Recertification Application Form

Certification is a mark of distinction. It sets the credentialed individual and his or 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.

Requirements

All designees (i.e., CCCM, CFCM, and CPCM) are required to recertify by December 31 of the fifth year following certification, and every five years thereafter. Requirements are 60 hours of contract management/business management training.

Application Form Instructions

List education, seminars, or other training, and submit verification evidence for each item listed. Examples of verification evidence include attendance rosters, copies of certificates, copies of official personnel records reflecting attendance, written verification from the sponsoring organization, copies of cancelled checks for symposia fees, verification by your employer, etc.

If the application is complete, the entire recertification application review process can take up 15 business days. During the Certification Department’s busy season (November–March), the review process can take up to 30 business days. If the candidate’s application is incomplete or missing information, the process can take longer. The Certification Department will notify those who are missing information via e-mail when their applications are reviewed.
Recertification 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?  O YES  O NO

CERTIFICATIONS:
O CPCM  O CFCM  O CCCM

PREFIX  FIRST NAME  MIDDLE  LAST NAME  NICKNAME
MEMBERSHIP NUMBER  CHAPTER  DATE OF BIRTH (REQUIRED)

Primary Contact Information (Required)
O HOME  O BUSINESS

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

Important Recertification Milestones
• December 31. To remain in good standing, recertification candidates must submit their recertification application and fee by December 31 of the year in which recertification is due.
• January 1–March 31. Between the period of January 1 and March 31 following the recertification date, an additional nonrefundable fee of $75 will be assessed.
• April 1. After March 31, the certification(s) will be expired. If an active certification is desired, the current certification process must be followed.

Application Fee (Nonrefundable)
O $95  MEMBER BENEFIT FEE
O $145  REGULAR FEE
O $75  LATE FEE

Payment
IMPORTANT: If you hold more than one certification designation, you are only required to pay the recertification fee, once.

To pay for your CPCM recertification application, please click here.

To pay for your CFCM recertification application, please click here.

To pay for your CCCM recertification application, please click here.

***If you are recertifying between the period of January 1 and March 31 following you are required to pay a late fee.***

IMPORTANT: A recertification fee is required for each expiring certification designation.
### Related Education and Training (within the last five years)

Please list and attach verification of required 60 hours of contract management/business management training.

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**TOTAL HOURS**
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.

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:

- Signed and completed application form
- Nonrefundable application fee
- Documentation showing 60 continuing professional education hours

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 re-certification. 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