

Certified Manager of Commercial Properties™ (CMCP™) Frequently Asked Questions

APPLYING FOR THE CMCP

Who is the CMCP certification intended for?

The Certified Manager of Commercial Properties is designed for early-career property managers (ideally, 1-5 years' experience). It measures a professional's knowledge, skills and abilities based on an exhaustive job/task analysis of the property management profession.

What are the eligibility requirements for a CMCP candidate?

The minimum qualifications for a CMCP candidate are:

Requirements	Degree	Experience	Professional Development
Option 1	4-Year College	1 year	30 hours
Option 2	2-Year College	2 years	30 hours
Option 3	no degree	4 years	30 hours

How do I complete the CMCP application?

The application includes five sections.

1. Candidate Information
 - Complete this section as fully and clearly as possible.
 - The name on your application should match the ID you will present at the testing center.
 - After submitting the application, notify CRECI of any changes by sending an e-mail to APPLY@CRECI.ORG
2. Academic Achievement
 - If you apply using Option 1 or Option 2 as described above, you must either include a copy of your diploma or arrange for your college to send official transcripts directly to CRECI. Electronic transcripts can be sent to APPLY@CRECI.ORG.
 - If you attended more than one college, we only require information from the degree-granting institution.
3. Professional Development & Training
 - Complete this section by listing professional development amounting to at least 30 hours over the past three years.
 - For each program listed, identify which of the 7 competency domains the training applies to. Each program must align with at least one domain, but you may select multiple.
 - Provide a copy of a completion certificate or other evidence of completion for each program.
4. Work Experience in Professional Property Management
 - List your employment history amounting to at least the minimum described in the qualification option listed above.

- Have your supervisor from each position validate your work with a signature. Electronic signatures are acceptable.
 - If a previous employer is not available to validate, your current supervisor may sign instead ONLY if he or she has knowledge of your work in that position.
5. Affidavit
 - Review and initial each of the five items listed on the affidavit page of the application.
 - Read, sign, and date the statement.
 6. Submit Application and Payment
 - Once your application is complete, submit the application and payment to APPLY@CRECI.ORG, or use the online portal.

What programs qualify for the 30-hour education requirement?

The 30 hours of education can come from any source as long as you can verify you completed the training with a certificate of completion or some other proof of completion. CRECI does not recommend any one course over another, but following are some options. Any RPA course or BOMA's Foundations of Real Estate Management course satisfies the requirement, as well as corporate training, real estate licensing, and other courses offered by associations, institutions, and organizations offering commercial real estate education, including BOMA local associations.

BOMA International and BOMI International have created an online CMCP Exam Preparation course that satisfies the 30-hour requirement and helps prepare candidates for the CMCP exam, all in one step. College courses do not count as professional development. All education must be completed within 3 years of applying for CMCP.

What type of work experience qualifies toward the experience requirement?

All experience listed on the candidate application should be related to commercial property management. Experience as an assistant property manager or similar roles also qualify, as long as the experience relates to the property management knowledge, skills, and abilities identified in the seven competency domains listed in the CMCP exam blueprint.

Should I include all my employment history, even roles not related to property management?

Just the information related to achieving the certification needs to be included. The experience you list on your application must be in the commercial real estate industry. Experience as a residential manager does not qualify.

I'm having trouble acquiring signatures for all my previous employers. Is this information required?

All experience listed, up to the amount required to qualify as a candidate, must be validated. For example, if you have no college degree, we must be able to validate at least four years of experience. It is preferable to have the supervisor listed sign to validate your experience. In some cases, however, your current supervisor may have direct knowledge of your previous employment and would thus be able to sign for that experience. In all cases, please be sure to include a phone number for the business.

My college degree is not in property management. Does this qualify?

Any degree from an accredited college or university will qualify.

Does a Bachelor's degree in property management qualify as industry-specific professional development to satisfy the 30-hour education requirement?

Colleges courses do not qualify as professional development. Programs that do qualify include courses offered by industry organizations, corporate training programs, real estate licensing courses, among others. For more details, see <http://www.creci.org/information-and-resources>.

I have a degree and four years of experience. Should I still submit my college transcripts?

You do not need to submit your transcript. However, some candidates whose experience spans several employers find it a simpler process to validate just their current employment and then order and submit their transcripts. This is an acceptable option.

Do you accept electronic transcripts?

Yes. In fact, electronic transcripts tend to be easier for you to order and quicker for CRECI to receive. It is the preferred method for sending transcripts. Please instruct your college or university to send the transcript to APPLY@CRECI.ORG.

I am unable to obtain a copy of my college transcript. Will CRECI accept any other verification?

As an alternative, you may also send a photo of your college diploma.

If I don't have a certificate from a training program I've completed, can I still list it?

All of your training needs to be verifiable. If a certificate is not offered, other forms of verification include an exam score report or a confirmation letter/e-mail from the training provider.

Do you accept degrees from colleges outside the United States?

Yes. However, because international degrees are not always equivalent to those in the US, there will be an extra step for your degree to qualify. You will need to have your transcript validated as equivalent through a third party service. There are several organizations that provide this service. CRECI does not recommend one over another, but can provide a list of options:

- Academic and Professional International Evaluation, Inc. (APIE), <http://apie.org/>
- Academic Credentials Evaluation Institute, Inc. (ACEI), <http://www.acei-global.org/>
- American Education Research Corporation, Inc. (AERC), <http://www.aerc-eval.com/>
- Bruscan Educational Information Services, <http://www.bruscan.com/>
- Center for Educational Documentation, Inc. (CED), <http://www.cedevaluations.com/>
- Educational Perspectives (EP), <http://www.edperspective.org/>
- Foundation for International Services, Inc. (FIS), <http://www.fis-web.com/>
- Globe Language Services, Inc., <http://www.globelanguage.com/>
- International Education Research Foundation (IERF), Credentials Evaluation Services, Inc., <http://www.ierf.org/>
- Josef Silny & Associates, <http://www.jsilny.org/>
- SpanTran: The Evaluation Company, <http://www.spantran.com/>
- World Education Services, Inc. (WES), <http://www.wes.org/>

Each organization will have variances in their policies. You should contact the agency for current information, procedures, and costs. We do require that the degree evaluation report must state that the degree is equivalent to the bachelor's degree conferred by a **US "regionally accredited" college or university**.

More background on this is available from the US Department of Education:

<https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>.

They also provide a list of organizations that perform the needed review.

ABOUT THE EXAM

What will I be tested on?

All exam questions are based on the CMCP Exam Blueprint. [Click here to download a copy of the CMCP Exam Blueprint](#). The blueprint is detailed. For a broader look the 7 competency domains are:

- **Financial Acumen:** Accounting principles, financial management and reporting, capital projects
- **Leasing:** Lease management, execution and terminology
- **Policies and Procedures:** Risk management, voluntary and regulatory compliance, ethical best practices, and security
- **Building Maintenance:** Building systems, contract strategies, project management, property maintenance, capital projects
- **Internal Building Relationships:** Owners, occupants, staff, vendors
- **External Building Relationships:** Asset manager, professional networking, civic involvement, media relations
- **Integrated Competencies:** Innovation, organization, service orientation, communications

The CMCP exam reflects rigorous standards, best practices, and ongoing research, including a comprehensive job task analysis for commercial property operations and management.

What do I need to know about the CMCP exam?

The CMCP examination is comprised of 125 multiple-choice questions, of which 100 questions are scored and 25 questions are considered pretest. Pretest questions are unscored questions and do not affect the score. They are used in examinations as an effective and legitimate way to test the validity of future examination questions. All questions are randomly placed throughout the examination.

All questions have one correct answer. The examination is strictly pass/fail based on the number of correct answers. Candidates have 2 hours 15 minutes to complete the CMCP examination.

How do I prepare for the exam?

A partial list of optional exam preparation resources from third parties is listed below. CRECI does not offer courses for the CMCP examination.

- [CMCP™ Prep Course developed by BOMA and BOMI](#)
- Any [BOMI RPA course](#)

- [BOMA's Foundations of Real Estate Management Course](#)
- Real estate licensing course
- Corporate training courses
- Courses offered by BOMA local associations and other real estate associations
- Courses from other organizations or institutions that offer commercial real estate education and training.

SCHEDULING AND TAKING THE CMCP CERTIFICATION EXAM

I submitted my application. When do I find out if I'm approved? What's next?

CRECI will evaluate your application and inform you of your status within 10 business days.

The certification exam is administered by Pearson VUE. Once approved as a candidate, you will receive information on scheduling your exam and a link to the CMCP portal on the Pearson VUE website. You will need to create an account using your CRECI ID, which you will receive when confirmed as a candidate. [Click here](#) to find a Pearson VUE Testing Center near you.

There are no available appointments at my Pearson VUE testing center. What do I do?

Your best option is to call Pearson VUE at 866-998-2664. They are available Monday through Friday, 7:00 AM to 7:00 PM Central time.

What happens if I need to reschedule my exam?

If you must reschedule your examination date, you will be charged a \$125 administrative fee unless you contact Pearson VUE to reschedule at least 48 hours prior to the original exam date.

What if I want to withdraw my CMCP application or cancel my exam date?

If cancellation is received at least 48 hours prior to the scheduled exam date, you will receive a refund of exam fees less a \$75 administrative fee.

If cancellation is received less than 48 hours prior to the scheduled exam date, you will receive a refund of exam fees less a \$125 administrative fee.

If your application is not approved, you will receive a refund of exam fees less a \$75 administrative fee.

Once your cancellation is confirmed, you are no longer eligible for admission to the exam.

What should I bring to the testing center?

- You need two forms of ID, one of which must be a photo ID with a name and signature (for example, a driver's license or passport). The second form of ID must have your name and signature (for example, a credit card).
- The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. Check your exam notification to make sure.
- All required IDs must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID.

- If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam, please contact Pearson VUE customer Service at www.pearsonvue.com/contact. To view the full ID policy please visit <http://www.pearsonvue.com/policies/2s.pdf>.

AFTER THE EXAM

What happens after I complete the CMCP certification exam?

When you leave the Pearson VUE testing center, you will be given a printed report showing your score, an unofficial notice of your pass/fail status, and a breakdown of your performance based on the 7 competency domains. Within 24 hours, you should expect to receive an e-mail with the same information.

The results from Pearson VUE are unofficial. Within 5 business days, you should expect to receive confirmation from CRECI on your official status. If you've passed the exam, you will then receive a CMCP certificate in the mail identifying you as a Certified Manager of Commercial Properties. It is important that you update CRECI with any change in your contact information, such as a new employer, e-mail address, phone number, etc.

What if I don't pass the exam?

If you do not pass the CMCP exam, you may schedule a re-test as early as 30 calendar days after the most recent attempt. The retesting fee is \$295. Candidates can re-take the exam up to 3 times within a 12-month period. After 12 months, a waiting period of 1 year from the last exam date is required before the candidate can reapply.

How do I maintain my CMCP?

The CMCP certification cycle begins the day the candidate passes the examination and is granted the CMCP credential. The CMCP term is for 3 years; after this period, candidates must recertify.

Recertification requires candidates to earn and report 45 continuing education hours related to one or more of the CMCP exam competency domains, with at least 3 hours related to ethics. Candidates must also demonstrate industry currency through employment within 90 calendar days of applying for recertification. The recertification fee is \$325.

Overdue Recertification. Certificants have a 3-month grace period to renew their expired certification without penalty. An additional 3-month grace period may be provided with a \$100 charge in addition to the recertification fee. If the CMCP does not renew the certification after this period, he or she will be required to reapply for the certification and take the examination.

How do I contact CRECI about additional questions?

Contact CRECI at 1783 Forest Drive, #245, Annapolis, MD 21401, phone (410) 974-0364 or email info@creci.org. CRECI's web address is www.creci.org.