

California Cadastral Mapping Association

Requirements

and

Guidelines

CADASTRAL MAPPING

Professional

Certification



Revision Date: 5/17/2007



CADASTRAL MAPPING

Professional Certification Program

Overview

Before the Program is explained, it is important to discuss the difference between certificate, certification, licensure, and accreditation. The California Cadastral Mapping Association is offering a **certification** program.

Certificate: An award given to an individual recognizing completion of an academic training program. Most colleges and universities list their available certificate programs in catalogues or on their web sites. (Examples of related certificate programs: Real Estate, Appraisal, etc.)

Certification: A process, often voluntary, by which individuals who have demonstrated a level of expertise in the profession are identified to the public, peers and other stake holders by a third party. Designed to recognize expertise.

Licensure: The granting of a license to practice a profession. Often regulated by the state and indoctrinated in legislation. Designed to guard against incompetence.

Accreditation: The process of evaluating the academic qualifications or standards an institution or program of study in accordance with pre-established criteria.

The Cadastral Certification Program is designed for the journeymen level or higher. The program is completely voluntary. The Program's intent is to be a vehicle to be used as each county sees fit. Certification is encouraged, but not required. It is to each county's discretion on how to use, or not, the Certification Program.

Certification Purpose

The purpose of the Cadastral Mapping Certification Program is to provide those who work in the cadastral mapping field with a formal process that will:

- Allow them to be recognized by their colleagues and peers for having demonstrated exemplary professional practice and integrity in the cadastral mapping field.
- Establish and maintain high standards of both professional practice and ethical conduct.
- Encourage aspiring cadastral mapping professionals to work towards certification for the purpose of professional development and advancement.
- Encourage established cadastral mapping professionals to continue to hone their professional skills and ethical performance as the cadastral mapping field changes.

Why Certify?

- To provide a means for attaining recognition.
- To encourage long-term professional development.
- To ensure ethical behavior by cadastral mapping professionals.
- To ensure that those in the cadastral mapping field have a core competency of knowledge.
- To assist aspiring cadastral professionals choose their educational opportunities wisely.
- To assist prospective employers assess and hire cadastral professionals.

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Who Benefits from Certifying Cadastral Professionals?

- First and foremost, the public.
- Certification gives assurances that competent and ethical cadastral professionals are doing the work.
- Certification is one of the ways assessor departments can identify the most qualified individuals.
- Certification can be a means to document an individual's expertise.

What can Certification Provide?

- Classify bad and good practices.
- Implement a professional code of ethics that identifies bad practice and upholds good practice.
- Outline the education and work experience necessary to establish good cadastral practice.



CADASTRAL MAPPING

Professional Certification Program

Minimum Required Points for Initial Certification

Experience is the most important factor in applying skills to real world problems, and education plays a very important role in providing the knowledge and intellectual maturity required to approach problems and communicate solutions effectively. In addition, professionals must contribute to the advancement of the profession by donating their skills in professional efforts not designed for individual compensation, but rather to maintain the fundamental health of the profession.

This forms the basis for the minimum number of points required in each category. The following is the minimum point schedule for each type of certification.

Category	Cadastral Analyst	Cadastral/GIS Analyst	Master Cadastral Analyst	Master Cadastral/GIS Analyst
Experience	60	60	75	75
Education	25	25	30	30
Contribution	6	6	8	8
Any Category	59	59	87	87
Total:	150	150*	200	200
		* 50 points must be GIS related, can be any category.		* 70 points must be GIS related, can be any category.
Professional Experience (Minimum)	4 Years (2 years at the journeymen level or higher)	4 Years (2 years at the journeymen level or higher)	6 Years (2 years of decision making or supervisory level)	6 Years (2 years of decision making or supervisory level)

Table MP-1

Cadastral Analyst or Cadastral/GIS Analyst

If you have less than 4 years (48 months) of professional experience you are not qualified to apply for Cadastral Analyst or Cadastral/GIS Analyst Certification regardless of your point total. Also, if you do not have a minimum of two (2) years of journeymen level or higher experience you are not qualified to apply for Cadastral Analyst or Cadastral/GIS Analyst.

The minimum qualification for initial certification is four (4) years of professional experience in the area of cadastral mapping and/or cadastral GIS of which two (2) years must be at the journeymen level or higher. Even if you accrue a minimum of 150 points, to meet the point requirement, but you have less than four years of professional experience and/or less than two years of journeymen level, you must wait until the 4-year (48 months) and the 2-year (24 months) requirements are met before applying for certification.

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Master Cadastral Analyst or Master Cadastral/GIS Analyst

If you have less than 6 years (72 months) of professional experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst Certification regardless of your point total. Also, if you do not have a minimum of two (2) years of decision making/supervisory experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst.

The minimum qualification for initial certification is six (6) years of professional experience, of which two (2) must be in a decision making/supervisory capacity. All points must be in the area of cadastral mapping and/or cadastral GIS. Even if you accrue a minimum of 200 points, to meet the point requirement, but you have less than six years of professional experience and/or less than two years of decision making/supervisor experience; you must wait until the 6-year (72 month) experience and the 2-year decision making/supervisor requirements are met before applying for Master level certification.

Examples of Decision Making

- Resolves difficult mapping problems and renders final decisions where interpretations are necessary.
- Perform complex and detailed cadastral mapping.
- Interpret and write or perform special studies regarding tract maps, parcel maps, record of surveys and property boundary legal descriptions.
- Interpret government codes, legislation or legal provisions relating to cadastral mapping or boundary issues.



CADASTRAL MAPPING

Professional Certification Program

Experience Points

Experience Achievement Point Schedule – Cadastral Analyst or Cadastral/GIS Analyst

NOTE: If you have less than 4 years (48 months) of professional experience or less than 2 years (24 months) of journeymen level or higher, you are not qualified to apply for Cadastral Analyst or Cadastral/GIS Analyst Certification regardless of your point totals in this or any category.

Minimum Professional Experience Requirement

The minimum qualification for initial certification is four (4) years of professional experience of which two (2) years must be at the journeymen level or higher in the area of cadastral mapping and/or cadastral GIS. An individual will need to accrue a minimum of 60 points in this area to meet the minimum requirement. Therefore, if you have less than four years of professional experience or less than two years at the journeymen level but meet the 60-point minimum, you must wait until the 4-year (48 months) and 2-year (24 months) requirements are met.

See Table XP-1 for Base Experience Levels and point allocations.

Experience Achievement Point Schedule – Master Cadastral Analyst or Master Cadastral/GIS Analyst

NOTE: If you have less than 6 years (72 months) of professional experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst Certification regardless of your point totals in this or any category. Also, if you do not have a minimum of two (2) years of decision making/supervisory experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst.

Minimum Professional Experience Requirement

The minimum qualification for initial certification is six (6) years of professional experience, of which two (2) must be in a decision making/supervisory capacity. All experience must be in the area of cadastral mapping and/or cadastral GIS. You will need to accrue a minimum of 75 points in this area to meet the minimum requirement. If you have less than six years of professional experience and/or less than two years of decision making/supervisory experience, but meet the 75-point minimum, you must wait until the 6-year (72 month) experience and 2-year decision making/supervisory requirements are met.

Master professional experience points are given for what is known as the senior or supervisory level.

California Cadastral Mapping Association Professional Certification Program

Experience Achievement Point Schedule

Base Experience Levels	Points per FTE year
Decision making or Supervisory capacity	35 pts
Decision making or Supervisory capacity with GIS experience	35 pts
Journeyman Level – Cadastral Mapping	25 pts
Journeyman Level – Cadastral Mapping with GIS experience	25 pts
Below Journeyman Level – Cadastral Mapping	15 pts
Below Journeyman Level – Cadastral Mapping with GIS experience	15 pts
Trainee – Cadastral Mapping	10 pts
Trainee – Cadastral Mapping with GIS experience	10 pts
Instructor / Teacher – Cadastral Mapping or GIS	15 pts

Table XP-1

Other professional fields may also earn experience points for Cadastral Analyst, Cadastral/GIS Analyst, Master Cadastral Analyst or Master Cadastral/GIS Analyst. The following are a few examples of related employment areas: surveying, civil engineering, real estate, and appraisal. The points given would be based on the actual functions performed using the point criteria from Table XP-1.

Full Time Equivalent Percentages (FTE %)

FTE % is the decimal portion of time credited towards a particular experience level. This would occur if not all your time at a given experience level was not devoted to cadastral or cadastral/GIS functions. The best example is a part time employee. Say they only worked 20 hours a week in the profession. This would have an FTE% of .5 or 50%.

Example of Experience:

Exp. Level	FTE %		Years		Pts/Yr	Subtotal
Below Journeyman	0.8	x	2.3	x	15	27.60
Journeyman level	1.0	x	4.5	x	25	112.50
Supervisory Capacity	1.0	x	3.25	x	35	113.75
GIS Instructor (local JC)	0.2	x	2.5	x	15	7.50
Engineering Office (Below Journeyman)	0.5	x	5.5	x	15	41.25
TOTAL Experience Points:						302.60

Table XP-2

In the above example, the individual has more than 6 years experience of which more 2 years is at the decision making/supervisory level. Also his point total exceeds 75 points. The candidate has met the experience requirements for Master Cadastral Analyst. If enough of this experience is GIS related, the candidate may be eligible for Master Cadastral/GIS Analyst.



CADASTRAL MAPPING

Professional Certification Program

Educational Achievement Points

While formal education experiences may not contribute as much as experience to a cadastral mapping professional's qualifications, they certainly do have the potential to be a valuable means of acquiring the knowledge, skills, and dispositions that an individual needs to be successful in any profession. The guidelines are meant to encourage practitioners to seek out continuing opportunities while providing incentives to education providers to build substantive cadastral mapping programs with quality courses. CCMA is not an accrediting body, and therefore will not attempt to evaluate the quality of educational institutions or programs. Instead, it will ensure that individuals who seek certification have successfully participated in a minimum of relevant, formal educational experiences.

Education Point Schedule

The Education Point Schedule consists of three (3) parts or types of educational points.

Credential Points: points earned through successful completion of a formal degree or certificate program offered by accredited educational institutions. Credential points are also given for professional registration, license, or certification in related professional fields.

Credentials	Points
Master's Degree or Higher	25 Points
Bachelor's Degree	20 Points
Associate's Degree	10 Points
Certificate Program	5 Points
Civil Engineer Registration (1)	15 Points
License Land Surveyor (1)	15 Points
Engineer In Training (EIT) (2)	5 Points
Land Surveyor In Training (LSIT) (2)	5 Points
Real Estate Broker's License (3)	10 Points
Real Estate Salesman's License (3)	5 Points
Appraiser Trainee (4)	5 Points
Residential Appraiser (4)	8 Points
Certified Residential (4)	10 Points
Certified General (4)	15 Points

Table EP-1

- (1) License – California Department of Consumer Affairs, Board for Professional Engineers and Land Surveyors
- (2) Certification – California Department of Consumer Affairs, Board for Professional Engineers and Land Surveyors
- (3) License – California Department of Real Estate
- (4) License – California Office of Real Estate Appraisers

California Cadastral Mapping Association Professional Certification Program

Course Points: points earned through successful completion of individual courses, workshops, seminars, or other formal, documented educational activities whose subject matter relates directly to cadastral mapping or geographic information technologies.

Calculating Student Activity Hours (SAH) for types of courses or workshops.

- For a college or university course with set credits (i.e., 3 credits):

$$\text{SAH} = C \times 3 \times W$$

C = Credits

3 = Fixed (Activity hours per credit)

W = Length of course in weeks

Example: 3 Credit course, 15 week semester

$$\text{SAH} = 3 \times 3 \times 15$$

SAH = 135 Hrs

- For non-credit college or university course, or workshop for which you earn CEUs (Continuing Education Units).

$$\text{SAH} = \text{CEUs} \times 10 \quad 10 \text{ is the number of SAH per CEU}$$

Example: 2 CEUs

$$\text{SAH} = 2 \times 10$$

SAH = 20 Hrs

- For non-credit, non-CEUs, or workshops, SAH equals the actual classroom hours.

Example: 2 Day Workshop / 8 per day = 16 SAH

For Educational Points divide total SAH by 40 (activity hours per point).

Example: 135 SAH from Credit Course

20 SAH from CEU Course

16 SAH from Workshop

Total SAH = 171 / 40 → **4.3** (rounded) **Educational Points**

Conference Attendance Points: Conference attendance points are awarded in recognition of the valuable informal learning afforded by participation in meetings and conference sponsored by professional societies and regional and local user groups.

Conference Attendance Points are determined by the number of days and not hours spent at each event. Therefore, the number of days attended should always result in a whole number. You multiply 0.2 by the number of attendance days to obtain Educational Points earned.

Example: CCMA Conference – 2 days → 2 x 0.2 = **0.4 Educational Points**

NOTE: All Educational Points need to be documented in some manner. (i.e.; degrees, diplomas, certificates, proof of attendance, certificate of completion)

Credential Points

Applicants may claim credential points equal to the value of the highest degree or certificate earned.

For example:

- An applicant who has earned an Associate's degree and a Bachelor's degree may claim 20 points (Bachelor's degree points). With dual degrees, credential points may be claimed for one while the other may only be used for Course Points (see Course Points).
- An applicant who has earned degrees from non-U.S. institutions may claim points associated with the most comparable degree (justification required).

Degrees in any field of study awarded by accredited institutions may be counted.

Certificates must be in or related to cadastral mapping or cadastral GIS.

California Cadastral Mapping Association Professional Certification Program

Course Points

Only individual courses, workshops, seminars, or other formal, documented educational activities whose subject matter relates directly to cadastral mapping or geographic information technologies are eligible for Course Points.

Relevant courses may be counted even if they were completed as part of a degree or certificate program for which the applicant has also claimed Credential Points.

Course titles should be listed in the application as they appear on the supporting transcript, syllabi, or other documentation. Non-specific course titles can be augmented with actual course topic.



CADASTRAL MAPPING

Professional Certification Program

Contributions to the Profession Points

The minimum qualification for initial certification is to accrue points in areas that not only benefit the applicant but also benefit the profession as a whole. There are several major areas of involvement with points being awarded for a multitude of activities within them. Contribution points may fall into any of the categories or be distributed among them all.

Contributions are intended to recognize documents and activities that relay lessons learned and techniques developed at work beyond the office. They should benefit the profession as a whole.

Rationale

The ability to contribute can be limited by lack of administrative support and resources; however, the program and the cadastral mapping community must not lower expectations to the lowest common denominator. Instead, a case should be made for the value of participation. In this way, cadastral staff members can use certification to convince their management that participation contributes to the education and professional development of their staff.

Contribution Point Schedule

The Contribution Point Schedule consists of several parts or types of contribution points.

Cadastral/GIS Publications: Writing or reviewing certain Cadastral/GIS related materials. For any work to be considered published, for the purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party.

Contribution	Points per Publication
Book – Author/Editor	15 Points
Book Chapter - Author	5 Points
Published Paper	5 Points
Magazine / Journal Article	3 points
Paper in Conference Proceedings	2 Points
Newsletter Article	1 Points
Web site Article	1 Point

Table CP-1

California Cadastral Mapping Association Professional Certification Program

Cadastral/GIS Professional Involvement: Being an active member of an organization with focus on Cadastral/GIS activities or education.

Contribution	Points per Year of Office or Affiliation
President or Board Chair	5 Points
Officer or Board Member	4 Points
Appointed Position	4 Points
Committee Chairperson	3 Points
Committee Member	2 Points
Association/Organization Membership	1 Point

Table CP-2

Cadastral/GIS Conference Participation or Presentation: Organizing a conference, giving a presentation, or being part of organizing or presenting.

Conference Participation or Presentation	Points per Event
Conference Chairperson	4 Points
Conference Committee Member	2 Points
Conference Presentation	2 Points
Assist with Conference Presentation	1 Point

Table CP-3

Cadastral/GIS Awards Received: Awards for excellence in Cadastral/GIS proficiency that way be bestowed by a variety of sources.

Conference Participation or Presentation	Points per Award
National or State Award	3 Points
Local or Regional Award	2 Points

Table CP-4

Note: Awards issued by the applicant's employer do not count as a contribution to the profession.

Cadastral/GIS Other Contributions: Includes other activities or events that may not qualify under previous listed categories.

Other Contribution	Points per Activity
Initiating a mass email inquiry	1 Point
Responding to a mass email inquiry	1 Point

Table CP-5



CADASTRAL MAPPING

Professional Certification Program

Grandfathering Provision

Before completing the regular application for Cadastral Certification you may want to consider applying under the Grandfathering Provision. The Grandfathering Provision is for the experienced cadastral analyst. The current cadastral experience is allowed to compensate for deficiencies in the other two Achievement Categories. Therefore, Grandfathering Provision is based solely on experience. If a minimum number of years, or points, of experience is met, then the individual obtains their certification. After that, they must attain the required points in each category for recertification.

The following is a minimum years/points schedule for Grandfathering each type of certification.

Certification Type	Years of Experience	Total Points
Cadastral Analyst	5 or more (A)	200 Any Category
Cadastral/GIS Analyst	5 or more (A)	200 Any Category (See Note 1)
Master Cadastral Analyst	8 or more (B)	300 Any Category
Master Cadastral/GIS Analyst	8 or more (B)	300 Any Category (See Note 2)
(A) Min. 3 years must be at journeymen level or higher. (B) Min. 4 years must be decision making / supervisory experience.		(1) 85 points must be GIS related. (2) 125 points must be GIS related

Table GP-1

Cadastral Analyst or Cadastral/GIS Analyst

If you have less than 5 years (60 months) of professional experience and/or 3 years at the journeymen level you are not qualified to apply for Cadastral Analyst or Cadastral/GIS Analyst Certification under the Grandfathering Provision regardless of your point total.

The minimum qualification for Grandfathering Provision certification is five (5) years of professional experience of which three (3) years must be at the journeymen level in the area of cadastral mapping and/or cadastral GIS. You will need to accrue a minimum of 200 points, total, to meet the minimum requirement. Therefore, if you have less than the five-year or the three-year requirement of professional experience but meet the 200-point minimum you may not apply under the Grandfathering Provision.

Applicants are eligible for the Grandfathering Provision if they have earned a minimum of 200 professional experience points (see Table XP-1).

The following are few examples of candidates who qualify for the Grandfathering Provision:

- 8 years of cadastral experience at the journeymen level, nothing from education or contributions (total 200 points).
- 5 years of cadastral experience at the journeymen level and 75 points from either education and/or contributions (total 200 points).
- 6 years of cadastral experience at the journeymen level and 50 points from education, nothing from contributions (200 points).

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If you are applying for Cadastral/GIS Analyst, a minimum of 85 of the 200 points must come from experience, education, and/or contributions related to GIS.

Master Cadastral Analyst or Master Cadastral/GIS Analyst

If you have less than 8 years (96 months) of professional experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst certification under the Grandfathering Provision regardless of your point total. Also, if you do not have a minimum of four (4) years of decision making/supervisory experience you are not qualified to apply for Master Cadastral Analyst or Master Cadastral/GIS Analyst under this provision.

The minimum qualification for Grandfathering Provision certification is eight (8) years of professional experience, of which four (4) must be in a decision making/supervisory capacity. All points must be in the area of cadastral mapping and/or cadastral GIS. You will need to accrue a minimum of 300 points to meet the minimum requirement. Therefore, if you have less than eight years of professional experience and/or less than three years of decision making/supervisory experience, but meet the 300-point minimum, you are not eligible under the Grandfathering Provision.

The following are few examples of candidates who qualify for the Grandfathering Provision:

- 8 years and 7 months of cadastral experience in decision making/supervisory level, nothing from education or contributions (total 300 points).
- 6 years and 5 months of cadastral experience at the journeymen level and 4 years in decision making/supervisory level. Nothing from either education and/or contributions (total 300 points).
- 5 years of cadastral experience at the journeymen level and 4 years in decision making/supervisory level and 35 points from education, nothing from contributions (300 points).

If an applicant is applying for Master Cadastral/GIS Analyst, a minimum of 125 of the 300 points must come from experience, education, and/or contributions related to GIS.



CADASTRAL MAPPING

Professional Certification Program

Upgrading

Cadastral Analyst TO Cadastral Analyst/GIS

If you already have a Cadastral Analyst Certification, you may upgrade to Cadastral Analyst/GIS. The requirement is 50 points of GIS related education, experience and/or contributions. Points may be from any category.

These points may be part of the original 150 points for initial certification.

Example: Original point totals submitted 175. (Minimum required - 150 points)

Experience	– 125 points
Education	– 38 points
Contribution	– <u>12 points</u>
TOTAL	– 175 points

One year of experience is GIS related, 25 points. 12 points are from GIS related education. In this example, the applicant only needs to provide proof of 13 additional points that are GIS related.

Cadastral Analyst or Cadastral Analyst/GIS TO Master Cadastral Analyst or Master Cadastral/GIS Analyst

You may apply for upgrading to a Master Cadastral Analyst or Master Cadastral Analyst /GIS if you meet the following minimum qualifications of additional years of experience and an additional 100 points.

The minimum qualification for upgrading to Master Cadastral Analyst or Master Cadastral Analyst /GIS is an additional two (2) years of professional experience of which must be in a decision making/supervisory capacity. All points must be in the area of cadastral mapping and/or cadastral GIS. You will need to accrue a minimum of 100 points to meet the minimum requirement. Points used for Cadastral Analyst or Cadastral/GIS Analyst may NOT be used for upgrading to Master Cadastral Analyst or Master Cadastral/GIS Analyst.

Master Cadastral Analyst - Addition Points Table

Category	Points
Experience	70
Education	5
Contribution	2
Any Category	23
Total:	100

Table UP-1

To upgrade to Master Cadastral/GIS Analyst you must show that you have a minimum of 70 points that are GIS related. These 70 points may be part of the original 150 points for initial certification.

California Cadastral Mapping Association Professional Certification Program

Master Cadastral Analyst TO Master Cadastral Analyst/GIS

If you already have a Master Cadastral Analyst certification, you may upgrade to Master Cadastral Analyst/GIS. The requirement is 70 points of GIS related experience, education and/or contributions. Points may be from any category.

These points may be part of the original 200 points for initial certification.

Example: Original point totals submitted 240. (Minimum required - 200 points)

Experience	– 180 points
Education	– 46 points
Contribution	– <u>14 points</u>
TOTAL	– 240 points

One year of decision experience is GIS related, 35 points. 16 points are from GIS related education and an additional 4 points are from GIS related contributions.

In this example, the applicant has 55 GIS related points. The applicant does not qualify. He needs to provide proof of 15 additional points that are GIS related.



CADASTRAL MAPPING

Professional Certification Program

Renewal of Certification

Being a certified Cadastral Analyst has an obligation to not only be qualified for the tasks, but also to keep current in the field through readings and professional development. Certified analysts should be renewed every five years in order to maintain currency in the cadastral field.

Renewal Certification Points

The minimum number of points required to renew Cadastral Analyst, Cadastral/GIS Analyst, Master Cadastral Analyst or Master Cadastral/GIS Analyst is **70 points**. Thus, all applicants for renewal must show new total achievement points over the previous five years of 70 points or more. Again, to ensure that applicants have a broad foundation, specific minimums in each of the three achievement categories must be met or exceeded. These minimums are as follows:

- **Experience** **50 Points**
- **Education** **4 Points**
- **Contributions** **5 Points**
- **Additional (Any)** **11 Points**

Total: 70 Points

NOTE:

- (1) If you are renewing a Cadastral/GIS Analyst or a Master Cadastral/GIS Analyst, 25 points of the total must be GIS related.
- (2) If you are renewing a Master Cadastral Analyst or a Master Cadastral/GIS Analyst, you must show your experience points come from decision-making or supervisory level.



CADASTRAL MAPPING

Professional Certification Program

Certification Committee

Purpose

The Certification Committee has several purposes:

- To review and either approve or disapprove all applications for certification.
- To maintain all certification records and notify certified analysts of renewal date.
- Forward recommend changes and/or enhancements to the certification program to the California Cadastral Mapping Association for review and approval.

Initial Committee

The initial Certification Committee will be appointed by CCMA. It is the responsibility of this committee to certify themselves before processing any applicants for certification.

Committee Members

The committee shall be made up of seven (7) members. Members are volunteers appointed by CCMA.

The members will serve two (2) year terms, with term of 4 members starting in even number years and the term of 3 members starting in odd number years. The terms start January 1 following their appointment.

It is recommended that committee members be certified Master Cadastral Analyst or Master Cadastral/GIS Analyst. If no Master Cadastral Analyst or Master Cadastral/GIS Analyst is available to serve, then a Cadastral Analyst or Cadastral/GIS Analyst may serve. All committee members must be certified at one of the accepted levels.

In addition, all committee members must be Regular members of CCMA.

In the event a member cannot fulfill his/her term, CCMA will appoint an additional to member complete the vacated term.

The 7-member committee will annually select from the committee who will serve as Committee Chairman.

In the event the chairman cannot fulfill his/her term, the committee will select from the committee who will serve to complete the term.

California Cadastral Mapping Association Professional Certification Program

Application Processing

It is the responsibility of the Certification Committee to review all applications for certification. They will review the applications for completeness, necessary point distribution, point documentation, and other certification qualification requirements.

The committee is responsible to inform the applicants of their application status.

It is the committee who approves or rejects the application. They may request additional information or clarification from the applicant prior to accepting or rejecting an application.

Approval requires a simple majority vote of the committee and their decision is final.

Once approved, the committee will send the applicant a letter of acceptance and a certification certificate indicating the certification level achieved.

Rejected applicants will be encouraged to improve the deficient area(s) and resubmit.