



## Policy and Procedures for Evaluating International Academic Credentials.

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### 1.0 The Globalization of the Construction Manager Profession

Globalization of the Construction Manager profession has resulted in CCMs working outside the United States and international Construction Managers working in the United States. This situation has resulted in greater visibility of the credential internationally; consequently, CMCI (hereafter, the Institute) now receives an increased number of applications from other countries. Because education is one of the primary qualifications for candidacy, the Institute must be assured that a degree meets or exceeds the recognized United States accredited programs. The Institute has indicated that it will accept comparable educational credentials that adhere to the procedures listed in this document.

### 2.0 Current Domestic Collegiate and University Recognitions

The Institute recognizes programs accredited by The Accreditation Board for Engineering and Technology (ABET), the National Architectural Accrediting Board (NAAB), and the American Council for Construction Education (ACCE). [ABET](http://www.abet.org/international.shtml) has memoranda of understanding with several foreign counterparts (<http://www.abet.org/international.shtml>); similarly, [ACCE](http://www.acce-hq.org/reciprocityagreements.htm) also has reciprocal recognition agreements (<http://www.acce-hq.org/reciprocityagreements.htm>). [NAAB](http://www.naab.org/international/eesa.aspx) has an equivalency service for architects educated outside the United States (<http://www.naab.org/international/eesa.aspx>). Please consult their respective sites to see if your degree falls under one of these agreements. Please note such recognition on your application. The Institute will validate your claim as part of the application process.

### 3.0 Non-conforming Degree Procedure

If your degree does not fall under the reciprocity agreements for ABET, NAAB, and ACCE, you must follow the following procedures.

#### 3.1 Required Documentation

You must submit all credentials in both the original language and English. The English translation must be literal; that is, word-for-word. For information on qualified translators in your area, please contact the [American Translators Association](http://www.americantranslators.org) or another recognized translation service. Self-translated copies are not acceptable. All transcripts and diplomas must be issued by the degree-granting university. If your university issues official documents in English, an additional English translation is not required.

##### 3.1.1 Notice to students from India

Students who attended university in India must submit transcripts from the university that awards the degree. Transcripts and degree certificates that are issued by the affiliated college cannot be accepted.

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### 3.1.2 Notice to students from China

Students who hold degrees from Chinese institutions must submit copies of both the Graduation Diploma and Degree Certificate along with their transcripts.

### 3.2 Required Credentials

Please read this section carefully. The Institute will not accept any application without all the required documents.

3.2.1. Official transcripts are required. These are documents that are sent directly to the Institute's office from your home university. You should follow your home university's policies for such requests. Usually, universities charge a small fee for this service.

3.2.2. Transcripts you may already have in your possession are also considered official if they are still in their original, sealed and signed university envelopes. We will accept these sealed transcripts as official documents.

3.2.3. Transcripts submitted by any other method (even if they are on original paper) are considered unofficial and must be verified (attested) either by the issuing university, your Embassy or Consulate. We will accept only copies that bear the original attestation stamp and signature.

### 3.3 Unacceptable Credentials

The following will not be accepted:

3.3.1. The Institute will not accept unattested photocopies or re-copied documents. Please note that the Institute cannot accept transcripts attested by local notaries public.

3.3.2. The Institute will not accept English translations prepared by a non-recognized translator.

### 3.4 Degree Validation

The Institute requires all applicants who have completed degrees outside the United States to submit their transcripts for degree validation as part of the application process. Applicants may send their credentials to an approved evaluation agency or organization. Each evaluation agency has its own procedures, but you should authorize those to forward completed evaluations directly to the Institute. We will accept only original evaluations sent directly from the evaluation agency. Agencies charge fees for their services and may have requirements that are different from the Institute's. You are responsible for payment of all fees charged by external evaluation agencies. For a list of approved evaluators, please click this link:

[www.naces.org/members.htm](http://www.naces.org/members.htm).

### 3.5 Conditions

The following conditions also apply.

3.5.1 All transcripts and supporting documentation become part of the application and the property of the Institute.

3.5.2 The Institute has the final decision on whether to accept foreign educational credentials.

3.5.3 The Institute may require further verification or clarification before accepting an application.

3.5.4 Currently, American English is the only language in which the application is formatted and the examination is given.