

CM APPLICATION

MBNA CERTIFICATION COMMITTEE

MONUMENT BUILDERS OF NORTH AMERICA

136 South Keowee Street, Dayton, OH 45402 | (800) 233-4472 | Fax (937) 222-5794 | info@monumentbuilders.org

NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____

STATE/PROV.: _____

ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

BIRTHDATE: _____

POSITION: _____

LENGTH OF TIME: _____

EXPERIENCE: I have been in the memorial industry in a full-time capacity for: _____ years.

EXAM LOCATION: Where do you wish to take the CM Exam (check one)?

- MBNA National Convention
- At MBNA Headquarters in Dayton, Ohio (we will contact you to set up date and time)
- State/Provincial Convention. Please specify: _____

PARTICIPATION ACTIVITY RECORD: You will also need to complete the "Participation Activity Form", page two of this application. Include any necessary documentation to verify points claimed. The CM Application will not be processed without the "Participation Activity Form".

PAYMENT: Please enclose \$250 USD to cover the processing and the examination fee. (Non-members please enclose \$450 USD). Purchasing the CM manual is also highly recommended in order to study for the exam.

PREREQUISITES FOR CERTIFIED MEMORIALIST®

1. At least two years experience in a full time position in the memorial industry.
2. Currently employed in a full time position in the memorial industry.
3. Acceptable character, ability, and reputation.
4. Pledge in writing to adhere to the MBNA Code of Good Practice.
5. A minimum of 50 points earned through participation and activity in a broad range of fields recognized as indicative of professional interest and attainment in the memorial industry. These categories and the point system are specified on the "Participation Activity Form." Individuals have a maximum of five years immediately preceding application for certification during which to accumulate the required points.

I fully understand that it is an application for enrollment purposes only. In order to be processed, a fully executed Participation Activity Form must be submitted at the same time. I will submit to written examinations, be available for oral interviews if requested, and supply further information as determined by the MBNA Certification Committee. I further understand and by my signature subscribe to the MBNA Code of Good Practice with the knowledge that any false statement or misrepresentation that I may make in the course of these proceedings may result in the revocation of this application and the issuance of a complaint of violation on said Code.

_____ Date

(Applicant's Own Signature)

(Type or print all information on this Application)

CM® CERTIFICATION PARTICIPATION ACTIVITY FORM

NAME _____ COMPANY _____

To maintain the Certified Memorialist® designation under the MBNA Certification Program, an individual must earn a **minimum of 50 points** in these categories over a period of 5 years. Recertification must be made 3 years from the last designated certification.

Participation/Activity	Points Earned per Year	Maximum Points over 5 years	Points Claimed
Membership (By firm) in MBNA	2	10	
Membership in a recognized state, regional, or provincial industry association	1	5	
MBNA Officer/Trustee	4	20	
Officer in recognized state, regional, or provincial industry association	3	15	
Director/Board Member in recognized state, regional, or provincial industry association	2	10	
MBNA Committee Chair	2	10	
MBNA Committee Member	1	5	
Minimum Points Required = 10 Maximum Points Allowed = 30 Total Points Claimed for this Section			
Attendance at MBNA & recognized industry education sessions <ul style="list-style-type: none"> • MBNA sponsored seminars • Knowledge Quest • Convention education sessions at MBNA Annual Convention or State/Provincial Convention 1 hour = 1 point <i>Documentation required of attendance and seminar agenda</i>	n/a	35	
Completion of MBNA Design Correspondence Course (can only be claimed once)	20	20	
Completion of college level continuing education course, business related. <i>Documentation of successful completion required</i>	5	10	
Attendance at an MBNA Annual Convention	1	5	
Attendance at a recognized state, regional, or provincial convention. May attend more than one a year. <i>Documentation required.</i>	1	10	
Program Speaker at an MBNA National Convention	5	25	
Minimum Points Required = 5 Maximum Points Allowed = 20 Total Points Claimed for this Section			
Documented achievement (by firm) in public relations. Examples include: <ul style="list-style-type: none"> • Aspire Award Winner • News articles • Open house • Industry Speaker 	2	10	
Documented Community Service. Examples include: <ul style="list-style-type: none"> • Cleanup of a local cemetery • Re-setting old monuments • Cleanup of local public monument • Donation of service to design/construction/setting of new public memorial 	2	10	
Contribution of a major article to a national industry publication <i>Copy of published article is required</i>	5	10	
Other contributions to the industry not claimed above. Describe in detail & Document	5	10	
Minimum Points Required = 2 Maximum Points Allowed = 10 Total Points Claimed for this Section			
Minimum Points Required = 30 Maximum Points Allowed = 55 Total Points Claimed for Recertification			

Please return forms along with application fee of \$250 USD (\$450 USD for non-members) to:

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