



# CMIT<sup>®</sup> HANDBOOK

Construct on Manager-in-Training

# Table of Contents

@	1
Structure of the CMIT Program	2
Disclaimer	3
o @	3
u #	3
# h U )	3
Steps to Become a CMIT	4
# - k	4
° h	5
° k ° h	5
CMIT Examination Process	5
Application Expiration / Candidate	A

# @

The Construction Manager Certification Institute (CMCI®) is a not-for-profit organization that was formed to promote the profession of Construction Management (CM) and the use of qualified Construction Managers on projects. CMCI is a wholly-owned subsidiary of the Construction Management Association of America (CMAA™). The Construction Manager-in-Training (CMIT®) program is a certification program administered and maintained by CMCI.

The mission of the Construction Management Association of America (CMAA) is to promote the profession of Construction Management (CM) and the use of qualified Construction Managers on projects.



u  
or commitments that might create the

y  
8  
@  
O  
#U#@

The CMCI Board of Governors, CMIT Committee, and CMCI staff will ensure that in its dealings with all constituents that they are and will remain impartial

## Trademarks and #

The letter sequence, CMIT, has been registered with the United States Patent and Trademark Office since March 25, 2017. This trademark, the CMIT designation, is protected under U.S. and international law and any unauthorized uses are prohibited. Violators are subject to prosecution under applicable laws. In order to use the CMIT designation, individuals or organizations must have an official CMIT certificate. The CMIT designation is

e k, the o i ec teatla



u · #U@O ·  
# · · · · · O · · · · ·  
· · · · · #U#@ · · · · · #U@·

° **h**

CMIT applicat ons may be f lled out online, printed and mailed, or faxed along with required documen- tat on and payment as noted on the applicat on All signatures must be submit ed by the applicant and statements in the applicat on agreed to, as provided in the CMIT applicat on Along with meet ng the el- igibility requirements, CMIT candidates are required to agree to the CMIT Condit ons and Conduct Agree- ment, as noted in the CMIT applicat on

Applicat ons may be rejected for several reasons including: incomplete applicat on, eligibility criteria not sat sf ed, or applicat on fee payments outstand- ing A let er of explanat on will be emailed to the applicant specifying reasons for non-advancement if their applicat on is rejected Applicants are encouraged to make sure to include all required documentat on with their applicat on to avoid denial and/or delay

° **k** · · · · ·  
**Acceptance Process**

Once CMCI receives the applicat on and processing fee, staf will review the ent re packet for complete- ness and adequacy If there is any missing material or informat on in the applicat on, a detailed status

candidate that adversely impact the candidate's



## About the CMIT

-

- 7 k



The CMIT Committee shall have the power to, but shall not be obligated to, investigate all allegations of unprofessional and unethical conduct that may be harmful to colleagues, owners, clients, the public, or that otherwise may be contrary to the objectives of the CMIT Conditions and Conduct Agreement provided that such allegations are made in writing and are signed by the complainant. If during the course of its investigation the Committee determines there may be additional violations of the code, the committee may investigate and reach appropriate findings regarding the additional violations.

Matters involving fraudulent use of the designation will be investigated and aggressively pursued by CMCI.

## Breaching the CMIT # . # . Agreement

Any individual found to have breached the [CMIT Conditions and Conduct Agreement](#) is subject to revocation of CMIT status. Information on a certificate holder supporting a complaint of noncompliance may be submitted from any source. A complaint in writing received by the CMCI staff will be referred to the CMIT Committee for investigation.

Anyone looking to submit a complaint may do so in writing to [cmit@cmaanet.org](mailto:cmit@cmaanet.org).

Following receipt of an official notice of noncompliance from CMCI, the CMIT will have a 30-day period in which corrective action or response to the satisfaction of the CMIT Committee -

# # U u .. .

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

° #  
u . . . . .

- o . . . . . @
- o . . . . . @
- o . . . . .
- o A . . . . .
- o #U@# . . . . . # "
- o %o

o . - @ ..

Current Employer:



u

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 checkbox, 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 cert f cate program I am eligible to serve as a reference in my capacity as an instruc- tor, supervisor, or superior of cer to the applicant To the best of my knowledge, all the informat on the applicant has provided is truthful and I am willing and able to serve as a reference should CMCI need addit onal informat on

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

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

Organizat on: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

## o #U@# Conduct Agreement

- #U@#
- # #
- I hereby certify that I have read all portions of the CMIT handbook and application and believe I am in compliance with all policies related to the CMIT program
- I affirm that the information I submit on the CMIT application and any documents I have enclosed or forwarded, are complete, true, and correct to the best of my knowledge and belief
- I attest that I will adhere to the CMIT Conditions and Conduct Agreement and understand that any false statement or misrepresentation made in the course of the application process may result in the revocation of my application and/or certificate
- I have not been found by any court, federal, state, or local government 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 authorize the CMCI Board of Governors ("Board") and the CMIT Committee to obtain any background information necessary to verify the accuracy and completeness of my responses to all questions contained in my CMIT application
- 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 and does not guarantee the certificate
- I attest that I will adhere to CMCI's Conditions and will fully cooperate in any proceeding involving an alleged violation of the standards set forth in the CMIT Handbook. I have and will not make any false statements or misrepresentations using the CMIT designation
- I will not and have not used the CMIT designation in a misleading manner. I agree that CMCI is permitted to impose sanctions up to

and including my removal from the CMIT program if at any time I misrepresent the status of my CMIT designation. I understand that until CMCI accepts my application and I have passed the exam, I have not earned the CMIT designation.

- If my certificate has been suspended or withdrawn, I will discontinue the use of all claims to the certificate, will not mislead anyone, and I will return any certificates issued by the certification body
- I understand that the Board and CMIT Committee may audit my application to verify experience or education prior to or after an examination is taken, as well as 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 CMIT Conditions and Conduct and may result in sanctions, up to and including revocation of the CMIT certificate
- I agree that CMCI is the sole owner of the CMIT certificate designation, 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 CMIT certificate program by its sole discretion, including with respect to eligibility, criteria, fees, and continuance or discontinuance of the program
- 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 a CMIT certificate holder
- 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 CMIT certificate program, including but not limited to denial or revocation of certificate, that I may have against CMAA and CMCI, and their respective governing board members and employees







# Construction M



## CONTACT

Construction Manager Certification Institute (CMCI)

200 Lawyers Road NW, #1968

Vienna, VA 22183

Fax: 703-356-6388

[cmit@cmaanet.org](mailto:cmit@cmaanet.org)