

The Club Management Association of Europe



Education Administration Office
C/o SRUC Elmwood Campus
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Cupar
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Email: Sharon.reekie@cmaeurope.org

Certified Club Manager (CCM) Maintenance Requirement Form

All new CCM designations are awarded for a period of five years. Renewal fee is £100 that will be invoiced. 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 email scanned/photocopies of all original educational certificates/letters to prove your attendance or membership etc. 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

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CCM Maintenance Requirement Form

Please Complete Your Personal Details:

First name:	
Last Name:	
Job Title:	
Club Name:	
Email Address: (for correspondence)	
Mobile Tel Number:	

*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.....*

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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 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					
Total Education Credits Claimed					

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