



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

Please email this application form along with all required documents to education@boma.org
Applicants must also submit the nonrefundable Application Fee at www.creci.org/fees

ELIGIBILITY PATHWAY

Select one Eligibility Pathway for your application. The pathway you choose should be based on your degree type, work experience, and hours of training/professional development.

Eligibility Pathways	Degree	Minimum Years of Experience	Hours of Training /Professional Development	Exam Fee (+ \$350 Application Fee)
<input type="checkbox"/> Option 1	4 years	1 years	30 hours	\$100
<input type="checkbox"/> Option 2	2 years	2 years	45 hours	\$100
<input type="checkbox"/> Option 3	0	3 years	55 hours	\$250
<input type="checkbox"/> Option 4	0	4 years	45 hours	\$250

CMCP® Fast Track

You can minimize the required hours of industry training/professional development to as little as 20 hours if you have a college degree in commercial real estate. A related degree in commercial real estate may include not limited to finance, hotel management, business, and project management.

Eligibility Pathways	Degree in CRE	Minimum Years of Experience	Hours of Training /Professional Development	Exam Fee (+ \$350 Application Fee)
<input type="checkbox"/> Option 5	4 years	1 years	20 hours	\$100
<input type="checkbox"/> Option 6	2 years	2 years	30 hours	\$100

CANDIDATE INFORMATION

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

Job Title: _____

Employer Name: _____

Home Mailing Address _____
(upon successful passing of the CMCP Exam, a certificate will be mailed to your home address)

Preferred E-Mail: _____

Preferred Phone: _____

Date of Birth (optional): _____ Gender (optional): ☐ male ☐ female
(MM/DD/YYYY)

Total Years of Property Management Experience: ____

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

- | | | |
|---|---|---|
| <input type="checkbox"/> BOMA International website | <input type="checkbox"/> direct mail | <input type="checkbox"/> print/digital ad _____ |
| <input type="checkbox"/> BOMI International website | <input type="checkbox"/> email promotion | <input type="checkbox"/> other _____ |
| <input type="checkbox"/> BOMA Local _____ | <input type="checkbox"/> colleague/employer | |

CANDIDATE QUALIFICATIONS

Academic Achievement

Indicate the level of degree received from an accredited college or university.

- ☐ Master's degree or higher ☐ Bachelor's degree ☐ Associate's degree ☐ No degree (Skip to Work Experience in Professional Property Management section)

Your name as it appears on college transcripts (if different): _____

Accredited Institution: _____

Area of Study: _____

Institution City & State: _____ Year Earned: _____

Work Experience in Professional Property Management

Candidate must demonstrate the required year(s) of experience based on their Eligibility Pathway. 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**, their signature is acceptable.

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: _____

Professional Development & Training

Candidates must have completed a minimum number of hours of professional development related to property management based on their Eligibility Pathway. Please indicate which of the six competency domains listed to the right apply.

Program Title: _____

Organization: _____

Dates: _____ # of hours: _____

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: _____

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: _____

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: _____

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, make 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 "Professionalism and Ethical Standards." I agree to adhere to these standards. I understand that complaints about my conduct can be reviewed by BOMA as grounds for suspending or revoking any BOMA 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 the required hours for my Eligibility Pathway, plus a **copy of a certificate of successful completion for all programs listed.**
- A listing of my professional work experience, **validated by a supervisor signature, to verify the required work experience for my Eligibility Pathway.**
- If applicable based on my Eligibility Pathway, **a copy of my college diploma**, or I have ordered college transcripts to be sent by the college directly to BOMA.
- **Receipt of Application Fee** payment. The Application Fee can be paid at www.creci.org/fees.

Affidavit

I, _____ (Name), having completed the application to the best of my ability, do hereby apply for the BOMA 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 Building Owners and Managers (BOMA) International, 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 BOMA; 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 BOMA upon suspension or withdrawal of certification and to return any certificates issued by BOMA. I certify that all the information contained in this application is correct to the best of my knowledge. BOMA keeps candidate information confidential; upon certification, my active CMCP status may be posted on the BOMA website and shared with BOMA International and BOMA local associations. Candidates agree to receive information on CMCP test prep and credential maintenance programs from BOMA International and/or BOMI International.

I further pledge myself hereby to the highest ethical standards in the practice of property management and hereby agree to BOMA by the Code of Professionalism and Ethical Standards for Commercial Property Managers. I hereby agree to notify BOMA 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