



Commercial Real Estate Certification Institute

Application for certification examination for
CERTIFIED MANAGER OF COMMERCIAL PROPERTIES (CMCP)

Please email this application form along with all required documents to apply@creci.org
Submit your application fee at www.creci.org; your application will not be processed without payment.

CANDIDATE INFORMATION

Mr. Mrs. Ms. Dr. other: Years of Property Management Experience:

Name: (as it appears on your government issued ID):

Job Title:

Employer Name:

Business Address:

Business E-Mail: Business Phone:

Home Address:

Personal E-Mail: Personal Phone:

Date of Birth (optional): Gender (optional): male female

Check preferences: Mailing Address: business personal
E-Mail Address: business personal
Phone: business personal

Please indicate how you heard about the CMCP Exam (Check all that apply)

- BOMA International website direct mail print/digital ad
BOMI International website email promotion other
BOMA Local colleague/employer

CANDIDATE QUALIFICATIONS

Academic Achievement

Indicate the level of degree (Associate's, Bachelor's, Master's, etc.) received from an accredited college or university. If you do not have a college degree, leave this section blank.

Highest Academic Achievement (select one):

- Master's degree or higher Bachelor's degree Associate's degree No degree

Your name as it appears on college transcripts (if different): ver.2-01/20

Accredited Institution:

Institution City & State: Year Earned:

Professional Development & Training

Candidates must have completed 30 hours of professional development related to property management. Please indicate which of the six competency domains listed to the right apply, if applicable.

Program Title: _____

Organization: _____

Dates: _____ # of hours: _____

Presenter(s) _____

Description: _____

Check all competency domains that apply to this training:

- Financial Acumen
- Lease Management
- Policies & Procedures
- Operations & Maintenance
- Internal Building Relationships
- External Building Relationships

Program Title: _____

Organization: _____

Dates: _____ # of hours: _____

Presenter(s) _____

Description: _____

Check all competency domains that apply to this training:

- Financial Acumen
- Lease Management
- Policies & Procedures
- Operations & Maintenance
- Internal Building Relationships
- External Building Relationships

Program Title: _____

Organization: _____

Dates: _____ # of hours: _____

Presenter(s) _____

Description: _____

Check all competency domains that apply to this training:

- Financial Acumen
- Lease Management
- Policies & Procedures
- Operations & Maintenance
- Internal Building Relationships
- External Building Relationships

Program Title: _____

Organization: _____

Dates: _____ # of hours: _____

Presenter(s) _____

Description: _____

Check all competency domains that apply to this training:

- Financial Acumen
- Lease Management
- Policies & Procedures
- Operations & Maintenance
- Internal Building Relationships
- External Building Relationships

If candidate needs more space for professional development history, print a blank copy of this page.

Work Experience in Professional Property Management

Provide current and previous employment. Candidate must demonstrate (a) 4 years of professional experience related to property management with no college degree, (b) 2 years of experience with a 2-year college degree, or (c) 1 year of experience with a 4-year degree. A signature from your current supervisor is required, and signatures from previous supervisors are preferred. **If your current supervisor has specific knowledge of your work experience in previous positions**, his/her signature is acceptable. Please still include the appropriate supervisor name and phone number from that position.

Current Position: _____ Dates: from _____ to _____

Organization: _____

Org. Address: _____

Supervisor Name: _____ Org. Phone #: _____

Supervisor Signature: _____

Previous Position: _____ Dates: from _____ to _____

Organization: _____

Org. Address: _____

Supervisor Name: _____ Org. Phone #: _____

Supervisor (or current supervisor) Signature: _____

Previous Position: _____ Dates: from _____ to _____

Organization: _____

Org. Address: _____

Supervisor Name: _____ Org. Phone #: _____

Supervisor (or current supervisor) Signature: _____

Previous Position: _____ Dates: from _____ to _____

Organization: _____

Org. Address: _____

Supervisor Name: _____ Org. Phone #: _____

Supervisor (or current supervisor) Signature: _____

If candidate needs more space for employment history, print a blank copy of this page.

Please read through each section of this candidate application and complete all required information.

Initial each of the following:

_____ I understand that this is an application and does not guarantee that I qualify to take the CMCP certification exam.

_____ I commit to complying with all current and future certification requirements, including those explained in this application, those in referenced documents, and any future changes to these requirements.

_____ I have read the CRECI "Professionalism and Ethical Standards." I agree to adhere to these standards. I understand that complaints about my conduct can be reviewed by CRECI as grounds for suspending or revoking any CRECI certification.

_____ I commit to refrain from any fraudulent test-taking practices. I understand that no part of the certification exam may be copied, reproduced, or shared in any manner, in part or whole, by any means whatsoever, including memorization, verbal, written, and/or electronic transmission, which includes but is not limited to cell phone, e-mail, blogs, discussion forums, and social media.

_____ **Within this application, I have provided:**

- A listing of commercial property management industry training amounting to at least 30 hours, plus a **copy of a certificate of successful completion of all programs listed.**
- A listing of my professional experience, validated by a supervisor signature, amounting to:
 - **A 4-year degree plus 1 year of experience** in the field of property management
 - **A 2-year degree plus 2 years of experience** in the field of property management
 - **No degree and 4 years of experience** in the field of property management
- If applicable, a copy of my college diploma, or I have ordered college transcripts to be sent by the college directly to CRECI, and I have included any applicable fees charged by the college/university.
- Applicable examination fee for payment.

Affidavit

I, _____ (Name), having completed the aforementioned application to the best of my ability, do hereby apply for the CRECI Certified Manager of Commercial Properties certification, and commit to taking the CMCP examination.

I hereby agree to be bound by terms and provisions of the Commercial Real Estate Certification Institute, its Policies & Procedures, and such other regulation as may from time to time be in force, so far as they may affect me. I hereby agree to indemnify and hold harmless each and all of your members, Board of Managers, Committees, officers, and agents from and against any liability whatsoever in respect to any act or omission by you or them or any of them in connection with this application, the examination, the grades given upon such examination, and/or the granting or issuance of or failure to grant or issue a certification to me. I hereby agree to not use the certification in such a manner to bring the certification body into disrepute and to not make misleading or unauthorized statements regarding the certification. I hereby agree that any prescribed fee paid by me is not refundable; that any certificate granted or issued me shall remain the property of CRECI; that I shall comply with the relevant provisions of the certification scheme; and that I shall discontinue the use of all claims to certification that contain any reference to the CRECI upon suspension or withdrawal of certification and to return any certificates issued by CRECI. I certify that all the information contained in this application is correct to the best of my knowledge. CRECI keeps candidate information confidential; upon certification, my active CMCP status may be posted on the CRECI website and some contact information may be shared with BOMA International and BOMI International.

I further pledge myself hereby to the highest ethical standards in the practice of property management and hereby agree to abide by the Code of Professionalism and Ethical Standards for Commercial Property Managers. I hereby agree to notify CRECI without delay of any matters that affect my capability to fulfill the certification requirements. I agree to make claims only to Certified Manager of Commercial Properties certification and nothing outside its scope.

Signature

date

To be considered for the CMCP certification, submit this application to APPLY@CRECI.ORG

Commercial Real Estate Certification Institute (CRECI)

CONFIDENTIAL Transcript Request Form

If you have a college degree but cannot provide a copy of your college diploma, go to your college or university website to order a digital transcript sent directly to CRECI. Note that digital transcripts are preferred.

If your college/university does not offer an online transcript ordering service, you may send this form to them instead. Complete the following information and forward this form to the registrar of the **college or university where you earned your degree**. If you attended multiple schools, we only require a transcript from the one where you received your degree. Check with your school to determine if you must include payment.

Candidate Name: _____ Social Security #: _____

Alternate Name: _____
(if you attended school under a different name)

Mailing Address: _____

City, State, and Zip: _____

Phone #s (list in order of preference): _____

Name of College or University: _____

School Attended within University (if applicable): _____

Enrollment Date: _____ Graduation Date: _____

Degree Earned: _____

Candidate Signature (required): _____

To the College/University Registrar

Please send an official copy of the applicant's transcript to:

apply@creci.org

To send a hard copy instead, you can mail transcripts to:

Commercial Real Estate Certification Institute
1783 Forest Drive #245, Annapolis, MD 21401

If you have any questions regarding this request, please contact CRECI at 410.974.1410 ext. 1234