



Certified Manager of Commercial Properties (CMCP) Recertification Handbook

September 2019

The purpose of the Certified Manager of Commercial Properties™ (CMCP™) credential is to acknowledge property professionals who have demonstrated competency in key foundational principles in property management and operations.

The CMCP certification offers recognition that contributes to career advancement and brings added value to companies when onboarding new property managers and assessing industry knowledge and career potential.

Strategies for accomplishing the purpose of the CMCP include establishing requirements for the periodic renewal of certification, determining compliance with those requirements, and ascertaining that certificants meet ethical standards in the field of commercial real estate property management.

The Recertification Program was developed to ensure that CMCPs remain competent in the field of commercial real estate property management and related areas, and to encourage certificants to continuously enhance their knowledge, skills, and abilities.

CRECI is committed to impartiality and objectivity in every aspect of our operation. CRECI implements its policies and procedures in a fair manner among all candidates and certified individuals.

Recertification Terminology

Recertification Cycle: The 3-year cycle during which time an individual must obtain and earn the required number of continuing education units (CEUs), pay the recertification fees, and demonstrate industry currency through employment.

Anniversary Date: The date an individual successfully passed his or her initial certification exam, which is also the start date for the recertification cycle.

Grace Period: The 3-month period following the 3-year cycle and date during which certificants can 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. During the grace period, the credential is still considered active.

Candidates who do not recertify before the end of the grace period (6 months after the recertification due date) will be required to reapply for the certification and take the examination.

Recertification Requirements

Length	CMCP cycle is 3 years
Recertification Fee	\$325
Continuing Education Units (CEUs)	45 CEUs with at least 3 CEUs in ethics in commercial real estate property management. A CEU is defined as one clock hour
Employment	Must demonstrate current employment in the industry, which is defined as being currently employed or having your last employment end no later than 90 calendar days prior to applying for recertification
Application	The online application will include documentation of required CEUs and current employment as well as an attestation to

continue to adhere to the CRECI Code of Professionalism and Ethical Standards

Documentation Requirements

It is the responsibility of the certificant to keep track of recertification activities and to document CEUs with supporting documentation, such as certificates of completion.

CEUs must be earned within your recertification cycle and must be related to the CMCP body of knowledge as described by the CMCP certification domains, in order to be eligible for CEU credit.

Calculation of CEUs is based on clock hours. A course lasting 45-60 minutes will be accepted for 1.0 CEU. A course lasting 30-44 minutes will be accepted for 0.5 CEUs; a session lasting less than 30 minutes will not be accepted for CEU credit. A course time may be rounded up to the next 0.5 CEU increments if they are within 15 minutes. For example:

- 1.0 CEU for a program/course that is 1 hour 10 minutes
- 2.0 CEUs for a program/course that is 1 hour 45 minutes

CMCP Certification Content Domains

- **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, sustainability

Qualifying CEU Activities

CRECI recognizes that certificants engage in many different types of activities that help them maintain currency in their profession, demonstrate professional growth, and enhance their knowledge, skills and abilities in the field of commercial property management.

Below are examples of CEU activities that would qualify for professional development.

Continuing Education Category Types

Qualifying Activity	Description for Activity Log	Audit Documentation to Maintain	CEUs Credit Values
Completion of an education program such as a seminar, webinar, conference session, or workshop	Title, CMCP competency domain(s), date(s) attended, CEUs earned	Certificate of attendance showing date(s) and contact hours (CEUs)	1 CEU per 60 minutes of instruction
Completion of an academic course for college credit, such as a degree or non-degree college or university course	Name of college or university, course title, CMCP competency domain(s), date(s)_of course, college credits earned	Grade report from the school showing satisfactory completion of the course(s) with a grade of B or higher, plus course description showing class schedule	15 CEUs per credit hour of a semester course. 14 CEUs per credit hour of a trimester course 10 CEUs per credit hour for a quarter course
Completion of an academic, non-credit college course	Name of college or university, course title, CMCP competency domain(s), date(s) of course	Grade report from the school showing satisfactory completion of the course(s) with a grade of B or higher, plus course description showing class schedule	1 CEU per 3 hours of class time
Completion of a CRE certificate program	Name of organization or provider, program title, CMCP competency domain(s), date completed, length of program in hours	Certificate of completion showing date completed and credit hours earned, provider contact information, and contact hours Contact hours can alternatively be provided in a program description	1 CEU per 60 minutes of instruction
Authoring or editing a chapter for a textbook, workbook, manual, or other reference work	Title of chapter, title of book, name of organization, author or editor, date of	Copy of the chapter title page with the name of the author/editor and	5 CEUs per chapter (maximum of 50 CEUs per book)

for CRE property managers	publication, and CMCP competency domain(s)	copyright page to verify date of publication	
Delivery of a conference/course presentation relevant to CRE property managers	Event title, presentation or panel title, learning objectives, date, location, and CMCP competency domain(s)	Copy of speaker letter of invitation from organization to include presentation/panel and title and date	1 CEU per 60 minutes of presentation time Note that you may not submit more than one instance of the same presentation in a cycle
Independent study activities relevant to the CRE property manager profession, such as study groups or advanced research activities	Name, date, length of participation, and CMCP competency domain(s) for study groups and/or research activities	Evidence of participation in study groups and/or research activity along with a description of final outcomes	1 CEU per 60 minutes of participation 1 CEU per research activity/year.
Volunteer work on projects or organizations intended to advance the CRE property management profession. This work cannot be part of your full-time employment, and must relate to one or more of the CMCP competency domains	Name of organization, name of project, description of your contribution/role, date(s)	Letter or other document from the sponsoring organization describing the project/role and your contribution	Up to 20 CEUs per year – prorated. If elected position, such as Chair, Vice Chair, Treasurer or Secretary with expertise in any of the CMCP competency domains – up to 5 CEUs per quarter If non-elected position – 1 CEU per project
Participation in exam development for a CRECI credential, such as an item writing workshop, job task analysis (JTA), etc.	CRECI credential, name of exam development phase, date(s) of participation Number of hours, or for exam item writing, number of items written	Documentation from CRECI	For exam item writing, 1 CEU per item (maximum of 20 per cycle) For all other development phases, 1 CEU per hour (maximum of 25 per cycle)

Non-Qualifying CEU Activities

- Instructing or teaching a class not related to CRE
- Summarizing articles, audio, or video presentations
- Publishing materials and/or presentations developed as a direct part of an individual's employment
- Participating in education events not related to content domains

Recertification Review Process

General

- Certificants will submit a completed online Application for Recertification form.
- Certificants will provide copies of certificates of completion to document CEUs.
- Certificants will pay the recertification fee (plus any applicable late fees)

Review Process

- Applications for recertification should be submitted to CRECI prior to the certification expiration date. Certificants can submit applications for recertification after the 24th month of the cycle.
- CEU credits will be granted for acceptable claims.
- An application will be approved if:
 - Recertification fee has been paid
 - The application demonstrates 45 CEUs with at least 3 CEUs in ethics
 - Certificant demonstrates industry currency through employment within 90 calendar days of applying for recertification

Audit of Recertification Applications

Each year a percentage of recertification report forms are randomly selected for audit. Individuals selected for audits will be notified in writing and will be required to submit verifiable documentation for each activity listed on the CEU Report Form by due date specified on the audit notification materials.

Certificants shall be prepared to provide full documentation for any and all claims made in a recertification application upon submission.

Certificants who are selected for audit will be notified after submitting their online recertification application and will be prompted to upload full documentation for all claimed activities at that time.

It is recommended that certificants retain all records in their files for at least one year following the cycle end date. Individuals who fail to respond to the audit request by the specified due date or are found to have submitted false information on their recertification form may be denied recertification.

Failure to Complete Recertification

When all relevant deadlines have passed without timely submission of a complete recertification application, a CMCP credential will be considered expired, and the former credential holder must immediately cease using the CMCP mark.

Reinstatement of Credentials

Once an individual's credential has been revoked, he or she must apply for the certification as a new candidate to regain the credential. The candidate will be assigned a new certification number once certified. The certificant must pay all appropriate fees and abide by all eligibility requirements in effect at the time his or her application is submitted.

Appeal of Revoked Certification for Failure to Complete Recertification

The occurrence of any of the following events during the final three months (90 calendar days) before a certificant's final recertification deadline shall be grounds for appeal:

- Serious illness or unexpected medical event
- Death, serious illness, or medical event in the immediate family (parent, sibling, spouse or child)
- Overseas military deployment

Appellants must submit a signed, written request for an exception or reversal in consideration of their circumstances. The written request shall identify which of the circumstanced grounds listed above serves as the basis of the appeal.

To submit an appeal or for additional information, please contact appeals@creci.org