

Four Letters That Set You Apart

MBA EDUCATION'S COMMERCIAL CERTIFIED MORTGAGE SERVICER (CCMS) DESIGNATION



Commercial/Multifamily Mortgage Servicing is the backbone of the commercial/multifamily real estate finance industry. A career in Commercial/Multifamily Mortgage Servicing is exciting, challenging, and continually evolving. Leaders in the industry exemplify extraordinary commitment to the industry and demonstrate high levels of achievement. They command respect due to their professional accomplishments, as well as their unparalleled knowledge of mortgage servicing.

DO YOU HAVE WHAT IT TAKES?

Commercial Certified Mortgage Servicer (CCMS) designees must have a thorough understanding of commercial/multifamily real estate and mortgage fundamentals, including lending, underwriting, closing, servicing, asset management, valuation, and default management. A command of legal and regulatory requirements, market behaviors, and operations is also required.

- Completed CCMS Application
- Letter of Recommendation (senior-level)
- Current resumé
- Two business references (on Application)

Once you have gathered all of the required documents, you will submit them to your designation specialist via email.

THE PATH: EARN THE CCMS

Prerequisites

Five years of experience is recommended.

STEP 1: Apply Online!

MBA MEMBER: \$400 • NONMEMBER: \$1,200

Complete the application online and an MBA Designation Specialist will send you a candidate application package within one business day.

STEP 2: Submit Application Documentation

Complete the online application and submit the following information to MBA Education.

STEP 3: Qualify with 100 Points

All CCMS candidates must accrue 100 points from three categories:

- Professional Industry-related Work Experience (25-point minimum)
- Documented Education (25-point minimum)
- Industry Participation (15-point minimum)

Once you submit your completed application package, we can evaluate your current point status and provide you with a personalized transcript. Points will be confirmed by a Designation Specialist by emailing MBA Education at reviewcertifications@mba.org.

Use the worksheet on the last page to help determine how many points you may have already.

STEP 4: Once Qualified, Enroll in the CCMS Prep Course and Exam

MBA MEMBER: \$800 • NONMEMBER: \$1,600

Once you have acquired at least 100 CCMS points, you are ready to move to the **CCMS Prep Course**. The Prep course is held once a year during the fall. Led by current CCMS designees, the online prep course is designed to provide candidates with a review of the exam's six content areas. The prep course is required, and the fees cover the cost of the six week CCMS Exam Prep Course (including all study materials and practice tests); the CCMS Designation Multiple Choice Exam; and the CCMS Oral Exam.

Note: Candidates with 90 points will qualify to enroll in the designation program. Upon completion of the prep course, the candidate will earn the remaining 10 points to qualify for the designation.

Step 5: Study and Test

After completing the CCMS Prep Course, you are ready to start the testing phase. The testing phase is conducted in two parts: an online multiple-choice exam and an oral exam.

MULTIPLE-CHOICE EXAM

The four-hour, 200-question proctored exam is administered online. Exams may be proctored by an approved in-person proctor or using MBA's third-party virtual proctor service. A passing grade for the exam is 75% or better. The window for candidates to take the exam is December-March. Upon successful completion of the multiple-choice exam, the candidate advances to the oral exam phase.

ORAL EXAM

Oral exams are conducted each spring at [MBA's Commercial/Multifamily Servicing and Technology Conference](#) as well as virtually throughout the year, pending candidate eligibility.



STEP 6: Graduate and Be Recognized

Once you successfully complete the testing requirements you are officially a CCMS designee.

THE CEREMONY

You are honored and awarded your official certificate and pin at the CCMS Graduation Ceremony and Reception, held each year at MBA's Commercial/Multifamily Servicing and Technology Conference.

BEYOND

As a member of the elite group of CCMS designees, you are encouraged to participate in high-level industry events, including networking opportunities and receptions.

All CCMS designees will be expected to maintain their designation with ongoing participation with the MBA and within the CMF industry.

Calculate Your Commercial Certified Mortgage Servicer Points

100 TOTAL POINTS REQUIRED (VERIFICATION REQUIRED)			CCMS POINTS	SUBTOTAL
Professional Experience (Min. Pts. 35/Max. Pts. 75)				
MBA Member Firm	_____ years	×	5/year	_____
Non-MBA Member Firm (<i>Industry Related</i>)	_____ years	×	3/year	_____
Documented Education (Min. Pts. 25/Max. Pts. 75)				
Associate Degree	1	×	10	_____
Undergraduate Degree	1	×	15	_____
Graduate Degree	1	×	10	_____
MBA Web-based Courses	_____ (total courses)	×	5/course	_____
MBA Classroom-based Programs	_____ (total days)	×	2/day	_____
Commercial Mortgage Servicing Achievement Certificate	1	×	10	_____
Commercial Mortgage Servicing Professional Certificate	1	×	15	_____
CCMS Prep Course	1	×	5	_____
Approved Non-MBA Coursework	_____ (total)	×	2/15	_____
MBA Webinars (live)	_____ (total)	×	1/session	_____
MBA Course Instructor	_____ course(s)	×	2-5/course	_____
Approved Non-MBA Course Instructor	_____ course(s)	×	2-5/course	_____
Company Training	_____ year(s)	×	1/year	_____
MBA Future Leaders Program	1	×	10	_____
Participation (Min. Pts. 35/Max. Pts. 75)				
MBA Council/Task Force Chair/Co-Chair	_____ year(s)	×	10	_____
MBA Task Force Participation	_____ year(s)	×	5/year	_____
MBA Leadership Position (BOG/COMBOG)	1	×	10	_____
MBA Industry Conferences/Conventions	_____ (total)	×	1/day	_____
MBA Education Subject Matter Expert	_____ total	×	2-10/project	_____
MBA Conference Speaker	_____ total	×	2/panel	_____
Non-MBA Conference (industry-related)	1	×	1/day	_____
Approved non-MBA Leadership Position	1	×	10	_____
Total CCMS Points		=		_____

* This point calculator is to be used for illustrative purposes only. Your formal CCMS program points will be confirmed by the designation program manager upon enrollment.