

# Application Form

A **Certified Commercial Contracts manager (CCCM)** shows that you are knowledgeable about the practice of contracts management in the commercial environment.

**Certification is a mark of distinction.** It sets the credentialed individual and his/her workplace apart from others in the same profession. A certified individual communicates that he or she has attained a certain level of expertise and is committed to maintaining the highest level of professionalism.

NCMA's certification program, in particular, sharpens candidates' focus. Certification provides a direct link between the individual in the workplace and the rest of the professional community. This link provides support, guidance, and opportunity.

Certification increases and enhances competition in the labor market. Employers also enjoy a level of assurance with respect to a certified individual's knowledge, application of that knowledge, and continued professional development.

For more information, visit our Web site at [www.ncmahq.org/certification](http://www.ncmahq.org/certification) or call 800-344-8096.

## ELIGIBILITY

**REQUIREMENT #1:** A bachelor's degree or higher from a regionally accredited institution. Check to see if your school is accredited at [www.ope.ed.gov/accreditation/search.aspx](http://www.ope.ed.gov/accreditation/search.aspx)

Candidates who are graduates of colleges and universities outside the United States of America must contact the certification department to confirm the accreditation status. Call 800-344-8096 or email us at [certification@ncmahq.org](mailto:certification@ncmahq.org).

Non-degreed candidates who have a minimum of 10 years experience may attach a written letter of request for waiver of the degree requirement.

**WHAT YOU NEED TO SUBMIT:** A copy of your transcript.

**REQUIREMENT #2:** At least one year of work experience in the contract management field.

**WHAT YOU NEED TO SUBMIT:** Complete the Relevant Work Experience section of the certification application.

**REQUIREMENT #3:** 80 continuing professional education (CPE) hours in contract or business management-related topics. For more details, see [www.ncmahq.org/certification/docs/CPE\\_requirements.pdf](http://www.ncmahq.org/certification/docs/CPE_requirements.pdf).

**WHAT YOU NEED TO SUBMIT:** Copies of documents verifying that you completed 80 CPEs in contract or business management-related topics. Certificates of completion and/or transcripts are preferred.

# NCMA Certification Application



## Personal Information

If your transcripts, diploma, or certificates of completion identify you by a name other than the one you are applying under, please submit a copy of court records, marriage certificate, etc.

NCMA MEMBER?  YES  NO

DO YOU HAVE ANY OTHER NCMA CERTIFICATIONS?  YES  NO IF YES, WHICH ONE(S)? \_\_\_\_\_

CERTIFICATION/MEMBERSHIP NUMBER

CHAPTER

PREFIX

FIRST NAME

MIDDLE

LAST NAME

NICKNAME

## Primary Contact Information (Required)

HOME  BUSINESS

COMPANY NAME (IF APPLICABLE)

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

E-MAIL (REQUIRED)

## Secondary Contact Information

HOME  BUSINESS

COMPANY NAME (IF APPLICABLE)

STREET ADDRESS

CITY

STATE

ZIP

TELEPHONE

FAX

E-MAIL

## Application Fee (nonrefundable)

Examinations must begin within a one-year eligibility period following the date of acceptance into the program. If certification is not actively sought in that period, eligibility will be revoked. Upon acceptance to the program, all candidates will be given instructions by e-mail on scheduling examinations at the nearest testing center. To find the nearest center, candidates may follow the directions under the FAQs on the NCMA certification Web site.

\$150 MEMBER  \$260\* NONMEMBER

**\*Nonmembers:** Join NCMA now and immediately qualify for the discounted member rate for exam fees, study materials, education seminars, e-courses, conferences, etc.

## Membership Type (For new members only)

\$130 NEW MEMBER (One Year) Includes a one-time \$20 initiation fee.

\$65 NEW ASSOCIATE MEMBER (One Year) Includes a one-time \$20 initiation fee. This membership is for those individuals who earn no more than an annual gross income of \$45,000. Also available to unemployed members.

## Payment Method

CHECK ENCLOSED (PAYABLE TO NCMA) # \_\_\_\_\_  VISA  MASTERCARD  AMEX  DISCOVER

ACCOUNT NUMBER

EXPIRATION DATE

TOTAL AMOUNT

NAME ON CARD

SIGNATURE

## For Office Use Only

|                      |  |        |               |
|----------------------|--|--------|---------------|
| Application Received |  | Notes: | Approval Date |
| Batch #              |  |        |               |

## Education

If you already possess another NCMA certification, you may skip this page.

Evidence of completion of bachelor's degree or higher must be submitted and may be either a copy of diploma or transcripts (official or unofficial). To check if your institution is accredited, visit [www.ope.ed.gov/accreditation/search.aspx](http://www.ope.ed.gov/accreditation/search.aspx)

| UNIVERSITY | CITY | STATE | DEGREE | GRADUATION YEAR | ACCREDITED? |
|------------|------|-------|--------|-----------------|-------------|
| 1.         |      |       |        |                 |             |
| 2.         |      |       |        |                 |             |
| 3.         |      |       |        |                 |             |

## Work Experience

List the contract management-related positions you have held, **starting with the most recent position**. List must include at least one year of experience; additional positions may be included on an attachment.

| EMPLOYER | POSITION HELD | FROM | TO | SUPERVISOR | SUPERVISOR'S E-MAIL | SUPERVISOR'S PHONE NUMBER |
|----------|---------------|------|----|------------|---------------------|---------------------------|
| 1.       |               |      |    |            |                     |                           |
| 2.       |               |      |    |            |                     |                           |
| 3.       |               |      |    |            |                     |                           |

## Related Education and Training

Please list AND attach verification of 80 hours of continuing education in contracts management-related topics. Supporting documents must be marked or highlighted clearly to match the hours listed below. To list additional hours, copy this page and fill in your extra hours. For more information on CPEs, including a list of acceptable topics, please download the interpretation of the CPE Guidebook at [www.ncmahq.org/certification](http://www.ncmahq.org/certification).

| COURSE TITLE | PROVIDER | LOCATION | DATES              | CPE HOURS |
|--------------|----------|----------|--------------------|-----------|
| 1.           |          |          |                    |           |
| 2.           |          |          |                    |           |
| 3.           |          |          |                    |           |
| 4.           |          |          |                    |           |
|              |          |          | <b>TOTAL HOURS</b> |           |

# Contract Management Code of Ethics

Each member of the contract management profession (“the profession”) accepts the obligation to continuously improve one’s professional knowledge and job performance in the field of contract management, and to abide by the letter and spirit of the ethical standards set forth below.

## Each member of the profession shall:

1. Strive to attain the highest professional standard of job performance, to exercise diligence in carrying out one’s professional duties, and to serve the profession to the best of one’s ability.
2. Conduct oneself in such a manner as to bring credit upon the profession, as well as to maintain trust and confidence in the integrity of the contract management process.
3. Avoid engagement in any transaction that might conflict or appear to conflict with the proper discharge of one’s professional duties by reason of a financial interest, family relationship, or any other circumstances.
4. Comply with all laws and regulations that govern the contract management process in the jurisdictions in which one conducts business, including protection of competition-sensitive and proprietary information from inappropriate disclosure.
5. Keep informed of developments in the contract management field, utilizing both formal training and ad hoc means, to continuously increase knowledge, skill, and professional competence.
6. Share one’s knowledge and experience openly to contribute to the development of other professionals, improve performance quality, and enhance public perception of the profession.
7. Not knowingly influence others to commit any act that would constitute a violation of this code.

## Application Checklist

Submitted applications and documents will NOT be returned to candidates. Be sure to make a copy of all materials for your records. Application must contain:

- Evidence of degree
- Evidence of 1 year work experience
- Evidence of 80 continuing professional education hours
- Signed and completed application form
- Nonrefundable application fee

Update your primary e-mail settings to receive important e-mails from [certification@ncmahq.org](mailto:certification@ncmahq.org) regarding your application status during the certification process.

Failure to submit a completed, organized, and legible application with the appropriate documentation will delay your application process. Incomplete applications will be held by NCMA for three months unless otherwise noted. Candidates who wish to apply after their application has been terminated MUST resubmit the application, application fee, and appropriate documents. Once this application is approved, candidates will have one year to complete the certification process.

## Affirmative Signature

I hereby affirm that all the statements and information set forth herein are true and correct to the best of my knowledge. I understand that any falsification or willful misrepresentation or omission tending to mislead NCMA will forfeit my rights to certification as a Certified Commercial Contracts Manager. I have read and understand the contents and professional implications of the Contract Management Code of Ethics and by signing this application, agree to be bound by the Code of Ethics.

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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NAME TO APPEAR ON CERTIFICATE (PLEASE PRINT) \_\_\_\_\_

Send completed application and supporting documents to:

NCMA  
Attn: Certification Department  
21740 Beaumeade Circle, Suite 125  
Ashburn, VA 20147

**OR** Fax: 703-448-0939  
**OR** E-mail: [certification@ncmahq.org](mailto:certification@ncmahq.org)