CMIT® LEVEL FOUR HANDBOOK

Construction Manager-in-Training

CMCI

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Introduction

The Construction Manager Certification Institute (CMCI®) is a not-for profit organization that was formed to promote the profession of Construction Management (CM) and the use of qualified Construction Managers on projects. CMCI is a wholly-owned subsidiary of the Construction Management Association of America (CMAA™). The Construction Manager-in-Training (CMIT®) program is a certificate program administered and maintained by CMCI.

The mission of the CMIT program is to recognize early and mid-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 CM industry and is intended and encouraged for the following persons:

➤ **Early career professionals focused on becoming a professional construction manager.**

➤ **Mid-career professionals looking for a pathway to grow in their CM careers and show their competence as a CM.**

➤ **Graduate-degree candidates working in the construction field.**

➤ **Soon-to-be and recent graduates of an accredited Engineering, Architecture, or Construction Management degree program.**

The CMIT program works to continuously promote and enhance the expanding community of professionals and students in the CM industry by encouraging professional growth, facilitating new connections, and offering guidance through mentorship.

The CMIT is a professional credential recognizing practitioners who have displayed high educational achievement and the desire to learn how to become competent, successful Construction Managers. The CMIT is divided into 4 sequential levels, with each level demonstrating growing professional competence and experience in CM.

The CMIT designation demonstrates competence in the practice of CM early in an individual's construction career. CMIT Levels 2-4 are extensions of the CMIT certificate and demonstrate a professional's growing competence and experience in the functional areas of CM as they move forward in their CM career. All CMIT designation levels demonstrate to employers and clients that an individual is invested in the industry, as well as in their own professional development.

This handbook describes the process for CMIT Level 4 (CMIT L4), including:

➤ **Eligibility requirements**

➤ **Application process**

➤ **How to apply and associated fees**

➤ **Information on the CMIT L4 examinations**

➤ **How to use the CMIT L4 designation**

Structure of the CMIT Program

The CMIT program is divided into 4 sequential levels, with each level demonstrating a credential holder's growing professional competence and experience in the field of construction management.

The CMIT program begins with the CMIT and continues to Levels 2, 3, and 4. To earn a CMIT level, a candidate must meet all the requirements at that level and any previous levels. Each level is cumulative and must be completed in order.

Detailed information about CMIT, L2, and L3 are available in the separate Handbooks.

LEVEL ONE

✔ Supervisor, educational instructor, employer, or military personnel signs a letter of support

✔ Pass Level 1 exam on basics of construction management

✔ Basics of construction management:
  – Role of the CM, project delivery methods, and legal issues

LEVEL TWO

✔ Completed Level 1

✔ Pass Level 2 exams:
  – Professional Practice
  – Quality Management
  – Cost Management

✔ Completed Soft Skills training:
  – Emotional Intelligence in the AEC Industry: Part 1
  – Killer Communication Skills
  – Emotional Intelligence in the AEC Industry: Part 2

✔ Supervisor(s) verify the candidate has 6 months of experience in Professional Practice, Quality Management, and Cost Management

LEVEL THREE

✔ Completed Level 1

✔ Completed Level 2

✔ Pass Level 3 exams:
  – Contract Administration
  – Time Management
  – Safety and Risk Management

✔ Completed Soft Skills training:
  – How to Present with Power and Influence
  – Primal Safety: A Gut Level Approach
  – Time Management Using Lean Principles

✔ Supervisor(s) verify the candidate has 6 months of experience in Contract Administration, Time Management, and Safety and Risk Management

LEVEL FOUR

✔ Completed Level 1

✔ Completed Level 2

✔ Completed Level 3

✔ Pass Level 4 exams:
  – Project Management
  – Sustainability
  – Value Engineering

✔ Completed Soft Skills training:
  – Stress Management for Peak Performance
  – 12 Steps to Great Relationships
  – From Head to Heart: How to Differentiate Yourself in the Marketplace

✔ Supervisor(s) verify the candidate has 6 months of experience in Project Management and Sustainability, with some experience in Value Engineering

*Experience in each of the functional practice areas of CM is defined as time spent working in that professional discipline. There is no CMIT requirement for this experience to be as responsible in-charge (RIC). For more on RIC, please see the CCM Application Handbook.

Disclaimer

CMIT L4s who have earned their certificates through CMCI have met the standards for the CMIT L4 program, as defined in this handbook. Prior to granting any CMIT designation, CMCI reviews all applications and information provided by the applicant. In addition to having their application reviewed and approved, all active CMIT L4s have also passed comprehensive examinations on CM practices.

All CMIT exams are administered on an online platform. Successful achievement of a passing score is required on each CMIT exam for an individual to earn the CMIT designation for that level. In addition, all candidates and CMIT certificate holders are required to abide by the CMIT Conditions and Conduct Agreement.

CMCI staff administers and manages the CMIT program. The CMIT Committee governs and provides oversight for the program. The Committee is made up of CMIT certificate holders and industry volunteers.

CMITs are not employees of the CMCI and CMCI does not represent or warrant the quantity or quality of services provided to the users of the CMITs' services, as responsibility for delivery of such services rests solely with the individual certificate holder.

Statement of Impartiality

The CMCI Board of Governors, CMIT Committee, and CMCI staff understand the importance of impartiality and conflicts in the management of CMIT certificate activities. When undertaking dealings with members and non-members, all involved in the certificate process will maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties.

There shall be an avoidance of any actions and or commitments that might create the appearance of:

➤ **Using positions for personal gain**

➤ **Giving preferential treatment**

➤ **Impeding efficiency**

➤ **Losing independence or impartiality**

➤ **Affecting adversely the confidence of CMCI constituents in the integrity of certification operations.**

The CMCI Board of Governors, CMIT Committee, and CMCI staff will ensure that in its dealings with all constituents that they are and will remain impartial.

Trademarks and Copyrights

The letter sequence, CMIT, has been registered with the United States Patent and Trademark Office since March 25, 2017. This trademark, the CMIT designation, is protected under U.S. and international law and any unauthorized uses are prohibited. Violators are subject to prosecution under applicable laws. In order to use the CMIT designation, individuals or organizations must have prior, specific approval in writing from the certification office. If in current good standing and having been awarded the CMIT certificate/designation by CMCI, the certificant may represent himself/herself as a CMIT.

Construction / Program Management Defined

CMAA defines Construction Management as a professional service that applies effective management techniques to the planning, design, and construction of a project from inception to completion for the purpose of controlling time, cost, and quality.

Program management is the practice of professional construction management applied to a capital improvement program of one or more projects from the program's inception to completion. Comprehensive Construction Management services are used to integrate the different facets of the construction process - planning, design, procurement, construction, and activation - for the purpose of providing standardized technical and management expertise on each project.

A professional Construction Manager manages the entire project and program with pre-planning, design, construction, close out, and management expertise that can assure the best possible project outcome no matter what type of project delivery method is used.

Steps to Become a CMIT Level 4 (CMIT L4)

Below are the steps to earn the CMIT L4 certificate:

1. **Determine Eligibility**

2. **Submit application**

3. **Prepare for CMIT L4 examinations**

4. **Pass CMIT L4 examinations**

5. **Provide letter(s) of experience**

Applicants for a CMIT level must meet the eligibility requirements for that level prior to submitting their application.

CMIT applicants should submit their application online, but may also submit the application by mail, or by faxing the application to CMCI. Applicants must provide phone and email contact information to facilitate email in confirming receipt of application and any necessary phone contact during or following the application process. Applications will not be processed unless all required information is complete on the application, and the application fee is paid in full.

Applicants may be required to provide proof that they meet the eligibility requirements. This can be submitted in the form of a copy of government-issued identification along with either educational documentation (such as a copy of a degree, a transcript, or a letter from the provost, professor, or an instructor), or a reference letter from a supervisor/superior officer.

All applications are subject to audit by the CMIT Committee, CMCI staff, or the Board of Governors.

Those applicants who meet the defined criteria will be "advanced to candidacy" for that level and are thereby approved to take the CMIT exam(s) for the level to which they applied. Following acceptance, CMCI will send the candidate the instructions for how to access the online study material and examination(s).

Certificate Eligibility Requirements

Eligibility is determined based on the information supplied by the applicant in the application form, including previous CMIT certificates, education, and commitment to the construction management profession. Eligibility criteria must be met for applicants to be advanced to candidacy.

Note: CMAA believes that all participants in projects and programs are responsible for always fulfilling their obligations in an ethical and professional manner, regardless of delivery system or contract method.

To begin CMIT L4:

➤ **Complete all requirements for CMIT L3 (application approved by CMCI, pass CMIT L3 exams, and provide L3 letters of experience)**

To be eligible for additional CMIT levels, a candidate must complete all requirements for all previous levels.

CMIT L4 Application Procedures

CMIT L4 applications may be filled out online, printed and mailed, or faxed along with required documentation and payment as noted on the application. All signatures must be submitted by the applicant and statements in the application agreed to, as provided in the CMIT L4 application. Along with meeting the eligibility requirements, CMIT candidates are required to agree to the CMIT Conditions and Conduct Agreement, as noted in the CMIT L4 application.

Applications may be rejected for several reasons including: incomplete application, eligibility criteria not satisfied, or application fee payments outstanding. A letter of explanation will be emailed to the applicant specifying reasons for non-advancement if their application is

rejected. Applicants are encouraged to make sure to include all required documentation with their application to avoid denial and/or delay.

Application Review and Acceptance Process

Once CMCI receives the application and processing fee, staff will review the entire packet for completeness and adequacy. If there is any missing material or information in the application, a detailed status report will be emailed to the applicant requesting additional information or clarification be provided. After the application is received with the required and supporting documentation that meets all eligibility requirements and the payment has

been approved, an "advancement to candidacy" email will be sent to the applicant, providing instructions for how to access the online study material and examination.

CMIT L4 Examinations Process

After an applicant is advanced to candidacy, CMCI will send them instructions for how to access the online study material, including the online modules for:

➤ **Project Management Guidelines ****

➤ **Sustainability Guidelines ****

➤ **Value Engineering Guidelines ****

➤ **Stress Management for Peak Performance ****

➤ **12 Steps to Great Relationships ****

➤ **From Head to Heart: How to Differentiate Yourself in the Marketplace ****

➤ **When the candidate is ready to take the examinations, they will be able to log into the online portal, take the three (3) CMIT L4 examinations, and submit their answers ****

**Required modules, must be completed within 1 year of advancement to candidacy

CMIT L4 candidates are given three (3) attempts to pass each examination. On each attempt, they will be given two (2) hours to complete it. A score of 80% is required to pass each examination. Please note that scores are not rounded up and a score of at least 80% is required to pass each exam and earn the CMIT L4 designation. Candidates must complete all examination attempts within one year from when their application is submitted, but the candidate can take the exams any time between when they receive the instructions to one year from when their application was submitted.

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

Providing Letters of Experience

Candidates for the CMIT L4 designation are required to provide letters of experience signed by their supervisor(s), superior officer(s), or a Certified Construction Manager (CCM) credential holder verifying that the candidate has at least six (6) months of experience in each of the CM practice areas required for CMIT L4: Project Management, Sustainability Management, and Value Engineering. Experience in each CM practice area is not required to be as responsible in-charge for the CMIT L4. CMIT L4 status will not be granted until a candidate has provided the letters of experience and successfully completed all CMIT L4 examinations.

Candidates may have a supervisor, superior officer, or a CCM verify their experience using section 6 of the CMIT L4 application within three (3) years of submitting their application. Extensions beyond three years may be granted by the CMCI for candidates to submit the required letters.

Application Expiration / Candidacy Duration

CMCI expects the application process, advancement to candidacy, successful completion of the exams, and submission of letters of experience to be completed in a timely manner. Applicants advanced to candidacy have up to one year to take and pass the exams. Applicants have three years to submit the required letter(s) of experience. The period begins when the application is submitted and payment has been made.

Extensions beyond the one-year period to successfully complete the exams may be granted for reasons beyond the control of the candidate that adversely impact the candidate's ability to take the exams such as medical issues, military service, etc. The candidate must make a written request for an extension and attach the appropriate supporting documentation verifying the reason for the extension for CMCI's review and approval.

Candidates for the CMIT L4 designation may also be granted additional time beyond the three-year period to provide letters of experience signed by their supervisor(s), superior officer(s), or a CCM.

Expired Application Processing (Re-application)

Candidates who do not take and pass the CMIT L4 examinations within the required one-year time period or did not receive an extension from the CMCI will be placed into an expired status.

To change from expired status back to candidate status, the qualification criteria for candidacy must have remained unchanged from the time of submission of the original application. In addition, individuals must:

➤ **Reapply by paying the CMIT L4 application fee and submitting a signed CMIT Conditions and Conduct Agreement at the time of the request for re-activation.**

➤ **Obtain CMCI approval.**

After the application is re-approved, an email will be sent to the candidate, providing instructions for how to access the online study material and examinations.

Auditing of Applications

The CMCI Board of Governors and the CMIT Committee has the right to audit all applications including any resumes or transcripts supplied with the application, to verify the applicant's eligibility to take the exam. If a candidate does not meet the criteria, he or she will be declared ineligible.

CMIT Committee Statement of Non-Discrimination

The CMIT certificate program does not discriminate among applicants on the basis of age, gender, race, religion, national origin, disability, marital status, or sexual orientation.

Confidentiality

The CMIT Committee and CMCI staff adheres to best practices using strict guidelines for confidentiality of candidates, certificate holders, score results, and all certificate related materials not otherwise deemed public information. All personal data including applications, payments, scores, and contact information maintained by CMCI are stored confidentially.

Certificate Fees

The CMIT L4 application fee must be paid by providing credit card information on the application or online form or by attaching a check at the time the application is submitted.

Note: Applying to the CMIT L4 does not confer simultaneous membership in CMAA. Membership within CMAA is separate and is not required to apply for the CMIT program. For a list of CMAA membership benefits and for information on how to become a CMAA member, applicants should visit the CMAA website*.*

Application Withdrawal or Refunding

All CMIT application fees are non-refundable. Current fees can be found on the CMAA website or within this handbook.

CMIT PROGRAM FEES (US$) Effective January 1, 2019	CMAA NON-MEMBER	CMAA MEMBER	CMAA MEGA MEMBER	US ACTIVE DUTY MILITARY
APPLICATION (includes study material and exam)	**$185.00**	**$215.00**	**$0**	**$0**
REAPPLICATION (for expired applications)	**$185.00**	**$215.00**	**$0**	**$0**

About the CMIT L4 Examinations

CMIT L4 Exam Format and Results

The three (3) CMIT L4 exams are computer-based tests and are currently only being offered in the English language. The exams are each comprised of 20 questions in the form of multiple choice questions with four response alternatives (A, B, C and D). One of the possible answers represents the single best response and credit is granted only for selection of this best response.

CMIT L4 candidates are given three (3) attempts to pass each examination. On each attempt, candidates are given two (2) hours to complete it. Candidates who finish in less than the allotted two (2) hours can submit their answers once the examination has been fully completed. A response is required for all questions before an individual is given the option to submit their responses.

Candidates must complete all attempts at the examinations within one year from when their application is submitted. If the examinations are not completed within one year, and an extension has not been granted, the individual will have to submit a new application, along with payment and signed CMIT Conditions and Conduct Agreement, before they will be able to take the examinations again.

The results will be immediately available and are displayed on the screen once each examination is completed and submitted. After three (3) unsuccessful attempts on a CMIT L4 examination, the individual will have to submit a new application, along with payment and CMIT Conditions and Conduct Agreement, before they will be able to take the examinations again. Candidates must meet all eligibility requirements in effect at the time of any subsequent application submissions.

CMIT L4 Exam Content and Preparation

The CMIT L4 examinations assess knowledge of design and construction and the information covered in CMAA's project management, sustainability management, and value engineering online standards of practice modules.

Questions are written in a format that evaluates a candidate's understanding of the content covered in CMAA's project management, sustainability management, and value engineering online standards of practice modules. All exam questions are written by subject matter experts.

To prepare for the CMIT L4 exams, individuals should read and review the project management, sustainability management, and value engineering online standards of practice modules in their entirety.

Exam Security

All exam materials are the property of the CMCI. Reproduction and distribution of any exam questions by an applicant or any unauthorized persons is strictly prohibited. Distribution of any CMIT exam materials by any CMIT or a CMIT candidate is grounds for removal from the program and/or revocation of all CMIT designations.

After Successful Completion of CMIT L4 Examinations

After the candidate achieves a passing score of 80% or higher on all three (3) CMIT L4 exams, completes the soft skills training, and has provided letters of experience verifying at least six (6) months of experience in project management, sustainability management, and value engineering, they will be notified by CMCI and sent confirmation for use of the CMIT L4 designation.

CMIT L4 Designation

Once the CMIT L4 exams have been successfully passed by a candidate and the candidate has completed the soft skills training and provided letters of experience verifying at least six (6) months of experience in project management, sustainability management, and value engineering, the individual may then begin to use the CMIT L4 designation as they have effectively earned their CMIT L4 certificate. The certificate is valid for 7 (seven) years from the date that the candidate fulfills all requirements for the CMIT L4 designation.

CMIT L4 Certificate

Once the CMIT L4 exams have been successfully passed by a candidate and the candidate has completed the soft skills and provided letters of experience verifying at least six (6) months of experience in project management, sustainability management, and value engineering, the individual may then begin to use the CMIT L4 designation as they have effectively earned their CMIT L4 certificate. The certificate is valid for 7 (seven) years from the date that the candidate fulfills all requirements for the CMIT L4 designation.

CMIT L4 Digital Badge

CMIT L4s 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 CMIT L4s 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.

Mentor Program

After an individual successfully becomes a CMIT, they will be given access to the CCM mentor directory, which enables CMITs to expand their networks and connect with leading industry professionals. CMITs are welcome to continue to use the mentor directory as they move to Levels 2, 3, and 4. For more information about the CMIT Mentor Program, please see CMCI's Mentor Handbook.

Professional Ethics and Disciplinary Policies

As a credible credentialing organization, CMCI and the CMIT Committee are committed and obligated to protect and defend the certificate program provided by the CMCI. Every candidate and CMIT certificate holder must adhere to the CMIT Conditions and Conduct Agreement.

When it is believed that a CMIT has violated the CMIT Conditions and Conduct Agreement, the first step is to complete the CMCI Complaint Form. The form may be obtained by calling or writing to the CMCI.

The Professional Discipline Complaint Form must be completed in its entirety, signed, and submitted with any documentation to cmit@cmaanet.org**.**

Please include all suitable documentation in support of this complaint. Upon receipt, the CMIT Committee will determine whether an inquiry can be initiated under its authority. Please understand that the CMIT Committee will consider matters regarding possible violations of the CMIT Conditions and Conduct Agreement, including falsification of applications.

The CMIT 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, the public, or that otherwise may be contrary to the objectives of the CMIT 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 the additional violations.

Matters involving fraudulent use of the designation will be investigated and aggressively pursued by CMCI.

Breaching the CMIT Conditions and Conduct Agreement

Any individual found to have breached the CMIT L4 Conditions and Conduct Agreement is subject to revocation of CMIT status. Information on a certificate holder supporting a complaint of noncompliance may be submitted from any source. A complaint in writing received by the CMCI staff will be referred to the CMIT Committee for investigation.

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

Following receipt of an official notice of noncompliance from CMCI, the CMIT will have a 30-day period in which corrective action or response to the satisfaction of the CMIT 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 CMIT by letter of revocation of all CMIT certificates.

CMIT

Construction Manager-in-Training Level 4 (CMIT L4) Application

The Construction Manager Certification Institute (CMCI®) is a wholly-owned subsidiary of the Construction Management Association of America (CMAA™), which is a not-for profit organization that formed in 1982 to promote the profession of Construction Management and the use of qualified CMs on projects. CMCI's purpose, among others, is to serve the public and profession of construction management through the establishment and maintenance of the CMIT® program.

Application Checklist:

The following sections have been completed and are included in this application:

☐ **Section 1: Applicant Information**

☐ **Section 2: Employment Information**

☐ **Section 3: CMIT Conditions and Conduct Agreement**

☐ **Section 4: Payment**

☐ **Section 5: Letter(s) of Experience**

☐ **Failure to include the above information will result in delayed processing of your application.**

Section 1: Applicant Information

First Name: _____

Last Name: _____

Date of Birth: _____

Home Number: _____ Mobile Number: _____

Personal Email: _____

Mailing Address Street: _____

Mailing Address City: _____

Mailing Address State, and Zip Code: _____

Section 2: Employment Information

Current Employer: _____ ☐ N/A

Position/Title: _____

Employer Address Street: _____

Employer City, State, and Zip Code: _____

Work Number: _____ Work Email: _____

Section 3: CMIT L4 Conditions and Conduct Agreement

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

» I hereby certify that I have read all portions of any CMIT handbook and application and believe I am in compliance with all policies related to the CMIT program.

» I affirm that the information I submit on the CMIT L4 application and any documents I have enclosed or forwarded, are complete, true, and correct to the best of my knowledge and belief.

» I attest that I will adhere to the CMIT L4 Conditions and Conduct Agreement and understand that any false statement or misrepresentation made in the course of the application process may result in the revocation of my application and/or certificate.

» I have not been found by any court, federal, state, or local government 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 authorize the CMCI Board of Governors ("Board") and the CMIT Committee to obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained in my CMIT L4 application.

» 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 and does not guarantee the certificate.

» I attest that I will adhere to CMCI's Conditions and will fully cooperate in any proceeding involving an alleged violation of the standards set forth in the CMIT L4 Handbook. I have and will not make any false statements or misrepresentations using the CMIT designation.

» I will not and have not used any CMIT designation in a misleading manner. I agree that CMCI is permitted to impose sanctions up to and including my removal from any CMIT program if at any time I misrepresent the status of any CMIT designation. I understand that until CMCI accepts my application and I have passed the exam, I have not earned the CMIT L4 designation.

» If my certificate has been suspended or withdrawn, I will discontinue the use of all claims to the certificate, will not mislead anyone, and I will return any certificates issued by the certification body.

» I understand that the Board and CMIT Committee may audit my application to verify experience or education prior to or after an examination is taken, as well as 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 CMIT L4 Conditions and Conduct and may result in sanctions, up to and including revocation of any CMIT certificate.

» I agree that CMCI is the sole owner of all CMIT certificate designations, 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 any of the CMIT certificate programs by its sole discretion, including with respect to eligibility, criteria, fees, and continuance or discontinuance of the program. 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 a CMIT L4 certificate holder.

» 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 all CMIT certificate programs, including but not limited to denial or

revocation of certificate, 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 certificate.

» I agree that my 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 CMIT L4 designation to me by CMCI or CMAA.

» I possess the knowledge and skills defined by the Board in adherence to the certificate criteria and will notify CMCI immediately should I be unable to perform the skills or lack the knowledge required to achieve or maintain the CMIT L4 certificate.

» I agree to give permission to the Board, and its agents and contractors, 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 mailing list in the future, I will send an email request stating such a request to cmit@cmaanet.org.

» I hereby attest that I am personally signing this application and that I will be the individual taking the CMIT L4 examination for which I have applied, solely for the purpose of becoming a CMIT L4. 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 certificate being revoked and/or legal action being taken against me.

» I will represent my project experience accurately to my prospective clients and offer services 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.

» I will endeavor to avoid conflicts of interest; and will disclose conflicts which in my opinion may impair my objectivity or integrity.

» 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.

» I will not discriminate in the performance of my Services on the basis of race, religion, national origin, age, disability, gender or sexual orientation. I will not knowingly violate any law, statute, or regulation in the performance of my professional services.

» 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.

☐ I have read, understand, and agree to be bound by the CMIT L4 Conditions and Conduct Agreement promulgated by the Board of Governors and CMIT Committee. I understand and agree that any false statements, misrepresentations, or my failure to abide by the Conditions and Conduct shall constitute grounds for rejection of my application or denial of my certificate(s).

Signature _____ Date Signed _____

Printed Name _____

V3.2: 06272025

Section 4: Payment

The CMIT Level 4 application fee is $185 for CMAA Members and $215 for Non-CMAA Members. Payment of this non-refundable fee is required for processing this application.

Check which box applies:

☐ **Paying by check (Checks should be made payable to Construction Manager Certification Institute or CMCI)**

☐ **Paying by Credit Card (MasterCard, Visa, Discover, and AMEX accepted)**

Applicant's Name (Please Print): _____

Card Number: _____

Expiration Date: _____   CVC:_____

Billing Address Street:_____

Billing City, State, and Zip Code: _____

Name on Card: _____

Authorized Signature: _____

Date Signed: _____

Payments and applications need to be sent to the address below along with all other required documentation for processing. If paying by credit card, applications can also be faxed.

Construction Manager Certification Institute (CMCI)
200 Lawyers Road NW, #1968
Vienna, Virginia 22183
Fax: 703-356-6388
cmit@cmaanet.org

Section 5: Letter(s) of Experience

This section must be filled out by a supervisor, educational instructor, employer, or military personnel. This section may be submitted separately from the CMIT L4 application.

Instructions to the person serving as a reference: Below please provide the name of the person (applicant) for whom you are serving as a reference, mark the appropriate checkboxes, and provide your information and signature.

Name of Applicant: _____

☐ This letter is to confirm that I support the interest of the applicant to apply for the Construction Manager-in-Training Level 4 certificate program. I am eligible to serve as a reference in my capacity as a supervisor or superior officer to the applicant or as a CCM. To the best of my knowledge, all the information the applicant has provided is truthful and I am willing and able to serve as a reference should CMCI need additional information.

☐ I also attest that the applicant has at least six (6) months of construction management experience in (check all that apply):

☐ **Project Management**

☐ **Sustainability Management**

☐ **Value Engineering**

Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Signature _____ Date:_____

CMAA
Construction Management
Association of America

CONTACT

Construction Manager Certification Institute (CMCI)

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