

Table of Contents

Introduction	1
Structure of the CMIT Program	2
Disclaimer	3
Statement of Impartiality	3
Trademarks and Copyrights	3
Construction / Program Management Defined	4
Steps to Become a CMIT Level 3 (CMIT L3)	4
Certificate Eligibility Requirements	4
CMIT L3 Application Procedures	5
Application Review and Acceptance Process	5
CMIT L3 Examinations Process	5
Providing Letters of Experience	6
Application Expiration / Candidacy Duration	6
Expired Application Processing (Re-application)	6
Auditing of Applications	7
CMIT Committee Statement of Non-Discrimination	7
Confidentiality	7
Certificate Fees	7
Application Withdrawal or Refunding	7
About the CMIT L3 Examinations	8
CMIT L3 Exam Format and Results	8

Introduction

The CMIT is a professional credential recognizing practitioners who have displayed high educational achievement and the desire to learn how to become competent, successful Construction Managers. The CMIT is divided into 4 sequential levels, with each level demonstrating growing professional competence and experience in CM.

The CMIT designation demonstrates competence

š] PqñP9 • ð

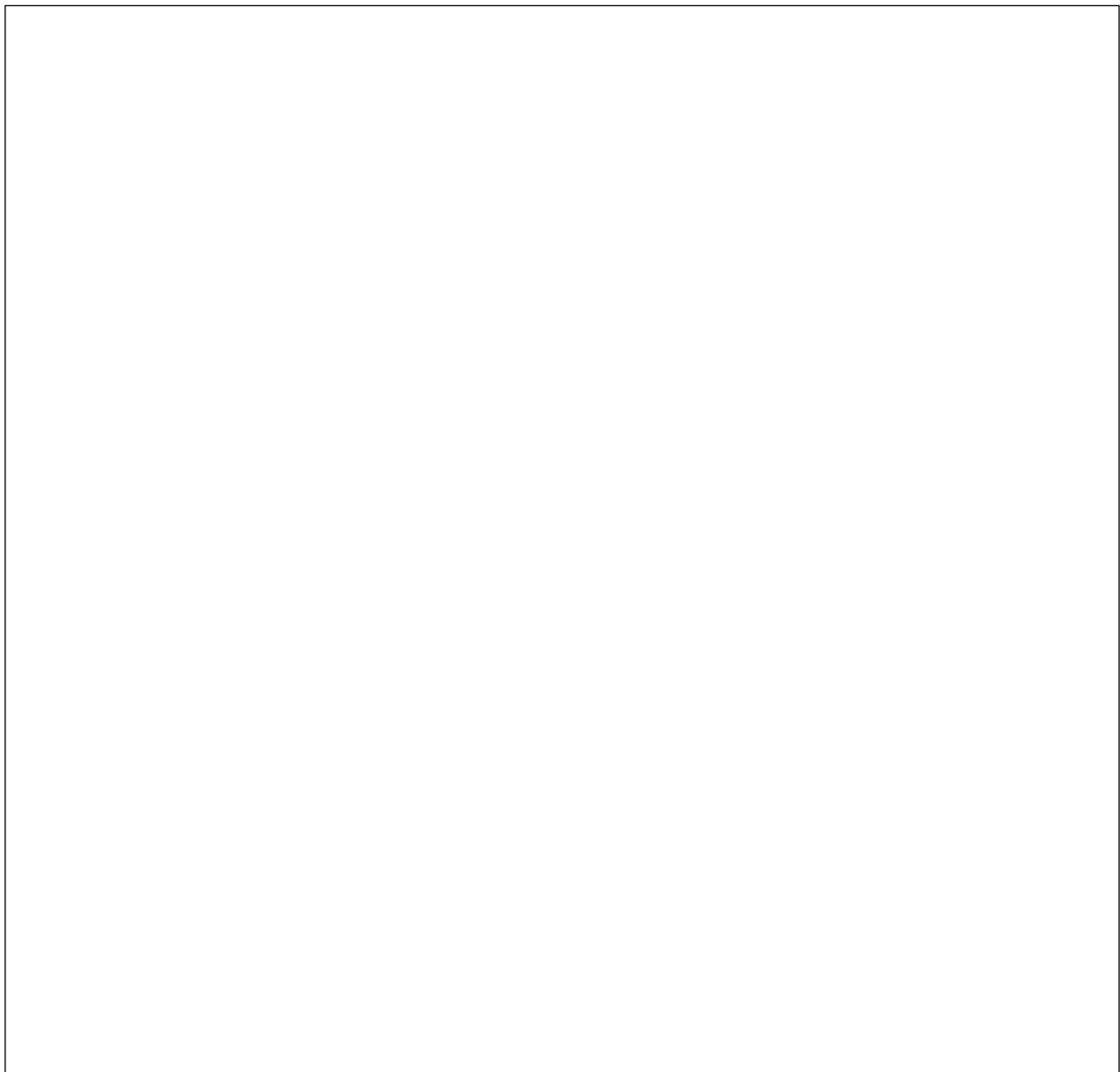
d Z • } u %oš

%o CE } (“[o v

ÿ y#ÅGE7ø C

Structure of the CMIT Program

The CMIT program is divided into 4 sequential levels, with each level demonstrating a credential holder's growing professional competence and experience in the field.





CMIT L3 candidates are given three (3) attempts to pass each examination. On each attempt, they will be given two (2) hours to complete it. A score of 80% is required to pass each examination. Please note that scores are not rounded up and a score of at least 80% is required to pass each exam and earn the CMIT L3 designation. Candidates must complete all examinations within one year from when their application is submitted, but the candidate can take the exams any time between when they receive the instructions to one year from when their application was submitted.

After three (3) unsuccessful attempts on an exam, the individual will have to re-apply by submitting a new application and payment before they will be able to take an exam again. Candidates must meet all eligibility requirements in effect at the time of any subsequent application submissions.

Providing Letters of Experience

Candidates for the CMIT L3 designation are required to provide letters of experience signed by their supervisor(s), superior officer(s), or a Certified Construction Manager (CCM) credential holder verifying that the candidate has at least six (6) months of experience in each of the CM practice areas required for CMIT L3: Contract Administration, Time Management, and Safety and Risk Management. Experience in each CM practice area is not required to be as responsible in-charge for the CMIT L3. CMIT L3 status will not be granted until a candidate has

provided letters of experience signed by a responsible person in-charge for the CMIT L3 designation.

CMIT L3 Certificate

Once the CMIT L3 exams have been successfully passed by a candidate and the candidate has completed the soft skills and provided letters of experience verifying at least six (6) months of experience in contract administration, time management, and safety and risk management, the individual may then begin to use the CMIT L3 designation as they have effectively earned their CMIT L3 certificate. The certificate is valid for 7 (seven) years from the date that the candidate fulfills all requirements for the CMIT L3 designation.

CMIT L3 Digital Badge

CMIT L3s will receive an email from CMCI's partner organization, Acclaim, inviting them to accept and claim their digital badge. A digital badge is a way for CMIT L3s to exhibit their achievement and showcase their knowledge and experience. Digital badges can be displayed in emails, social media sites, and in online resumes or electronic documents. For more information about digital badging, please see CMAA's [website](#).

Mentor Program

After successful completion of the

information on the CMIT L3 designation, visit [www.cmaa.org](#) for more information.





Construct on Manager-in-Training Level 3 (CMIT L3) Application

The Construct on Manager Certification Institute (CMCI®) is a wholly-owned subsidiary of the Construct on Management Association of America (CMAA™), which is a not-for-profit organization that formed in 1982 to promote the profession of Construct on Management and the use of qualified CMs on projects. CMCI's purpose, among others, is to serve the public and profession of construct on management through the establishment and maintenance of the CMIT® program.

Application Checklist:

The following sections have been completed and are included in this application:

- Section 1: Applicant Information
- Section 2: Employment Information
- Section 3: Education Information
- Section 4: CMIT Conditions and Conduct Agreement
- Section 5: Payment
- Section 6: Letter(s) of Experience

Failure to include the above information will result in delayed processing of your application.

Section 1: Applicant Information

First Name: _____

Last Name: _____

Date of Birth: _____

Home Number: _____ Mobile Number: _____

Personal Email: _____

Mailing Address Street: _____

Mailing Address City: _____

Mailing Address State, and Zip Code: _____

Sect on 2 Employment Informat on

Current Employer: _____ N/A

Posit on/Title: _____

Employer Address Street: _____

Employer City, State, and Zip Code: _____

Work Number: _____ Work Email: _____

Sect on 3 Educat on Informat on

Name of School: _____ N/A

Field of Degree Earned/Working Towards: _____

Year Graduated/Expected Graduat on Date: _____

Sect on 4: CMIT L3 Condit ons and Conduct Agreement

All CMIT applicants must agree to abide by the Condit ons and Conduct Agreement:

- I hereby cert fy that I have read all port ons of any CMIT handbook and applicat on and believe I am in compliance with all policies related to the CMIT program.
- I af rm that the informat on I submit on the CMIT L3 applicat on and any documents I have enclosed or forwarded, are complete, true, and correct to the best of my knowledge and belief.
- I at est that I will adhere to the CMIT L3 Condit ons and Conduct Agreement and understand that any false statement or misrepresentat on made in the course of the applicat on process may result in the revocat on of my applicat on and/or cert f cate.
- I have not been found by any court, federal, state, or local government agency, or registrat on board to have violated the law in the conduct of my Architecture/Engineering/Construct on (AEC) or

• I have not been found by any court, federal, state, or local government agency, or registrat on board to have violated the law in the conduct of my Architecture/Engineering/Construct on (AEC) or

• I have not been found by any court, federal, state, or local government agency, or registrat on board to have violated the law in the conduct of my Architecture/Engineering/Construct on (AEC) or

• I have not been found by any court, federal, state, or local government agency, or registrat on board to have violated the law in the conduct of my Architecture/Engineering/Construct on (AEC) or

* I have not been found by any court, federal, state, or local government agency, or registrat on board to have violated the law in the conduct of my Architecture/Engineering/Construct on (AEC) or

y fall



Sect on 5: Payment

The CMIT Level 3 applicat on fee is \$185 for CMAA Members and \$215 for Non-CMAA Members
Payment of this non-refundable fee is required for processing this applicat on

Check which box applies:

Paying by check (Checks should be made payable to Construct on Manager Cert f cat on Inst tute or CMCI)

Paying by Credit Card (MasterCard, Visa, Discover, and AMEX accepted)

Applicant's Name (Please Print): _____

Card Number: _____

Expirat on Date: _____ CVC: _____

Billing Address Street: _____

Billing City, State, and Zip Code: _____

Name on Card: _____

Authorized Signature: _____

Date Signed: _____

Payments and applicat ons need to be sent to the address below along with all other required

Sect on 6: Let er(s) of Experience

This sect on must be f lled out by a supervisor, superior of cer, or an act ve Cert f ed Construct on Manager (CCM) This sect on may be submit ed separately from the CMIT L3 applicat on

Instruct ons to the person serving as a reference: Below please provide the name of the person (applicant) for whom you are serving as a reference, mark the appropriate checkboxes, and provide your informat on and signature

Name of Applicant: _____

This let er is to conf rm that I support the interest of the applicant to apply for the Construct on Manager-in-Training Level 3 cert f cate program I am eligible to serve as a reference in my capacity as a supervisor or superior of cer to the applicant or as a CCM To the best of my knowledge, all the informa-



Construction Manager Certification Institute (CMCI)

www.cmcertification.org

CMIT@CMAAnet.org

www.cmaanet.org

703-356-2622 (main)

703-356-6388 (fax)