

Application Form

A **certified federal contracts manager (CFM)** shows that you are knowledgeable about the practice of contracts management in the federal environment.

A **certified commercial contracts manager (CCM)** 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 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.asp.

WHAT YOU NEED TO SUBMIT: A copy of your college degree or diploma **OR** a completed Request for Waiver of Degree form and a letter of recommendation from your work supervisor supporting your candidacy. You can find the Request for Waiver form on page 6.

REQUIREMENT #2: At least 24 semester credits of business-related courses.

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

REQUIREMENT #3: At least two years of work experience in the contract management field.

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

REQUIREMENT #4: 120 continuing professional education (CPE) hours in contract or business management-related topics. For more details, see www.ncmahq.org/certification/docs/CPE_requirements.pdf.

WHAT YOU NEED TO SUBMIT: Copies of documents verifying that you completed 120 CPEs in contract or business management-related topics. Certificates of completion and/or transcripts are preferred.



NCMA Certification Application



This is an interactive form. Choose the hand/edit tool. Place your cursor in the first form field to begin. Tab to advance fields. Return or right click for check mark. You can not save data on this form. Please print out a second copy of your completed form for your own records. Please type or print neatly.

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		DATE OF BIRTH (REQUIRED)
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 two-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 (First certification) \$260* NONMEMBER (First certification)

***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 \$35,000. 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

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.asp.

UNIVERSITY	CITY	STATE	DEGREE	GRADUATION YEAR	ACCREDITED?
1.					
2.					
3.					
4.					

Work Experience

List the contract management-related positions you have held, **starting with the most recent position**. List must include at least two years of experience; additional positions may be included on an attachment. Candidates submitting a Request for Waiver form must list at least 10 years of contract management work experience.

EMPLOYER	POSITION HELD	FROM	TO	SUPERVISOR	SUPERVISOR'S E-MAIL	SUPERVISOR'S PHONE NUMBER
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Business Credits

Evidence of 24 semester credit hours in business-related courses must be submitted and may either be a copy of transcripts or certificates of completion (official or unofficial). Supporting documents must be marked or highlighted clearly to match the credit hours list below. To check if your institution is accredited, visit www.ope.ed.gov/accreditation/search.asp.

COURSE TITLE	INSTITUTION	DATES	ACCREDITED?	CREDIT HOURS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
			TOTAL CREDIT HOURS	

Related Education and Training

Please list AND attach verification of 120 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.

COURSE TITLE	PROVIDER	LOCATION	DATES	CPE HOURS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
			TOTAL HOURS	

Request for Waiver Form

To be completed by applicant's supervisor. On company letterhead, please submit a letter of recommendation to the Certification Department at **21740 Beaumeade Circle, Suite 125, Ashburn, VA 20147**. The letter should include reasons you feel the candidate's work experience in contract management should be considered by NCMA and is sufficient in lieu of a bachelor's degree. Candidate must list at least 10 years of contract management work experience. Please attach this page when submitting. Waiver form and letter of recommendation may be submitted along with candidate's application package, if you wish to do so.

APPLICANT NAME	APPLICANT TITLE	YEARS EMPLOYED WITH COMPANY
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COMPANY NAME	STREET ADDRESS	CITY	STATE	ZIP
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NUMBER OF YEARS APPLICANT HAS WORKED IN CONTRACT MANAGEMENT

SUPERVISOR/DIRECTOR NAME	SUPERVISOR/DIRECTOR TITLE
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SUPERVISOR'S PHONE NUMBER	SUPERVISOR'S E-MAIL
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SUPERVISOR'S SIGNATURE	DATE
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NCMA 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 NCMA 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 or request for waiver form with letter of recommendation
- Transcripts showing 24 semester credit hours in business-related courses
- Evidence of 2 years work experience
- Evidence of 120 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** 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 six months unless otherwise noted. Candidates who wish to apply after their application has been terminated MUST resubmit the application, application fee, and appropriate documents.

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 Federal Contracts Manager. I have read and understand the contents and professional implications of NCMA’s Code of Ethics and by signing this application, agree to be bound by the Code of Ethics.

SIGNATURE

DATE

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