



Successful projects
start here.

Welcome prospective candidates for the Certified Construction Manager® (CCM®) Certification!

Certification programs assess individuals through peer-developed standards and competencies and provide a credential that is time-limited. Certification exam assessments must be independent of any specific course or curriculum. Continued competency is required and enhanced through ongoing renewal requirements along with adherence to the certification's conditions and conduct agreement.

CMCI's Board of Governors is responsible for oversight of the development and administration of the CCM program, and to ensure the credential meets high standards of ethical and professional practice for the construction industry, assuring the proficiency and competence of CM professionals.

The CCM is accredited through ANAB-ISO 17024, which provides many benefits for the CCM certification process:

- Defensible and reliable examinations
- Increased value for the CCM credential
- Broader global recognition of the CCM
- Greater security and confidentiality for all CCM candidates
- Wider professional acceptance and marketability of the CCM
- Peer development and review with professional test development guidance

This handbook describes the Certified Construction Manager process, including:

- Steps to becoming a CCM and the CCM application
- Guidance on applying for the CCM and fees
- Definitions and information about policies governing the exam
- Guidelines for taking the exam
- An overview of exam content outline and references
- Recertification: maintaining the CCM credential

INTRODUCTION

The Construction Manager Certification Institute®, Inc. (CMCI) is a not-for-profit corporation and a wholly-owned subsidiary of the Construction Management Association of America, Inc. (CMAA). CMCI's purpose is to serve the public and the profession of construction management through the establishment and maintenance of criteria and procedures for certification of construction managers. The operating standards, policies, protocols, and guidelines are listed here, in the Institute's Policies and Procedures Manual, and in ancillary documents.

The mission of CMCI is to recognize through certification individual knowledge and experience that meet established practices of construction management. CMCI's vision is to be the recognized authority in certifying managers of the construction process.

The Certified Construction Manager (CCM) certification program is accredited through the International Organization for Standardization (ISO) 17024 standard for certification of personnel as administered in the United States by ANSI

National Accreditation Board (ANAB). This accreditation verifies compliance with requirements outlined in the internationally accepted standards for assessing personnel certification programs (ISO 17024).

The construction manager certification program is one of the first personnel certification programs in the construction industry accredited by ANAB and is also one of the first ten

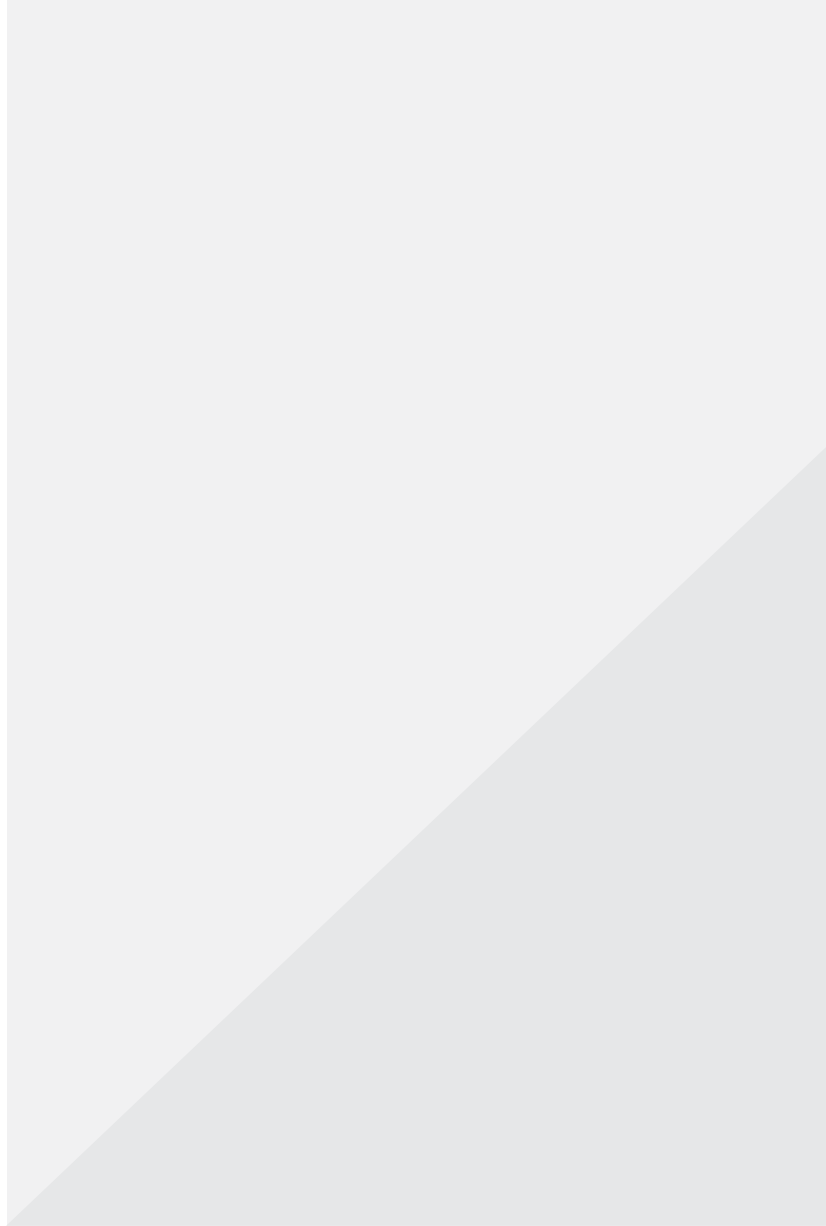
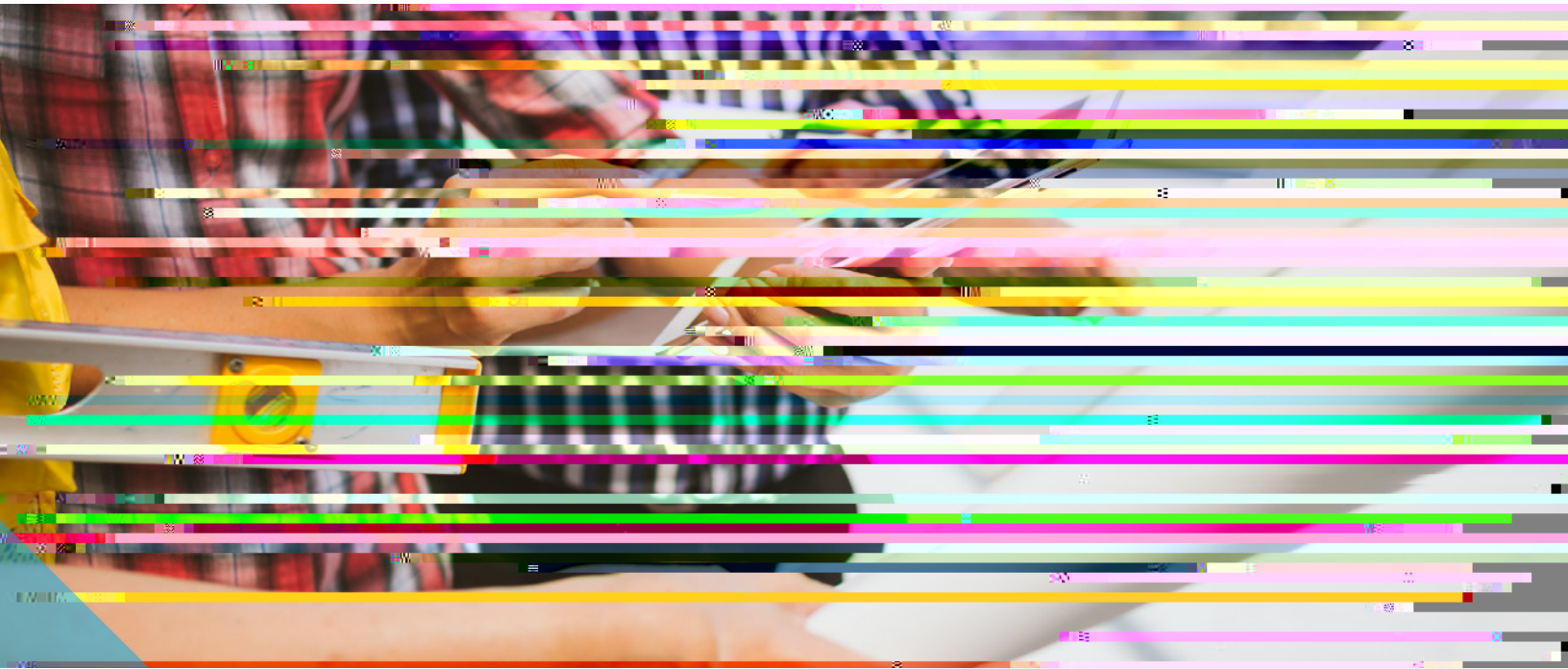
programs to obtain the accreditation in the United States. ANAB is affiliated with the International Organization for Standardization (ISO), a non-governmental worldwide federation of national standards bodies operating in more than 160 countries.

ANAB accreditation of the CCM program gives assurance of its legitimacy to state and federal organizations, owners, and the general public.

CMCI is governed by a Board of Governors composed of professional construction managers who have volunteered to guide and administer all aspects of the CCM certification program.



DISCLAIMER



1. Eligibility

2. Application

3. Candidacy

4. Examination

Applicants for the CCM must meet eligibility requirements prior to submitting their application.

Applicants may apply to become CCM certified by using the application online at cmaanet.org, or by mailing, emailing, or faxing the application to CMCI. Applicants must provide phone and — .y M

STEPS TO CERTIFICATION CONTINUED

Those who do not hold a degree may substitute 8 additional years of general design or construction experience **OR** an active Certified Associate Construction Manager (CACM) credential granted by CMCI. The 8 years of general experience may not overlap with the 48 months of RIC experience.

Finally, those who are able to provide a minimum of 96 months of non-overlapping RIC may substitute their additional RIC experience to meet the educational and RIC experience requirements.

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 e-mailed to the applicant. Once all the required supporting information has been properly submitted to CMCI, the Institute will send out the verification forms to be filled out by the applicant's client references. After CMCI has received all the client verification forms from the references, they are reviewed by staff to ensure the information matches the application.

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 a unique CMCI ID number and testing instructions.

STEPS TO CERTIFICATION CONTINUED

Request for Examination

CMCI is committed to ensuring equitable access to our examinations while upholding the integrity and security of the testing process. Applicants that wish to test using Live Remote Proctoring (LRP), must complete the LRP accommodation request section of the online CCM application or complete the the [LRP accommodation request form](#).

Accommodation requests for LRP must be accompanied by relevant and valid documentation that supports the claimed reason for accommodation. CMCI applicants can request LRP accommodations for the following reasons:

- Proximity to testing location (>40 miles): When the testing location is greater than 40 miles from applicants home or office.
- Testing site closures: In the event of unexpected testing site closures
- Medical conditions: In cases of illness or medical conditions
- Undue burden or other reasons deemed appropriate by CMCI: CMCI will consider other valid reasons on a case-by-case basis

Evidence can include but is not limited to documentation showing the applicant's location in relation to the testing center, proof of travel restrictions, documentation of the test site closure, a letter from a healthcare professional, an explanation detailing specific circumstances that create an undue burden, or other supporting documentation. The documentation should be clear, and relevant, and provide sufficient information for CMCI to assess the validity of the accommodation request.

CMCI will send applicants approved for testing an email with information on how to register and schedule their exam. Candidates who do not have an approved accommodation request for LRP are required to complete their examinations in-person. The CCM examinations will continue to be conducted at the designated testing vendor's locations.

For in-person and LRP exams, candidates may cancel or reschedule the exam appointment up to 48 hours prior to the exam with no fee by contacting PSI during business hours. If the candidate needs to cancel the exam appointment within 48 hours, there will be a \$140 cancellation fee payable to CMCI.

Professional Testing Centers and Locations

CMCI exams are administered through [y&aC](#) [wexPS](#) [C](#)

STEPS TO CERTIFICATION CONTINUED

Live Remote Proctoring

Applicants that wish to test using [Live Remote Proctoring \(LRP\)](#), must complete the LRP accommodation request section of the online CCM application or complete the [LRP accommodation request form](#). LRP is a secure testing option for which an applicant **MUST** have an approved accommodation.

An approved candidate takes A Q ved

No-Shows or Late-for-Appointment Policies

Candidates who are late or do not arrive for the testing appointment, or who do not cancel or reschedule their testing appointment as described in the Request for Examination section, will be required to re-apply and re-schedule the testing appointment. Candidates must complete and submit a reinstatement application along with the reinstatement fee payments to CMCI, which includes the testing seat fee.

Certain extenuating circumstances may be appealed to CMCI to avoid fees or re-applying. Examples include disaster resulting in an officially declared "locality of emergency" or other circumstances that are beyond the candidate's control. For more information, contact CMCI at 800-451-4622.

NOTE: The documentation required to retake the exam is a new Exam Registration Form along with a \$140 retesting fee. Requests for retests without proper retest documentation will not be processed until all required documentation has been received by CMCI.

Auditing of Applications

The Board of Governors has the right to audit all applications



**Application, Examination,
Retesting, Reinstatement,
No-Show, Recertification
(Renewal), Replacement/
Duplicate Certificates**

The certification exam fee is paid separately from the application fee after the candidate's examination eligibility is approved by CMCI. CMCI will send instructions to pay online by credit card or the candidate may pay by check.

CERTIFICATION USAGE AND RELEASE POLICIES

Opt-Out Policy

Limited information is provided publicly in the searchable directory of certified CM individuals located on the [CMCI online directory](#). Anyone certified as a CCM who does not wish to have their information included in the online directory should contact CMCI by letter or email at certification@cmaanet.org. Unless an opt-out is requested, CMCI is required to respond to requests to verify certification of an individual to include name, current certification level(s), good standing or any current sanctions that may be in place, and expiration date. The CCM directory contents are the property of CMCI.

CMCI will not sell or rent contact lists of certificants. As part of the application and ongoing credential renewal process, the Board of Governors' policies provide permission for certification staff, agents, and contractors to contact certified CCM individuals by U.S. mail, electronic mail, and facsimile or via other media on matters limited to those that the Board of Governors believes may be of significant interest to a CCM. To be removed from the CCM mailing list, contact CMCI by letter or email at certification@cmaanet.org.

Trademarks and Copyrights

The letter sequence, CCM, has been registered with the United States Patent and Trademark Office since December 25, 2007 as well as the term "Certified Construction Manager" since January 14, 2016. This registration indicates that the CCM designation as used by authorized persons, certifies that professional construction management services are being rendered by persons who have demonstrated professional knowledge and competency in the field of construction management in accordance with the requirements and standards established

Administrative and General Complaints

Any individual applying for certification or recertification may file an administrative or general complaint. Administrative complaints include dissatisfaction with services including, but not limited to: not adhering to published deadlines; not providing information regarding fees, refunds, exam registration information, requirements for certification and recertification, Conditions and Conduct, etc.; failure to administer the examination; or general dissatisfaction with services related to certification.

Complaints must be submitted to CMCI utilizing the [CMCI Complaint Form](#) within 30 business days following date on which the individual encountered the service leading to the complaint. Complaints received beyond the deadline will not be considered.

General complaints can be submitted using the [CMCI Complaint Form](#). General complaints can be submitted to report suspected cheating, misuse of the credential, or reporting an individual for infringement of CMCI intellectual property identified in CMCI Conditions and Conduct Agreement.

The Exam

The CCM examination is currently only being offered in the English language. The examination is comprised of questions with four response alternatives (A, B, C and D). One of these represents the single best response and credit is granted only for selection of this best response. Candidates are currently allowed 240 minutes to complete the exam. Candidates who finish in less than the allotted 240 minutes may leave the exam when done. There are 175 questions on the T when
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For the Day of the Exam

In-Person Exams at a Testing Center - Candidates taking an in-person exam should report to the exam center on the day of exam as instructed in their appointment confirmation letter and plan to arrive at least 30 minutes prior to the appointment time. Candidates must check in by providing two forms of valid ID, one of which must be a government-issued photo ID with signature (driver's license, government-issued photo ID, or passport). Candidates who arrive after their appointment time may be denied access to the exam and will be required to pay the cancellation fee to sit for the exam.

Exams with a Remote Proctor - Candidates taking the exam with an LRP on the day of the exam may launch the exam software up to 15 minutes prior to the appointment time, but no more than 15 minutes after their appointment time. Candidates who arrive more than 15 minutes after the scheduled start time will be denied access to the exam and will be required to pay the cancellation fee to sit for the exam. Candidates will be required to agree to the [rules and requirements](#)

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ABOUT THE EXAMINATION CONTINUED

NOTE

Anyone who arrives at the test center or connects to the remote proctor after the assigned testing appointment time will be considered "absent," will not be permitted to take the exam that day, and in order to take the exam, will be required to contact CMCI and pay the reinstatement fee.

ID Requirements

For BOTH in-person and LRP exams, acceptable forms of identification include:

- Driver's License
- State ID
- Passport
- Passport card
- Green card, alien registration, permanent resident card
- National identification card

THE FIRST AND LAST NAMES ON THE PHOTO ID MUST MATCH EXACTLY THE NAMES SUBMITTED ON THE APPLICATION OR THE CANDIDATE CAN BE DENIED ADMISSION.

Candidates can make changes to their names by contacting CMCI (certification@cmaanet.org) prior to scheduling their exam appointment.

For ID purposes on the day of the exam the candidate must fulfill these requirements:

IN-PERSON EXAMS AT A TEST CENTER

Valid Government Issued Photo ID

The following are NOT PERMITTED in the room during the LRP exam:

ABOUT THE EXAMINATION CONTINUED

Summary of Scoring Process

The passing score is determined by a statistical formula and may vary among the test iterations. The exam is designed only to distinguish those who have the basic level of knowledge from those who do not. There is no evidence that someone who receives a very high score on the exam will perform significantly better on the job than someone whose score falls exactly at the passing point. Therefore, if one passes the exam, they will be informed only that the examination stage has been successfully completed.

Applicants who fail the exam will be notified of their score and a diagnostic report showing their performance in each content area. This information is provided to aid in planning study efforts for future exams and deciding whether to retake the exam.

All exam results are confidential and will only be released to the examinee. Permission in writing must be obtained by the examinee for CMCI to release exam results to another party.

The Board of Governors is concerned with reporting only valid scores. On rare occasions, circumstances may invalidate exam scores. The Board of Governors 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.

Doubts may be raised about the validity of candidates' scores because of suspected misconduct; in such circumstances, candidates shall fully cooperate in any investigation. Some scores may be rendered invalid due to circumstances beyond candidates' control, such as faulty exam materials or time keeping errors. In this rare event, retesting may be arranged.

Following certification best practices, as a final check and balance, actual field results of exam questions are analyzed periodically and occasionally necessitate rescores of the exam. If a rescore occurs and results in a change in status from a fail to pass, CMCI will notify the candidate.

Sample: CMCI CCM Examination Score Report - Pass

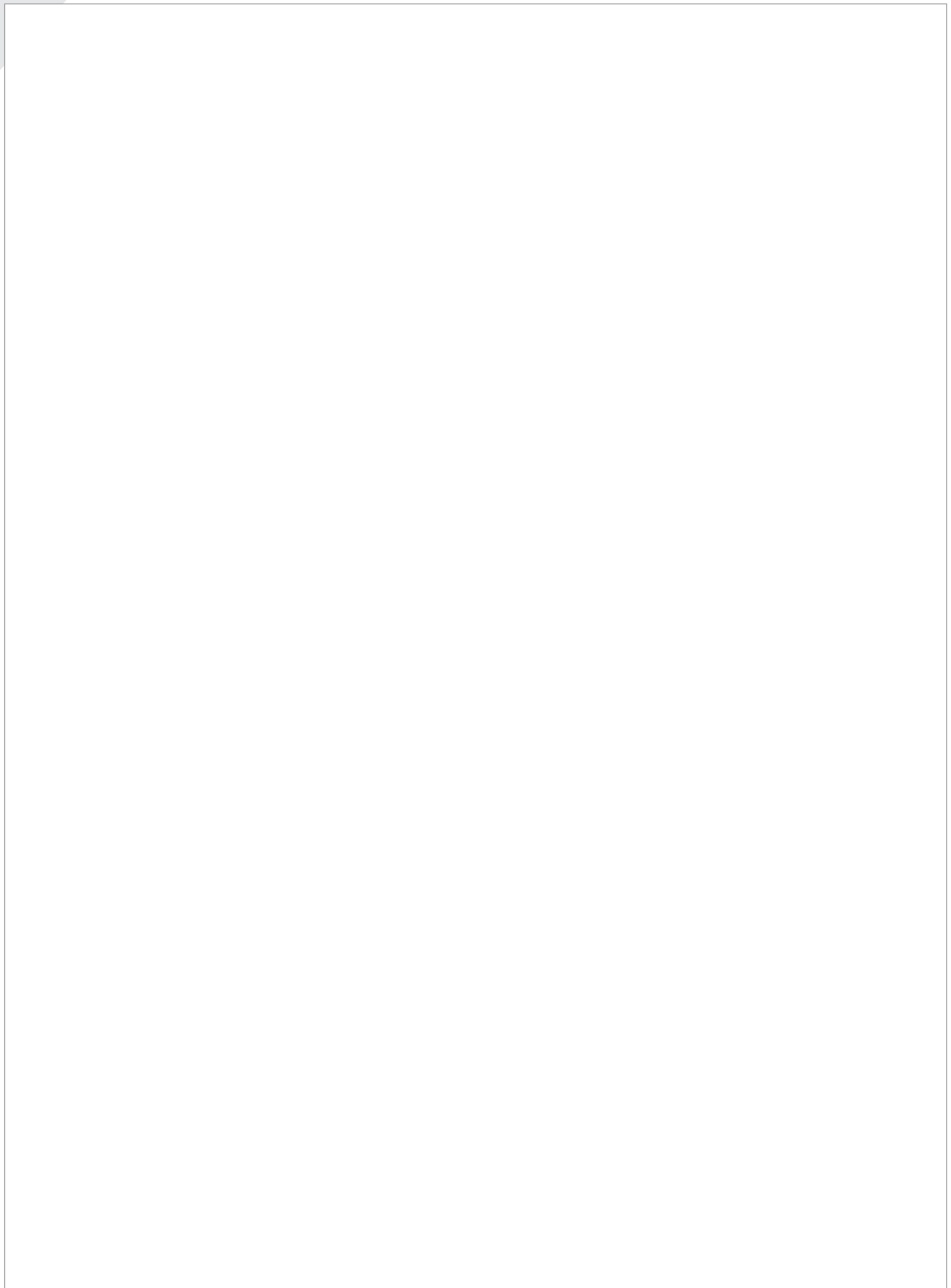
Certified Construction Manager (CCM) Examination

LAST NAME, FIRST NAME, MIDDLE NAME
ADDRESS
CITY, STATE ZIP

CANDIDATE ID NUMBER: **SAMPLE000**
EXAMINATION DATE: MM/DD/YYYY
CONTROL ID: **1234567**
PID: **1234567**

Congratulations, you have passed this examination.

We are pleased to inform you that you have successfully completed the CCM exam. Thank you for your participation and for choosing to become a CCM. CMCI will send you your certificate in the coming weeks. Please contact certification@cmaanet.org with questions or concerns.



EXAM PREPARATION

Board of Governors Position on CCM Exam Education and Training

The CMCI Board of Governors believes that as a credible credentialing organization, it should facilitate appropriate preparation of candidates for the CCM exams. CMCI, under the requirements of the ISO 17024 standard, can recommend appropriate exam preparatory materials and other programs and services as allowed by those accreditation requirements and will continue to work with

NOTE

Refer to CMAA's most [current catalog and website](#) for course descriptions and schedules.

On the day of the Exam

Eat a well-balanced meal at the beginning of the day on the day of the exam but limit the amount of stimulants you ingest (e.g., caffeine, sweets, etc.).

For Exams with a Remote Proctor

- Before your test day, check that your computer, microphone, webcam, and broadband connection meet the [minimum requirements](#) and review the [LRP Rules and Requirements](#).
- Before the day of your exam, remove any prohibited items from the room where you

PROFESSIONAL ETHICS AND DISCIPLINARY POLICIES CONTINUED

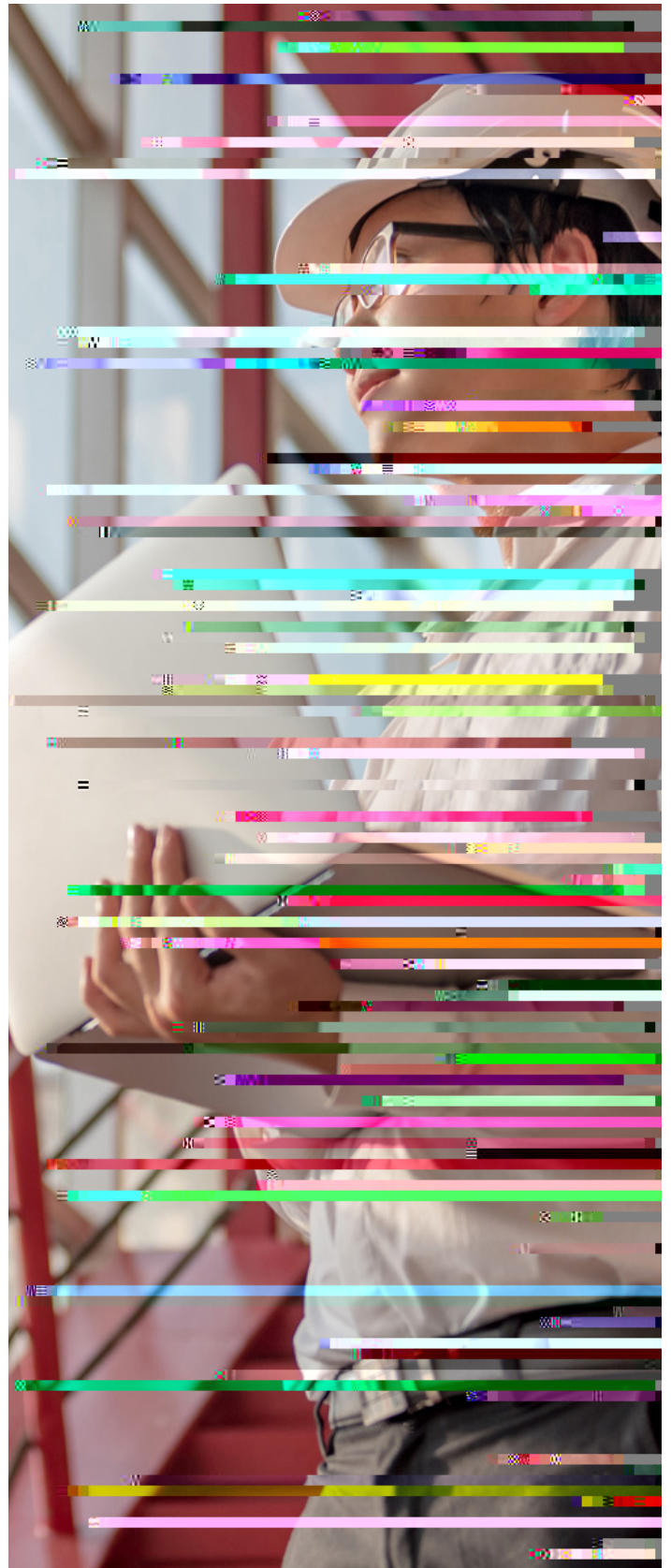
Breaching the Conditions and Conduct Agreement

At the sole discretion of CMCI, if a major violation has been identified or cheating behavior by the candidate has been suspected, it may result in any combination of the following:

- CMCI will audit the LRP examination, and an LRP audit form will be completed
- Immediate termination of examination delivery
- Invalidation of examination score
- Inactivation of certification pending investigation of the irregularity
- A required retest to validate a candidate's examination score
- A permanent restriction on sitting for any future CMCI examination
- Another disciplinary action related to eligibility or certification status

Anyone looking to submit a complaint may do so using the [CMCI Complaint Form](#). A complaint in writing received by the certification program will be referred to the Ethics, Grievance, Appeals, and Disciplinary (EGAD) Committee for investigation.

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



CCM Application Conditions and Conduct

- I hereby certify that I have read all portions of the CCM

MAINTAINING YOUR CCM

Renewal Policy

To maintain the integrity and value of certification in our dynamic design and construction industry, CCM designated individuals must renew their certification every three years by further professional development. The CCM holder must submit a Certification Renewal Application to CMCI every three years with the required information and a renewal fee with a minimum of 1 point in a professional development activity on safety or ethics.

CCM certification renewal is based on the accumulation of points earned through various activities. A total of 25 points are required every 3 years along with payment for the renewal

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engineering, mechanical engineering, electrical engineering, chemical engineering, architectural engineering, and architecture.

CMCI accepts accredited degrees from post-secondary institutions accredited by ACCE, ABET, and NAAB. [ACCE \(American Council for Construction Education\)](#), [ABET \(Accreditation Board for Engineering and Technology\)](#), and _____

Section 3: Employment Information

You are required to attach your current professional resume to complete this section as well as provide information on your current employer.

If you are using experience in lieu of formal education, you must fill out a minimum of eight (8) additional years of employment information within the construction or design industry.

Section 4: Verification of Responsible-In-Charge (RIC) Experience

You will need to provide your then project/program title and fill in the experience matrix with the areas or experience earned on that project/program. A minimum cumulative total of 48 non-overlapping months of RIC is required in all fifteen (15) boxes within the matrix. Note that some applicants will need to provide additional RIC months depending on which option they choose.

A minimum of two (2) separate client/owner references are required; they can be from any two (2) projects/programs that you are documenting as part of your 48 non-overlapping month requirement.

Section 5: Conditions and Conduct Agreement

You will need to agree to abide by CMCI's Conditions and Conduct agreement and CMAA's Code of Ethics throughout the duration of the application process and as long as you hold the CCM credential.

Section 6: Special Accommodations Request

CMCI operates in accordance with the Americans with Disabilities Act (ADA) requirements. If you have any special examination requirements, you will need to fill out this section and follow-up with the accommodations needed. All accommodations will require proper documentation supporting the request from a qualified medical professional who has provided the evaluation or treatment for you. Some accommodations may require an additional fee or documentation from a licensed physician. Once an accommodation has been reviewed, CMCI will contact you with the information regarding the status.

Section 7: Application Fee

The application payment must be included when you submit your application to begin the process. Applications that are not accompanied with payment are subject to delays and will not be processed until the payment has been processed. Application fees are non-refundable.

NOTE

If one project/program covers the 48 months, you will still need a minimum of two (2) client/owner references. Include current contact information for the client/owner on all project/programs listed for the 48-month period.

APPLICATION

- Section 1: Application Information
- Section 2: Basic Eligibility
- Section 3: Employment Information
- Section 4: Verification of Experience
- Section 5: Conditions and Conduct
- Section 6: Special Accommodations (optional)
- Section 7: Application Fee

BA/BS/MA/MS Level architecture, engineering, construction (AEC) or CM qualifying ACCE/ABET/NAAB accredited degree and 48 non-overlapping months RIC experience.

AA/AS/ACCE/ABET/NAAB accredited qualifying degree, 48 non-overlapping months RIC experience, plus 4 additional years of general design or construction experience.

Define the discipline of the accredited degree you earned.

Section I: Applicant Information

Name: _____

Address 1: _____

Address 2: _____

City: _____

State/Province: _____

ZIP/Postal Code: _____

Country: _____

Work Phone: _____

Mobile Phone: _____

Fax: _____

Home Phone: _____

(You are required to submit a copy of your official transcript or diploma as verification of your degree.)

Section II: Basic Eligibility

Certification requires 48 non-overlapping months of Responsible-in-Charge (RIC) experience. Certification also requires either general design/construction experience, additional RIC experience, a CACM designation, or formal education or a combination of experience and education.

APPLICATION CONTINUED

Section III: Employment Information

Please attach your resume and complete as much employment history as necessary to demonstrate that you have met the eligibility criteria from Section II. Start with your most recent employer.

Professional Resume Attached

Most Recent Employer

Address 1 Address 2

City State ZIP/Postal Code Country

Supervisor Name Supervisor Title

Employment Dates Your Title

Employer Phone Employer E-mail

Description of Duties

The additional employment section below is a requirement if using 4 or 8 years of general design or construction experience in lieu of formal education:

Employer

Address 1 Address 2

City State ZIP/Postal Code Country

Supervisor Name Supervisor Title

Employment Dates Your Title

Employer Phone Employer E-mail

Description of Duties

APPLICATION CONTINUED

NOTE

Regarding verification of experience: In serving as a reference for the applicant, the reference understands that they attest to the applicant's experience in the specific areas as listed below. In some cases, an exception may be made if a project/program owner is not available. Your direct client supervisor or an active Certified Construction Manager (CCM) may be substituted to verify the related experience.

Experience sections below are based upon the candidate having at least the minimum experience and proficiency necessary to meet the experience requirements. Parameters defining the minimum experience are provided in the applicant handbook under the Responsible-In-Charge section.

and above. The reference listed below can verify my

_____ End Date: _____

_____ Months of Experience: _____

APPLICATION CONTINUED

Section V: 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 handbook and application and believe I am in compliance with all policies related to the CCM examination.
 - I attest that I will adhere to CMCI's Professional Conditions and Conduct and understand that any false statement or misrepresentation that I may make in the course of the application process may result in the revocation of this application and/or certification.
 - I have not been found by a court, federal or state agency or registration board to have violated the law in the conduct of my Architecture/Engineering/Construction (AEC) or CM-related practice or to have engaged in conduct which disregards the rights of others.
 - I affirm that the information I submit on this application and any documents I have enclosed or forwarded, are complete, true, and correct to the best of my knowledge and belief.
 - I authorize the CMCI Board of Governors ("Board" or "BOG") to obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained herein.
 - The Board reserves the right to cancel or withhold exam scores if there is any reason, in the sole judgment of the Board, to question their validity.
 - I fully understand that this is only an application for examination or recertification and does not guarantee the certification.
- I attest that I will adhere to CMCI's Conditions and will fully cooperate in any proceeding involving an alleged violation of the Standards or Professional Code. I have and will not make any false statements or misrepresentations using the CCM designation.
 - I will make claims regarding certification only with respect to the scope for which certification has been granted. I will not use the certification in such a manner as to bring the certification body into disrepute; and I will not make any statement regarding the certification, which the certification body may consider misleading or unauthorized; and I will not and have not used the CCM certification in a misleading manner.
 - If my certification has been suspended

APPLICATION CONTINUED

- I hereby release from liability, and forever waive any claims, including claims for defamation, restraint of trade, breach of contract, and interference with business or contractual relations, unless due to the bad faith and malicious conduct of the person sought to be held liable, based on or arising out of the CCM certification program, including but not limited to denial or revocation of certification, that I may have against CMAA and CMCI, and their respective governing board members and employees. I further agree that, notwithstanding the foregoing, should a claim be permitted to be brought against CMAA, CMCI, or any of their respective governing board members or employees, the limit of their liability and extent of my recovery shall be any registration or application fees paid by me to CMAA or CMCI related to certification.
- I agree that this Application shall be interpreted and governed by the laws of the Commonwealth of Virginia, without regard to conflicts principles, and exclusive jurisdiction for any legal proceeding resides in federal or State court in Northern Virginia, and the parties agree and expressly consent to the exercise of personal jurisdiction in the Commonwealth of Virginia.
- I agree that no association, agency, apparent agency, employer/employee relationship, partnership, or joint venture is created by virtue of issuance of the CCM designation to me by CMCI or CMAA.
- I possess the knowledge and skills defined by the Board of Governors in adherence to the certification criteria and will notify CMCI immediately should I be unable to perform the skills or lack the knowledge required to achieve or maintain the Construction Management Certification.
- I understand that if successful, I will be listed in the online CCM directory; however, if in the future I should not want to continue to be listed in the CCM directory, I will send an email stating such to certification@cmaanet.org.
- I agree to give permission to the Board, and its agents and contractors, permission to contact me by U.S. mail, electronic mail, facsimile, or through other media on matters that CMCI and CMAA believes may be of importance to me. Should I wish to be taken off the certification mailing list in the future, I will send an email request stating such a request to certification@cmaanet.org.
- I hereby attest that I am personally signing this application and that I will be the individual taking the CCM examination I have applied for, solely for the purpose of becoming a CCM. I further understand that I am prohibited from transmitting information regarding examination questions or content in any form to any person or entity and understand that failure to comply with this prohibition may result in my certification being revoked and/or legal action being taken against me.
- I agree to abide by and follow [CMAA's Code of Ethics](#) in addition to the CCM 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's Code of Ethics](#). I understand and agree that any false statements, misrepresentations, or 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.

APPLICATION CONTINUED

Section VI: Applicant Special Accommodations Request

Will you require ADA Special Accommodations on your examination? Yes No

If yes to special accommodations, you must complete the [Special Accommodations form](#).

Would you like to request a remotely proctored exam? Yes No

If yes to take the exam remotely proctored, you must complete the [Live Remote Proctoring \(LRP\) Accommodations Form](#).

Forms must be submitted to CMCI a minimum of 45 days prior to your desired testing date.

Section VII: Application Fees and Payment Method

The application fee is \$340 for CMAA Members, \$440 for Non-CMAA Members and payment of this **non-refundable** fee is required for processing this application. Payments need to be sent to the following address with the application:

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

Applicant's Name:

American Express MasterCard Visa

Card # Expiration ____ / ____

Name on Card CVV

Billing Address

City, State, Zip

Authorized Signature

Date

