SOUTH CAROLINA EDUCATORS CMS PROGRAM

U.S METRIC ASSOCIATION, INC.

CERTIFIED METRICATION SPECIALIST (CMS) PROGRAM

DATA AND GUIDELINES

For industry, government, education and consumers

CERTIFICATION AVAILABLE AS

Certified Metrication Specialist

OR

Certified Advanced Metrication Specialist
These guidelines for the U.S. Metric Assn CMS Program are submitted at your request. The CMS application form and the forms that a CMS applicant sends to three persons (who will be his/her references) are given at the back of this document.

For South Carolina Educators mail applications, forms and all correspondence to Dr. Don M. Jordan, USMA Eastern Director c/o College of Arts and Sciences, USC Columbia SC 29208.
CHAIRMAN, USMA Certified Metrication Specialist Board

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INTRODUCTION

This document provides information on the only bona fide Certified Metrication Specialist (CMS) program that is available. It is the U.S. Metric Association's (USMA) carefully monitored program which is under the direction of some of the nation's top metric experts who operate as the USMA Certified Metrication Specialist Board.

WHAT IS USMA?

The U.S. Metrication Association Inc., is a nonprofit organization with membership consisting of citizens from all sectors of the community, including the industry and government personnel, educators and consumers. USMA has been promoting U.S. metric conversion and correct metric system usage since its establishment in 1916 by Columbia University, and has assisted many individuals, companies and businesses in their metric planning. The corporate members supporting USMA include companies ranging from the nation's largest multinational and industrial firms to companies in the small-business categories, plus educational and governmental institutions at all levels.

WHAT IS THE CMS PROGRAM?

The USMA Certified Metrication Specialist program, which is known as the CMS program, is designed to provide documentary evidence for individuals who can qualify as metric specialists because of their education and experience in the use of the modernized metric system which is known as the SI (for Systeme International d'Unites). To verify that holders of CMS certificates have kept abreast of new developments in SI, arrangements also have been made for rectification every 3 years or longer in some cases.

WHAT IS THE CMS PROGRAM OBJECTIVE?

The CMS program is structured to help maintain professional standards in the field of metrication. With U.S. conversion to SI, companies, schools, agencies, businesses and other facilities will seek personnel who, in addition to their job skills, are knowledgeable about SI. The USMA CMS program is designed to give both employers and employees the documented evidence that an individual's qualifications have been carefully screened to verify that he or she has the background and ability to use the SI version of the metric system correctly.

WHO IS ELIGIBLE TO APPLY FOR CERTIFICATION?

Any person who is knowledgeable about SI units/symbols and the rules for using them is eligible for certification as a metric specialist.

HOW IS THE QUALIFICATION FOR CMS/CAMS DETERMINED?

Qualification of a CMS/CAMS applicant is based upon two requirements:

- A certain amount of experience in metric activities/education.
- Obtaining a passing grade on an SI-metric-data examination which each applicant must take.

To Be Awarded a CMS Rating:

Applicants must first provide information and proof of the involvement in metric activities, which will total at least 30 certification-rating points, or have three years of teaching experience in science and/or mathematics. Then applicants must pass the CMS exam.

To Be Awarded a CAMS Rating:

Applicants must first provide information and proof of the involvement in metric activities, which will total at least 50 certification-rating points, or have a CMS rating. Then applicant must pass the CAMS exam.

In addition, all CMS/CAMS candidates must supply completed reference forms from three persons who can verify some of the metric activities listed by an applicant as part of his/her backup data for qualification. In South Carolina, the CMS/CAMS candidate must have a reference form from his/her immediate supervisor, the school districts superintendent and Dr. Don M. Jordan, Eastern Director of USMA.
REFERENCE FORM AND MAILING INSTRUCTIONS

After filling in the application form:

1. Refer to the three persons you have named on the application form as individuals who can verify your participation in the metric activities you have listed to show you qualify for certification as a metric specialist. For S.C. educators, use immediate supervisor, Co-Teacher, district superintendent, Principal and Dr. Don M. Jordan.

Fill in the top half of one of the Reference Forms (included in this document) for each person you list as a reference, ensuring you put a date on the line that tells the reference person the deadline for his/her sending the filled-in form to USMA CMS Program headquarters. South Carolina educators follow their instructions.

2. Collect all the backup data you can find which shows your involvement in the metric activities you listed on your application, for verifying your qualifications as a metric specialist. For S.C. educators, include the number of years of teaching mathematics and/or science courses and at what level.

Points are based upon an applicant's proof of involvement (on a full-time or part-time basis) in metric activities such as the following:

a. Company, school or other on-the-job service as metric coordinator, member of a metric committee, work on metric projects, teaching metrics, etc.

b. Participation (as instructor/officer/attendee) in metric workshops, conferences, classes, society/association/club, metric work, or similar activities.

c. Serving as a metric speaker, author of metric article/books/brochures/other published works.

d. Other projects, programs, enterprises, undertaking, etc., where SI metric is involved.

* Evidence of the applicant's metric activity participation should be submitted. Educators should list courses taught and number of years of teaching experience and at what levels.

SUGGESTED PROCEDURE FOR STRUCTURING APPLICATION

1. On a separate sheet of paper, make a list of all the various types of metric activities in which you have participated, noting the date for each.

   a. If the listed activities show involvement in use of the everyday SI metric unit and you have not been using many of the derived/supplementary SI units, check the CMS box on the application.

   b. If the listed activities show involvement in both everyday SI units and the derived/supplementary units (in engineering/scientific work or in teaching these SI units), and you want to be certified as a Certified Advanced Metrication Specialist, check the CAMS box.

2. Use the list you made to fill in the application form fully, giving the metric participation items, with most recent items listed first, as indicated on the application form.

   Be sure to key each backup item to the number on the application form block to which it pertains. Do not enclose a job resume in lieu of filling in the application form, as this will cause your application to be returned for proper completion.

3. Follow instructions. If questions arise, call or write the S.C. CMS Director, Don M. Jordan.

A CMS applicant does not have to be a member of USMA to become a certified metrical specialist, and being a part of USMA does not automatically confer CMS status. For non-members, however, qualifying for a CMS certificate and paying the non-member fee includes a one-year membership in USMA.
CERTIFICATION FEES AND CERTIFICATE DETAILS

All candidates will pay a fee, which has been reduced to only $25.00.

Successful applicants will receive

- A wallet-sized card, indicating he/she is a Certified Metrication Specialist.
- A certificate, bearing the USMA gold seal and showing the expiration date of the certification, which indicates he or she is a qualified metric specialist.
- A successful candidate can receive a handsome replica of the certificate, embossed on a stained-walnut base, ready for hanging, for an additional fee of $35 to $70.

USMA will enter the successful CMS/CAMS applicant's name on its Certified Metrication Specialist list, which will be made available to employers or anyone showing a legitimate reason for requiring such a list.

Certification will be awarded for a 3-year period, after which re-certification may be obtained by complying with USMA CMS re-certification requirements.

CATEGORIES OF METRIC SPECIALIST CERTIFICATION

Individuals may be certified in one of two categories:

a. **Certified Metrication Specialist (CMS).** Requires knowledge of the commonly used SI metric units and symbols plus the rules for using these everyday units properly.

b. **Certified Advanced Metrication Specialist (CAMS).** Requires knowledge of (1) the commonly used SI units and symbols; (2) the SI technical (derived/supplementary) units and symbols; and (3) SI usage rules. Also requires an ability to use SI units in making engineering/scientific calculations.

Note:
Where you do not have backup data for an item, provide the name, address and telephone number of an individual who can verify your participation in that metric activity.

3. Mail the filled-in application form with your backup data and your check (if applicable) or money order for **$25.00** (made out to USMA CMS Program) to Don Jordan, South Carolina Academy of Science, Room 323 Sumwalt, University of South Carolina, Columbia, SC 29208.

EXAMINATION DETAILS

After the CMS Examiner’s review and checkout of the applicant's qualifications has shown he/she is qualified to take the certification test, an Examination Guide is issued to the applicant. This guide contains instructions on taking the examination and includes samples of types of questions to be answered for the applicable (CMS or CAMS) test. **In South Carolina, an educator need only call Dr. Don M. Jordan at 777-7007 with the names of two references—his or her immediate supervisor and the district superintendent—at least one week in advance.**

S.C. educators can take the exam by appointment with Dr. Don M. Jordan or at one of the Meetings of the South Carolina Academy of Science (SCAS); South Carolina Science Council (SCSC); or The South Carolina Council of Teachers in Mathematics (SCCTM). Candidates may arrange to take the exams at any one of several sites throughout SC simply by calling Don Jordan.

College/university test sites:

Coastal Carolina College, Conway Presbyterian College, Clinton
College of Charleston, Charleston Francis Marion University, Florence
SC State University, Orangeburg Clemson University, Clemson
Converse College, Spartanburg Winthrop College, Rock Hill
Furman University, Greenville USC, Columbia
Plus others

The applicants **must notify** Dr. Jordan of his/her intention to take the test so arrangements can be made.
HOW ARE CREDIT POINTS ALLOCATED?

Based upon the backup data on metric activity/education involvement submitted by the CMS/CAMS applicant’s reference individuals, the CMS Board Examiners will allocate credit points for the applicant.

Points awarded will be based on a table that lists the number of points.

NOTE: The "points" table is not available to applicants because it must be used with a "weighting" system to allow for complexity of the activity/experience/education submitted and the length of time involved in each undertaking.

NOTIFICATION OF EXAMINATION RESULTS

Each CMS/CAMS applicant who has taken the certification exam will be notified he/she has passed the examination when that individual receives his/her certificate. Those who do not pass the test will be notified via a letter, which will include suggestions for further study before taking the next examination. Copies of their failed/passed examinations will not be available to those who took the examination.

Names of the successful candidates will be added to the U.S. Metric Association official Certified Metrication Specialist list, their names will be published in the USMA Newsletter, and a general news release will be sent to the news media giving the names of those who have been certified. In addition, S.C. educators' names will be published in both the SCJAS Newsletter and the SCAS Newsletter and will be forwarded to the State Board of Education and the Commission on Higher Education.

FAILURE TO PASS EXAMINATION

If an applicant fails to pass the examination, arrangements may be made to take the next scheduled test upon payment of an additional $10 fee (to cover administrative costs) and by the applicant's notifying the CMS Board that he/she desires to re-take the test. Names of those scheduled to take an examination or those who failed an examination will not be published or disseminated. S.C. educators will make these arrangements with Dr. Don M. Jordan and must pay a $5.00 fee.

APPLICANT NON-QUALIFYING APPEALS PROCEDURE

The CMS Board will give an applicant every possible opportunity to supply additional data if information supplied with a CMS application is not sufficient to qualify the applicant for certification.

However, if an applicant must be denied a certificate, he or she must submit a written justification to the CMS Board, giving any extenuating circumstance. This will be reviewed by a CMS Appeals chairman. A hearing will be held, and a final decision will be made by the Board.

EMPLOYER COORDINATION

Employers are invited to encourage employees to apply for certification via this program. Upon request of an employer, USMA will provide any employer with a list of certified metrication specialists, including the date of certification.

An employer desiring to certify a group of employees as metrication specialist may arrange for this by contacting USMA Headquarters, 10245 Andasol Avenue, Northridge, CA 91325

Superintendents and science and mathematics supervisors who desire to certify a group of faculty or administrators in their district should make arrangements with Dr. Don M. Jordan, South Carolina Academy of Science, Rm. 323 Sumwalt, University of South Carolina, Columbia, SC 29208, phone (803) 777-7007, FAX (803)777-4396 & website: www.cas.sc.edu/cse/jordan.