

# The Club Managers Association of Europe

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## **Certified Club Manager (CCM) Maintenance Requirement Form**

All new CCM designations are awarded for a period of five years. Except for those in Retired membership status, CCMs are required to earn at least 120 Education and/or Association Credits during the five-year period following their CCM date to maintain their CCM designations. At least half of these must be Education Credits. CCMs meeting these requirements will have maintained the designation for another five-year period.

Guidelines for completing this form:

1. Please complete all your personal details
2. Please ensure you sign and date the declaration at the bottom of page 1. Please send your completed form by post, fax or email to Sharon Reekie at the address given above.
3. On receipt of your CCM Maintenance Requirement Form, you will receive an email acknowledgement.
4. To enable us to verify your CCM Maintenance Requirement quickly please mail all original educational certificates/letters to prove your attendance or membership etc. Please note – we cannot accept photocopies. For data protection some institutions may need written consent from the candidate in order for them to accept our verification enquiry
5. Once Sharon Reekie has received your CCM Maintenance Requirement Form, she will send verification requests to the organisations and institutions that were responsible for the programmes that you claim you participated in, asking them to confirm that you completed the event and completed the course to the required standards. She may require your help with contact information at some organisations, which may be unknown to the CMAE

**IMPORTANT** - Please ensure any important information supplied that you have retained a copy for your records. It is advisable that you send all important documentation by recorded delivery, we will send everything back also by this method

# Club Managers Association of Europe



## CCM Maintenance Requirement Form

Please Complete Your Personal Details:

<b>Surname:</b>			
<b>First Name:</b>		<b>CMAE Membership Number:</b>	
<b>Job Title:</b>			
<b>Club Name:</b>			
<b>Club Address:</b>			
<b>Club Tel Number:</b>			
<b>Email Address:</b> (for correspondence)			
<b>Mobile Tel Number:</b>			
<b>Home Address:</b> (only required if you wish CMAE correspondence to be sent to your home)			

*I hereby confirm that the details of my academic and professional history shown on the attached pages are accurate and factually correct. I understand that if unsuccessful, I will **not** be able to maintain the CMAE's 'CCM' status*

*Signature .....*

*Date.....*

# Club Managers Association of Europe



## CCM Maintenance Requirement Form

Please complete with as much information as possible. The more information you can provide, the more likely it is that the CMAE will be able to verify your claim and award you with your credits. Any claims that cannot be verified by the CMAE may not be accepted.

Applicants Name: \_\_\_\_\_

SECTION 1: EDUCATION CREDITS					
No	Course/Event Title	Venue & Date	Event Organiser	Credits Claimed	Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
<b>Total Education Credits Claimed</b>					

Please insert more rows if required.

Page Number \_\_\_\_\_ of \_\_\_\_\_

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## CCM Maintenance Requirement Form



Please complete with as much information as possible. The more information you can provide, the more likely it is that the CMAE will be able to verify your claim and award you with your credits. Any claims that cannot be verified by the CMAE may not be accepted.

Applicants Name: \_\_\_\_\_

SECTION 2: ASSOCIATION CREDITS					
No	Activity	Venue & Date	Association	Credits Claimed	Office Use Only
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total Association Credits Claimed					

Please insert more rows if required.

Page Number \_\_\_\_\_ of \_\_\_\_\_

**Please note that you will need a minimum of 120 credits (combined Education and Association Credits) to be eligible to retain the CCM status, of which at least 50% must be Education Credits**