

CCMA Frequently Asked Questions

What is the CCM Institute?

The CCM Institute was founded in 2025 by two global leaders in commerce and contract management, National Contract Management Association (NCMA) and World Commerce & Contracting (WorldCC). It is dedicated to empowering, elevating, and advancing the practice of CCM through knowledge and insights. The CCM Institute strives to serve and inform the profession it represents and to offer opportunities for the open exchange of ideas in neutral forums.

What is the impact of the CCM Institute's CCMA on my current CCMA title?

For those with a legacy NCMA CCMA certification, the new 2-year recertification cycle starts at the end of your current 3-year cycle.

To continue to hold the CCMA in good standing, you are required to earn twenty (20) Continuing Professional Education (CPE) credits and maintain membership in NCMA and/or WorldCC.

Upon recertification, you will receive an updated badge and certificate with the "Commercial Contract Management Associate" title.

What are the eligibility requirements for the CCM Institute's CCMA?

CCM Institute's CCMA certification requires the CCM Institute's CCMA course for initial eligibility, as well as membership in NCMA and/or WorldCC. Recertifying the CCMA through continuous learning does not require specific NCMA or World CC training. To recertify, you will need to obtain 20 CPE hours every 2 years.

Why are we updating CCMA Exam?

- To create a clear pathway for alignment of "common language" within the profession internationally.
- Allow members and certification holders a significantly higher number of networking and growth opportunities.
- Create an opportunity for those truly beginning their careers to take a meaningful step in their professional development.
- Align the CCMA exam with the Contract Management Standard 4th edition (CMS4).

If I'm planning to take the CCMA, how do I know which organization to take the training through? NCMA or WorldCC?

We would recommend taking the training from the organization that aligns with whatever local chapter you would be using your membership through. For example, if you are in North America, you would purchase your training through NCMA. If you're in Europe, you may find that taking the training through WorldCC will be more valuable.

How will I be impacted by the change if I am already in the current CCMA application process or have been approved?

The older version of the exam will remain available for those who have already applied and are prepared to take the NCMA CCMA exam that is aligned to the Contract Management Standard 3rd edition (CMS3). Upon earning the title, you will have 3 years to recertify.

Upon recertification, you will then be transferred to the CCM Institute CCMA certification. To continue to hold the CCMA in good standing, you are required to earn twenty (20) Continuing Professional Education (CPE) credits and maintain membership in NCMA and/or WorldCC. Upon recertification, you will receive an updated badge and certificate with the "Commercial Contract Management Associate" title.

If you prefer to take the CCM Institute CCMA exam, then please reach out to NCMA member services to request a refund for the application fee. You would then need to purchase the CCM Institute's CCMA course and exam bundle. (The course serves as the application)

What will the CCM Institute CCMA exam look like?

The exam is an 80-question exam with 10 unscored beta items. Exam candidates will have 120 minutes to complete the exam. The exam is proctored through Kryterion Webassessor and can be taken online or onsite.

Candidates have up to 3 exam attempts within 12 months of eligibility (whichever comes first). Exam reattempts are at a discounted rate of \$100.

For a complete list of topics on the exam, please download the CCM Institute CCMA handbook.