



## Student Profile

To be submitted with written references

**Please do not print, scan, or fax this document.** This document is a fillable PDF. Please use the provided spaces to type in the information required and select "File" & "Save". Attach this document in an email to the office along with your required written references.

### Pre-Qualifications for the Contract Administration Examination

To ensure Certified Contract Administrators (CCAs) have practical experience, not just academic qualifications, the MMCD has set the following standards for those wishing to write the Certified Contract Administrators examination.

- P.Eng., EIT or ASCT registration or a minimum of 5 years of relevant field construction experience
- Documented field administrative experience and duties at least three projects using MMCD documents with a construction value of \$500,000 or more

References (communicated directly to MMCD) to verify responsibility and duties from:

- An owner's representative supervising the candidate's duties on one or more MMCD projects;
- A contractor's representative who worked with the candidate on one or more MMCD contracts;
- Current employer's verification of contract management duties and assignment.

Candidate credentials will be verified prior to the examination and those who meet the criteria will be advised and placed on the eligible list.

### Submitting Your Reference Letters & Student Profile

Submit both your student profile AND written references to the MMCD office so we can consider your qualifications for writing the exam after the course.

Your references must follow the below guidelines. Note that failure to submit this documentation will result in ineligibility to write the examination.

- Your references (minimum of three) must provide a letter outlining the project name, project value, date of project, description of applicant's role in the project, a brief description of the project, and the contact information for the reference (phone number and email).
- References should be in Word or PDF format on company letterhead.
- Please collect all of your references and submit them all at one time to the office with the subject link of the email as follows: "Your Student Name Here (First & Last Name): References for CA Examination".

The MMCD office will forward your references to be reviewed to the Board of Directors. Please be patient while these are being reviewed. You will generally hear back from the office prior to the course date - barring exceptional circumstances.

## Student Information

Salutation (Mark One):

Mr.  Mrs.  Miss  Ms.

Name (First Name & Last Name):

Title/Job Position:

Employer:

Mailing Address:

City:

Province:

Postal Code:

Phone Number (and extension if applicable):

Fax Number:

Email Address:

Designations (Select all that Apply):

P Eng  EIT  ASCT  Other:

## Construction Experience

Number of years of civil construction experience: \_\_\_\_\_ Number of contracts or projects: \_\_\_\_\_

Positions held in (select all that apply):  Construction  Supervision  Inspection

Number of years of experience with MMCD documents: \_\_\_\_\_

Positions held on MMCD projects:

## Projects Using MMCD Documents

Value of Project	Project Name	Position Held

## Reference Information

Please note that your written references must be attached in the same email with your student profile following the guidelines listed on the first page of this document. Failure to submit the appropriate reference documentation will result in ineligibility to write the Certified Contract Administrator Exam.

A minimum of three references is required - you must have at least 1 Owner & 1 Contractor as a reference.

### Reference #1:

Name (first & last):

Telephone (including extension if applicable):

Email:

Reference Type:

Consultant

Contractor

Owner

### Reference #2:

Name (first & last):

Telephone (including extension if applicable):

Email:

Reference Type:

Consultant

Contractor

Owner

### Reference #3:

Name (first & last):

Telephone (including extension if applicable):

Email:

Reference Type:

Consultant

Contractor

Owner

### Reference #4 (Optional):

Name (first & last):

Telephone (including extension if applicable):

Email:

Reference Type:

Consultant

Contractor

Owner

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Please submit this documentation to: [admin@mmcd.net](mailto:admin@mmcd.net)