



**NALMCO®**  
**Certified Lighting Management Consultant® (CLMC®)**  
**Candidate Handbook**

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## **INTRODUCTION**

The interNational Association of Lighting Management Companies® (NALMCO®) is an organization of lighting management companies and lighting professionals dedicated to delivering services, information and industry relationships for the benefit of its members and their customers.

Please use this Candidate Handbook to understand the processes of application and registration. If you have questions about the processes described here, contact NALMCO at (515) 243-2360 or [memberservice@nalmco.org](mailto:memberservice@nalmco.org).

## **INDEPENDENT TESTING AGENCY**

NALMCO has contracted with the Alliance Safety Council (ASC) for administration, scoring and analysis of the Certified Lighting Management Consultant® (CLMC®) exam. ASC, located Baton Rouge, Louisiana, is a leading provider of licensing and certification exams for professional organizations.

## **NONDISCRIMINATION POLICY**

NALMCO and ASC do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability, marital status, sexual orientation, or gender identity.

## **CONFIDENTIALITY**

Information about candidates for testing and their exam results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

## **EXAMINATION PREREQUISITES**

**The purpose of the CLMC program is:**

- To raise the professional standards of the lighting management industry by giving special recognition to those individuals who, by passing suitable examination and fulfilling prescribed standards of performance and conduct, have demonstrated a high level of technical competence and knowledge, as well as for holding key positions in the industry.
- To make available to members of the lighting management industry on a voluntary basis, a procedure for recognition of personal and professional achievement.
- To make the public more conscious of and aware of qualified, ethical, and professional individuals representing the lighting management industry.
- To identify persons with acceptable management practices and technical expertise required of the lighting industry.
- To encourage members of the industry to participate in a continuing program of professional development.

It is not the intent of the NALMCO Certification Committee to determine who shall or shall not practice as a lighting management consultant. The NALMCO Board of Directors specifically disclaims any intention to interfere with or limit, in any way, the professional activities of anyone in the practice of lighting management consultant. The fact that a person who is not certified does not indicate they are unqualified as a lighting management consultant, only that such individual has not fulfilled the requirements for CLMC or has not applied for such recognition.

Persons wishing to advance their career in the lighting management industry may consider sitting for the Certified Lighting Management Consultant (CLMC) certification exam.

**Prerequisites for the exam includes:**

- A minimum of three (3) years performing in the capacity of a lighting management professional plus a bachelor's degree from an accredited college or university **OR** a minimum of five (5) years performing in the capacity of a lighting management professional.
- Candidate shall have been in the lighting management industry in a position that directly affects the operation, modification, maintenance, or design of a lighting system.
- Candidate must pledge to adhere to the NALMCO Code of Ethics.
- Candidate must earn a minimum of 200 points as outlined in the CLMC application.

Candidates must agree to adhere to the requirements outlined in the CLMC Application and submit payment online to NALMCO Headquarters before exam eligibility is confirmed. NALMCO will send a notification of acceptance and information on taking the exam. Exams are proctored in-person at a NALMCO sponsored event or virtually through unique biometric ID verification and AI-assisted participation monitoring.

You must achieve a score of 70% or higher to pass the exam.

The CLMC Application requirements found in this handbook.

## ***EXAMINATION FEES***

**CLMC Application and Three (3) Year Certification Fee:** \$500 Members/\$1,000 Non-Members

**CLMC Retake Fee:** \$300 Members/\$600 Non-Members

**CLMC Recertification Fee:** \$300 Members/\$600 Non-Members

You must submit the appropriate fee with a complete application. Payment is made online, [www.NALMCO.org](http://www.NALMCO.org). **Exam registration fees are not refundable or transferable and expire in six (6) months.**

## ***EXAMINATION ADMINISTRATION/REGISTRATION***

### **ADMINISTRATION**

Exams are delivered in person at a NALMCO-sponsored event or virtually through unique biometric ID verification and AI-assisted participation monitoring.

## EXAM REGISTRATION AND TESTING PROCESS

1. **Review this CLMC Candidate Handbook and the Application requirements prior to registering for the exam.**
2. **Register for the exam and pay the application fee online at [www.NALMCO.org](http://www.NALMCO.org).**

You must select **CLMC Exam Registration Virtual Proctored** or **CLMC Exam Registration In-Person**.

You must register with your full name as it appears on your government-issued photo identification. If your full name appears differently in the NALMCO database, you must first update your name as it appears on your government-issued photo identification under **My Profile**. If your name in the NALMCO database and on your government-issued photo identification do not match, you will have challenges when you take the exam. You may not be allowed to take the exam until issues are resolved. Your ID is validated in both the in-person and virtual testing options.

3. **Watch your Inbox for exam information, including a link and unique credentials to access the exam.** You have one year to take the exam once your application is accepted. It is your responsibility to protect the email that contains the link and unique credentials to take the exam. This requirement is the same for the in-person and virtual proctored exam. Once you open the link to the exam you begin the exam session. If you close the link at any time, you lose access to the exam.

**Only open the exam link when you are prepared to begin the exam.**

4. **Prepare for the exam.** Participate in a live CLMC Content Review Session. Content Review Sessions are held prior to [NALMCO sponsored events](#) and throughout the year by Zoom. Participation is vital to success. During the Content Review Sessions, instructors explain concepts and answer questions. Content Review Sessions provide peer-to-peer learning opportunities.

When you register for the exam, you will be provided with a link to access the recorded Content Review Session. This is another resource as you prepare for the exam.

The [Knowledge Center](#) found on [www.NALMCO.org](http://www.NALMCO.org) provides additional resources and study materials.

5. **Sit for the exam.** The exam consists of 125 multiple-choice questions. You will be given two and a half (2.5) hours to complete the exam. You must obtain at least 70% to pass the exam.

Take the exam using the requirements below. If there is a violation of the requirement, you will receive a score of 0 on the exam. The requirements are the same for the in-person and virtual proctored exam.

## EXAM REQUIREMENTS

1. **Google Chrome**  
The exam **must** be taken in Google Chrome. No exceptions.

**2. Name and Photo ID Match**

Present a government-issued photo identification document (ID) prior to testing. The name on your CLMC application and photo ID must match. Examples of acceptable IDs are located in the back of this Candidate Handbook.

**Virtual Candidates:** Information gathered during the testing session uses 256-bit encryption, keeping your data safe and secure.

**3. Testing Environment**

**In-Person Candidates:** NALMCO will ensure a well-lit, quiet environment.

**Virtual Candidates:** You should test in a well-lit, quiet environment.

**4. Remain in View and Active**

**In-Person Candidates:** You must remain in view of the proctor for the duration of the exam. You must remain engaged with the exam until the exam is complete. You are not allowed to leave the room.

**Virtual Candidates:** You must remain in view of the camera for the duration of the exam. You must remain engaged with the exam until the exam is complete. You are not allowed to leave the room. Looking around, or to the right or left of the screen, may be construed as using notes or materials while you take the exam. This can cause the exam to be marked as an invalid session. Ensure eyes remain on the screen.

**5. No Communication/People**

You may not receive help from or communicate with other people for the duration of the exam. No other person is allowed in the testing environment.

**6. Screen Monitoring**

You may not leave the full-screen window for the duration of the exam, use other browser tabs or programs.

**7. No Electronic Devices**

You may not use an additional electronic device such as a phone or tablet for the duration of the exam.

**8. No Headphones**

You may not use headphones for the duration of the exam.

**9. No External Resources**

You may not use any external resources i.e. other browser tabs, programs, books, notes.

**10. Calculators**

Calculators are permitted for the CLMC exam.

**In-Person Candidates:** Only silent, hand-held, solar or battery-operated calculators, without paper tape-printing capabilities or alphabetic keypads may be used. NALMCO provides calculators for use.

**Virtual Candidates:** A calculator is programmed within the exam. A calculator will appear automatically in questions requiring computation. Do not use a separate calculator. The virtual proctored program will register your eye movement away from the screen and mark questions for potential rule violations and for review. This will delay your results.

### **TIMED EXAM**

The exam is 2.5 hours. The computer monitors the time you spend on the exam. The exam will terminate if you exceed the time allowed. Only one exam question is presented at a time. You must indicate your choice by clicking in the option using the mouse. To change your answer, simply click on the option using the mouse. Answers cannot be changed once you click Submit. DO NOT click the Go Back button; doing so will cause the exam to end.

This action will move you forward through the exam question by question. When the exam is completed, you will see a message that states “Thank you – your testing session is now over. Please click the exit button below.” You must click the “exit” button for your score to be recorded.

### **COPYRIGHTED EXAM QUESTIONS**

All exam questions are the copyrighted property of NALMCO. It is forbidden under federal copyright law to copy, reproduce, record, distribute, or display these exam questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

### **MISCONDUCT**

If you engage in any of the following conduct during the exam you may be dismissed, your scores may be invalidated, and application and exam fees will not be refunded. Examples of misconduct are when you:

- Create a disturbance, are abusive, or are otherwise uncooperative;
- Display and/or use electronic devices;
- Talk or participate in conversation with other candidates;
- Give or receive help or are suspected of doing so;
- Leave the exam during the administration;
- Attempt to record exam questions or make notes;
- Attempt to take the exam for someone else; or
- Are observed with notes, books or other aids.

### **SCORES CANCELLED BY NALMCO OR ASC**

NALMCO and Alliance Safety Council are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NALMCO and Alliance Safety Council reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

### **REASONABLE ACCOMMODATIONS**

NALMCO and Alliance Safety Council comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the exam solely by

reason of that disability. Alliance Safety Council will provide reasonable accommodations for candidates with disabilities.

Candidates with visual, sensory or physical disabilities that would prevent them from taking the exam under standard conditions may request special accommodations and arrangements by contacting [memberservices@nalmco.org](mailto:memberservices@nalmco.org).

### **PASSING THE EXAM**

Upon completion of the exam, you will receive a message stating that your exam was valid or invalid. Valid exams mean that you met the exam requirements, as outlined starting on page 5 of this handbook, and your exam will be graded immediately. You must achieve a score of 70% or higher to pass the exam. **You will be notified of your exam results within 10 business days.**

An invalid exam means you did not meet the exam requirements, as outlined starting page 5 of this handbook, and that NALMCO and Alliance Safety Council are investigating the integrity of the exam. **You will be notified of any action within 10 business days.**

After passing the exam, you will receive an email that links you to a certificate you can print and display. You will be invited to attend and be recognized at the NALMCO Convention and Trade Show. You will be recognized for your achievement in *Lighting Management & Maintenance (LM&M)* and on the NALMCO website. Certification is valid for three years. The three years begin on January 1st of the following year that you pass the exam.

Certification is for individuals only. The CLMC designation may not be used to imply that a firm is certified and it must always appear in conjunction with the name of the certified individual. The Certified Lighting Management Consultant (CLMC) may display the certification designation with his/her name on his/her company's letter head, business cards, or on other appropriate advertising materials.

You will be notified about your deadline to recertify in writing by NALMCO. Be sure to notify NALMCO of any changes in your address to ensure you receive this notification.

### **MAINTAINING CERTIFICATION**

The continuing education of lighting management consultants is essential to enable them to respond rapidly to the changing conditions and technology of the industry. To remain certified, a lighting management consultant must accumulate 40 professional development hours (CEUs) for each three-year period. Credits can be earned through completion of NALMCO Certification Committee approved activities such as:

- Participation in NALMCO educational programs.
- Successful completion of college and university industry related courses.
- Attendance at lighting industry conventions and conferences.
- Participation in education programs of other industry organizations. (Example, NEMA, AEE, IES, BOMA and NECA.)
- Other activities as approved by the Certification Committee, including giving speeches and writing articles on lighting management, and completion of relevant on-line courses. Proof must be shown to relate the program to the lighting management industry.
- Pay three-year recertification fee by December 31 of the expiration year.



## **SUSPENSION OR REVOCATION OF CERTIFICATION**

- If a Certified Lighting Management Consultant does not accumulate the required professional credits through continuing education programs, his/her certification shall terminate upon the expiration date of the certificate issued, unless in the judgment of the Certification Committee extenuating circumstances exist and the deficiency can be readily overcome.
- For failure to abide by the NALMCO Code of Ethics, certification may be revoked, providing the lighting management consultant so certified shall be offered a hearing by the Certification Committee and notified of the views of the complaint and of the hearing date and location. Notice shall be given in writing at least thirty (30) days in advance of the hearing.
- For improper use of the CLMC designation that states or infers a company, or, company-wide certification or corporate accreditation, the certified individual(s) employed by the offending company shall have their certification revoked by the Certification Committee upon completion of a hearing at which such evidence and testimony shall be presented to substantiate all charges and allegations. Individuals and companies against whom all such complaints have been lodged shall be mailed notice thirty (30) days before the hearing.

## **EXAM RETAKES**

If you do not pass the exam, you will be notified at the end of the exam session. You may purchase a retake through [www.NALMCO.org](http://www.NALMCO.org). A new application is not required for the exam retake.

## **RESCHEDULING AN IN-PERSON EXAM**

If you are unable to test in an in-person exam as scheduled you may reschedule your exam once at no charge by contacting NALMCO Headquarters, [memberservice@nalmco.org](mailto:memberservice@nalmco.org), at least one business day prior to the scheduled exam.

If you wish to reschedule a second time, appear late for an exam and cannot be seated, or fail to report for your scheduled exam, a new, complete application/certification fee is required to reapply for examination.

## **CANCELING AN EXAM**

If you cancel your exam after confirmation of eligibility is received, you will forfeit the application and all fees paid to take the examination. A new, complete application/certification fee is required to reapply for exam.

## **REFUNDS**

Exam and application fees are nonrefundable.

## ***EXAMINATION OUTLINE***

### **DOMAINS AND COMPETENCIES**

The certification examination consists of 125 multiple-choice questions. Seven (7) major domains account for the examination's content.

### **CONTENT OUTLINE**

<b>DOMAIN AREA</b>	<b>EXAM ITEMS</b>
Characteristics and Proper Usage of Lamps	15%
Characteristics and Proper Usage of Ballasts	6%
Characteristics and Proper Usage of Fixtures and Controls	14%
A. Luminaires and Reflectors	
B. Lighting Controls	
Lighting Layout Designs and Applications	16%
Energy Conservation Issues as related to Lighting and Controls	14%
Lighting Maintenance, Recycling, and Disposal Practices	18%
A. OSHA Rules and Regulations	
B. Recycling and Disposal	
C. Lighting Maintenance Practices	
Sustainable Lighting Practices	17%

## ***RECOMMENDED REFERENCES***

*Recommended study references are found on the NALMCO Knowledge Center, [www.NALMCO.org](http://www.NALMCO.org).*

## EXAM PREPARATION TIPS

### How to Study

NALMCO encourages candidates to prepare for the examination by using resources such as those listed in this handbook.

Plan your review methods well in advance of the examination. Think about the study method that is best for you (e.g., individual review, study group, class) and the types of materials that are most helpful (e.g., textbooks, audio or video programs, outlines, memory aids). It may also be helpful to use materials given to you during training activities related to your work as an lighting consultant.

### Managing Test Anxiety

A little anxiety regarding test taking can be helpful because it stimulates and motivates you to perform at your best; however, severe anxiety can hinder test performance. If you know that you frequently experience severe test anxiety, consider preparing yourself for the examination by developing coping mechanisms to make your tension work for you.

Before the day of the examination, visualize and rehearse the testing situation. Imagine yourself taking the examination with a positive attitude and focused, but calm, behavior.

Take measures to reduce your stress during the examination. Use deep-breathing techniques, and be sure to stretch your muscles periodically. Such exercises can reduce both physical and mental stress. If necessary, take a few minutes to imagine a calm, pleasant scene, and repeat positive phrases.

Do not let the comments or behavior of testing personnel or other examinees make you anxious. As examinees are taking different versions of the examination, examinees will finish at different times – some finishing very early, others taking the entire allocated time. Examinees who finish more quickly than you may not perform any better than you. Everyone works at his or her own speed. Some of the best test performers routinely use the total allocated time. Remember that (a) there is no limit to the number of examinees who can receive passing scores, (b) there is no bonus for completing the examination early, and (c) you are not competing with anyone else.

Eating well, avoiding too much alcohol, and maintaining a regular sleep pattern for several days before the examination will help you to be physically prepared. Also, on the day before you take the test, collect all the supplies you will need and choose comfortable clothing. Knowing that you are prepared for the test will help to reduce your anxiety.

Finally, your best method for controlling your anxiety is to feel prepared for the test. Designing a study plan well in advance will help you get ready.

### Tips for Taking the Examination

**Budget your time well.** Because you will have two-and-a-half (2.5) hours to complete 125 questions, you will want to complete more than half (63) in less than half the time. Also, allow time so that every hour you can take a minute or so to relax your eyes and stretch your neck and hand muscles.

**Read each question carefully,** focusing on what is being asked.

**Read all options** before selecting your answer. Always select the best choice.

**Do not overanalyze** or try to “read into” a question. Questions are not written to be tricky. Do not assume additional information beyond what is given in the test question. All information necessary to answer the question will be given in the text of the question or scenario.

**If there are questions including the words “not,” “except,” or “least,”** answer with particular care because you will be looking for the exception. These questions involve a reversal of your usual thought patterns.

**Pay close attention to key words such as “best,” “most,” “primary,” or “usually.”** These words indicate that other options may at times be correct, but given the wording or situation in the test question, you must judge which option is the best.

**When guessing, use the process of elimination.** Treat each option as a true or false statement, and eliminate those that you would not select. Narrow your choices and then make an educated guess.

**Answer every question** because there is no penalty for guessing. Remember, you have a 25% probability of answering a question correctly by chance alone, so don’t miss any.

**Review the suggested resources** listed in this handbook.

## ***NALMCO CODE OF ETHICS***

We recognize that the moral fiber of any organization is only as good as that of each individual member. We endorse and adhere to the NALMCO® Code of Ethics and promote sound and ethical business management practices by:

- Disclosing all payment or allowance of rebates, commissions or discounts, whether in the form of certain purchasers allowances under unlike terms and conditions; or, refraining from the selling of goods or services below cost with the intent of injuring a competitor or of unreasonably restraining trade.
- Using materials and/or methods of installation only in accordance with applicable government laws, rules, and regulations obtained in the territory affected.
- Promoting healthy, free enterprise by never willfully inducing the breach of existing contracts between competitors and their customers by any false or deceptive means whatsoever, or interfering with or obstructing the performance of any such contractual duties or services; or never enticing away the employees of competitors.
- Providing services and products that conform to the samples submitted or to representations made prior to securing the orders, or the secure the consent of the purchasers regarding substitutions.
- Refraining from the defamation of competitors by falsely imputing to them dishonorable conduct, inability to perform contracts, questionable credit standing, or by other false representations, or the false disparagement of the grade or quality of their goods and services.
- Never knowingly aiding or abetting another in the use of unfair trade practices.
- Honestly and professionally communicating with customers to determine their needs and to offer the best choices regarding benefits to them, lighting levels, color, energy savings, safety and thrift; not to overstate, oversell, exaggerate, or high pressure.
- Keeping abreast of industry improvements and changes and keeping customers informed.
- Promoting and aiding research and advancement of lighting technology and promoting the education of employees of the lighting industry.
- Abiding by the bylaws of this organization.



## **Certified Lighting Management Professional® (CLMC®) Application**

Complete the CLMC Application online at [www.NALMCO.org](http://www.NALMCO.org). This is a guide to questions you will be asked in the online application, outlines the points set forth by the application, and provides the application fees. Questions should be directed to [memberservice@nalmco.org](mailto:memberservice@nalmco.org).

A member of the NALMCO staff will notify you of your application status within five (5) business days.

Follow <https://nalmco.org/clmc-exam-registration> to apply.

**Acceptable samples of ID for verification (United States of America). Note that this list is not exhaustive and other ID meeting the minimum requirements will be accepted.**

The identification (ID) must have a photo, first and last name of the participant. The document must also be government-issued.

- Valid state licenses.
- Firearms licenses.
- Identification cards.
- Police licenses

Various sample types of acceptable licenses (United States of America Driver's license).

LOCATION	SAMPLE
Alabama	 
Alaska	 
Arizona	
Arkansas	 
California	
Colorado	



Connecticut	 
Delaware	
Florida	 
Georgia	 
Hawaii	
Idaho	 
Illinois	 
Indiana	 



Iowa	 
Kansas	 
Kentucky	
Louisiana	 
Maine	 
Maryland	 
Massachusetts	 

Michigan	 
Minnesota	
Mississippi	 
Missouri	
Montana	
Nebraska	 
Nevada	
New Hampshire	


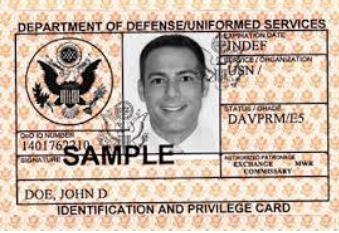





New Jersey	 
New Mexico	
New York	 
North Carolina	
North Dakota	 
Ohio	 
Oklahoma	

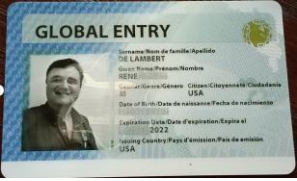









## Other forms of US Government Issued Identification

KIND	SAMPLE
Veterans ID Card	 A sample of a Veterans ID Card from the U.S. Department of Veterans Affairs. It features the VA logo, an American flag, and a blue silhouette of a person. The card includes a Member ID (1234567890), Plan ID (80840), and Member name (JANE D SAMPLE). It also lists benefits such as VA Healthcare Enrollee, Service Connected, Medal of Honor, Purple Heart, and Former POW. The card expires on 05/05/2020.
Department of Defense Identification Card	 A sample of a Department of Defense Identification Card (DD Form 1). It features the Department of Defense seal and a photo of a man. The card includes the name (DOE, JOHN D), date of birth (1401762431), and status (DAVPRM/ES). It is labeled as an IDENTIFICATION AND PRIVILEGE CARD.
United States of America Passport	 A sample of a United States of America Passport Card. It features a photo of a woman and the text "EXEMPLAR". The card includes the name (HAPPY), date of birth (1 JAN 1981), place of birth (NEW YORK, U.S.A.), and expiration date (29 NOV 2018).
Certificate of Indian Status	
US Citizenship Certificate	 A sample of a US Citizenship Certificate. It features a photo of a man and the text "SAMPLE". The certificate includes the name (SAMPLE), date of birth (SAMPLE), and date of naturalization (SAMPLE).
Permanent Resident Card	 A sample of a Permanent Resident Card from the United States of America. It features a photo of a woman and the text "PERMANENT RESIDENT". The card includes the name (SPECIMEN), date of birth (01 JAN 1990), and expiration date (08/21/17).
US Army Card	 A sample of a US Army Card. It features the U.S. Army seal and a photo of a man. The card includes the name (DOE JOHN MAJOR), date of birth (123-45-6789), and status (INDEF).
Enhanced Tribal Cards and Native American tribal photo IDs	 A sample of an Enhanced Tribal Card from the Pascua Yaqui Tribe. It features a photo of a woman and the text "PASCUA YAQUI TRIBE". The card includes the name (Firstname, Middlename Lastname), date of birth (24 Feb 1973), and expiration date (10 Dec 2019).

<p>Global Entry is a program of the U.S. Customs and Border Protection service that allows pre-approved, low-risk travelers to receive expedited clearance.</p>	 <p>A Global Entry card for DE LAMBERT. The card is blue and white with a photo of a man. It includes fields for Name, Date of Birth, Date of Issuance, and Expiration Date. The card is valid until 2022.</p>
<p>U.S. military or military dependent ID</p>	 <p>A U.S. military ID card for JOHN A. III. The card is white with a photo of a man. It includes fields for Name, Service, and Rank. The card is valid until MAY2018.</p>
<p>Transportation Worker Identification Credential</p>	 <p>A Transportation Worker Identification Credential (TWIC) for STEVEDORE STEVEDORE, STEVEN M. The card is blue and white with a photo of a man. It includes fields for Name, Expiration Date, and Card Number. The card is valid until MAR26 2018.</p>
<p>Firearms License USA</p>	 <p>Two firearms licenses. The left one is a Texas Concealed Handgun License for WEAVER, WESLEY W. The right one is a Utah Concealed Firearm Permit for TIMOTHY PETER MURPHY. Both cards include fields for Name, License Number, Date of Birth, Date of Issuance, and Expiration Date.</p>