

A **Certified Commercial Contract manager (CCCM)** validates your education, training, experience, and knowledge of the *Uniform Commercial Code*.

**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 website at [www.ncmahq.org/certification](http://www.ncmahq.org/certification) or call 800-344-8096.

## ELIGIBILITY

**REQUIREMENT #1:** A bachelor's degree from a regionally accredited institution.

For degrees from colleges and universities outside the U.S., include a determination of equivalency from World Education Services, [www.wes.org](http://www.wes.org) or similar nonprofit organization.

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 (or for non-degreed candidates, a request for waiver).

**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 and include a copy of your CV or resume.

**REQUIREMENT #3:** 80 continuing professional education (CPE) hours in contract or business management-related topics. For more details, see **our CPE Guide**.

**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.





### Personal Information

If your transcripts 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.

PREFIX	FIRST NAME	MIDDLE	LAST NAME	NICKNAME
MEMBERSHIP NUMBER		CHAPTER		
<b>NCMA MEMBER?</b>		<input type="radio"/> YES <input type="radio"/> NO		
<b>DO YOU HAVE ANY OTHER NCMA CERTIFICATIONS?</b>		<input type="radio"/> YES <input type="radio"/> NO		<b>IF YES, WHICH ONE(S)?</b> _____

### Contact Information (Required)

HOME  BUSINESS

COMPANY NAME (IF APPLICABLE)	STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE	FAX		E-MAIL (REQUIRED)	

### Application Fee (nonrefundable)

Examinations must be taken 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 website.

\$150 MEMBER BENEFIT FEE  \$350 REGULAR FEE

### Payment

To pay for your certification application, please click [here](#).

If you do not have an NCMA user profile, you will need to create one prior to submitting payment by [clicking here](#).

## 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 (official or unofficial copies of transcripts). To check if your institution is accredited, visit <https://ope.ed.gov/accreditation/search.aspx>. For degrees from colleges and universities outside the U.S., include a determination of equivalency from World Education Services, [www.wes.org](http://www.wes.org) or similar nonprofit organization.

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

## Work Experience

List all contract management-related positions you have held, starting with the most recent position. The list must include at least one year of experience. Additional positions may be included on an attachment. Documentation should include CV or resume to verify that you meet the minimum experience requirement.

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, fill in your extra hours, and include it as an attachment. For more information on CPEs, including a list of acceptable topics, please download the interpretation of the **CPE Guide**.

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 **here**.

## CCCM Certification Application Submittal Procedures

Scan and email the following documents to **certification@ncmahq.org**:

- CCCM Application
- REQUIREMENT # 1 – Education (college/university transcripts) or written waiver request
- REQUIREMENT # 2 – Work Experience (provide CV or resume, employer records preferred)
- REQUIREMENT # 3 – 80 CPE Hours
- REQUIREMENT # 4 – Submit payment online for the certification application by clicking **here**

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 three months unless otherwise noted. Applications will be destroyed after holding period. Candidates who wish to apply after their application has been terminated **MUST** resubmit the application, application fee, and appropriate documents.

For additional assistance please contact the NCMA Certification Department at 800-344-8096 or **certification@ncmahq.org**.

## 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 certification rights. 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. **My typed full name is a signature for this form.**

---

FULL NAME

DATE

Please email completed application and supporting documents to: **certification@ncmahq.org**.