



Recertification Point (RP) Provider Program Guide
For the Certified Construction Manager® (CCM®) Recertification Points

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at CMAA.org. Date of this version is 3/29/2016.



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Certification Recertification Point (RP) Provider Program Guidelines for the Certified Construction Manager® (CCM®) Credential

Recertification Overview

The Construction Manager Certification Institute (CMCI) Board of Governors provides oversight for development and administration of the credible Certified Construction Manager® (CCM®), and to ensure the credential meets high standards of ethical and professional practice for the construction management industry that assures the proficiency and competency of construction management professionals. Continuing education is an important component in demonstrating a personal and public commitment to maintaining competency within a professional certification program. The CMCI Board of Governors recertification program for the CCM program reflects that commitment and as such, meets the ISO/IEC/17024 accreditation requirements as administered in the United States by the American National Standards Institute (ANSI).

The CCM credential is awarded for a period of three years. Individuals wishing to maintain their CCM designation must meet the recertification requirements of the CMCI Board of Governors in order to maintain their certification.

The recertification process provides Certified Construction Managers the opportunity to demonstrate their ongoing efforts to enhance the knowledge, skills and abilities required to perform their jobs in the field. The program facilitates continued competence through participation in a variety of learning experiences, each of which may be linked to the current competency requirements of the certification examinations. Commitment to uphold and abide by the CCM Conditions and Conduct Agreement is also a requirement for maintaining and recertifying.

Recertification points are revised and approved by the Recertification Committee. Recertification points are approved for purposes of keeping the credential holder active within the industry and for continued professional growth as construction managers.

The Recertification Committee does not endorse, accredit, approve, or sanction any particular course or provider. The recertification points awarded are based upon the documented recertification guidelines and supporting materials provided during the recertification process.

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PART ONE: Why Become a Recertification Point Provider

Recertification Point Provider Purpose

The Recertification Point Provider program was designed to assist CCMs identify additional opportunities to earn recertification points from other sources outside of CMAA. Expanding the availability of possible ways to earn recertification points will make recertifying easier for the CCM and should benefit the construction industry as well.

Encouraging CCMs to take advantage of the additional educational opportunities, such as specific trades, sustainability, diversity, or safety, can increase the knowledge of the Construction Manager (CM) on various aspects of the construction industry that may not be typical to the CMs daily routine. Which in return, should create a better understanding on how to better manage different phases of the construction project.

Collaborative Effort

CMCI continues to look for collaborative ways to offer CCMs more construction related educational opportunities. Therefore, CMCI would like to attract as many quality industry related organizations who are willing to collaborate with each other's organizations to provide benefits for all vested parties. Having a concerted effort to work with CMCI is essential to the Recertification Point Provider Program. As a demonstration of commitment to the partnership, CMCI has attached zero fees to any CMAA member organization or non-profit/not for profit organizations that would like to be involved with the program.

Program Benefits

The Recertification Provider Program enables related industry organizations to promote educational offerings to a dedicated audience of professional CMs. Each provider will have a link to their website on the [Recertification Point Provider webpage](#), and are permitted to submit one banner for an upcoming event. CMCI sends out bi-monthly newsletters where new Providers will be mentioned and upcoming events will be advertised and linked back to the event page of the Provider.

Recertification Points Provider Logo

Partnering with CMCI in the Provider program allows organizations permission to use the CCM Recertification Points Provider logo within marketing materials and on websites. Approved programs may contact certification@cmaanet.org for a digital copy of the logo and usage guidelines.

The Recertification Point Provider logo allows CMCI and the CCM credential holders to easily recognize the educational opportunities available for points toward recertification. CMCI's distinctive Recertification Provider logo, as seen on the cover of this guide, should be used by approved recertification unit providers in conjunction with the marketing or advertising of the approved programs or activities.

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PART TWO: Become a Recertification Point Provider

Programs Applicable for Awarding of Renewal Points

Recertification Points awarded for educational programs or activities for involvement within the industry. Those points are approved based on the content covered within the categories below. CMCI will determine approval of recertification points and values at the time of submission by a CCM or independent inquires.

All CCMs must submit a minimum of 25 Recertification Points (RP) by the end of their anniversary month every three years. The 25 RPs can be earned in section 1, section 2, or a combination of both sections. All RPs earned by CCMs must be relevant to the job of a CM, improve their overall performance, or enhance their knowledge or experience within the construction industry.

Therefore, the Recertification Committee will consider the approval of RPs for organizations that help to develop the credential holder professionally within the construction industry with respect to the two identified areas approved by the Recertification Committee below. All point values are subject to change at the discretion of the Recertification Committee:

Section 1: Categories to Earn Renewal Credit		Type	Points
Involvement/Commitment to the Profession.	Membership in industry related organizations. (Ex: CMAA, NSPE, ASCE, AIA, USGBC, AGC, CII, SAME, etc.)		1 point per year per membership
	Continued employment in CM/as CM		1 point per year
	Continued employment as Responsible-In-Charge (RIC)		1 point per year
	Industry Relevant State Issued License(s) <i>*Points granted for only one license regardless of number of states candidates is licensed.*</i>		1 point per year
Writing related to the CM profession	Short article		1 point per article
	Manual, Monograph, Booklet, Chapter		2 points per item
	Book		6 points per book
Presentations at conferences/seminars		2 points per event training sessions	
Professional Organization Work (CMAA, CMCI, ASCE, AIA, NSPE, AGC, CII, SAME, etc.)	Chair of Committee, chapter officer		3 points per year
	Board Member (National, Chapter, etc.)		3 points per year
	Committee member		3 points per year
	CMCI Subject Matter Experts		3 points per year
	ABET Program Evaluator (PEV)		5 points per year 10 points per evaluation
	Mentor (CMIT, CCM, or ACE)		3 points per year
	CCM Actively Teaching CM in Universities		3 points per year
Section 2: Categories to Earn Renewal Credit		Type	Points
Professional Development	Attending meetings (local CMAA Chapters, etc.)		2 point per meeting
	Attending non-CMAA forums, conferences, etc. <i>*Additional points per seminar at conferences*</i>		1 point per conference
	Attending CMAA National Conference <i>*Additional points per seminar at conferences*</i>		2 points per conference
	Attending CMAA Owner Forum or Other Special Events		2 points per event
	Attending CM related courses, seminar or training		1 point per hour
	Attending webinar sessions		1 point per hour
	Attending Industry specific online courses		1 point per hour
	College Course Credit		1 point per credit hour
	Continuing Education Units for Industry State Issued License(s)		1 point per hour
Total points necessary to renew from Section 1 & Section 2 combined:			25 points

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Tracking Recertification Points

CMCI guidelines require random auditing of 5% of all renewal applications received for the CCM program. Audits are performed by CMCI on behalf of the Board of Governors. Therefore, all Recertification Point Providers must provide a source to verify any course(s) approved for recertification points. Point Providers may offer any of the following types of verification to CMCI:

- Course Completion Certificate (a sample must be given to CMCI)
- An Excel spreadsheet listing names of attendees (name of attendee, course title, date, location, synopsis)
- Point of contact available from the providing organization for CMCI staff

CMCI offers access as a member benefit to all CCMs to the Recertification Tracking Portal on the CMAA website as well. This tracking portal helps CCMs keep up to date on which courses, events, webinars, or seminars they have taken within the current recertification period. If CCMs decide to use the Recertification Tracking Portal, then they may print and submit the recertification transcript through the portal directly.

This member benefit can be used to the provider's advantage as well. CMCI has a template spreadsheet that can be used by the provider to submit to have the courses automatically uploaded into the CCMs transcript along with the point values. CMCI encourages providers to extend this member benefit through their approved program as well. This is an added benefit that to the CCM because they will not have to do any additional work to gain recertification points after attending providers approved programs or activities.

Reserved Rights

CMCI does not guarantee that participation in the Provider program will increase attendance at events or activities. The Recertification Point Provider Program is voluntary and any parties involved with the program reserve the right to dissolve the relationship at any time. In the event that the dissolution of a relationship occurs, all uses of intellectual property from the organizations involved must cease immediately.

CMCI reserves the right to refuse any organization, program, event, or activity that would present a conflict of interest. If a situation arises where it is unclear as to whether there is a conflict of interest, the Provider should discuss the issue with CMCI. CMCI will notify any organization involved if a conflict of interest is imminent.

Point of Contact

The CMCI Recertification Point Provider program guidelines can be found in this guide. If a Provider has additional questions outside of these guidelines, please contact:

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