Construction Management Association of America
CMIT Application – Checklist & Cover Page

Last Name: _____ First Name: _____ MI: _____

Send the completed application package via one of the following methods:

1. **If paying by credit card, you may fax or email the application package.**
   a. **Fax number: 703-356-6388**
   b. **Email: info@cmaanet.org**

2. **If paying by check, mail the completed application package and check to:**

   CMAA
   Attn: CMIT Application
   7926 Jones Branch Drive, Suite 800
   McLean, VA 22102

Include this page as the cover sheet to your CMIT application package.

Check each of the following components included with your submission:

- ☐ Application (1 page)
- ☐ Payment information (1 page). Be sure to complete all payment fields, if paying by credit card.
- ☐ Signed and dated Professional Code of Ethics
- ☐ Resume

Failure to include any of any of the above items will delay the processing of your application.

Construction Management Association of America
CMIT Application

The CMAA CMIT Program offered by CMAA as a professional designation to recognize young practitioners who have displayed high educational achievement and have the desire to learn how to become competent Construction Managers.

Applicant Information:

Last Name: _____ First Name: _____ MI: _____

Mailing Address: _____ Apt #: _____

City: _____ State: _____ Postal Code: _____

Country: _____

Mobile number: _____ Other phone: _____

Personal email: _____

Do you have eight or more years of construction-related experience? ☐ Yes ☐ No

Current Employment, if applicable

Company Name: _____

Address: _____ Suite #: _____

City: _____ State: _____ Postal Code: _____

Work phone: _____ Work mobile: _____

Office Email: _____

Position/Title: _____

Qualification for Program
This will determine if your qualifications meet the requirements for the CMIT program. Please check the qualifications that pertain to you:

☐ Bachelors or Masters degree in Construction Management, or closely-related degree program at an accredited college or university

☐ Senior in a Bachelors program in Construction Management or closely-related degree program (CMIT designation will be awarded upon completion of degree)

☐ Associate's degree or certificate in Construction Management or a closely-related program of study, plus two (2) years of general design/construction experience

☐ At least four (4) but less than eight (8) years of general design/construction experience without a degree

Mentor Information
If you have already identified a Certified Construction Manager (CCM) to be your mentor, please provide the following contact information. If you have not identified a mentor, CMAA will connect you to one once you have completed the Capstone course.

Mentor's Name:_____ CCM? ☐ Yes ☐ No

Mentor Email: _____

Construction Management Association of America
CMIT Application – Payment Information

Last Name: _____ First Name: _____ MI: _____

For Active CMAA Members: $60.00

- Online CMIT/Capstone text and assessment
- CMIT certificate
- CMIT pin
- Mentor program
- Continued membership with CMAA, renewable for two additional years at $25 per year

For Non-Members: $195.00

- Online CMIT/Capstone text and assessment
- CMIT certificate & CMIT pin
- Mentor program
- One year membership in CMAA, renewable for two additional years at $25 per year

Select One:

☐ **I am an active CMAA Member. My member number is: _____. I am paying $60.**

☐ **I am not a current CMAA member. I am paying $195.**

Payment by:

☐ **Money Order** ☐ **Check (payable to CMAA)**

☐ **Amex** ☐ **Visa** ☐ **MasterCard**

Be sure to complete all payment fields below. Incomplete information will delay your application.

Card Number: _____

Expiration Date: _____

Name, as it appears on card: _____

Billing Street Address: _____

City: _____ **State:** _____ **Postal Code:** _____

_____
Cardholder Signature (Required)

Prepayment is required for all applications.

7926 Jones Branch Road, Suite 800 ♦ McLean, VA 22102 ♦ TEL: (703) 356-2622 ♦ FAX: (703) 356-6388

Construction Management Association of America
CMIT Application – Code of Ethics

Last Name: _____ First Name: _____ MI: _____

Code of Professional Ethics of the Construction and Program Manager

Since 1982, the Construction Management Association of America (CMAA) has taken a leadership role in regard to critical issues impacting the construction and program management industry, including the setting of ethical standards of practice for the Professional Construction Manager.

The Board of Directors of CMAA has adopted the following Code of Professional Ethics of the Construction Manager (CODE), which apply to CMAA members in performance of their services as Construction and Program Managers. This Code applies to the individuals and to organizations who are members of CMAA.

All members of the Construction Management Association of America commit to conduct themselves and their practice of Construction and Program Management in accordance with the Code of Professional Ethics of the Construction Manager.

As a professional engaged in the business of providing construction and program management services, and as a member of CMAA, I agree to conduct myself and my business in accordance with the following:

1. **Client Service.** I will serve my clients with honesty, integrity, candor, and objectivity. I will provide my services with competence, using reasonable care, skill and diligence consistent with the interests of my client and the applicable standard of care.
2. **Representation of Qualifications and Availability.** I will only accept assignments for which I am qualified by my education, training, professional experience and technical competence, and I will assign staff to projects in accordance with their qualifications and commensurate with the services to be provided, and I will only make representations concerning my qualifications and availability which are truthful and accurate.
3. **Standards of Practice.** I will furnish my services in a manner consistent with the established and accepted standards of the profession and with the laws and regulations which govern its practice.
4. **Fair Competition.** I will represent my project experience accurately to my prospective clients and offer services and staff that I am capable of delivering. I will develop my professional reputation on the basis of my direct experience and service provided, and I will only engage in fair competition for assignments.
5. **Conflicts of Interest.** I will endeavor to avoid conflicts of interest; and will disclose conflicts which in my opinion may impair my objectivity or integrity.
6. **Fair Compensation.** I will negotiate fairly and openly with my clients in establishing a basis for compensation, and I will charge fees and expenses that are reasonable and commensurate with the services to be provided and the responsibilities and risks to be assumed.
7. **Release of Information.** I will only make statements that are truthful, and I will keep information and records confidential when appropriate and protect the proprietary interests of my clients and professional colleagues.
8. **Public Welfare.** I will not discriminate in the performance of my Services on the basis of race, religion, national origin, age, disability, or sexual orientation. I will not knowingly violate any law, statute, or regulation in the performance of my professional services.
9. **Professional Development.** I will continue to develop my professional knowledge and competency as Construction Manager, and I will contribute to the advancement of the construction and program management practice as a profession by fostering research and education and through the encouragement of fellow practitioners.
10. **Integrity of the Profession.** I will avoid actions which promote my own self-interest at the expense of the profession, and I will uphold the standards of the construction management profession with honor and dignity.

Signature: _____ Date: _____