for recertification is printed on the certification card as the “through date”. Contact hours due at that time are for training earned between the dates on the card.
- Earning a second certification continues the first certifications recertification period due date. [i.e. CLLM earned 2/12/02 with 45 hours due for recertification by 12/31/04. Earning a RLLD 9/10/04 awards the contact hours for attending the RLLD program and the recertification due date remains 12/31/04.]
- Certificants may submit proof of attendance when earned, quarterly, annually, or prior to the deadline by fax or mail. Do not mail original certificates.

REQUIREMENTS FOR RECERTIFICATION

- Beginning with contact hours due in 2015, RLLD certificants are required to earn at least 30 of their 45 contact hours and CLLM certificants are required to earn at least 25 of their 45 contact hours in the area of laundry and linen management.
- Hours that do not count include committee meetings, staff meetings, repeat offerings of the same session/program or programs not applicable to laundry/linen services, processing or management.
- Acceptable proof of attendance is a certificate of attendance or documentation that includes (a) participant’s name, (b) name of the educational program, (c) program date, (d) length of the program and (e) an authorized signature. (A copy of the educational program brochure does not provide proof of attendance.)
- A contact hour tracking sheet can be substituted if a certificate is not issued. The contact hour tracking sheet and instructions for use is provided on the ALM website.
- Educational training programs are not restricted to ALM programs alone but must be a training or educational program with designed objectives and training agenda.
- Certificants retired from full-time laundry employment must submit 20 hours every three years to remain current.

TRACKING & RECORDING CONTACT HOURS

- Tracking and recording of contact hours is a benefit of membership in ALM. For each ALM member (facility, individual or associate membership) we will record and report current contact hour status on the ALM website [www.almnet.org].
- Non-members must submit a $75 tracking and recording fee to cover administrative costs.
- New non-member certificants are reported on the website for the first recertification period, with contact hours tracked and reported after the tracking/recording fee has been paid.

CERTIFICATION LAPSES

- Individuals should contact ALM offices regarding lapse of certifications. Recertification is possible but does have time-restraints and should be corrected as soon as possible.
- For misplaced/lost certification cards, check the certification listings on the ALM website to verify your recertification date.
- If contact hours are not submitted, the individual is not eligible to use the certification credentials until the lapse has been resolved or retesting has occurred. To validate certification status we encourage employers to utilize the list on the ALM website.

ADDITIONAL NOTES TO REMEMBER

- Each certification number is unique for each certification held and not the same as an ALM membership number.
- Certificants are not required to be a member of ALM to earn/hold an ALM certification. However non-members must pay a recording and reporting fee before we can track hours.
- ALM members may submit contact hour quizzes from the ALM Journal (online or print). Articles may only be submitted once for each individual.