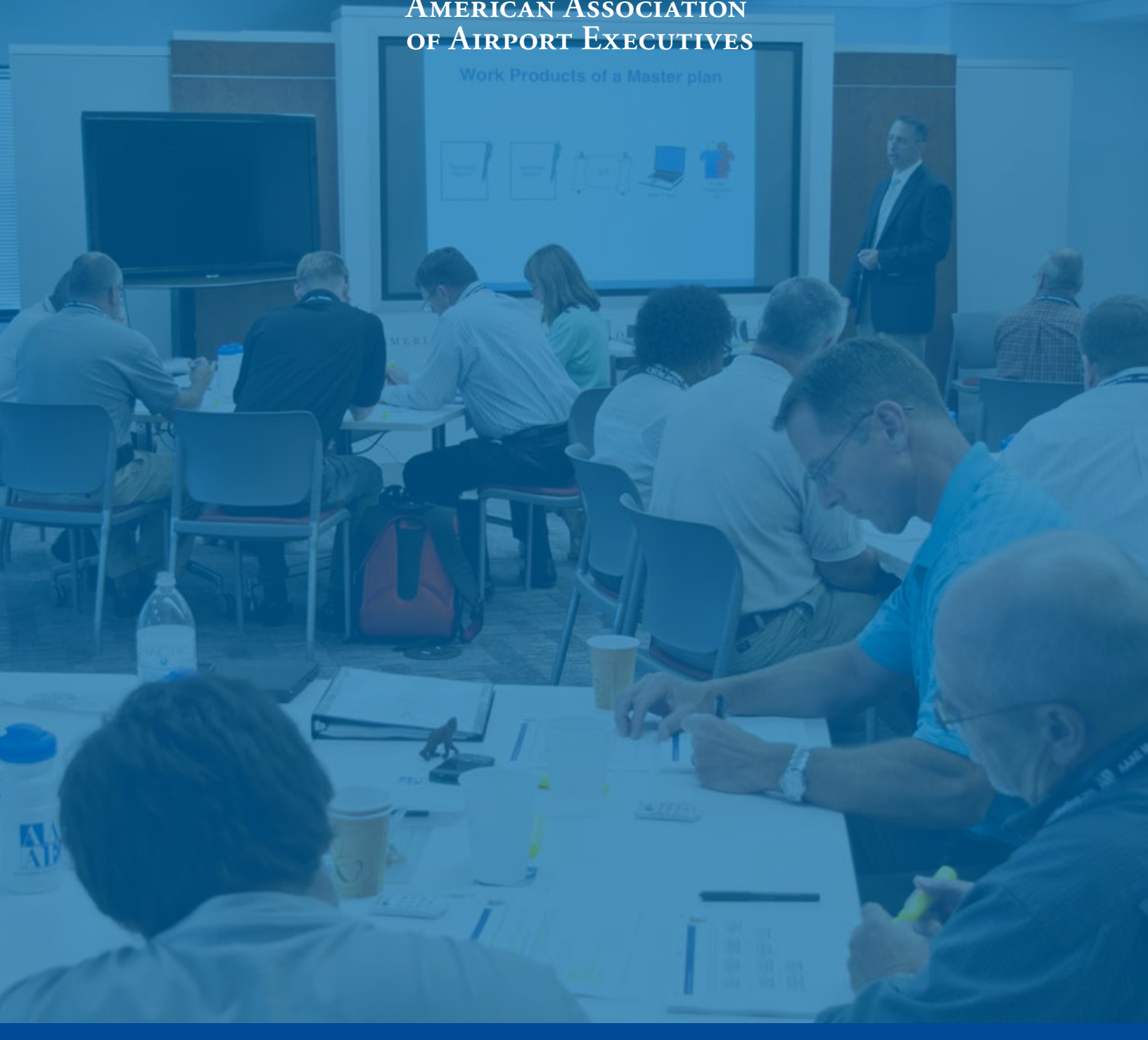AAAE

AMERICAN ASSOCIATION OF AIRPORT EXECUTIVES

CERTIFIED MEMBER C.M.

C.M. OVERVIEW

Becoming a AAAE Certified Member (C.M.) is a great way to show your dedication to your airport career. The program is open to Affiliate, Associate, Participating, Corporate, Military and Academic Graduate members of AAAE. Certified Member is a useful credential when seeking employment within the airport management profession and for students and corporate members who interact with airport professionals.

To become a C.M., a member must successfully complete a 180-question, multiple-choice examination. AAAE provides electronic study materials, as well as special training courses to help you prepare for the exam.

Once you pass the exam, you'll forever be a C.M., with all the rights and privileges, as long as you maintain AAAE membership. If you meet the additional criteria for an Accredited Airport Executive (A.A.E.), your exam completion will transfer to your A.A.E. program, should you choose to advance your career further.

Application

Starting the process is simple. Submit the attached application with your $225 program fee and membership fee (Academic Members must first become Academic Graduate Members).

Send the form to AAAE by email, U.S. mail, fax or apply online at aaae.org/cm.

Once your application has been processed and accepted, AAAE will send you a program acceptance email, along with access to the following electronic study materials:

- *AAAE Accreditation Program Study Guide*
- *The AAAE Body of Knowledge* modules

Process

Once we receive payment, we will provide you with access to the electronic study materials necessary to prepare for the multiple-choice examination. Hard copies of the study materials are available for an additional fee.

When you are ready to take the exam, you will need to contact an eligible proctor to schedule it. Proctors are required to send a letter of request on letterhead to the Accreditation Department, two weeks prior to the exam date.

The letter can be sent via email, fax or mail, and must include the following information:

- Candidate name and member ID
- Date, time and location of exam
- Proctor's full contact information (including email and member ID, if applicable)

Instructions and access codes will be sent to the proctor, one to two days prior to the exam. Once you complete the multiple-choice examination, you will receive the results via email or mail within two weeks, along with an item analysis. If you have passed the exam, you will also receive a C.M. certificate, pin and an official letter stating you have passed. Academic Graduate members must show proof of graduation before using the C.M. designation.

If you do not pass, you may retake the exam, after a mandatory waiting period of 30 days (a fee of $75 applies for each retake). AAAE recommends you spend four to six weeks studying the AAAE Body of Knowledge before taking the multiple-choice exam, and at least 30 days before retaking it.

Multiple-Choice Exam

Passing the multiple-choice exam documents that you have mastered the AAAE Body of Knowledge essential to carrying out airport management responsibilities. The exam consists of 180 multiple-choice questions and is administered online. You will be allotted three hours to take the exam. You must earn a 70% or higher to pass the exam and earn your C.M.

There are a variety of opportunities for taking the exam, including:

- In In the presence of an active Accredited Airport Executive (A.A.E.)
- At a local college or university, proctored by a professor
- At an official testing center
- At a high school, proctored by the principal
- At the AAAE office in Alexandria, Virginia
- At the AAAE Annual Conference or at the NAC
- At the conclusion of the AAAE/SCCAAAE Loretta Scott, A.A.E., Accreditation/Certification Academy

The Accreditation/Certification Academy is not a requirement of the Certified Member program, but it is an excellent way to prepare for the multiple-choice examination. This comprehensive course helps you review the AAAE Body of Knowledge, and provides an opportunity to take the multiple-choice examination when you complete the course. You are expected to have already thoroughly read AAAE's Body of Knowledge modules before taking the review course.

For additional information about the Certified Member program, visit aaae.org/cmprogram or contact the Accreditation Department at 703.578.2506 or accreditation@aaae.org.

C.M. FAQ

What are the requirements and procedures for joining the C.M. Program?
1. Membership in AAAE *(Note: student members must first upgrade their membership status to that of Academic Graduate.)*
2. Payment of membership dues and program enrollment fee

When will I be notified about the results of my application?
If your application is approved, you will receive a formal program acceptance letter via email in one to two weeks with information on how to access the electronic study materials. If for some reason your application cannot be accepted, we will notify you of the reasons either by phone or by email.

Do I have to work for an airport to join the program?
No. The Certified Member program is open to all current members of AAAE. However, Academic members must upgrade to Academic Graduate status before entering the program.

How much does the program cost?
Anyone wishing to join the C.M. program must be an active member of AAAE and pay a one-time fee of $225. This fee includes registration, electronic study materials, and the examination fee (registrants who need to retake the exam will be assessed an additional $75 for each retake). Hard copies of the Body of Knowledge modules are available to program candidates for $50.

How can I arrange to take the multiple-choice exam?
If you choose to take the exam locally, you must make arrangements with an eligible proctor. To ensure the security of the examination, *proctors* must request the examination through a formal, signed letter written on their own letterhead. The letter can be emailed or faxed to the Accreditation Department.

The letter must contain:
1. The name and member number of the examinee
2. The proctor's contact information, including email and member ID, if applicable (codes to access the exam cannot be sent without the proctor's email)
3. The date, time, and place of the examination

The letter should arrive at the AAAE offices at least two weeks prior to the examination date. AAAE will email the Internet access codes for the exam to the proctor approximately one to two days before the examination date.

Will I be able to use the designation C.M. after my name after I successfully complete the exam?
You may use the C.M. designation after your name if your dues are current, and if AAAE headquarters has a record of your successful completion of the multiple-choice examination. Please note: if you are an undergraduate student, you must graduate from a four-year college and provide documentation before using the designation.

If I want to join the Accredited Airport Executive (A.A.E.) Program afterward is the test transferable?
Yes, provided that you meet all the criteria for enrollment in the A.A.E. program.

Are there any time limits after I register for the program?
No, there are no time limits as long as you remain a member of AAAE.

Can student members join the Certified Member Program?
Academic Graduate members are allowed to join the program, but will not receive certification until after they have passed the AAAE multiple-choice examination and graduated from a four-year institution of higher learning. Student members may upgrade to Academic Graduate status, and apply their current student dues toward the new membership category.

Current student members are required to pay the following fees:

Upgrade to Academic Graduate category	$110
($150 Academic Graduate membership minus current student dues of $40)	
Certified Member Program Fee	$225
Total fees due	**$335**

New student members are required to pay the following fees:

Academic Graduate Membership	$150
Certified Member Program Fee	$225
Total fees due	**$375**

What benefits will I receive after successfully completing the multiple-choice examination and becoming a C.M.?
In addition to learning more about the aviation industry and enhancing your career and professional opportunities with a highly-respected credential, you will receive a C.M. certificate and lapel pin. You can also add the C.M. designation to your name.

I have a question that's not answered here.
Visit aaae.org/cmprogram or contact the Accreditation/Certification Department at 703.578.2506 or accreditation@aaae.org.

aaae.org/cm

C.M. PROGRAM APPLICATION

NOTE: AAAE membership is a prerequisite for acceptance into the Certified Member program.

Membership # _____ Date _____

Prefix _____ Name _____

Email (required) _____

Present Position _____

How Long in Present Position* _____

Date of Birth _____

Name of Airport/Employer _____

Mailing Address _____

City/State _____

Zip Code _____ Country _____

Phone _____

College Degree _____

School _____ Year _____

How did you hear about us? _____

Signature of Applicant _____

AAAE MEMBERSHIP FEES *for non-members only*	❑ Academic Graduate $150	❑ Associate $325	❑ Affiliate $275
	❑ Corporate w	❑ Participating $325	❑ Military $150
CERTIFIED MEMBER PROGRAM REGISTRATION *(includes electronic access to BOK's)*	❑ Program Fee $225		
CERTIFIED MEMBER PROGRAM STUDY MATERIALS *(for those who prefer hard copies)*	❑ AAAE Body Of Knowledge Modules $50		
	Total Cost _____		

Method of Payment (paybale in U.S. dollars drawn on a U.S. bank)

____ Payment Enclosed (made payable to AAAE)

____ Please Charge My (circle only one):   Visa   MasterCard   American Express

Name on Card _____

Account # _____ Exp. Date _____

Signature _____