

## New Mexico Recycling Coalition



### National Sustainable Resource Management Professional Certification Policies for NM

These policies are based on and are in accordance with the New Mexico Solid Waste Rules Section 20.9.7.8 in regard to the state facility operator's certification. These rules have been created in order to participate in the national certification program offered by the Recycling Organizations of North America in cooperation with the National Recycling Coalition. The New Mexico Recycling Coalition (NMRC) is the sponsor and administrator of this program within New Mexico and continues to work closely with the New Mexico Environment Department: Solid Waste Bureau (NMED) in partnership with the existing certification classes. For state-level CEU credits and certifications, please refer to the NM Solid Waste Rules or contact Connie Pasteris at NMED 505-771-5982.

To receive clarification on the NM National Certification program for New Mexico, please contact Sarah Pierpont with the New Mexico Recycling Coalition at [sarah@recyclenewmexico.com](mailto:sarah@recyclenewmexico.com) or 505-603-0558.

#### **Program Overview:**

The program is designed to offer educational training objectives that promote the establishment of high professional standards for recycling and solid waste managers in both the public and private sector, as well as providing a career track for new professionals entering the field. Initial certification requires 30 Continuing Education Units (CEUs) in cooperation with our accrediting entity at Penn State University. An ongoing continuing education requirement is also a part of the program so that recycling professionals will continue to broaden their knowledge. NMRC currently offers two 24-hour Recycling Facility Operators Certification Courses and a new 6-hour Recycling Professionals training that will lead to initial national certification. If you have received certification in the past 3 years and are actively certified as a Recycling Facility Operator in New Mexico, you can apply to be grandfathered into this national certification program with the completion of the Recycling Professionals 6-hour course. These courses utilize instructors who are top experts in the profession and able to serve a diverse audience.

#### **Course Offerings:**

In order to attain a 30-hour National Certification, you will need: to submit a program application, attend 100% of all classes, have one year experience in the recycling field and pass each examination with a 70% or better in the following course offerings:

**1. Recycling Facility Operator Certification Course:** Offered annually twice a year.

Offered in partnership by NMED and NMRC. 24 CEU credits.

\*Note: You only need to take one of the Recycling Certification Course offerings.

Learning outcomes for this course include:

- (1) composition of wastes;
- (2) facility design;
- (3) facility staffing and operations;
- (4) transportation requirements;
- (5) traffic flow control;
- (6) environmental monitoring;
- (7) handling of special wastes;
- (8) identification of unauthorized wastes, including hot waste, hazardous wastes & materials, and PCBs;
- (9) environmental health and safety;
- (10) waste diversion;
- (11) applicable state and federal laws and rules;
- (12) the permitting process;
- (13) documentation, including manifests, operating records, and reports;
- (14) pollution prevention;
- (15) recycling equipment collections, processing operation and technology;
- (16) materials flow;
- (17) quality control of recyclables;
- (18) distribution and marketing of recycled materials;
- (19) sustainable resource management principles;
- (20) reduce and reuse concepts;
- (21) handling of organics and construction/demolition materials;
- (22) disposal options;
- (23) history of recycling systems and programs;
- (24) national trends in recycling practices;
- (25) safety;
- (26) economics of recycling introduction;
- (27) jobs, energy savings and end-products;
- (28) education and outreach tactics
- (29) introduction to Zero Waste and Sustainable Materials Management
- (30) setting recycling goals, measurement and reporting

**2. Recycling Professionals Training:** Offered once a year. 6 CEUs.

Learning outcomes from this course include:

- (1) discussion of Zero Waste, Sustainable Resource Management and Sustainable Materials Management
- (2) concept of highest and best use
- (3) legislative and local ordinance opportunities to expand recycling and diversion
- (4) contracting concepts, RFP best practices
- (5) full-cost accounting, life cycle analysis, triple bottom line
- (6) extended producer responsibility, green design and green chemistry
- (7) jobs in recycling, local economic development
- (8) waste stream opportunities by sector (manufacturing, construction, hospitality, retail, multi-family dwelling, residential)
- (9) waste audit, recycling and reduction resources in business environment

Registration and location details for these classes can be completed at

[www.recyclenewmexico.com/cert\\_classes.htm](http://www.recyclenewmexico.com/cert_classes.htm)

### **Grand-Fathering Opportunity for Recent Recycling Certification Class Attendees**

If you have taken and been certified in the NMED/NMRC Recycling Facility Operators Certification Course in the last three years, then you may apply those credits to the National Certification in order to receive your initial certification. You must still take the 6-hour Recycling Professionals training and pass the test in order to round-out your total 30-hour requirements for the national certification.

### **Innovations & Supporting Program Elements**

Innovative and interactive approaches are utilized in these trainings. The program includes as many real-world field studies, anecdotes and site visits as time and budget will allow. In addition to the courses themselves, additional chapters and supplemental materials will be part of the instructional process. Manuals and other printed and electronic resources will enable students to have reference materials for use after the classes have ended.

Many of the courses offered are short in length but rigorous in content. Participants should find themselves challenged and will need to be prepared to devote adequate time and attention to each class. It is up to each individual to read and study supplemental materials on their own time. Instructors may choose to receive CEUs to apply to their certification. CEUs will be calculated based on the amount of hours they teach and attend. They may receive full CEUs for the class they teach one time as long as they teach 85% or less of the class. If the instructor also has developed or assisted in development of the course test, then the NMRC Training Committee will create/offer an alternate testing assessment in order to ensure fairness. A registration form is included in the instructor's confirmation letter.

### **National Certification**

The National Sustainable Resource Management (NSRM) Professional Certification is awarded to those individuals who complete the essential 30 CEUs, pass the designated exams and have one year of experience. Certification is a means to identify qualified recycling professionals committed to personal excellence and achievements of skills, knowledge, and a demonstrated broad understanding of Sustainable Resource Management issues. The professional status of certification can be displayed as a visual tool of professional designation on your resume, business cards, correspondence, research, reports, and other printed or published materials.

### **Eligibility**

As recycling has become a fundamental part of almost every environmental activity, certification and specialization course offerings are recommended for all recycling coordinators and managers, consultants, planners, educators, and vendors in both the public and private sectors. Courses are recommended to anyone working in recycling that hope to achieve professional excellence and to potentially aid in career advancement and employer recognition. The scope of the program may also offer a competitive advantage to anyone who anticipates entering employment in the field as well. At this point, during the application process, students will receive certification with one-year experience in the recycling field. If a student completes the training prior to having one-year experience in the recycling field, they will receive their Certification once they have completed one year of experience in the field. For resume purposes those students may note something along the lines of "Certificate pending 1 year of work experience".

### **Examination**

A written examination shall be administered at the conclusion of each training course. Certification requires a score of at least 70 percent on the examination. Results of the examination shall be forwarded to the trainee within 60 days after the date of the examination. A certificate shall be forwarded to the trainee within 60 days after the trainee provides documentation that he/she has met all the applicable requirements for the National Certification.

### **Re-Testing Opportunities**

Individuals that do not score a 70% or higher on the examinations for courses offered by NMRC will be given the opportunity for one retest in which they can review course materials and retake the test in a location determined by NMRC. Requests for retesting must take place within two weeks of initial test score notifications. Requests for retesting must be sent via email to NMRC staff. This deadline will be firm with no exceptions.

### **Re-Certification**

In order to keep pace with changing regulations and technologies, to maintain certified national status, the participant must complete 30 CEU hours of approved credit courses or activities within three years of the date of certificate issue and every three years after. It is the responsibility of participants to seek prior approval of re-certification CEUs from NMRC preferably at least 6 weeks before the scheduled training via the “Recertification Request Form” available at [www.recyclenewmexico.com/national\\_cert.htm](http://www.recyclenewmexico.com/national_cert.htm). The request form will ask for an hour by hour agenda that lists topics, speakers and course objectives. All re-certification credits must be reviewed by the NMRC Training Committee and approved by our certifying partner, Penn State, whom will assign the number of CEU credits available for that training. In the case that the training is not hosted by NMRC, the entity offering the training must agree to provide NMRC a roster of attendees and a copy of a sign-in sheet to confirm participation and maintain that information for three years after the training. If a course is reviewed but not approved, the individual may appeal the decision. If an individual has not received pre-approval for a course, they may still seek credit hour approval by completing the Recertification Request Form, submitting the associated documents and confirm that the entity offering the training will agree to the administrative requirements. It is not guaranteed that credit hours will be approved.

Instructors of eligible recertification courses may choose to receive CEUs to apply to their recertification. CEUs will be calculated based on the amount of hours they teach and attend. They may receive full recertification CEUs for the class they teach one time as long as they teach 85% or less of the class.

NMRC will track participants' credits, and once 30 hours have been verified, the organization will send a letter verifying re-certification. NMRC will maintain records of all approved recertification hours. NMRC will accept re-certification CEU credits from NMRC-hosted trainings, as well as other national, state programs, or accredited college courses with appropriate pre-approval from NMRC and Penn State. The six CEU credit Recycling Professionals one-day training hosted by NMRC and the 24 CEU credit Recycling Facility Operators Certification Course do not count towards recertification credits unless special arrangements have been made with NMRC.

Denial and/or revocation of certification will occur under the condition of failing to pass the examination, failing to meet re-certification requirements, falsifying or misrepresenting required documents, and/or violation of testing procedures. NMRC is not responsible to keep NSRMs notified of their certification expiration dates.

### **Other Coursework and Dispute Resolution**

Program participants may apply for course credits toward recertification for classes taken through other professional development programs for which Continuing Education Units are offered. All proposed courses to be considered for re-certification must preferably be requested at least six weeks before the course date for credit acceptance review by the NMRC Steering Training Committee and our accrediting partner, Penn State. A “Recertification Request Form” (available at [http://www.recyclenewmexico.com/national\\_cert.htm](http://www.recyclenewmexico.com/national_cert.htm)) must be submitted to NMRC staff for course credits to be considered for recertification. Classes to be considered from other programs will follow the guidelines below:

- The outside course must be offered for CEU credit through a professional organization, relevant government agency or institution of higher learning.
- Outside courses must have a corresponding course in the certification program that is similar in content, scope, and CEU credit amount. Continuing Education Unit substitution is further constrained by these conditions.
- The amount of CEU credit for a particular course may not exceed the CEUs offered through the corresponding certification course.
- Credit for outside courses may be used to help participants progress toward recertification but will not count as CEUs through Penn State University's Department of Continuing Education.

**Persons Seeking Recertification (those with ACTIVE NSRM certification):**

Once certified, NSRMs must complete 30 hours of continuing professional education/training (over a 3 year period) on issues relating to diversion, composting and/or recycling in order to maintain their certification. CEU credit forms must be submitted to NMRC for any training that offers pre-approved national recertification credit hours. NMRC will keep a database of all submitted credit hours for existing NSRMSs to be used toward recertification. It is the NSRM's responsibility to maintain a record of the courses attended and forward that information to NMRC when you have fulfilled the requirements for recertification.

- Must submit the "Application for Certification/Recertification" (available at [http://www.recyclenewmexico.com/national\\_cert.htm](http://www.recyclenewmexico.com/national_cert.htm)) form to NMRC to document work experience and recycling-related activities and/or accomplishments (including the date of initial certification).
- Must complete 30 hours of approved trainings and submit the "Recertification Tracking Form" to NMRC. The 30 hours can include the Composting Facility Operators Certification Course (21 CEUs) and additional training(s) offered by NMRC or other national, state programs, or accredited college courses with appropriate approval from the NMRC staff and/or Steering Committee. Total CEUs must be at least 30.

**Persons Seeking Recertification (those with INACTIVE NSRM certification):**

- Must complete the "Application for Certification/Recertification" (available at [http://www.recyclenewmexico.com/national\\_cert.htm](http://www.recyclenewmexico.com/national_cert.htm)) form to document work experience and recycling-related activities and/or accomplishments (including the date of initial certification).
- Must complete 30 hours of trainings. This must include Recycling Facility Operators Certification Course (24 CEUs) and the Recycling Professionals Training (6 CEUs).

**Database**

A cooperative effort has been made between NMRC and Penn State University to maintain a database of program participants, a registry of certified professionals and related record keeping to facilitate a thorough understanding of each participant's status in the program.

**Payment & Refunds**

Registration fees are as follows:

- Recycling Facility Operator Certification Course: \$199 NMRC Members, \$225 Non-Members. One week before class \$225. No meals included. Coffee provided.
- Recycling Professional Training: \$100 Member Rate, \$125 Non-Member base registration includes lunch and coffee. To receive national certification an additional \$100 fee is required to handle additional administration, national program registration and accreditation process expenses. Fees for future trainings offered by NMRC will be noted when trainings are announced.

Payment arrangements must be made before attending the course either by actual payment or by PO number. If an entity has an outstanding due payment on any NMRC invoices, they cannot send any registrants to courses

until that past due invoice has been paid. There will be a \$25 cancellation fee if you do not notify us before the late registration date.

Re-certification hours will not be awarded until all accounts are paid in full.

Once 30 CEU credits have been successfully attained for recertification, there is a \$50 fee to receive a recertification certificate as a National Sustainable Resource Management Professional.

Registration takes place online at [www.recyclenewmexico.com/cert\\_classes](http://www.recyclenewmexico.com/cert_classes) and may be paid online by credit card, by PO and check. No cash accepted.

### **Program Steering and Certification Committee**

The NMRC Training Committee, comprised of a diverse group of recycling professionals who serve on the NMRC board will serve as both the steering and certification committee. This committee will provide input and direction to establish criteria for recertification, review and update of the program, develop entrance requirements for alternate pathway students and review alternate pathway applications.

In the event of a disputed denial or revocation of certification or re-certification, or other contentious issues, the process to review a distressed applicant's concerns will be directed to the Program Steering and Certification Committee. An applicant can submit a request for review within 30 days of the denial/revocation decision stating specific reasons for the appeal. The committee will review the information and provide comments and recommendations within a 30-day time period.

The committee will include 6 of the following 8 categories:

- State recycling organization
- Municipal and regional recyclers
- Corporate Environmental Manager
- State Government officials
- Reuse industry
- Recycling industry
- Composting industry
- Accredited postsecondary institution

### **Program Evaluation**

At the conclusion of each training, the participants will evaluate the course. A sampling of program participants is surveyed annually to determine if the certification program is meeting the needs of recycling professionals in the state.

### **Certifying Institute**

NMRC will work with Penn State University's Department of Continuing Education in order to certify course content, examination and instructors as an accrediting entity.

### **Instructor Standards**

Instructors will have expertise in their field and past instructing experience.

**Policy Updates Adopted by NMRC Board History:**

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