



Construction Manager-in-Training FAQs

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What is the mission and purpose of the Construction Manager-in-Training (CMIT) program and who is it for?

The mission of the CMIT program is to recognize early career professionals who have displayed high educational achievement and the desire to learn how to become competent, successful construction managers. The purpose of the CMIT program is to develop individuals as construction managers and leaders in the construction management industry and is intended and encouraged for the following persons:

- Early career professionals focused on becoming a professional construction manager.
- Graduate-degree candidates working in the construction field.
- Soon-to-be and recent graduates of an accredited Engineering, Architecture, or Construction Management degree program.

What are the benefits of becoming a CMIT?

- Connect and work closely with qualified mentors to create and manage development plans.
- Show employers, clients, and peers that you are committed to acquiring the knowledge and capabilities to become a professional, practicing construction manager.
- Network with other CMITs and stay active within the industry.
- Demonstrate competence in construction management early in your career.
- Increase awareness of the Body of Knowledge and principles represented by CCMs and professional construction managers.
- To use as a stepping stone to becoming a CCM.
- Use of the CMIT digital badge.

What are the steps to become a CMIT?

Step 1: Determine Eligibility

Step 2: Submit Application

Step 3: Study for CMIT exam

Step 4: Pass the CMIT exam



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What are the eligibility requirements for applying for the CMIT program?

Individuals must meet at least one (1) of the following qualifications to be eligible for the CMIT program:

- Bachelor's or Master's degree in Engineering, Architecture, or Construction Management
- 75 credit hours toward a Bachelor's degree in an Engineering, Architecture, or Construction Management program
- Associate's degree or certificate in Engineering, Architecture, or Construction Management
- Four (4) years of general design/construction experience

How do I apply for the CMIT?

CMIT applicants can submit their application online at cmaanet.org/CMIT, but may also submit the application by mail, or by faxing it to CMCI. The paper application can be found in the [CMIT Handbook](#). Applications will not be reviewed until all required information is provided, and the application fee is paid in full.

How do I apply for the CMIT program online?

To apply online, [first login or create a username here](#). Then select "store" from the menu on the top-right side of the page. You can then add the CMIT Application to your cart and check out from there.

How much does the CMIT program cost?

The CMIT program is \$75 for CMAA members and \$125 for non-CMAA members.

Is the CMIT program fee refundable?

All CMIT application fees are non-refundable. Current fees can be found on the [CMAA website](#).

I submitted and paid for the CMIT application, am I now a CMIT?

No. To become a CMIT you will need to submit your application, have it approved by CMCI staff, and then take and pass the CMIT exam. After passing the exam, you will become a CMIT and may then begin to use the designation.



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How do I submit proof that I meet the eligibility requirements?

Applicants will be required to provide proof that they meet the eligibility requirements as part of the application. Proof can be submitted in the form of a professional resume or educational documentation, such as a copy of a degree, a transcript, or a letter from the provost or professor.

I've submitted my CMIT application, now what?

We typically process applications within a week of submission; however wait times may be longer in some cases. Once your application has been approved, you will receive an email from CMCI staff with instructions on how to access the CMIT study material and exam.

How do I prepare for the CMIT exam?

The examination assesses general knowledge of design and construction and the information covered in CMAA's *Capstone Course: An Introduction to the CM Profession*. To prepare for the CMIT exam, individuals should read and review the Capstone Course in its entirety.

How do I take the CMIT exam?

After an applicant is advanced to candidacy, CMCI will send them instructions for how to access the online study material (the *Capstone Course: An Introduction to the CM Profession*), and the exam through an online portal. When the candidate is ready to take the examination, they will be able to log into the portal, take the examination, and submit their answers.

What is the CMIT exam format?

The CMIT exam is a computer-based test and is currently only being offered in the English language. The exam is comprised of 200 questions in the form of both True/False questions and multiple choice questions. The use of reference materials or tools while completing the exam is permitted.

How many attempts do I have to pass the exam?

CMIT candidates are given three (3) attempts to pass the examination.

How long is the CMIT exam?

CMIT candidates are given six (6) hours to complete each attempt.



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What is the passing score for the CMIT exam?

A score of 80% is required to pass the examination. Please note that scores are not rounded up and a score of at least 80% is required to pass the exam and earn the CMIT designation.

What if I don't pass the exam after three (3) attempts?

After three (3) unsuccessful attempts, individuals will have to re-apply by submitting a new application and payment before they will be able to take the exam again. Candidates must meet all eligibility requirements in effect at the time of any subsequent application submissions.

I passed the CMIT exam, now what?

The month after the exam is passed, CMCI staff will send you an email that contains information about how to find and declare your mentor. After you receive the email from CMCI staff, you will also receive an email from Acclaim with instructions on how to claim your CMIT digital badge.

Where is my CMIT pin and congratulations letter?

The month after the exam is passed, CMIT pins and congratulation letters will be mailed to the address provided by the CMIT on their application.

How do I find and declare my mentor?

The month after you have passed the exam, CMAA will contact all new CMITs and provide the information for how to access the mentor directory. CMITs can then pick a mentor and [declare their mentor here](#). For more information about the CMIT Mentor Program, please see CMCI's [Mentor Handbook](#).

How do I claim my CMIT digital badge?

CMITs will receive an email from CMCI's partner organization, Acclaim, inviting them to accept and claim their digital badge. A digital badge is a way for CMITs to exhibit their achievement and showcase their knowledge and experience. Digital badges can be displayed in emails, social media sites, and in online resumes or electronic documents. For more information about digital badging, please see CMAA's website, cmaanet.org.



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I passed the CMIT exam, when can I start using the designation?

Once the CMIT application has been approved, and the exam has been successfully passed by a candidate, the individual may then begin to use the CMIT designation as they have effectively earned their CMIT certificate.

How do I find my CMIT certificate?

An online version of the CMIT certificate will be immediately available after the exam is completed with a passing score. Specific instructions for how to access the CMIT certificate will be included in the email that CMCI sends to all new CMITs the month after the exam is passed.

When does my CMIT certificate expire?

The CMIT designation is valid for seven (7) years from the date that the candidate passes the exam. If an individual would like to keep their CMIT designation after the seven (7) year period, they would be required to reapply to the program and successfully complete the CMIT exam again.

How do I contact the CMIT department?

You can contact the CMIT department by emailing CMIT@cmaanet.org or calling (703)356-2622.