



# Table of Contents

@	1
Structure of the CMIT Program	2
Disclaimer	3
o @	3
u #	3
# h U )	4
Steps to Become a CMIT Level 2 (CMIT L2)	4
# - k	4
#U@O h	5
Application Review and Acceptance Process	
CMIT L2 Examinations Process	
Providing Letters of Experience	
Application Expiration / Candidacy Duration	
Expired Application Processing (Re-application)	
Auditing of Applications	
CMIT Committee Statement of Non-Discrimination	
Confidentiality	
# 7	7
Application Withdrawal or Refunding	
o #U@O -	8
CMIT L2 Exam Format and Results	

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The Construct on Manager Cert fcat on Inst tute (CMCI®) is a not-for prof t organizat on that was formed to promote the profession of Construct on Management (CM) and the use of qualif ed Construct on Managers on projects. CMCI is a wholly owned subsidiary of the Construct on Management Associat on of America (CMAA™). The Construct on Manager-in-Training (CMIT®) program is a cert f cate program administered and maintained by CMCI.

The mission of the CMIT program is to recognize early and mid-career professionals who have displayed high educat onal achievement and the desire to learn how to become competent, successful construct on managers.

### The purpose of the CMIT program is to devel

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### encouraged for the following persons:

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 their competence as a CM.

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 accredited Engineering, Architecture, or  
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The CMIT program works to cont nuously promote and enhance the expanding community of professionals and students in the CM industry by encouraging professional growth, facilitat ng new connect ons, and of ering guidance through mentorship.

The CMIT is a professional credent al recognizing pract t oners who have displayed high educat onal achievement and the desire to learn how to become competent, successful Construct on

Managers. The CMIT is divided into 4 sequent al levels, with each level demonstrat ng growing

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# Structure of the CMIT Program

The CMIT program is divided into 4 sequential

## Disclaimer

CMIT L2s who have earned their certificates through CMCI have met the standards for the CMIT L2 program, as defined in this handbook. Prior to granting any CMIT designation, CMCI reviews all applications and information provided by the applicant. In addition to having their application reviewed and approved, all active CMIT L2s have also passed comprehensive examinations on CM practices.

All CMIT exams are administered on an online platform. Successful achievement of a passing score is required on each CMIT exam for an individual to earn the CMIT designation for that level. In addition, all candidates and CMIT certificate holders are required to abide by the [CMIT Conditions and Conduct Agreement](#).

CMCI staff administers and manages the CMIT program. The CMIT Committee governs and provides oversight for the program. The Committee is made up of CMIT certificate holders and industry volunteers.

CMIT's are not employees of the CMCI and CMCI does not represent or warrant the quantity or quality of services pre-not tmit e

and or commitments that might create the appearance of:



The CMCI Board of Governors, CMIT Committee, and CMCI staff will ensure that in its dealings with all constituents that they are and will remain impartial.

## Trademarks and #

The letter sequence, CMIT, has been registered with the United States Patent and Trademark Office since March 25, 2017. This trademark, the CMIT designation, is protected under U.S. and international law and any unauthorized uses are prohibited. Violators are subject to prosecution under applicable laws. In order to use the CMIT designation, individuals or organizations must have prior, specific approval in writing from the certification office. If in current good standing and having been awarded the CMIT certificate/designation by CMCI, the certificant may represent himself/herself as a CMIT.

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CMAA defines Construction Management as a professional service that applies effective management techniques to the planning, design, and construction of a project from inception to completion for the purpose of controlling time, cost, and quality

Program management is the practice of professional construction management applied to a capital improvement program of one or more projects from the program's inception to completion. Comprehensive Construction Management services are used to integrate the different facets of the construction process - planning, design, procurement, construction, and activation - for the purpose of providing standardized technical and management expertise on each project

A professional Construction Manager manages the entire project and program with pre-planning, design, construction, close out, and management expertise that can assure the best possible project outcome no matter what type of project delivery method is used

CMIT applicants should submit their application [online](#), but may also submit the application by mail, or by faxing the application to CMCI. Applicants must provide phone and email contact information to facilitate email in confirming receipt of application and any necessary phone contact during or following the application process. Applicant \_\_\_\_\_ at \_\_\_\_\_!

Applicants may \_\_\_\_\_ they \_\_\_\_\_ eligibility requirements. It is \_\_\_\_\_ submit \_\_\_\_\_ the form of \_\_\_\_\_ of \_\_\_\_\_ s \_\_\_\_\_ eat on \_\_\_\_\_ lling

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## Steps to Become a CMIT Level 2 (CMIT L2)

Below are the steps to earn the CMIT L2

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4. h \_\_\_\_\_ #U@O
5. h \_\_\_\_\_

Applicants for a CMIT level must meet the eligibility requirements for that level prior to submitting their application

**To begin CMIT Level 2:**



To be eligible for additional CMIT levels, a candidate must complete all requirements for all previous levels

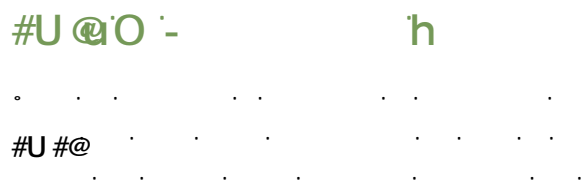
## #U@O Procedures

CMIT L2 applications may be filled out online, printed and mailed, or faxed along with required documentation and payment as noted on the application. All signatures must be submitted by the applicant and statements in the application agreed to, as provided in the CMIT L2 application. As part of the CMIT L2 application, the applicant is required to provide a letter of support from a supervisor, superior officer, or an active Certified Construction Manager (CCM). The letter of support is separate from the letter(s) of experience. If a candidate does not include sufficient documentation of experience in their application, then the letter(s) of experience are required. Along with meeting the eligibility requirements, CMIT candidates are required to agree to the CMIT Conditions and Conduct Agreement, as noted in the CMIT L2 application.

Applications may be rejected for several reasons including: incomplete application, eligibility criteria not satisfied, or application fee payments outstanding. A letter of explanation will be emailed to the applicant specifying reasons for non-advancement if their application is rejected. Applicants are encouraged to make sure to include all required documentation with their application to avoid denial and/or delay.

## Acceptance Process

Once CMCI receives the application and processing fee, staff will review the entire packet for completeness and adequacy. If there is any missing material or information in the application, a detailed status report will be emailed to the applicant requesting additional information or clarification be provided. After the application is received with the required and supporting documentation that meets all eligibility requirements and the payment has been approved, an "advancement to candidacy" email will be sent to the applicant, providing instructions for how to access the online study material and examination.



**online modules for:**

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- Cost Management Guidelines\*\***
- @ -#@
- Part 1**
- @ -#@
- Part 2**
- M # o
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**the online portal, take the three (3) CMIT L2**

CMIT L2 candidates are given three (3) attempts to pass each examination. On each attempt, they will be given two (2) hours to complete it. A score of 80% is required to pass each examination. Please note that scores are not rounded up and a score of at least 80% is required to pass each

exam and earn the CMIT L2 designation. Candidates must complete all examination attempts within one year from when their application is submitted, but the candidate can take the exams any time between when they receive the instructions to one year from when their application was submitted.

After three (3) unsuccessful attempts on an exam, the individual will have to re-apply by submitting a new application and pa





<p><b>CMIT Level 2 (CMIT L2)</b> <b>Effective January 1, 2020</b></p>		
<p><b>CMIT L2 APPLICATION</b> (includes study material and exam)</p>		
<p><b>CMIT L2 k-° hh@#° u@ V</b> (for expired applications)</p>		

## About the CMIT L2

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The three (3) CMIT L2 exams are computer-based tests and are currently only being offered in the English language. The exams are each comprised of 20 questions in the form of multiple choice questions with four response alternatives (A, B, C and D). One of the possible answers represents the single best response and credit is granted only for selection of this best response.

CMIT L2 candidates are given three (3) attempts to pass each examination. On each attempt, candidates are given two (2) hours to complete it. Candidates who finish in less than the allotted two (2) hours can submit their answers once the examination has been fully completed. A response is required for all questions before an

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All exam materials are the property of the CMCI. Reproduction and distribution of any exam questions by an applicant or any unauthorized persons is strictly prohibited. Distribution of any CMIT exam materials by a CMIT or a CMIT candidate is grounds for removal from the program and/or revocation of all CMIT designations.

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An online version of the CMIT L2 certificate will be immediately available after all CMIT L2 examinations are completed with passing scores and the candidate has provided letters of experience verifying at least six (6) months of experience in professional practice, quality management, and cost management. Specific instructions for how to access the CMIT L2 certificate will be included in the email that CMCI will send to all new CMIT L2s.

CMIT L2 Digital Badge

CMIT L2s will receive an email from CMCI's partner organization, Acclaim, inviting them to accept and claim their digital badge. A digital badge is a way for CMIT L2s to exhibit their achievement and showcase their knowledge and experience. Digital badges can be displayed in emails, social media sites, and in online resumes or electronic documents. For more information about digital badging, please see CMAA's [website](#).

Mentor Program

After an individual successfully becomes a CMIT, they will be given access to the CCM mentor directory, which enables CMITs to expand their networks and connect with leading industry professionals. CMITs are welcome to continue to use the mentor directory as they move to Levels 2, 3, and 4. For more information about the CMIT Mentor Program, please see CMCI's [Mentor Handbook](#).

## Professional Ethics and Investigation

As a credible credentialing organization, CMCI and the CMIT Committee are committed and obligated to protect and defend the certificate program provided by the CMCI. Every candidate and CMIT certificate holder must adhere to the CMIT Conditions and Conduct Agreement.

When it is believed that a CMIT has violated the CMIT Conditions and Conduct Agreement, the first step is to complete the CMCI Complaint Form. The form may be obtained by calling or writing to the CMCI Office.

For more information, please contact the CMCI Office at [703-437-7777](tel:703-437-7777).

[cmi@maanet.org](mailto:cmi@maanet.org)

Please include all suitable documentation in support of this complaint. Upon receipt, the CMIT Committee will determine whether an inquiry can be initiated under its authority. Please understand that the CMIT Committee will consider matters regarding possible violations of the CMIT Conditions and Conduct Agreement, including falsification of applications.

The CMIT Committee shall have the power to, but shall not be obligated to, investigate all allegations of unprofessional and unethical conduct that may be harmful to colleagues, owners, clients, the public, or that otherwise may be contrary to the objectives of the CMIT Conditions and Conduct Agreement provided that such allegations are made in writing and are signed by the complainant. If during the course of its investigation the Committee determines there may be additional violations of the code, the committee may investigate and reach appropriate findings regarding the additional violations.

Matters involving fraudulent use of the designation will be investigated and aggressively pursued by CMCI.

## CMIT Conditions and Conduct Agreement

Any individual found to have breached the [CMIT Conditions and Conduct Agreement](#) is subject to revocation of CMIT status. Information on a certificate holder supporting a complaint of noncompliance may be submitted from any source. A complaint in writing received by the CMCI staff will be referred to the CMIT Committee for investigation.

Anyone looking to submit a complaint may do so in writing to [cmi@maanet.org](mailto:cmi@maanet.org).

Following receipt of an official notice of non-compliance from CMCI, the CMIT will have a 30-

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Current Employer: \_\_\_\_\_ N/A

Posit on/Title: \_\_\_\_\_

Employer Address Street: \_\_\_\_\_

Employer City, State, and Zip Code: \_\_\_\_\_

Work Number: \_\_\_\_\_ Work Email: \_\_\_\_\_

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Name of School: \_\_\_\_\_ N/A

Field of Degree Earned/Working Towards: \_\_\_\_\_

Year Graduated/Expected Graduat on Date: \_\_\_\_\_

## o #U@O # and Conduct Agreement

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- I hereby certify that I have read all portions of any CMIT handbook and application and believe I am in compliance with all policies related to the CMIT program
- I affirm that the information I submit on the CMIT L2 application and any documents I have enclosed or forwarded, are complete,





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The CMIT Level 2 application fee is \$185 for CMAA Members and \$215 for Non-CMAA Members  
Payment of this non-refundable fee is required for processing this application

**Check which box applies:**

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Applicant's Name (Please Print): \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Billing Address Street: \_\_\_\_\_

Billing City, State, and Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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