Certified Construction Manager (CCM) Process Review

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Agenda

1. Introduction
2. CMAA
3. CMCI
4. CCM
   a) Steps/Process
   b) Eligibility
   c) Documentation
   d) BOG Review
   e) Exam
   f) Recertification
5. Value of CCM Programs
6. Conclusion
7. Questions & Answers
Construction project risk and benefits opportunities matrix

**Introduction**
Introduction

- Construction Management Association of America (CMAA)
- Construction Management Certification Institute (CMCI)
- Certified Construction Manager (CCM)
Construction Management Association of America (CMAA)

- Dedicated exclusively to the interest of professional program and construction management
Strategic Construction Management Process: CMAA

The CMAA Mission
- Promote Professionalism
- Maximize Excellence

The CMAA Vision
- Authority for CM Practice
  - SoP
  - CMBOK
CMAA - Membership

- Collaboration of practitioners
  - over 4000 corporations and individuals
  - owners, architects, engineers, contractors, consultants, educators, students, and CM practitioners

- Management of the association
  - executive office and a board of directors
  - full time staff
Construction Management Certification Institute (CMCI)

- Independent administrative body of CMAA
  - established in 1995
  - administers the Certified Construction Manager (CCM) program
  - CMAA sponsored
Board of Governors (BoG)
- Chairman
- Vice Chairman
- Secretary
- CMAA Board Liaison
- 9 members

Functions and duties
- responsible for policies and practices
- reviews applications for candidacy
- continuous improvement of program

Full time staff in national office
Strategic Construction Management Process: CMCI

The CMCI Mission
- Recognize Professionalism
  - certification process
  - recognize knowledge and experience
- Established CM Practices

The CMCI Vision
- Authority of CM Management
  - certifying CM professionals
  - providing excellence
CMCI - Goals

- CMCI specific goals
  1. improve professional practice
  2. identify the skills sets necessary for successful construction management practice
  3. recognize individuals for professional construction management
CMCI - Program Accreditation

- American National Standards Institute (ANSI)
  - ANSI/ISO/IEC 17024
    - general requirements for certification systems or persons.
- Facilitates a global standardization
  - promoting the unique qualifications for CM professionals
  - protects integrity and credibility
  - creates mobility across borders and industries
Certified Construction Manager (CCM)

- An individual's commitment to excellence
  - demonstration of knowledge and experience
  - commitment to continuous improvement
CCM - Steps to Certification

1. determine eligibility
2. complete the application process with references
3. BoG evaluation for candidacy
4. sit for the examination
Mitigate Risk

The CCM Certification Process

Determine Eligibility

Validating the Qualifications, Experience, and Educational Requirements

Complete the Application

Demonstrating the Body of Knowledge, the Standards of Practice, and the Performance Skills

CCM Examination

Advanced to Candidacy By BOG

CCM – Certification Process
CCM – Eligibility Requirements

1. Forty-eight (48 months) PM/CM “responsible-charge” experience as represented by a Qualifications Matrix

2. Current employment as a CM

3. One of the following:
   - BS, MS or equivalent in a construction related program from an accredited course of study
   - an AA degree and 4 additional years of industry experience, or
   - 8 years construction industry experience
## CCM – Qualification Matrix

<table>
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<tr>
<th>Project Function and Discipline</th>
<th>Pre-Design</th>
<th>Design</th>
<th>Procurement</th>
<th>Construction</th>
<th>Post-Construction</th>
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<td>Safety Management</td>
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</tbody>
</table>
CCM – Documentation and Demonstration

- Document 48-months of “responsible-in-charge” for CM experience.
  - CCM Qualifying Matrix
  - Typically 2-4 pages of detailing qualifying experience
- Clearly demonstrate advocacy for the owner
  - “Open book” project services
- Letters of reference
  - Validates the qualifying experience
  - Owner
Common mistakes and misunderstandings
- do not follow the instructions
- incomplete application information
- responsible-in-charge not clear
- vague experience meeting Qualification Matrix
- education does not meet criteria
- not clear on the form of contract
- experience dates inconsistent
Fatal flaws by applicants

- relying on job titles and position
- “responsible-in-charge”
- “open book” budgets and records
- educational credentials
- poor reference letters
The CMCI Board of Governors reviews and evaluates the application
- recommends advancement to candidacy
- provides recommendations for remedy
Once approved, the applicant is advanced to candidacy
- sits for the examination
Allow 2-3 month for review in planning for exam date.
CCM – Profile of the Examination

- General knowledge of design and construction management
- Standard CM services and practices
- CMAA standard forms of contracts
- Capstone course material

**Part I**
- Cost (18%)
- Time (18%)
- Professional Practice (8%)

**Part II**
- Project Management (20%)
- Contract Administration (18%)
- Quality (10%)
- Safety and Risk (8%)

3 hours 3 hours
CCM – Preparing for the Examination

■ CCM Examination Study Guide
  - by CMCI on the web
  - comprehensive material outlines

■ CM Standard Practice Study Kit
  - CMAA Capstone
  - CM Standards of Practice
  - CMAA Contract Administration
  - CMAA Cost Management Procedures
  - CMAA Quality Management Guidelines
  - CMAA Time Management Procedures
  - CM-At-Risk Contract Documents
CCM – Preparing for the Examination

■ Professional Review Course (PRC)
  - by CMAA
  - 3 day comprehensive course of study
  - followed up by the CCM examination

■ Chapter Review Course (CRC)
  - by local CMAA chapters
  - cumulative 14 hours
  - no exam
CCM – Preparing for the Examination

Emphasis on the SoP and CMBOK
- purpose and content of a CM/PM Plan
- contract administration
- applying principles and techniques of risk management
- budgeting, cost management, understanding risk in budgets
- understanding impact of recovery schedules
- integration of quality management with the other project plans
CCM – Preparing for the Examination

- Capstone study course
  - *Capstone: The History of Construction Management Practices and Procedures*
  - a self-study course
    - helps with the CMBOK for professional practice
    - has case studies
    - includes a take-at-home test
CCM – Recertification

■ Initial certification good for 5 years
  - renew every 3 years
■ 4 renewal categories to be documented
  - involvement in the profession
    - continued employment as CM
  - commitment to the profession
    - CM association membership
  - contribution to the profession
    - publishing, presenting, teaching, committees
  - professional development
    - seminars, conferences, training
CCM – Continuing Development Process

CCM Certification

Determine Eligibility
Complete the Application Process with References
BoG Evaluation of Applicant for Candidacy
Advanced to Candidacy
Sit for the CCM Examination

CCM Recertification

Professional Development
Involvement in the CM Profession
Contribution to the Profession
Commitment to the Profession

Recertification
■ Application $275
■ Exam Registration $275
■ Exam Retake Registration $100
■ Annual maintenance fee $75
Value of the CCM Program

- Substantiates, validates, and certifies the added value of a CCM
Value of CCM to the Individual

- Demonstrates to owners, employers and peers that the individual is a professional
- Could help your career advancement
- Could help you get employment
- Ability to network with other CCM’s
- Recognition from CMAA
- Common vocabulary
Value of CCM to the Employer

- Independent assessment of employee’s knowledge and skills
- Measuring tool for training and development
- Improved marketability of company resources
- Mobility of the certified workforce across boundaries
- Common vocabulary
- Cost savings, safety, and claims/dispute avoidance
Value of CCM to the Public

- Linkage between standards of the profession and individual practice
- Assurance of competency
- Commitment to the maintenance and improvement
- Adherence to ethical standards - *Code of Ethics*
- Recognition of the individuals high levels of knowledge and experience.
- Confidence in services
- Better success in the construction process – time, quality, cost
CCM – Historical Profile of Certifications

Certifications of CMs Per Year

- 1996: 44
- 1997: 22
- 1998: 13
- 1999: 14
- 2000: 26
- 2001: 36
- 2002: 92
- 2003: 135
- 2004: 159
- 2005: 105
- 2006: 132
- 2007: 142

>317 candidates in the program

as of 8/31/2007 over 920 CCMs
Hampton Roads/VA Peninsula
SAME-CM AA CCM Program

- Tentative Target Exam Date = 7-11 April 2008
- Possible location at the Norfolk District or NAVFAC training room
- Standards of Practice Review Course & Exam = 4 days
- Projected Fees* (not final): Private Sector ≈ $1,300.00
  Public Sector ≈ $ 600.00

* Includes SOP Review Course, Exam Fee, Application Fee, and Study Kit

Submit your application packets before 31 December 2007
Conclusion

- CCM distinction is unmatched
  - meets all criteria for professionalism
  - establishes the benchmark for CM excellence
CCM Program Contact Information

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