

The logo for CCMIRET, featuring the letters 'CCMIRET' in a bold, white, serif font. The 'C's and 'M' have horizontal lines through them. A registered trademark symbol (®) is located at the end of the word. The background is a vibrant red with abstract, overlapping geometric shapes and a bright light source on the left side creating a lens flare effect.

CCMIRET®

CONSTRUCTION MANAGER CERTIFICATION INSTITUTE

# Retired Handbook

# CCM RETIRED HANDBOOK

## Purpose

The Certified Construction Manager - Retired (CCM-RET) program has been developed by the Board of Governors to meet the needs of retired professionals who are or were credential holders and wish to remain engaged within the industry. This designation recognizes the knowledge, experience, and dedication of these individuals even while they are no longer actively performing the functions of a Certified Construction Manager.

## Benefits

The CCM-RET program grants adapted use of the CCM credential to include the addition of Retired. For example: CCM-RET or Certified Construction Manager-Retired. The retired credential may only be used on business cards, name badges, signatures, a curriculum vitae or resume. CCM-RET's will remain listed in the online CCM directory as a CCM-RET. All CCM-RETs will receive a new certificate by mail with an updated status and continue to receive communication from CMCI on CCM activities. CMCI will also grant the use of the CCM-RET logo.

A person taking part of the CCM-RET program is not obligated to meet the requirements for CCM renewal. CCM-RET designation holders may not use the designation to perform or offer to perform the services and duties an active CCM conducts. CMCI and the Board of Governors reserve the right to revoke the CCM-RET designation at any time.

The CCM-RET program is not recognized by ANSI and does not meet the accreditation requirements of the ISO 17024 standard.

## Eligibility Requirements

The policies and criteria have been set and are maintained by the Construction Manager Certification Institute (CMCI) Board of Governors. The program's procedures are administered and monitored by CMCI staff.

If you are an active or an inactive CCM who meets the criteria below, you may apply to have the "retired" status be designated on your certification record:

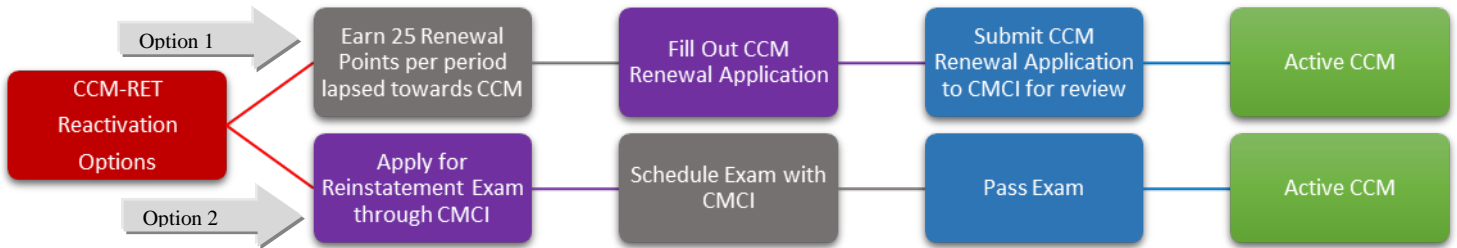
- Held an active CCM credential for a minimum of six (6) years or two (2) renewal periods.
- Sixty (60) years of age or older.
- Submit the qualifying application accompanied by a one-time non-refundable retired status fee.
- No longer active as a construction management professional.
- Agree to abide to the same code of conduct agreement and same disciplinary actions as active CCMs.

CCM-RET designees must notify CMCI of any change that would render the individual ineligible for CCM-RET status. The CMCI Board of Governors encourages CCMs to think carefully before changing to CCM-RET status, and to maintain their active CCM if they are not sure they will remain fully retired, due to the difficulty and cost of reactivation.

**Reactivation Requirements**

CCMs who have entered the CCM-RET program may reactivate their CCM within five (5) years of entering the program. Provisions for returning to active status include a reasonable fee structure and demonstration of continuing competence. In order to reactivate your CCM, one of the below criteria must be met:

**Option 1:** The designation holder will have earned 25 points per renewal cycle they have missed while in the retired status plus the renewal fee for each of those cycles. The CCM-RET will need to submit the documentation of the Renewal Points earned on the [CCM Renewal Application](#) and submit the completed form to CMCI for review.



**Option 2:** The designation holder may retake the CCM examination in its current format. The designation holder is expected to fill out the [Renewal Exam Form](#) and pay the reactivation fee of \$125 plus the examination fee of \$275.

A reactivation fee of \$125 is required for either avenue of reactivation. Additional fees may apply depending on the avenue chosen. Any CCM-RET that exceeds the five (5) year timeframe to reactivate their CCM must reapply through the application process and take the CCM exam again in order to earn an active CCM.

**CCM-RET Fees**

The CCM-RET program requires a one-time application fee to enter the program of \$75.

<b>Certified Construction Manager-Retired Fees (US\$)</b>	
Effective June 1, 2015	
Applicable VAT, GST and taxes are not included	
<b>CCM-RET</b>	<b>Fees</b>
ONE TIME CCM-RET APPLICATION FEE	\$75.00
CCM REACTIVATION FEE	\$125.00
CCM REACTIVATION RENEWAL FEE <i>(per period)</i>	\$200.00
CCM REACTIVATION EXAM FEE <i>(retests require additional fees)</i>	\$275.00
DUPLICATE/REPLACEMENT CERTIFICATES	\$15.00

**Certified Construction Manager - Retired Application****Section 1:**

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

**Section 2:**

CCM Number: \_\_\_\_\_

Date CCM was originally earned: \_\_\_\_\_

Date of last CCM renewal: \_\_\_\_\_

You are no longer compensated to perform the functions of a CM:  Yes  NoYou are currently 60 years of age or older:  Yes  No

Date of Birth: \_\_\_\_\_

**Section 3:** Check the boxes and sign or affix your electronic signature below to agree to the statements:

- I hereby certify that I have read all portions of the CCM-RET Handbook and believe I am in compliance with all policies related to the CCM-RET program.
- I agree to be bound by the CCM Conditions and Conduct Agreement promulgated by the Board of Governors. I understand and agree that my failure to abide by the Board's Conditions and Conduct shall constitute grounds for rejection of my application or removal from the retired program.
- I will notify CMCI of any changes that would affect my CCM-RET status.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section 4:**

Please supply information below regarding payment of your CCM-RET application fee. All checks should be made payable to:

**CMCI**  
**7926 Jones Branch Drive Suite 800**  
**McLean, VA 22102**

\_\_\_\_ I have enclosed a check/money order for \$75.

\_\_\_\_ Please charge \$75 to my \_\_\_\_\_ American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa

Card # \_\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_

Name on Card \_\_\_\_\_

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)

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