



# Recertification Point Provider **Guide**



Recertification Point Provider  
Program Guidelines

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## RECERTIFICATION OVERVIEW

The Construction Manager Certification Institute's ([CMCI](#)) Board of Governors provides oversight for development and administration of the Certified Construction Manager® ([CCM®](#)) and Certified Associate Construction Manager ([CACM®](#)) credentials, to ensure the credential meets high standards of ethical and professional practice for the construction management industry that assures the proficiency and competency of construction management professionals.

Continuing education is an important component in demonstrating a personal and public commitment to maintaining competency within a professional certification program. The CMCI Board of Governors recertification program for the CCM and CACM reflects that commitment and as such, meets the ISO/IEC 17024 accreditation requirements as administered in the United States by the American National Standards Institute ([ANSI](#)).

The CCM and CACM credentials are awarded for a period of three years. Individuals wishing to maintain their CMCI designation must meet the recertification requirements of the [CMCI Board of Governors](#) in order to maintain their certification.

The recertification process provides construction managers the opportunity to demonstrate their ongoing efforts to enhance the knowledge, skills, and abilities required to perform their jobs in the field. The program facilitates continued competency through participation in a variety of learning experiences, each of which may be linked to the current competency requirements of the certification examinations. Commitment to uphold and abide by the CMCI Conditions and Conduct Agreement is also a requirement for maintaining and recertifying.

Recertification points (also referred to as Renewal Points) are revised and approved by the CMCI Recertification Committee. Recertification points are approved for the purposes of keeping the credential holder active within the industry and for their continued professional growth as a construction manager.

The Recertification Committee does not endorse, accredit, approve, or sanction any particular course or provider. The recertification points awarded are based upon the documented recertification guidelines and supporting materials provided during the recertification process.



## PART ONE: WHY BECOME A RECERTIFICATION POINT PROVIDER

### Recertification Point Provider Purpose

The Recertification Point Provider program was established in response to requests from CMCI Credential Holders for a clearer way to identify opportunities to earn recertification points from sources outside of the Construction Management Association of America (CMAA). Expanding the availability of possible ways to earn recertification points will make recertifying easier for CMCI Credential Holders and will benefit the construction industry as well.

Encouraging CMCI Credential Holders to take advantage of the additional educational opportunities, such as topics in specific trades, sustainability, diversity, or safety, can increase the Construction Manager's knowledge of various aspects of the construction industry that may not be typical to the CM's daily routine. In return, this should create a better understanding on how to manage different phases of the construction project.

### Program Fees

CMCI continues to look for collaborative ways to offer CMCI Credential Holders more construction related educational opportunities. Therefore, CMCI would like to attract quality industry related organizations who are willing to collaborate with each other's organizations to provide benefits for all vested parties. Having a concerted effort to work with CMCI is essential to the Recertification Point Provider Program. As a demonstration of commitment to the partnership, CMCI has attached zero fees to any CMAA or CMCI sponsoring organization or non-profit/not for profit organizations that would like to be involved with the program.

There is a CMAA member and non-member annual fee to be a CMCI approved provider for for-profit organizations:

ORGANIZATION TYPE	CMAA MEMBER	NON-MEMBER
Non-profit	\$0	\$0
CMAA/CMCI Sponsor	\$0	\$0
For-Profit Organization	\$500	\$750

### Program Benefits

The Recertification Point Provider Program enables related industry organizations to promote educational offerings to a dedicated audience of professional CMs. Each Provider will have a link to their website on the [Recertification Point Provider webpage](#), and are permitted to submit one banner for an upcoming event. CMCI sends out bi-monthly newsletters where new Providers will be mentioned, and upcoming events will be advertised and linked back to the event page of the Provider.

By submitting an application to become a Recertification Point Provider, the organization pledges to provide training which meets or exceeds the CCM and CACM Program standards for CMCI renewal points and agrees to accurately communicate course eligibility for credit. In addition, approved CMCI Recertification Point Providers must maintain the necessary records to support the use of coursework toward recertification.

## PART ONE CONTINUED

### Recertification Point Provider Logo

All organizations involved with the Points Provider program are required to use the CMCI Recertification Point Provider logo where the approved courses are advertised, including marketing materials, newsletters, and on websites. Approved programs will be issued the electronic logo and guidelines for uses.



The Recertification Point Provider logo allows CMCI Credential Holders to easily recognize the educational opportunities available for points toward recertification. CMCI's distinctive Recertification Point Provider logo should be used by approved Recertification Point Providers in conjunction with the marketing or advertising of the approved programs or activities.

## PART TWO: BEING A RECERTIFICATION POINT PROVIDER

### Programs Applicable for Awarding of Recertification Points

The Recertification Point Provider Program has established specific standards for whether a course is eligible for renewal points (RPs). While not all programs offered by your organization may meet these standards, you agree to clearly advertise which courses meet the standards for CMCI recertification points and which do not.

Therefore, the Recertification Committee will consider the approval of RPs for organizations that help to develop the credential holder professionally within the construction industry with respect to the two identified areas approved by the Recertification Committee, which are commitment/involvement to the profession and professional development. All point values are subject to change at the discretion of the Recertification Committee and will be reviewed by a Program Evaluator (PEV).

Recertification Points are awarded for attending educational programs or activities that show involvement within the

industry. Points are approved based on the content covered within the categories listed in the [Renewal Handbook](#). CMCI will determine approval of recertification points and values at the time of submission by the CCM, CACM, or independent inquires.

To be eligible to provide CMCI recertification points, courses must be directly related to construction management topics as defined by the [CM Core Competencies](#) and must be relevant to the job of a CM as well as improve their overall performance and enhance their knowledge or experience within the construction industry.

All courses (face-to-face, audio/video conference, instructor-led online delivery, or automated online delivery) earn CMCI renewal points for actual clock time of qualifying education, including partial hours, up to a maximum of 8 CCM or CACM renewal points per day.

*Example: 1½ hours of qualifying education equals 1.5 CMCI renewal points.*



## PART TWO CONTINUED

### Tracking Recertification Points

CMCI guidelines require random auditing of a percentage of all recertification applications that are received. Audits are performed by CMCI on behalf of the Board of Governors. Therefore, all Recertification Point Providers must provide a source to verify any course(s) approved for RPs. Providers may offer any of the following types of verification to CMCI:

- Course Completion Certificate (a sample must be given to CMCI)
- An Excel spreadsheet listing names of attendees (name of attendee, course title, date, location, content covered)
- Point of contact available from the providing organization for CMCI staff

CMCI offers access as a benefit to all credential holders to the [Recertification Tracking Portal](#) on the CMAA website. This tracking portal helps CCMs and CACMs keep track of which courses, events, webinars, or seminars they have attended within their current recertification period. If the CMCI Credential Holder decides to use the Recertification Tracking Portal, then they can print and submit the recertification transcript through the portal directly.

This benefit can be used to the provider's advantage as well. CMCI has a template spreadsheet that can be used and submitted to CMCI by the provider to have their courses automatically uploaded into their transcript along with the corresponding point values. CMCI encourages providers to extend this benefit through approved program as well. This is an added benefit to the credential holder because they will not have to do any additional work to gain renewal points after attending a provider's approved programs or activities.

### Reserved Rights

CMCI does not guarantee that participation in the Recertification Point Provider Program will increase attendance at events or activities. The Recertification Point Provider Program is voluntary and any parties involved with the program reserve the right to dissolve the relationship at any time. In the event that the dissolution of a relationship occurs, all uses of intellectual property from the organizations involved must cease immediately.

CMCI reserves the right to refuse any organization, program, event, or activity that would present a conflict of interest. If a situation arises where it is unclear as to whether there is a conflict of interest, the Provider should discuss the issue with CMCI. CMCI will notify any organization involved if a conflict of interest is present or imminent.

### Point of Contact

The CMCI Recertification Point Provider Program guidelines can be found in this guide. If a Provider has additional questions outside of these guidelines, please contact CMCI staff at [certification@cmaanet.org](mailto:certification@cmaanet.org).

## PART THREE: CMCI RECERTIFICATION POINT PROVIDER ORGANIZATIONAL APPLICATION

All organizations interested in becoming a CMCI Recertification Point Provider must fill out the following application and return it to [CMCI](#) with all supporting documentation. All applications are reviewed by CMCI and courses are evaluated by Program Evaluators for compliance with the guidelines set by the Board of Governors and the Recertification Committee.

Provider Name: \_\_\_\_\_

Provider Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Website CMCI will link to: \_\_\_\_\_

### Select which category describes your organization:

CMAA/CMCI Sponsor or Industry Non-profit

For-profit CMAA Member

For-profit Non-member

**I have attached the course syllabus, description, or other supporting documents for all courses intended to be approved for earning CMCI renewal points.**

### Payment Information

I have enclosed a check/money order for \_\_\_\_\_

All checks should be made payable to:

**Construction Manager Certification Institute**  
**200 Lawyers Road NW, #1968**  
**Vienna, Virginia 22183**

Please charge \_\_\_\_\_ to my

**American Express      MasterCard      Visa**

Card # \_\_\_\_\_ Expiration \_\_\_\_ / \_\_\_\_

Name on Card \_\_\_\_\_ CVV \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## PART THREE CONTINUED

### Organizational Agreement

In submitting this Recertification Point Provider application, my organization and I fully understand that it is an application only and does not guarantee approved Provider status. My organization and I understand and attest that the organization and I understand the criteria laid out in the CMCI Recertification Point Provider Handbook, and if approved as a CMCI Recertification Point Provider, will mark only the programs we offer that meet the criteria as eligible for CCM and CACM renewal points. My organization and I further understand that any false statement or misrepresentation of the CCM, CACM, or the Recertification Point Provider Program by us may result in the revocation of this application or approved Provider status.

My organization and I understand that CMCI reserves the right to revise or update this application and credit eligibility requirements at any time. CMCI will inform our contact or my organization of any changes to credit eligibility criteria, and that it is our organization's responsibility to update our CMCI Recertification Point Provider related web pages and information accordingly. I further understand that it is my responsibility to provide CMCI with any requested documentation in connection with this application.

My organization and I understand and agree that if my organization is accepted as a CMCI Recertification Point Provider, we authorize CMCI to include the organization in a list of Approved Providers and agree to use the CMCI Recertification Point Provider logo wherever the approved courses are displayed, and related CMCI/CMAA and CCM/CACM trade names, trademarks, and logos only as permitted by CMCI policies.

On behalf of my organization and myself, we agree to abide by the terms and guidelines of the Recertification Point Provider Program.

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**Applicant Signature**

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**Date**





## CONTACT

Construction Manager Certification Institute (CMCI)

[www.cmcertification.org](http://www.cmcertification.org)

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