

NATMI Recertification Workbook

This workbook, along with the required documentation it specifies and the \$125 renewal fee, are to be submitted to NATMI prior to the end of the 3-year cycle for renewal of your certification. Please review the contents of the workbook at the *beginning* of the 3-year renewal cycle to ensure that you maintain documentation (an Activity Verification Form can be used in lieu of original documents) for all required items contained herein. A total of **30 points** must be earned during the cycle. NOTE: Credit is allowed only for those activities completed *within* your renewal cycle.

Applicant Information

Name _____ Certification Type/No.: _____
 Title _____ Company _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____ e-mail _____
 Date originally certified _____ Renewal due date _____

Item 1: Trade or Professional Organization Memberships

	Name of Organization	Number of Years of Membership During 3-year Cycle	Number of Points Available per year	Total
National Organization #1:			3	
National Organization #2:			3	
Regional/State/Local Organization:			2	
			Grand Total:	

Required documentation: proof of membership (i.e., copies of paid membership invoices, membership confirmation letters or membership certificates/cards) for each year of membership.

Item 2: NATMI Leadership/Committee Service

	Committee Membership - Name of Committee	Number of Points Per Year
Year #1		5
Year #2		5
Year #3		5
Total:		

	Certification Mentor (Must have volunteered to serve as mentor in specified year)	Number of Points Per Year
Year #1		5
Year #2		5
Year #3		5
Total:		

	Certification Exam Proctor (2 points per exam proctor date – maximum 4 point/year)	Number of Points Per Year
Year #1		2 or 4
Year #2		2 or 4
Year #3		2 or 4
Total:		

	Committee Chairperson - Name of Committee <i>(NOTE: you cannot claim additional points if you are the chairman of the same committee you listed above.)</i>	Number of Points Per Year
Year #1		7
Year #2		7
Year #3		7
	Total:	

NATMI National Chairperson	Number of Points Per Year
Year 1:	10
Year 2:	10
Year 3	10
Total:	

Required Documentation: confirmation letter from NATMI for service documented.

Item 3: General Industry Service

	National Industry Committee Membership Name of Organization	Name of Committee	Number of Points Per Year
Year #1			4
Year #2			4
Year #3			4
		Total:	

	National Industry Committee Chairperson/Board Member Name of Organization	Name of Committee	Number of Points Per Year
Year #1			5
Year #2			5
Year #3			5
		Total:	

	National Industry Top Volunteer Leader Name of Organization	Number of Points Per Year
Year 1:		10
Year 2:		10
Year 3:		10
	Total:	

	State/Local Industry Committee Membership Name of Organization	Name of Committee	Number of Points Per Year
Year #1			2
Year #2			2
Year #3			2
		Total:	

	State/Local Industry Committee Chairperson/Board Member Name of Organization	Name of Committee	Number of Points Per Year
Year #1			3
Year #2			3
Year #3			3
		Total:	

	State/Local Industry Top Volunteer Leader Name of Organization	Number of Points Per Year
Year 1:		8
Year 2:		8
Year 3:		8
	Total:	

Required Documentation: Confirmation letter from organization documenting your volunteer position(s).

Item 4: Published Trade Articles (Note: articles published in your company newsletter are not eligible. Also, maximum total points/year is 6 for any combination of local and/or national publication articles; for example: 2 local plus 2 national articles = 6 points.)

Year 1

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Year 2

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Year 3

Name of Publication	Issue and page number on which the article was published	<u>National Publication</u> 2 points per article (Circle applicable points)	<u>Local Publication</u> 1 point per article (Circle applicable points)
		2	1
		2	1
		2	1
		2	1
		2	1
		2	1

Points (maximum 6 points/year combined national and local publication articles)

Year #1 _____
Year #2 _____
Year #3 _____
Total: _____

Required Documentation: first page only of each published article.

Item 5: Training Courses (maximum 6 points per year; courses must be at least 8 contact hours in length)

Year 1

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Year 2

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Year 3

Name of Course	Date(s) course held	Training Organization	Total Contact Hours	Total points (2 points per 8 contact hours)

Points (maximum 6/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Item 6: NATMI lead instructor (In order to qualify as Lead Instructor, you must have taught 50% or more of the course)

Year 1

Name of Course	Date(s) and Location	Points per course
		4
		4

Year 2

Name of Course	Date(s) and Location	Points per course
		4
		4

Year 3

Name of Course	Date(s) and Location	Points per course
		4
		4

Points (maximum 8/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of participation (letter from NATMI)

Item 7: NATMI guest instructor (taught less than 50% of the course)

Year 1

Name of Course	Date(s) and Location	Points per course
		3
		3

Year 2

Name of Course	Date(s) and Location	Points per course
		3
		3

Year 3

Name of Course	Date(s) and Location	Points per course
		3
		3

Points (maximum 6/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of participation (letter from NATMI)

Item 8: Instructor of Other Industry Courses: (Minimum 4-hour course)

Year 1

Name of Course	Date(s) and Location	Points per course
		2
		2

Year 2

Name of Course	Date(s) and Location	Points per course
		2
		2

Year 3

Name of Course	Date(s) and Location	Points per course
		2
		2

Points (maximum 4/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of teaching (e.g., letter from organization for which training was provided)

Item 9: College/University courses (minimum of 3 credit hours/course):

Year 1

Name of Course	University/College	Points per course
		4
		4

Year 2

Name of Course	University/College	Points per course
		4
		4

Year 3

Name of Course	University/College	Points per course
		4
		4

Points (maximum 8/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: transcripts

Item 10: Advanced Degree (12 points in year degree was granted; must be during the 3-year renewal cycle)

Degree: _____ Granting Institution _____

Required Documentation: Diploma

Item 11: Professional Certification (10 points in year designation was granted; must be during the 3-year renewal cycle)

Certification: _____ Granting Organization _____

Required Documentation: Certification Certificate

Item 12: Annual Trade Association Meetings

Year 1

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Year 2

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Year 3

Name of Organization	Date(s) of meeting	Points/Meeting
		2
		2
		2

Points (maximum 6/year)

Year #1 _____
 Year #2 _____

Year #3 _____
 Total: _____

Required Documentation: proof of attendance (paid invoice, confirmation letter, etc.)

Item 13: State/Local Association Meetings

Year 1

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Year 2

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Year 3

Name of State/Local Association	Date(s) of meeting	Annual	Monthly
		2	1
		2	1
			1
			1

Points (Maximum 4/year)

Year #1 _____
 Year #2 _____
 Year #3 _____
 Total: _____

Required Documentation: proof of attendance (paid invoice, confirmation letter, etc.)

Item 14: Special Project (attach a copy of the completed Special Project Application form(s), signed by the Certification Secretary; maximum 8 points per 3-year renewal cycle)

Special Project	Date Completed	Points
#1		4
#2		4

Total points: _____

Required Documentation: Special Project Application form signed by Certification Secretary

**THIS SECTION FILLED OUT BY
REVIEWER AT THE UNIVERSITY,
NOT THE APPLICANT**

Grand Totals for 3-Year Renewal Cycle

<u>Item #</u>	<u>Points</u>	<u>Maximum Possible</u>
1	_____	(24)
2	_____	(66)
3	_____	(96)
4	_____	(18)
5	_____	(18)
6	_____	(24)
7	_____	(10)
8	_____	(18)
9	_____	(12)
10	_____	(24)
11	_____	(12)
12	_____	(18)
13	_____	(12)
14	_____	(8)
Total:	_____	(must be at least 30)

Submit this workbook, the required documentation and the \$125 renewal fee to:

NATMI
2460 W. 26th Ave.
Suite 245-C
Denver, CO 80211
Ph: (303) 952-4013
Fax: (775) 370-4055

Special Project Application
attachment for Item #14 "Special Projects"

Name _____	
Title _____	Company _____
Address _____	
City/State/Zip _____	
Phone _____	Fax _____

Applicant's area of certification:
 Fleet Safety (CDS,CSS)
 Fleet Maintenance (CDM/E, CSM/E)
 Commercial Driver Training (CDT)

NOTE: In order to receive assignment for a special project, the applicant must first contact:

NATMI

2460 W. 26th Ave.
Suite 245-C
Denver, CO 80211
Phone: 303-952-4013
info@natmi.org

Successful completion of the special project described on this application form will provide 4 points under Item #14 "Special Projects" of the applicant's certification renewal workbook. A maximum of two special projects (applicants must fill out a separate application form for each project) for a total of 8 points can be applied toward renewal. Attach this form to the finished project. The form will be returned to you signed by the administrator and noted "Satisfactory" or "Unsatisfactory."

Summary description of project assigned to applicant:

I acknowledge receipt of the finished project:

Authorized NATMI staff Date

The project's completion is: Satisfactory Unsatisfactory