

Application Form

Certification is a mark of distinction. It sets the credentialed individual and his/her workplace apart from others in the same profession. A certified individual communicates that he or she has attained a specific level of expertise and is committed to maintaining the highest level of professionalism.

Certification increases and enhances competition in the labor market. Employers also enjoy a level of assurance with respect to a certified individual's knowledge, application of that knowledge, and continued professional development.

The ICCM-Defense certification requirements mirror those of the Defense Acquisition Workforce Improvement Act (DAWIA) Certification in Contracting for each level (I, II, or III). While DAWIA certification is limited to the civilian and military workforces of the various Department of Defense agencies only, the ICCM-D is available to private sector and non-federal public sector employees who meet all the education, experience, and training prerequisites for the level of certification sought. The ICCM-Defense certification is not available to current federal employees who are DAWIA certified or eligible for DAWIA certification. For more information, visit www.ncmahq.org/certification or call 800-344-8096;

ELIGIBILITY BY LEVEL		
REQUIREMENT #1: Work Experience		
Level I	Level II	Level III
1 Year of contracting work experience.	2 Years of contracting work experience.	4 Years of contracting work experience.
REQUIREMENT #2: Education		
Levels I, II, III		
Bachelor's degree conferred or approved by an accredited U.S. college or university based on a 4-year course of study AND at least 24 semester hours among these topic areas; accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.		
REQUIREMENT #3: Completion of Coursework		
Levels I, II, III		
Required courses for ICCM-D Levels I, II, and III are the same as those required for Defense Acquisition Workforce improvement Act (DAWIA) Contracting Certifications Levels I, II, and III. Current DAWIA required courses are listed at http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx .		

Renewal:

Your certification is valid for two years and must be renewed every two years thereafter by documenting the accumulation of at least 80 Continuing Professional Education (CPE) hours. See the Continuing Professional Education Guide. While not all classroom training is measured in CPEs, one CPE is equal to one Continuous Learning Point (CLP) and 1/10 of a Continuous Education Unit (CEU) and must be accumulated every 2 years in order to maintain your certification. Appropriate college and university courses earn 15 CPE per semester hour or 10 CPE per quarter hour. View the CPE Guide: www.ncmahq.org/CPEGuide.



SELECT ONE:

LEVEL I

LEVEL II

LEVEL III

Personal Information

If your transcripts, or certificates of completion identify you by a name other than the one you are applying under, please submit a copy of court records, marriage certificate, etc.

PREFIX	FIRST NAME	MIDDLE	LAST NAME	NICKNAME
MEMBERSHIP NUMBER		CHAPTER		
NCMA MEMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO				
DO YOU HAVE ANY OTHER NCMA CERTIFICATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHICH ONE(S)? _____				
HAVE YOU HELD DAWIA OR FAC-C CERTIFICATIONS IN CONTRACTING? <input type="checkbox"/> YES <input type="checkbox"/> NO				
IF YES, GIVE DATE OF AWARD AND AGENCY WHICH MADE THE AWARD. _____				

Primary Contact Information (Required)

HOME BUSINESS

COMPANY NAME (IF APPLICABLE)	STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE			E-MAIL (REQUIRED)	

Secondary Contact Information

HOME BUSINESS

COMPANY NAME (IF APPLICABLE)	STREET ADDRESS	CITY	STATE	ZIP
TELEPHONE			E-MAIL	

Application Fee (nonrefundable)

\$299 MEMBER \$475* NONMEMBER

*Nonmembers: Includes one year complimentary membership.

Membership Type (For new members only)

- \$175 NEW MEMBER (One Year) Includes a one-time \$25 initiation fee.
- \$110 NEW PROFESSIONAL MEMBER (One Year) Includes a one-time \$25 initiation fee. This membership is for those individuals who are age 33 or younger. New professionals must list date of birth _____

Payment Method

To pay for your certification application, please click [here](#).

If you do not have an NCMA user profile, you will need to create one prior to submitting payment.

For Office Use Only

Application Received		Notes:	Approval Date
Batch #			

Work Experience

List the contract management-related positions you have held, starting with the most recent position. List must include one to four years of experience depending on certification level; additional positions may be included on an attachment. (provide CV or resume; employer record preferred)

EMPLOYER	POSITION HELD	FROM	TO	SUPERVISOR	SUPERVISOR'S E-MAIL
1.					
2.					
3.					

Education

Transcripts must be submitted as evidence of completion of a bachelor's degree and at least 24 semester hours.

UNIVERSITY	CITY	STATE	DEGREE	GRADUATION YEAR	ACCREDITED?
1.					
2.					
3.					

Coursework Related to Selected Level

List AND attach verification. Supporting documents must be marked or highlighted clearly to match the hours listed below. To list additional hours, copy this page and fill in your extra hours.

COURSE TITLE	PROVIDER	LOCATION	DATES
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Contract Management Code of Ethics

Each member of the contract management profession (“the profession”) accepts the obligation to improve one’s professional knowledge and job performance continuously in the field of contract management, and to abide by the letter and spirit of the ethical standards set forth below.

Each member of the profession shall:

1. Strive to attain the highest professional standard of job performance, to exercise diligence in carrying out one’s professional duties, and to serve the profession to the best of one’s ability.
2. Conduct oneself in such a manner as to bring credit upon the profession, as well as to maintain trust and confidence in the integrity of the contract management process.
3. Avoid engagement in any transaction that might conflict or appear to conflict with the proper discharge of one’s professional duties by reason of a financial interest, family relationship, or any other circumstances.
4. Comply with all laws and regulations that govern the contract management process in the jurisdictions in which one conducts business, including protection of competition-sensitive and proprietary information from inappropriate disclosure.
5. Keep informed of developments in the contract management field, utilizing both formal training and ad hoc means, to continuously increase knowledge, skill, and professional competence.
6. Share one’s knowledge and experience openly to contribute to the development of other professionals, improve performance quality, and enhance public perception of the profession.
7. Not knowingly influence others to commit any act that would constitute a violation of this code.

ICCM–D Certification Application Submittal Procedures

Scan and email the following documents to **certification@ncmahq.org**:

- ICCM–D Application
- REQUIREMENT # 1 – Work Experience (provide CV or resume, employer records preferred)
- REQUIREMENT # 2 – Education (college/university transcripts)
- REQUIREMENT # 3 – Completion of Course Work (certificates from Defense Acquisition University or DAU approved providers)
- Go to **<https://crmportal.ncmahq.org/purchase/SearchCatalog.aspx>** to submit payment for the correct certification application

Update your primary e-mail settings to receive important e-mails from **certification@ncmahq.org** regarding your application status during the certification process.

Failure to submit a completed, organized, and legible application with the appropriate documentation will delay your application process. Incomplete applications will be held by NCMA for three months unless otherwise noted. Applications will be destroyed after holding period. Candidates who wish to apply after their application has been terminated **MUST** resubmit the application, application fee, and appropriate documents.

For additional assistance please contact the NCMA Certification Department at 800-344-8096 or **certification@ncmahq.org**.

Affirmative Signature

I hereby affirm that all the statements and information set forth herein are true and correct to the best of my knowledge. I understand that any falsification or willful misrepresentation or omission tending to mislead NCMA will forfeit my certification rights. I have read and understand the contents and professional implications of the Contract Management Code of Ethics and by signing this application, agree to be bound by the CM Code of Ethics. **My typed full name is a signature for this form.**

FULL NAME

DATE

Please send completed application and supporting documents to: **certification@ncmahq.org**.

As of March 30, 2013, NCMA will no longer accept faxed or mailed certification applications.