



CONSTRUCTION MANAGER CERTIFICATION INSTITUTE

# Recertification Point Provider Guide

# CONTENTS

<b>Recertification Overview</b> .....	<b>3</b>
<b>PART ONE: Why Become a Recertification Points Provider</b> .....	<b>4</b>
Recertification Point Provider Purpose .....	4
Program Fees .....	4
Program Benefits .....	4
Recertification Points Provider Logo .....	5
<b>PART TWO: Become a Recertification Points Provider</b> .....	<b>6</b>
Programs Applicable for Awarding of Renewal Points .....	6
Tracking Recertification Points .....	7
Reserved Rights .....	7
Point of Contact .....	7
<b>PART THREE: Recertification Points Provider Application</b> .....	<b>8</b>

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](http://CMAAnet.org). Date of this version is 3/29/2016.



## Certification Recertification Points (RP) Provider Program Guidelines

### Recertification Overview

The Construction Manager Certification Institute's ([CMCI](#)) Board of Governors provides oversight for development and administration of the Certified Construction Manager® ([CCM®](#)) credential, and 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 program 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 credential is awarded for a period of three years. Individuals wishing to maintain their CCM designation must meet the recertification requirements of the [CMCI Board of Governors](#) in order to maintain their certification.

The recertification process provides Certified 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 CCM Conditions and Conduct Agreement is also a requirement for maintaining and recertifying.

Recertification points are revised and approved by the Recertification Committee. Recertification points are approved for purposes of keeping the credential holder active within the industry and for continued professional growth as construction managers.

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.

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](#). Date of this version is 3/29/2016.



## ***PART ONE: Why Become a Recertification Points Provider***

### **Recertification Points Provider Purpose**

The Recertification Points Provider program was established in response to requests from CCMs 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 possible ways to earn recertification points will make recertifying easier for CCMs and will benefit the construction industry as well.

Encouraging CCMs to take advantage of the additional educational opportunities, such as specific trades, sustainability, diversity, or safety, can increase the knowledge of the Construction Manager (CM) on various aspects of the construction industry that may not be typical to the CMs daily routine. Which in return, should create a better understanding on how to better manage different phases of the construction project.

### **Program Fees**

CMCI continues to look for collaborative ways to offer CCMs 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 Points 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 CCM approved provider for for-profit organizations:

<b>Organization Type</b>	<b>CMAA Member</b>	<b>Non-Member</b>
Non-profit	\$0	\$0
CMAA/CMCI Sponsor	\$0	\$0
For-Profit Organization	\$500	\$750

### **Program Benefits**

The Recertification Points 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 Points Provider, the organization pledges to provide training which meets or exceeds the CCM Program standards for CCM renewal points, and agrees to accurately communicate course eligibility for credit. In addition, approved CCM Recertification Points Providers must maintain the necessary records to support the use of coursework toward CCM recertification.

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](#). Date of this version is 3/29/2016.



## **Recertification Points Provider Logo**

All organizations involved with the Points Provider program are required to use the CCM Recertification Points 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 Points Provider logo allows CMCI and the CCM credential holders to easily recognize the educational opportunities available for points toward recertification. CMCI's distinctive Recertification Points Provider logo, as seen on the cover of this guide, should be used by approved recertification unit providers in conjunction with the marketing or advertising of the approved programs or activities.

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](http://CMAAnet.org). Date of this version is 3/29/2016.



## ***PART TWO: Being a Recertification Points Provider***

### **Programs Applicable for Awarding of Renewal Points**

The Recertification Points Provider Program has established specific standards for whether a course is eligible for CCM renewal points. While not all programs offered by your organization may meet these standards, you agree to clearly advertise which courses meet the standards for CCM renewal 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 a CCM or independent inquires.

To be eligible to provide CCM 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 CCM renewal points for actual clock time of qualifying education including partial hours, up to a maximum of 8 CCM renewal points per day.

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

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](http://CMAAnet.org). Date of this version is 3/29/2016.



## Tracking Recertification Points

CMCI guidelines require random auditing of 5% of all recertification applications that are received. Audits are performed by CMCI on behalf of the Board of Governors. Therefore, all Recertification Points Providers must provide a source to verify any course(s) approved for renewal points. Points 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 CCMs to the Recertification Tracking Portal on the CMAA website. This tracking portal helps CCMs keep track of which courses, events, webinars, or seminars they have attended within their current recertification period. If CCMs 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 by the provider to have their courses automatically uploaded into the CCMs transcript along with the corresponding point values. CMCI encourages providers to extend this benefit through their approved program as well. This is an added benefit that to the CCM because they will not have to do any additional work to gain renewal points after attending providers approved programs or activities.

## Reserved Rights

CMCI does not guarantee that participation in the provider program will increase attendance at events or activities. The Recertification Points 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 Points Provider Program guidelines can be found in this guide. If a Provider has additional questions outside of these guidelines, please contact:

Nick Soto  
Vice President of Certification  
Construction Manager Certification Institute  
7926 Jones Branch Drive, Suite 800  
McLean, VA 22102  
Phone: +1.703.677.3372  
Email: [nsoto@cmaanet.org](mailto:nsoto@cmaanet.org)

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](http://CMAAnet.org). Date of this version is 3/29/2016.



**PART THREE: CCM Recertification Points Provider Application**

All organizations interested in becoming a CCM Recertification Points 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 CCM renewal points.

**Payment Information:**

Please fill out the information below only if you are applying as a for-profit organization:

If paying by check (make payable to CMCI, or Construction Manager Certification Institute)

**Construction Manager Certification Institute  
7926 Jones Branch Drive, Suite 800  
McLean, VA 22102**

If paying by Credit Card, please fill out the information below:

American Express                       MasterCard                       Visa

Card Number: \_\_\_\_\_ Expires \_\_\_\_\_ CVC \_\_\_\_\_

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

Billing City, State, Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](#). Date of this version is 3/29/2016.





### Organizational Agreement:

In submitting this Recertification Points 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 CCM Recertification Points Provider Handbook, and if approved as a CCM Recertification Points Provider, will mark only the programs we offer that meet the criteria as eligible for CCM renewal points. My organization and I further understand that any false statement or misrepresentation of CCM or the Recertification Points 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 CCM Recertification Points 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 CCM Recertification Points Provider, we authorize CMCI to include the organization in a list of Approved Providers and agree to use the CCM Recertification Points Provider logo wherever the approved courses are displayed, and related CMCI/CMAA and CCM trade names, trademarks, and logos only as permitted by CMCI policies.

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

Authorized Organization Contact Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

NOTE: RP providers should download the most up-to-date free edition of the CCM Recertification Point (RP) Provider Handbook that may include important policy and procedure updates by going to the CMAA website at [CMAAnet.org](http://CMAAnet.org). Date of this version is 3/29/2016.



**Construction Manager Certification Institute**

7926 Jones Branch Drive, #800 McLean, VA 22102

703.356.2622 (o) | 703.356.6388 (f)

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