

# Renewal Handbook



Career Development,  
Progress, and Commitment.

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## SECTION 1: INFORMATION

Recertification demonstrates an individual's continued competence in the practice of construction management (CM) and is an integral part of the Certified Construction Manager® (CCM®) and Certified Associate Construction Manager (CACM) programs. Continuing education offers the practicing CM professional a vehicle to career development and reinforces the intent and scope of practice within the construction and design industry. Certification is an ongoing commitment to professional development that begins with gaining CM experience, successfully providing Responsible-in-Charge services, submission of the application, and then passing the certification exam. All CMCI credential holders should be committed and actively involved in the CM profession and professional development. The Construction Manager Certification Institute (CMCI) Board of Governors has designed the renewal process to reflect that commitment as well as to meet the ISO/IEC/17024 accreditation requirements as administered in the United States by the American National Standards Institute (ANSI) National Accreditation Board (ANAB).

### RENEWAL APPLICATION CHECKLIST

- ✓ Section 1: Information
- ✓ Section 2: Conditions and Conduct Agreement
- ✓ Section 3: Renewal Points (RPs) or Recertification Transcript
- ✓ Section 4: Certification Renewal Agreement
- ✓ Section 5: Payment

## Individual Renewal Application

The renewal application for CCMs and CACMs can be found in this renewal handbook. Applications, along with any supporting documentation and current fee, should be submitted through the [Recertification Tracking Portal](#) or to the following address by mail or email:

**Construction Manager Certification Institute**  
**200 Lawyers Road NW, #1968**  
**Vienna, VA 22183**  
[certification@cmaanet.org](mailto:certification@cmaanet.org)

The renewal application fee is payable by credit card or check as found on the application form. The work experience is documented by signature of the applicant (also see Auditing below). Renewal Points are documented by completing the dates, locations, topics, etc., on the application form or by using the [Recertification Tracking Portal](#).

|      | Recertification fees | Minimum Renewal Points required |
|------|----------------------|---------------------------------|
| CCM  | \$225                | 25                              |
| CACM | \$175                | 20                              |

## Renewal Guidelines

Renewal of your CMCI credential is required every three (3) years by submitting the established minimum Renewal Points as well as the required renewal fee. The 3-year time established for recertification is based on both the changing dynamics that face professional construction managers and the Board's belief that new practices, research, and information are introduced in the construction industry with enough frequency that professional development activities should be conducted routinely so that CMCI credential holders remain current with best practices and emerging knowledge.

- Beginning on January 1, 2023, the renewal points required for CCMs and CACMs to renew their credential must include a minimum of one (1) renewal point on ethics or safety. The professional development activity (course, webinar, or session) must be directly related to construction management as defined by the CCM and CACM Application Handbooks. The professional development activity must have ethics or safety in the title or the official activity description. Multiple professional development activities may be taken to complete the ethics or safety requirement, as long as the total time of the eligible activity adds up to a minimum of one (1) renewal point, e.g., two 30-minute educational activities.
- All activities must be specifically construction industry related.
- Renewal Points can be earned anytime from the date appearing on your certificate or most recent subsequent renewal period.
- No points may carry over from one 3-year period to the next.
- Renewal applications and supporting documentation are due by the end of your anniversary month.

**CMCI reserves the right to request supporting documentation from any candidate seeking recertification. CMCI does not finish processing renewal applications more than 120 days before a credential holder's expiration date as listed on their certificate.**

## Auditing

CMCI guidelines require random auditing of all renewal applications received for the CCM or CACM programs. Audits will be performed by certification staff on behalf of the Board of Governors. Renewal applications found through an audit to be incomplete will require the individual to provide any additional documentation within 90 days of notice from CMCI. After 90 days, if the individual has not provided complete information, the certification will be suspended. If an individual is suspected of fraudulently filing misinformation, the case will be referred to the Ethics, Grievance, Appeals, and Discipline Committee for review and resolution.

## Appeals

Requests for an appeal of denial of renewal must be made to the CMCI no later than 30 days after the date of the notification to the applicant of denied renewal. Within 60 days of the receipt of the written appeal, the Ethics, Grievance, Appeals, and Discipline Committee must conclude its deliberations and notify the individual filing the appeal. The decision of the Ethics, Grievance, Appeals, and Discipline Committee is final. An appeal can be made by using the CMCI Appeals form.

## Extensions Due to Extenuating Circumstances

In cases where certificants, due to extenuating circumstances, cannot obtain the required Renewal Points by the required renewal date, a request for an extension should be sent in writing to CMCI. Extenuating circumstances would include such conditions as active military duty, extended illness, or limited availability of Renewal Points in an area. The policy for granting an extension allows for CMCI to grant up to a 120-day extension of the renewal requirements when:

- ✓ The extension request is in writing and is based upon extenuating circumstances; and
- ✓ The extension request includes a written plan as to how the individual will obtain the missing Renewal Points within no more than a 120-day extension period.

When the renewal requirements are met during the extension period, the date of the next renewal will continue to be based on the original date of renewal.

## Agreement to the CMCI Conditions and Conduct and CMAA Code of Ethics

An agreement to abide by and uphold the Conditions and Conduct and CMAA Code of Ethics is required as a part of the renewal application.

## The Value of Renewal

**The renewal program has many benefits to the individual, including, but not limited to:**

- ✓ Maintaining an ISO 17024 international standard credential accredited through ANAB for the CCM;
- ✓ Providing an online searchable registry of those certified by CMCI;
- ✓ Actively pursuing those who would falsify the use of CMCI credentials;
- ✓ Investigating and sanctioning those certified by CMCI who are found to have violated the Conditions and Conduct agreement or CMAA Code of Ethics;
- ✓ Providing ongoing extensive marketing efforts of CMCI credentials; and
- ✓ Maintaining recognized and respected credentials that meet the highest professional standards.

## Earning Renewal Points (RPs)

The Board of Governors identified two areas for renewal:

- Section 1: continued involvement in the CM profession; and
- Section 2: professional development.

All CCMs must submit a minimum of 25 RPs by the end of their anniversary month every three (3) years. All CACMs must submit a minimum of 20 RPs by the end of their anniversary month every three (3) years. The anniversary renewal date is always based on the date candidates passed the exam. The RPs can be earned in section 1, section 2, or a combination of both sections, with a minimum of 1 RP professional development activity/activities dedicated to safety or ethics. To help track RPs, you may choose to use the [Recertification Tracking Portal](#) located on the CMAA website.

The CMCI Board of Governors also recognizes the importance of maintaining other relevant state-issued industry licenses that are in accordance with any of the qualifying degrees to become CMCI certified, if applicable. Therefore, the CMCI Board of Governors will provide a certain amount of reciprocity

for individuals that maintain both their CMCI credential and their professional license with respect to continuing education and/or learning units (CEU/LU), training, etc. The Recertification Tracking Portal is available on the CMAA website to help CMCI certificants who wish to use their CEUs or LUs as part of their renewal.

If CMCI credential holders decide to use the Recertification Tracking Portal, then they may print and submit the transcript instead of section 3 of the application. If CMCI holders decide to use their own method of tracking their RPs, they must submit section 3 of the renewal application.

CMCI also has a Recertification Point Provider (RPP) program. The RPP program was established in response to requests from CMCI credential holders for a clearer way to identify opportunities to earn recertification points from other sources outside of the Construction Management Association of America (CMAA). Expanding the availability of ways to earn recertification points will make recertifying easier for CMCI credential holders and will also benefit the construction and design industry. Recertification Point Providers can be identified as using the RPP badge or from the list of Recertification Point Providers on the CMAA website.



## Recertification Tracking Portal

The Recertification Tracking Portal was designed to help you keep track of all your RPs along with any other license or credential you may hold. You can upload and keep track of all the points and documents you accumulate during your current recertification period by using the portal. We recommend that you load your activities into your profile as soon as you complete each activity. After you login to the portal, new activities you take through CMAA will automatically be loaded in to your profile within one month of the activity. To access or create your transcript profile, please login to the CMAA website. More information on how to use the Recertification Tracking Portal is on the [CMAA website](#).

## Certification Renewal Section 1 Categories

CMCI has outlined multiple options for CMCI credential holders to earn Renewal Points towards their renewal, as seen on the charts below:

### Section 1: Categories to Earn Renewal Credit

|  | TYPE  | POINTS                                     |
|--|---|--|
| ► Involvement/Commitment to the Profession   | Membership in industry-related organizations (Ex: CMAA, NSPE, ASCE, AIA, USGBC, AGC, CII, SAME, etc.) | 1 point per year per membership            |
|  | Continued employment in CM/as CM  | 1 point per year                           |
|  | Continued employment as responsible-in-charge (RIC)   | 1 point per year                           |
|  | Industry relevant state issued license(s)   | 1 point per year                           |
| ► Writing related to the CM profession   | Short article   | 1 point per article                        |
|  | Manual, monograph, booklet, chapter   | 2 points per item                          |
|  | Book  | 6 points per book                          |
| ► Presentations  | Presentations at conferences/seminars   | 2 points per event                         |
|  | Chair of committee, chapter officer   | 3 points per year                          |
| ► Professional Organization Work (CMAA, CMCI, ASCE, AIA, NSPE, AGC, CII, SAME, etc.) | Board member (national, chapter, etc.)  | 3 points per year                          |
|  | Committee member  | 3 points per year                          |
|  | CMCI subject matter expert  | 3 points per year                          |
|  | ABET Program Evaluator (PEV)  | 5 points per year/10 points per evaluation |
|  | CMCI Registered Mentor  | 3 points per year                          |
|  | Actively teaching CM in colleges or universities  | 3 points per year                          |



You are required to submit at least 25 cumulative renewal points (RPs) for CCM or 20 cumulative RPs for CACM either combined or separately from Section 1 and/or Section 2. You must also submit at least one point from Section 2 that is dedicated to ethics or safety. There is no minimum amount of points required from Section 1.

## Certification Renewal Section 2 Categories

CMCI has outlined multiple options for CMCI credential holders to earn Renewal Points towards their renewal, as seen on the charts below:

### Section 2: Categories to Earn Renewal Credit

|                            | TYPE   | POINTS                  |
|----------------------------|--|-------------------------|
| ▶ Professional Development | Attending meetings (local CMAA chapters, etc.)   | 2 points per meeting    |
|                            | Attending non-CMAA forums, conferences, etc.<br><i>*Additional points per seminar at conferences*</i>        | 1 point per conference  |
|                            | Attending CMAA National Conference<br><i>*Additional points per seminar at conferences*</i>                  | 2 points per conference |
|                            | Attending CMAA Focus or other special events<br><i>*Additional points per seminar at conferences*</i>        | 2 points per event      |
|                            | Attending CM-related courses, seminars, or training<br><i>*Additional points per seminar at conferences*</i> | 1 point per hour        |
|                            | Attending webinar sessions   | 1 point per hour        |
|                            | Attending CM industry-specific online courses  | 1 point per hour        |
|                            | College course credit  | 1 point per credit hour |
|                            | Continuing education units for industry-related state-issued license(s)                                      | 1 point per hour        |



You are required to submit at least 25 cumulative renewal points (RPs) for CCM or 20 cumulative RPs for CACM either combined or separately from Section 1 and/or Section 2. You must also submit at least one point from Section 2 that is dedicated to ethics or safety. There is no minimum amount of points required from Section 1.

## Renewal Application

### SELECT CERTIFICATION TYPE

Please specify which CMCI certification you are renewing:

Certified Construction Manager (CCM)

Certified Associate Construction Manager (CACM)

### SECTION 1: INFORMATION

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

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Active in Engineering/Architectural/Construction Profession:      Yes      No

Professional Engineer License – State, Number, Date of Expiry (if applicable): \_\_\_\_\_

Registered Architect License – State, Number, Date of Expiry (if applicable): \_\_\_\_\_

Other Industry Relevant License – State, Number, Date of Expiry (if applicable): \_\_\_\_\_

Business Address: \_\_\_\_\_

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

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

Preferred Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Preferred E-mail: \_\_\_\_\_



## SECTION 2: CONDITIONS AND CONDUCT AGREEMENT

By checking the box and signing your name in the space provided below, you agree to abide by the policies and procedures listed in this handbook and agree to abide by the Conditions and Conduct as follows:

- I hereby certify that I have read all portions of the CCM or CACM handbook and application and believe I am in compliance with all policies related to the 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 not and will not make any false statements or misrepresentations using the CCM or CACM 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 have not used the CCM or CACM 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 Conditions and Conduct and may result in sanctions.
- I agree that CMCI is the sole owner of the certification 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 the CCM and CACM certification programs by its sole discretion, including with respect to eligibility, criteria, recertification, fees, and continuance or discontinuance of the programs.
- 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 or CACM 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 or CACM 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 CCM or CACM certification.
- I understand that if successful, I will be listed in the online registry; however, if in the future I should not want to continue to be listed in the registry, I will send an email stating such to [certification@cmaanet.org](mailto: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](mailto:certification@cmaanet.org).
- I hereby attest that I am personally signing this application and that I will be the individual taking the CCM or CACM examination I have applied for, solely for the purpose of becoming a CCM or CACM. 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.
- I agree to abide by and follow CMAA's Code of Ethics in addition to the Conditions and Conduct.

☐ I have read, understand, and agree to be bound by the certification-related policies and procedures and Conditions and Conduct promulgated by the Board of Governors as well as the [CMAA Code of Ethics](#). I understand and agree that my failure to abide by the Board's policies and procedures and Conditions and Conduct shall constitute grounds for rejection of my application or denial of my certification.



Check the box in front of the paragraph above, sign your name or affix your electronic signature, and enter the date below.

**Applicant Signature**

**Date**

SECTION 3:  
RENEWAL POINTS (RPs)

You do not need to fill out this section if you  
attach the completed [Recertification Tracking Portal](#).

1

Involvement/Commitment to the Profession

a. Membership in industry-related organizations

1 point per year per membership

# points \_\_\_\_\_

b. Continued employment in CM/ as CM

1 point per year

# points \_\_\_\_\_

c. Continued employment as RIC

1 point per year

# points \_\_\_\_\_

d. Industry-relevant state-issued license

1 point per year

# points \_\_\_\_\_

Please indicate your professional memberships or license(s):

Organization/License

Dates

e. Writing related to the CM profession

Short article

1 point per article

# points \_\_\_\_\_

Manual, monograph, booklet, chapter

2 points per item

# points \_\_\_\_\_

Book

6 points per book

# points \_\_\_\_\_

Please indicate what you wrote, where, and when published:

Publication Title

Article Title

Date Published

f. Presentations

Presentations at conferences, seminars

2 points per event

# points \_\_\_\_\_

Please indicate your presentations: where, when, and subject

Conference/Sponsor

Subject

Date

## 1

**Involvement/Commitment to the Profession (Continued)****g. Professional Organization Work**

|   |                          |                |
|---|--------------------------|----------------|
| <b>Chair of committee, chapter officer</b>  | 3 points per year        | # points _____ |
| <b>Board member</b>                         | 3 points per year        | # points _____ |
| <b>Committee member</b>                     | 3 points per year        | # points _____ |
| <b>CMCI subject matter experts</b>          | 3 points per year        | # points _____ |
| <b>ABET Program Evaluator (PEV)</b>         | 5 points per year        | # points _____ |
| <b>ABET PEV evaluation</b>                  | 10 points per evaluation | # points _____ |
| <b>CMCI Registered Mentor</b>               | 3 points per year        | # points _____ |
| <b>Actively teaching CM in universities</b> | 3 points per year        | # points _____ |

Please indicate the association, committee, and title:

| Association | Committee | Title | Date |
|-------------|-----------|-------|------|
|-------------|-----------|-------|------|

## 2

**CM Professional Development**

|  |                                 |                |
|--|---------------------------------|----------------|
| <b>a. Attending meetings (local CMAA chapters, etc.)</b>   | 2 points per meeting            | # points _____ |
| <b>b. Attending non-CMAA forums, conferences, etc.</b><br>* Additional points per seminar at conferences | 1 point per conference          | # points _____ |
| <b>c. Attending CMAA National Conference</b><br>* Additional points per seminar at conferences           | 2 points per conference         | # points _____ |
| <b>d. Attending CMAA Focus or other special event</b><br>* Additional points per seminar at conferences  | 2 points per event              | # points _____ |
| <b>e. Attending webinar sessions</b>   | 1 point per hour                | # points _____ |
| <b>f. Attending industry-specific online courses</b>   | 1 point per hour of instruction | # points _____ |
| <b>g. College course credit</b>  | 1 point per credit hour         | # points _____ |
| <b>h. Continuing Education Units for industry state-issued license(s)</b>                                | 1 point per hour                | # points _____ |
| <b>i. Ethics and/or safety educational activity</b>  | 1 point per hour                | # points _____ |

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

| Sponsor | Title | Subject | Location | Dates | Points |
|---------|-------|---------|----------|-------|--------|
|---------|-------|---------|----------|-------|--------|

## SECTION 4: CERTIFICATION RENEWAL AGREEMENT

By signing this renewal application, I hereby attest that the information within this renewal application is accurate to the best of my knowledge. CMCI has my permission to conduct an independent audit of this renewal application to confirm the legitimacy of its content at any time. In the event my application is selected for audit by CMCI, I will provide written substantiation and documentation of the information contained therein. I understand that failure to comply with audit information requests will result in possible suspension and revocation of my CMCI credential.

**Total Renewal Points Submitted:** \_\_\_\_\_

**Certification Date:** \_\_\_\_\_ **CMCI ID#:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SECTION 5: PAYMENT METHOD

### Pay by Credit Card

**Please charge:**

☐ \$225 CCM fee ☐ \$175 CACM fee

**Card Type:**

☐ American Express ☐ MasterCard ☐ Visa

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

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

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

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

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



## ADDRESS

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



## PHONE

703.356.2622



## ONLINE

[www.cmcertification.org](http://www.cmcertification.org)  
[www.cmaanet.org](http://www.cmaanet.org)  
[certification@cmaanet.org](mailto:certification@cmaanet.org)

