

PROFESSIONAL ETHICS AND DISCIPLINARY POLICIES

CCM Condition, Conduct, and Disciplinary Policies

As a credible credentialing organization, the Board of Governors is committed and obligated to protect and defend the credentials provided by CMCI. Every candidate and Construction Manager certified through the Board of Governors must adhere to the CCM Conditions and Conduct agreement. When it is believed that a CCM has violated this CCM Conditions and Conduct agreement, the first step is to complete the Professional Discipline Complaint Form. The form may be obtained by calling or writing to the CMCI Office.

The Professional Discipline Complaint Form must be completed in its entirety, signed, and submitted with any documentation to:

Construction Manager Certification Institute
7926 Jones Branch Drive, #800
McLean, VA22102
703.356.2622 (o) | 703.356.6388 (f)

Please include all suitable documentation in support of this complaint. Upon receipt, the Ethics, Grievance, Appeals, and Disciplinary Committee (EGAD) of the Board of Governors will determine whether an inquiry can be initiated under its authority. Please understand that the EGAD Committee will consider matters regarding possible violations of the CCM Conditions and Conduct agreement including falsification of applications.

The EGAD Committee shall have the power to, but shall not be obligated to, investigate all allegations of unprofessional and unethical conduct that may be harmful to colleagues, owners, clients, and the public, or that otherwise may be contrary to the objectives of the CCM Conditions and Conduct agreement provided that such allegations are made

in writing and are signed by the complainant. If, during the course of its investigation, the committee determines there may be additional violations of the code, the committee may investigate and reach appropriate findings regarding such additional violations within the Certified Construction Manager Rules and Procedures Regarding Ethical and Professional Discipline Complaints.

The EGAD Committee reports findings to the Board of Governors, publishes sanctions, and shall also at least annually review the CCM Conditions and Conduct agreement and the Certified Construction Manager Rules mentioned above to ensure that the integrity, professionalism, and competency of those certified through the CCM program are suited to the needs of CMCI and the Construction Manager profession.

Matters involving fraudulent use of the credential and/or trademark or copyright violations will be investigated and aggressively pursued by CMCI and its Board of Governors.

Breaching the Conditions and Conduct Agreement

Any individual found to have breached the Conditions and Conduct agreement is subject to revocation of CCM status. Information on a certified professional supporting a complaint of noncompliance may be submitted from any source. A complaint in writing received by the Certification Program will be referred to the EGAD Committee for investigation.

Anyone looking to submit a complaint may do so in writing to certification@cmaanet.org.

Following receipt of an official notice of noncompliance from CMCI, the CCM will have a 30-day period in which corrective action or response to the satisfaction of the EGAD Committee may be taken. If an appropriate response has not been received or the required corrective action has not been taken, the Committee will formally notify the CCM by letter of revocation of the certification.

PROFESSIONAL ETHICS AND DISCIPLINARY POLICIES CONTINUED

CCM Application Conditions and Conduct

All applicants must agree to abide by the Conditions and Conduct Agreement:

- 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 or recertification 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.

PROFESSIONAL ETHICS AND DISCIPLINARY POLICIES CONTINUED

- 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 Management Certification.
- I understand that if successful, I will be listed in the online CCM directory; however, if in the future I should not want to continue to be listed in the CCM directory, 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.