

# 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: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV.: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

POSITION: \_\_\_\_\_ LENGTH OF TIME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

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<sup>®</sup>

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.

\_\_\_\_\_  
(Applicant's Own Signature)

*(Type or print all information on this Application)*

\_\_\_\_\_  
Date

## INITIAL CERTIFICATION CM PARTICIPATION ACTIVITY FORM

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

Requirements to earn the “Certified Memorialist”<sup>®</sup> designation under the MBNA Certification Program are divided between successful completion of the examination, which is based upon material in the Certification Manual, and the accumulation of points awarded for participation in the specific activities listed below. To achieve initial certification, **a minimum of 50 points must be accumulated**; individuals have a maximum of 5 years immediately preceding application for certification during which to accumulate the required points.

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	<b>Total Points Claimed for this Section</b>		
Attendance at MBNA & recognized industry education sessions: <ul style="list-style-type: none"> <li>• MBNA sponsored seminars</li> <li>• Knowledge Quest</li> <li>• Convention education sessions at MBNA Annual Convention or State/Provincial Conventions</li> </ul> Approximate guideline: 1 hour = 1 point; ½ hour = .5 point. <i>Documentation required of attendance and seminar agenda</i>	n/a	35	
Completion of MBNA Design Correspondence Course	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 = 10      Maximum Points Allowed = 25	<b>Total Points Claimed for this Section</b>		
Documented achievement (by firm) in public relations. Examples include: <ul style="list-style-type: none"> <li>• Aspire Award Winner</li> <li>• News articles</li> <li>• Open house</li> <li>• Industry Speaker</li> </ul>	2	10	
Documented Community Service. Examples Include: <ul style="list-style-type: none"> <li>• Cleanup of a local cemetery</li> <li>• Re-setting old monuments</li> <li>• Cleanup of local public monument</li> <li>• Donation of service to design/construction/setting of a new public memorial</li> </ul>	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. <i>Contribution must be pre-approved by MBNA.</i>	5	10	
Minimum Points Required = 5      Maximum Points Allowed = 15	<b>Total Points Claimed for this Section</b>		
<b>Minimum Points Required = 50      Maximum Points Allowed = 80      TOTAL POINTS CLAIMED FOR CERTIFICATION</b>			