



CONSTRUCTION MANAGER CERTIFICATION INSTITUTE

Renewal Handbook

CCM RENEWAL HANDBOOK

Purpose

Recertification is an integral part of the Certified Construction Manager (CCM) program. Continuing education offers the practicing CM professional a vehicle to career development and reinforces the intent and scope of practice within the construction industry. Certification is an ongoing commitment to professional development that begins with gaining CM experience, being successful in providing Responsible-in-Charge (RIC) services, submission of CCM application and then passing the CCM certification exam. All CCMs should be actively involved in, and committed to the CM profession and professional development. The Construction Manager Certification Institute (CMCI) Board of Governors has designed the renewal process to reflect that commitment as well as in meeting the ISO/IEC/17024 accreditation requirements as administered in the United States by the American National Standards Institute (ANSI).

Renewal Guidelines

Renewal of your CCM designation is required every three years, a minimum of 25 Renewal Points and a \$200.00 renewal fee. The 3-year time period established for recertification is based on both the changing dynamics that face professional construction managers and the Board's belief that new practices, research, and information are introduced in the construction industry with enough frequency that professional development activities should be conducted routinely so that CCMs remain current with best practices and emerging knowledge.

- All activities must be specifically construction industry related.
- Renewal points can be earned anytime from the date appearing on your CCM certificate or most recent subsequent renewal period.
- No points may carry over from one 3-year period to the next.
- Renewal applications and supporting documentation are due by the end of your anniversary month.

CMCI reserves the right to request supporting information from any candidate seeking recertification.

CCM Renewal Application Checklist

- Section 1: Information**
- Section 2: Conditions and Conduct Agreement**
- Section 3: Certification Renewal Agreement**
- Section 4: Renewal Points (RPs) or CCM Recertification Transcript**
- Section 5: Payment**

Individual Renewal Application

The renewal application for any CCM is found in this renewal handbook. Applications, along with any supporting documentation and current fee of \$200.00, should be submitted through the Recertification Tracking Portal or to the following address by mail, email or by fax:

Construction Manager Certification Institute
7926 Jones Branch Drive, #800 McLean, VA 22102

Fax: 703.356.6388

certification@cmaanet.org

The Renewal Application Fee is payable by credit card or check as found on the application form. The work experience is documented by signature of the applicant (also see Auditing below). Renewal Points are documented by completing the dates, locations on the application form or by using the [Recertification Tracking Portal](#).

Auditing

CMCI guidelines require random auditing of 5% of all renewal applications received for the CCM program. Audits will be performed by certification staff on behalf of the Board of Governors. Renewal applications found through an audit to be incomplete will require the individual to provide any required incomplete documentation within 30 days of notice from the Certification Office. After 30 days, if the individual has not provided complete information the certification will be suspended. If an individual is suspected of fraudulently filing misinformation, the case will be referred to the Ethics Grievance, Appeals, and Discipline Committee for review and resolution.

Appeals

Requests for an appeal of denial of renewal must be made to the Certification Office no later than 30 days after the date of the notification to the applicant of denied renewal. Within 60 days of the receipt of the written appeal, the Ethics Grievance, Appeals, and Discipline Committee must conclude its deliberations and notify the individual filing the appeal. The decision of the Ethics Grievance, Appeals, and Discipline Committee is final. An appeal can be made by using the [CMCI Appeals form](#).

Extensions Due to Extenuating Circumstances

In cases where Certificants, due to extenuating circumstances, cannot obtain the required renewal units by the required renewal date, a request for an extension should be sent in writing to CMCI. The policy for granting an extension allows for CMCI to grant up to a 120 day extension of the renewal requirements when:

- The extension request is in writing and is based upon extenuating circumstances
- The extension request includes a written plan as to how the individual will obtain the missing renewal units within no more than a 120 day extension period

When the renewal requirements are met during the extension period, the date of next renewal will continue to be the original date of renewal. Extenuating circumstances would include such conditions as active military duty, extended illness, or limited availability of renewal units in a particular area.

Agreement to the CCM Code of Ethics

Agreement to abide by and uphold the CCM Code of Ethics is required as a part of the Renewal Application.

The Value of Renewal

The current renewal fee is \$200.00 (USD) every three years per required. This equates to less than \$67.00 a year. The renewal program has many benefits to the individual, including but not limited to:

- Maintaining an ISO/IEC 17024 international standard accredited credential through ANSI
- Providing an online searchable registry of those CCM certified
- Actively pursuing those who would falsify the use of the credential
- Investigating and sanctioning those certified who are found to have violated the CCM Code of Ethics
- Providing ongoing extensive marketing efforts of the CCM credential
- Maintaining a recognized and respected credential that meets the highest professional standards

Earning Renewal Points (RPs)

The Board of Governors identified two areas for renewal: section 1) continued involvement in the CM profession and section 2) professional development. All CCMs must submit a minimum of 25 RPs 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. To help track RPs, you may choose to use the [Recertification Tracking Portal](#), located on the [CMAA website](#).

The CMCI Board of Governors also recognizes the importance of maintaining other relevant state issued industry licenses that are in accordance with any of the qualifying degrees to become CM certified if applicable. Therefore, the CMCI Board of Governors will provide a certain amount of reciprocity for individuals that maintain both their CCM and their professional license with respect to continuing education and/or learning units (CEU/LU), training, etc. The [Recertification Tracking Portal](#) is available on the [CMAA website](#) will help CCM's who wish to use their CEUs or LUs as part of their CCM renewal.

If CCMs decide to use the [Recertification Tracking Portal](#), then they may print and submit the transcript instead of section 4 of the application. If CCMs decide to use their own method of tracking their RPs, the CCM must submit section 4 of the renewal application.

Recertification Tracking Portal

The [Recertification Tracking Portal](#) was designed to help you keep track of all your CCM RPs along with any other license or credential you may hold. You are able to upload and keep track of all the points and documents you accumulate during your current recertification period by using the portal. We recommend that you load your activities in to your profile as soon as you complete each activity. All the recent activities taken through CMAA will automatically be loaded in to your profile within one month of the activity or creation of your profile.

To access or create your transcript profile, please log into the [Recertification Tracking Portal](#). Here is information on [how to use the Recertification Tracking Portal](#).

CERTIFICATION RENEWAL SECTION 1 CATEGORIES:

CMCI has outlined multiple options for CCMs to earn Renewal Points towards their renewal, as seen on the charts below:

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
Total points necessary to renew from Section 1 & Section 2 combined:		25 points

❖ *You are required to submit at least 25 Renewal Points (RPs) combined or separately from Section 1 and/or Section 2. You do not need 25 points from each section and there is no minimum or maximum amount of points required from either section.*

CERTIFICATION RENEWAL SECTION 2 CATEGORIES:

CMCI has outlined multiple options for CCMs to earn Renewal Points towards their renewal, as seen on the charts below:

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

- ❖ *You are required to submit at least 25 Renewal Points (RPs) combined or separately from Section 1 and/or Section 2. You do not need 25 points from each section and there is no minimum or maximum amount of points required from either section.*



Certified Construction Manager Renewal Application

Section 1: Information

Please update your mailing address below.

Specify which location you would like to receive mail correspondence Work Home

Applicant Name: _____

Organization: _____

Title: _____

Active in CM/PM/Engineering/Architectural/Construction Profession: Yes No

Professional Engineer License – State, Number, Date of Expiry (if applicable):

Registered Architect License – State, Number, Date of Expiry (if applicable):

Other Industry Relevant License – State, Number, Date of Expiry (if applicable):

Business Address: _____

Address: _____

City, State, Zip: _____

Business Telephone: _____

Home Address: _____

City, State, Zip: _____

Home Telephone: _____

Preferred E-mail: _____

Section 2: Conditions and Conduct Agreement

By checking the box and signing your name in the space provided below, you agree to abide by the policies and procedures listed in this handbook and agree to abide by the Conditions and Conduct as follows:

- I hereby certify that I have read all portions of the CCM handbook and application and believe I am in compliance with all policies related to the CCM examination.
- I attest that I will adhere to CMCI's Professional Conditions and Conduct and understand that any false statement or misrepresentation that I may make in the course of the application process may result in the revocation of this application and/or certification.
- I have not been found by a court, federal or state agency or registration board to have violated the law in the conduct of my Architecture/Engineering/Construction (AEC) or CM-related practice or to have engaged in conduct which disregards the rights of others.
- I affirm that the information I submit on this application and any documents I have enclosed or forwarded, are complete, true, and correct to the best of my knowledge and belief.
- I authorize the CMCI Board of Governors ("Board" or "BOG") to obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained herein.
- The Board reserves the right to cancel or withhold exam scores if there is any reason, in the sole judgment of the Board, to question their validity.
- I fully understand that this is only an application for examination and does not guarantee the certification.
- I attest that I will adhere to CMCI's Conditions and will fully cooperate in any proceeding involving an alleged violation of the Standards or Professional Code. I have and will not make any false statements or misrepresentations using the CCM designation.
- I will make claims regarding certification only with respect to the scope for which certification has been granted. I will not use the certification in such a manner as to bring the certification body into disrepute; and I will not make any statement regarding the certification, which the certification body may consider misleading or unauthorized; and I will not and have not used the CCM certification in a misleading manner.
- If my certification has been suspended or withdrawn, I will discontinue the use of all claims to certification, will not mislead anyone and I will return any certificates issued by the certification body.
- I understand that the Board may audit my application to verify experience or education either prior to or after an examination is taken, or after the results are announced. I agree to cooperate with the audit and further understand that providing false information for verification of experience or education, or having others do so, is a violation of the CCM Conditions and Conduct and may result in sanctions.
- I agree that CMCI is the sole owner of the CCM certification designation, and my use of the designation is pursuant to a revocable, non-transferable license from CMCI. I will not take any actions which are inconsistent with CMCI's ownership rights, including challenging those rights.
- I understand that CMCI may make changes to the CCM certification program by its sole discretion, including with respect to eligibility, criteria, recertification, fees, and continuance or discontinuance of the program.
- I agree to inform the CMCI immediately of all changes to the information included in this application while I am an applicant, and for as long as I am certified by the Board.
- I hereby release from liability, and forever waive any claims, including claims for defamation, restraint of trade, breach of contract, and interference with business or contractual relations, unless due to the bad faith and malicious conduct of the person sought to be held liable, based on or arising out of the CCM certification program, including but not limited to denial or revocation of certification, that I may have against CMAA and CMCI, and their respective governing board members and employees. I further agree that, notwithstanding the foregoing, should a claim be

permitted to be brought against CMAA, CMCI, or any of their respective governing board members or employees, the limit of their liability and extent of my recovery shall be any registration or application fees paid by me to CMAA or CMCI related to certification.

- I agree that this Application shall be interpreted and governed by the laws of the Commonwealth of Virginia, without regard to conflicts principles, and exclusive jurisdiction for any legal proceeding resides in federal or State court in Northern Virginia, and the parties agree and expressly consent to the exercise of personal jurisdiction in the Commonwealth of Virginia.
- I agree that no association, agency, apparent agency, employer/employee relationship, partnership, or joint venture is created by virtue of issuance of the CCM designation to me by CMCI or CMAA.
- I possess the knowledge and skills defined by the Board of Governors in adherence to the certification criteria and will notify CMCI immediately should I be unable to perform the skills or lack the knowledge required to achieve or maintain the Construction Manager Certification.
- I understand that if successful, I will be listed in the online CCM registry; however, if in the future I should not want to continue to be listed in the CCM registry, I will send an email stating such to certification@cmaanet.org.
- I agree to give permission to the Board, and its agents and contractors, permission to contact me by U.S. mail, electronic mail, facsimile, or through other media on matters that CMCI and CMAA believes may be of importance to me. Should I wish to be taken off the certification mailing list in the future, I will send an email request stating such a request to certification@cmaanet.org.
- I hereby attest that I am personally signing this application and that I will be the individual taking the CCM examination I have applied for, solely for the purpose of becoming a CCM. I further understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me.

I have read, understand, and agree to be bound by the certification-related policies and procedures and Conditions and Conduct promulgated by the Board of Governors. I understand and agree that my failure to abide by the Board's policies and procedures and Conditions and Conduct shall constitute grounds for rejection of my application or denial of my certification.

Check the box in front of the paragraph above, sign your name or affix your electronic signature, and enter the date below.

Applicant Signature: _____ Date: _____

Section 3: Certification Renewal Agreement

By signing this renewal application you hereby certify the information is accurate to the best of your knowledge. CMCI will conduct independent and random audits of CCM renewal applications. In the event your application is selected for audit, you will be expected to provide written substantiation and documentation of information contained therein. Failure to comply with audit information requests will result in possible suspension and revocation of your CCM by CMCI.

Points Summary

Total Renewal Points (25): _____

Certification Date: _____

CMCI ID#: _____

Print Name: _____

Signature: _____

Date: _____

Send completed forms, signed code of ethics and renewal fee (check or credit card payment) to:

CMCI Certification
7926 Jones Branch Drive, Suite 800
McLean, VA 22102-3307

Section 4: Renewal Points (RPs) -

You do not need to fill out this section if you attach the completed [Recertification Tracking Portal](#).

1. Involvement/Commitment to the Profession

- | | | |
|-------------------------------------------------|----------------------------------------|----------------|
| a. Membership in industry related organizations | 1 point per year per membership | # points _____ |
| b. Continued employment in CM/ as CM | 1 point per year | # points _____ |
| c. Continued employment as RIC | 1 point per year | # points _____ |
| d. Industry Relevant State Issued License(s) | 1 point per year | # points _____ |

Please indicate your professional memberships or license(s):

Organization/License	Dates

- | | | |
|-----------------------------------------|----------------------------|----------------|
| e. Writing related to the CM profession | | |
| Short article | 1 point per article | # points _____ |
| Manual, Monograph, Booklet, Chapter | 2 points per item | # points _____ |
| Book | 6 points per book | # points _____ |

Please indicate what you wrote, where and when published:

Publication Title	Article Title	Date Published

- | | | |
|---------------------------------------|---------------------------|----------------|
| f. Presentations | | |
| Presentations at Conferences Seminars | 2 points per event | # points _____ |

Please indicate your presentations: where, when and subject

Conference/Sponsor	Subject	Date

g. Professional Organization Work

Chair of committee, chapter officer	3 point per year	# points _____
Board Member	3 point per year	# points _____
Committee member	3 point per year	# points _____
CMCI Subject Matter Experts	3 point per year	# points _____
ABET Program Evaluator (PEV)	5 points per year	# points _____
ABET PEV Evaluation	10 points per evaluation	# points _____
Mentor	3 point per person per year	# points _____
Actively teaching CM in Universities	3 point per year	# points _____

Please indicate the association, committee and title:

Association	Committee	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. CM Professional Development

a. Attending meetings (local CMAA Chapters, etc.)	2 points per meeting	# points _____
b. Attending non-CMAA forums, conferences, etc. * Additional points per seminar at conferences	1 point per conference	# points _____
c. Attending CMAA National Conference * Additional points per seminar at conferences	2 points per conference	# points _____
d. Attending CMAA Owner Forum or Other Special Events	2 points per event	# points _____
e. Attending CM related courses, seminars or training	1 point per hour	# points _____
f. Attending webinars sessions	1 point per hour	# points _____
g. Attending Industry specific online course	1 point per hour	# points _____
h. College Course Credit	1 point per credit hour	# points _____
i. Continuing Education Units for Industry State Issued License(s)	1 point per hour	# points _____

Please indicate what you have attended, subject, location, dates and points:

Sponsor	Title	Subject	Location	Dates	Points
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Section 5: Payment

Please send your completed certification renewal forms, [CCM Recertification Transcript](#) if necessary, and signed code of ethics along with your payment (check or credit card information to):

CMCI
7926 Jones Branch Drive Suite 800
McLean, VA 22102

Please supply information below regarding payment of your renewal fee.

I have enclosed a check/money order for \$200.

Please charge \$200 to my American Express MasterCard Visa

Card # _____ Expiration ____/____

Name on Card _____ CVV _____

Billing Address _____

City, State, Zip _____

Authorized Signature _____



Construction Manager Certification Institute

7926 Jones Branch Drive, #800 McLean, VA 22102

703.356.2622 (o) | 703.356.6388 (f)

www.cmcertification.org | certification@cmaanet.org