



CMC/COIC RE-CERTIFICATION FORM



Revised 12/23/2003

Each Certified Moving Consultant and Certified Office & Industrial Consultant must be re-certified every year by submitting evidence of having completed a minimum of 8 credit hours (4 per category) of continuing education and training related to his or her position in the moving and storage industry.

SEMINAR/IN-SERVICE TRAINING SESSION (category 1):

TITLE: _____

SPEAKER: _____

DATE: _____

LENGTH: _____

SUBJECT: _____

VAN LINE CONVENTIONS, NATIONAL AND STATE ASSOCIATION CONVENTIONS, CMC CHAPTER MEETINGS, ETC. (category 1)

Please provide documentation of your attendance; a registration form/receipt and for chapter meetings the attendance will be submitted by the chapter president.

PRESENTATIONS, PUBLISHED ARTICLES, CAREER DAY PARTICIPATION (category 2)

Please provide documentation of attendance, copy of article.

NOTE: This list is not comprehensive. If you have attended an event, completed coursework, etc., that is not on this list and you believe should qualify for re-certification points, please send an email to npatterson@moving.org or a fax to (703) 548-1845 and include a brief description of the work you completed.

Please print or type the following information:

CMC ID # (if known): _____

NAME: _____

COMPANY: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

DATE SUBMITTED TO AMSA: _____

Please fax this completed form to 703-548-1845, Attn: CMC/COIC Department or
Mail it to: AMSA, Attn: CMC/COIC, 1611 Duke Street, Alexandria, VA 22314

CMC/COIC Re-certification Program

The re-certification will be broken into two major categories, with 4 points from each category needed every two years (4 points for category one and 4 points for category two). Individuals earning both certifications, need to earn only one set of requirements. Points earned in excess of the required points can be carried forward for one re-certification period (two years) only.

Participants must be members in good standing and have no unresolved complaints or code of ethics violations to receive re-certification.

CMC's who have been members in goods standing for *twenty (20)* or more consecutive years do not need to re-certify.

CATEGORY 1 (Personal Growth)

(Must earn a total of 4 points every two (2) years)

Attend an AMSA sales seminar (regional)	2 Points
Attend other AMSA sponsored seminar	2 Points
Attend other business seminar (1 day)	2 Points
Attend CMC chapter meetings (two)	2 Points
Attend State Association Meeting (at least one day)	2 Points
Attend Van Line Convention (at least one day)	2 Points
Complete an accredited university sales or business course	2 Points
Complete AMSA Leaders Program	4 Points
Other modules (CMC, COIC)	2 Points each Period

CATEGORY 2 (Industry and Program Growth)

(Must earn a total of 4 points every two (2) years)

Presentation to business or social club, chamber, High school, etc.	3 Points
Published article in local paper, business newsletter, etc.	2 Points
Published article in FORUM or PROMOVER web site	2 Points
Recruit new person into the CMC or COIC program (points awarded after they are certified)	1 Point
Participate in the CMC or COIC program for 10 consecutive years	2 Points
Participate in a career day or job fair	2 Points

Each CMC/COIC must submit proof of accomplishment. Proof would include a copy of published articles, copy of programs, copy of transcripts, signed attendance statement or other proof of attendance.

Questions about the CMC/COIC re-certification process should be directed to
npatterson@moving.org or (703) 683-7410.