



# Certification Petition

Name: \_\_\_\_\_ MemberID: \_\_\_\_\_  
(As it is to appear on your plaque.)

Club: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Chapter: \_\_\_\_\_

*Please Return this Form with a \$75 Administrative Fee*

### **Certified Club Manager (CCM)**

*Candidates for certification must meet the following basic requirements:*

**Education:** 200 credits (a minimum of 100 must be from CMAA [CMI or chapter] education, at least 25 of which must be earned at the chapter or regional level)

**Association Activity:** 50 credits

**Additional:** 50 credits (Education, Activity or Experience)

**TOTAL:** 300 credits

#### **Attend:**

- BMI Club Management (formerly known as BMI I),
- BMI Leadership Principles (formerly known as BMI II),
- BMI General Manager/Chief Operating Officer (formerly known as BMI III) and
- BMI Food and Beverage Management, BMI Golf Management, or BMI Sports and Recreation
- Professional membership for at least six years.

I hereby petition for recognition as a CERTIFIED CLUB MANAGER ("CCM") and swear or affirm that the above information is complete and correct to the best of my knowledge and I understand that it is subject to verification. If recognized as a CCM, I agree to abide by the CMAA Bylaws, policies, and procedures. I also acknowledge that, once certified, I will be required to maintain my CCM designation through the Certification Maintenance Requirement. If I fail to meet that requirement, I will lose my certification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sworn and subscribed before this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Notary Public: \_\_\_\_\_

### **Certified Chief Executive (CCE)**

*Please check the boxes below to indicate that you have met all of the Certified Chief Executive (CCE) Requirements:*

- I am a Professional or Retired Professional Status member of CMAA. I have obtained Honor Society Status. I have successfully completed BMI Tactical Leadership (formerly BMI IV) and BMI Strategic Leadership (formerly BMI V).
- I have served as the top executive in a club (i.e.: GM, COO, CEO) for a minimum of five years (can be from multiple clubs).
- I have attached a current résumé to this petition documenting my club management positions.
- I have attached the signed and notarized CCE Verification Form from my current club to this petition verifying that I have served as the top executive for at least five years (if you have not been at your current club for five years, you must include the CCE Verification Form from your previous club(s) to verify the five-year time-frame).
- I have completed and provided the Mentorship Component of this application.
- I have either mentored an entry-level manager through one specialization of the MID program or CMAA University or completed a one-year documented mentorship.

I hereby petition for recognition as a CERTIFIED CHIEF EXECUTIVE and swear or affirm that the above information is complete and correct to the best of my knowledge and I understand that it is subject to verification. I also acknowledge that, once I receive the CCE designation, I will be required to maintain my CCM designation through the Certification Maintenance Requirement.

### **Method of Payment**

**Mail Check Payments (payable to CMAA) to:**  
Club Management Association of America  
PO Box 37626 Baltimore, MD 21297-3626

**Credit Card:**  
An invoice is available via your CMAA account.