



CERTIFICATION RENEWAL

Please read carefully, as our Recertification program has been changed.

Certification is an ongoing commitment to professional development that begins with passing the exam. The CMCI Board of Governors believes that all CCM's should be actively involved in, and committed to the CM profession. They have identified 2 areas for recertification: involvement in the profession and professional development. Recertification of your CCM designation is required every 3 years and requires a \$200 re-cert fee.

Recertification Guidelines

- All activities must be specifically industry related.
- Recertification points can be earned anytime from the date appearing on your CCM certificate.
- No points may carry over from one 3-year period to the next.
- Recertification forms are due by the end of your anniversary month.

CMCI reserves the right to request supporting information from any candidate seeking re-certification.

Application Checklist

- Section 1: Recertification Applicant Information
- Section 2: Payment
- Section 3: Code of Professional Ethics for the Construction Manager
- Section 4: Recertification Report Form

Section 1: Recertification Applicant Information

Please update your mailing address below.

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

Applicant Name _____

Organization _____

Title _____

CMCI ID# _____

Business Address _____

Address _____

City, State _____

Business Telephone _____

Home Address _____

City, State _____

Home Telephone _____

E-mail _____

Section 2: Payment

Payment by checks only must be sent to the following address:

**CMAA Certification
P.O. Box 75196
Baltimore, MD 21275-5196**

Please send your renewal form with credit card information to:

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

Please supply information below regarding payment of your Recertification fee.

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

____ Please charge my _____ American Express _____ MasterCard _____ Visa

Card # _____ Expiration ____/____

Name on Card _____

Billing Address _____

City, State, Zip _____

Authorized Signature _____

Section 3. Code of Professional Ethics for the Construction Manager

Since 1982, the Construction Management Association of America (CMAA) has taken a leadership role in regard to critical issues impacting the construction and program management industry, including the setting of ethical standards of practice for the Professional Construction Manager.

The Board of Directors of CMAA has adopted the following [Code of Professional Ethics of the Construction Manager \(CODE\)](#) which apply to CMAA members in performance of their services as Construction and Program Managers. This Code applies to the individuals and to organizations who are members of CMAA.

All members of the Construction Management Association of America commit to conduct themselves and their practice of Construction and Program Management in accordance with the Code of Professional Ethics of the Construction Manager.

As a professional engaged in the business of providing construction and program management services, and as a member of CMAA, I agree to conduct myself and my business in accordance with the following:

1. **Client Service.** I will serve my clients with honesty, integrity, candor, and objectivity. I will provide my services with competence, using reasonable care, skill and diligence consistent with the interests of my client and the applicable standard of care.
2. **Representation of Qualifications and Availability.** I will only accept assignments for which I am qualified by my education, training, professional experience and technical competence, and I will assign staff to projects in accordance with their qualifications and commensurate with the services to be provided, and I will only make representations concerning my qualifications and availability which are truthful and accurate.
3. **Standards of Practice.** I will furnish my services in a manner consistent with the established and accepted standards of the profession and with the laws and regulations which govern its practice.
4. **Fair Competition.** I will represent my project experience accurately to my prospective clients and offer services and staff that I am capable of delivering. I will develop my professional reputation on the basis of my direct experience and service provided, and I will only engage in fair competition for assignments.
5. **Conflicts of Interest.** I will endeavor to avoid conflicts of interest; and will disclose conflicts which in my opinion may impair my objectivity or integrity.
6. **Fair Compensation.** I will negotiate fairly and openly with my clients in establishing a basis for compensation, and I will charge fees and expenses that are reasonable and commensurate with the services to be provided and the responsibilities and risks to be assumed.
7. **Release of Information.** I will only make statements that are truthful, and I will keep information and records confidential when appropriate and protect the proprietary interests of my clients and professional colleagues.
8. **Public Welfare.** I will not discriminate in the performance of my Services on the basis of race, religion, national origin, age, disability, or sexual orientation. I will not knowingly violate any law, statute, or regulation in the performance of my professional services.
9. **Professional Development.** I will continue to develop my professional knowledge and competency as Construction Manager, and I will contribute to the advancement of the construction and program management practice as a profession by fostering research and education and through the encouragement of fellow practitioners.
10. **Integrity of the Profession.** I will avoid actions which promote my own self-interest at the expense of the profession, and I will uphold the standards of the construction management profession with honor and dignity.

Applicant Signature _____

Date _____

CERTIFICATION RENEWAL CATEGORIES

1. Involvement/Commitment to the Profession.

- | | |
|--|---|
| a) Continued employment in CM/as CM | 1 point per year |
| b) Membership in industry related organizations
(Ex: NSPE, ASCE, AIA, etc.) | 1 point per year |
| c.) Membership in CMAA | 2 points per year |
| d.) Writing related to the CM profession | |
| Short article | 6 points per article |
| Manual, Monograph, Booklet, Chapter | 15 points |
| Book | 24 points per book |
| e.) Presentations at conferences/seminars
training sessions | 6 points per event |
| f.) Professional Organization Work (CMAA, CMCI, AIA etc.) | |
| Chair of committee, chapter officer | 3 points per year |
| Board Member | 3 points per year |
| Committee member | 2 points per year |
| CMCI Subject Matter Experts | 5 points per year |
| Mentor (CMIT/CCM) | 6 points per person per year |
| Actively Involved in ACE Mentoring Program | 3 points per person per year |
| CCM Actively teaching CM in Universities | 1 point per course, up to 6 points per year |
| Writing exam items/questions | 2 points per item
accepted |
| *See attachment for Guidelines for writing exam items/questions | |
| g.) CCM on Winning Project Achievement Awards | |
| For CMAA National Award | 3 points per year |
| For CMAA at the Regional/Chapter level Award | 2 points per year |
| For another Industry Related Association | 1 point per year |
| <u>*Points cannot be gained twice for the same project.</u> | |

2. Professional Development

- | | |
|---|---------------------------------|
| a.) Attending meetings (local Chapters, etc.) | 1 point/meeting |
| b.) Attending forums, conferences, etc. | 2 points/conference |
| *Additional points per seminar at conferences | |
| c.) Attending CMAA National Conference | 3 points |
| *Additional points per seminar at conferences | |
| d.) Attending CM related courses, seminars and training | 3 points per course |
| e.) Attending webinar sessions | 1 point per hour taken |
| f.) Attending Industry specific online courses | 1 point per hour of instruction |

Total points needed every 3 years: 45

Section 3: Recertification Report Form

NAME: _____ CMCI ID# _____

Certification date or last renewal _____

Month/year

1. Involvement/Commitment to the Profession

- a. Continued employment in CM/ as CM **1 point/year**
- b. Membership in industry related organizations **1 point/year**
- c. Membership in CMAA **2 points/year**

Please indicate your professional memberships:

Organization	Dates	# points _____
_____	_____	# points _____
_____	_____	# points _____
_____	_____	# points _____
_____	_____	# points _____

d. Writing related to the CM profession

- | | | |
|-------------------------------------|-----------------------------|----------------|
| Short article | 6 points per article | # points _____ |
| Manual, Monograph, Booklet, Chapter | 15 points | # points _____ |
| Book | 24 points per book | # points _____ |

Please indicate what you wrote, where and when published:

Publication Title	Article Title	Date Published
_____	_____	_____
_____	_____	_____
_____	_____	_____

e. Presentations

- | | | |
|--|---------------------------|----------------|
| Presentations at Conferences, Seminars,
Training Sessions | 6 points per event | # points _____ |
|--|---------------------------|----------------|

Please indicate your presentations: where, when and subject

Conference/Sponsor	Subject	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

-
- f. Professional Organization Work**
- | | | |
|---|--|----------------|
| Chair of committee, Chapter Officer | 3 points per year | # points _____ |
| Board Member | 3 points per year | # points _____ |
| Committee Member | 2 points per year | # points _____ |
| CMCI Subject Matter Experts | 5 points per year | # points _____ |
| Mentor (CMIT/CCM) | 6 points per person per year | # points _____ |
| Actively Involved in ACE Mentoring Program | 3 points per person per year | # points _____ |
| Actively teaching CM in Universities | 1 point per course, up to 6 points/year | # points _____ |
| Writing exam items/questions | 2 points per item accepted | # points _____ |
- *See attachment for Guidelines for writing exam items/questions

Please indicate the association, committee and title:

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

- g. CCM on Winning Project Achievement Awards**
- | | | |
|---|--------------------------|----------------|
| For CMAA National Award | 3 points per year | # points _____ |
| For CMAA at the Regional/Chapter level Award | 2 points per year | # points _____ |
| For another Industry Related Association | 1 point per year | # points _____ |
- * Points cannot be gained twice for the same project

2. CM Professional Development

- | | | |
|---|--|----------------|
| a. Attending meetings (local Chapters, etc.) | 1 point/meeting | # points _____ |
| b. Attending forums, conferences, etc. | 2 points/conference | # points _____ |
| * Additional points per seminar at conferences | | |
| c. Attending CMAA National Conference | 3 points | # points _____ |
| * Additional points per seminar at conferences | | |
| d. Attending CM related courses, seminars, or training | 3 point per course | # points _____ |
| e. Attending webinars sessions | 1 point per hour taken | # points _____ |
| f. Attending Industry specific online courses | 1 point per hour of instruction | # points _____ |

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

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

CERTIFICATION RENEWAL
Points Summary

Total (45) _____

Print name

Signature

date

Send form with your invoice and payment to:
CMCI Certification
7926 Jones Branch Drive, Suite 800
McLean, VA 22102-3307



EXAM QUESTION GUIDELINES

1. Create a multiple choice question testing typical knowledge for a construction manager.
2. A reference is required for all questions
3. Classify the question according to the subject being tested. (e.g. Project Management, Cost, Time, Quality, Contract Administration, Safety, Ethics)
4. Question should not be worded in a negative fashion: items that require examinees to select the option that describes the exception to the rule (e.g., LEAST, NOT, EXCEPT).
5. There should be four (4) Options. Options should:
 - a. fit logically and grammatically with the question
 - b. be parallel and structurally similar to each other
 - c. do NOT use “all of the above” and “none of the above” as options.
 - d. there should be *only one* correct option
6. Don't try to trick the examinee, test their knowledge.
7. The best incorrect Options usually are:
 - a. actions that may be taken by an individual who is incompetent or who has had insufficient training or experience
 - b. common errors made by professionals
 - c. common misconceptions



PLEASE COMPLETE FOR EACH QUESTION:

A. SOURCE

1. Matrix Management area and phase (e.g. Project Management, Cost, Time, Quality, Contract Administration, Safety, Ethics)

Management Area _____

2. CM Standards of Practice Section: (e.g. CMAA Time Management Procedures, 2000 edition, Section 4.3.2, pg. 9.)

Section: _____

B. Your Question:

C. What is the intent of your question? What are you trying to test?
