

## OFFICIAL CERTIFIED MOVING CONSULTANT APPLICATION



American Moving & Storage Association  
Attn: Training & Certification  
2800 Eisenhower Avenue, Ste. 200,  
Alexandria, VA 22314  
PH: (703) 706-4989 selko@moving.org

### CODE OF ETHICS AND PROFESSIONAL PRACTICES OF THE CERTIFIED MOVING CONSULTANT

1. I will not willfully and knowingly make, circulate or transmit any statement written, printed or by word, which is untrue in fact or calculated to mislead a customer or prospective customer with respect to moving services I offer.
2. I will honor the moral sanctity of all contracts of my company, whether written or oral, breaching no agreement, promise or tariff provision, whether by evasion, deliberate misinterpretation or any other means.
3. I will not, under any condition, grant or allow any rebate, either directly, indirectly or in any form whatsoever to customers or shippers, where such rebate would be in contravention of law or ethical business practice.
4. I will not take advantage of the confidence entrusted in me by a customer or act or refrain from acting in a manner detrimental to my customer.
5. I will refrain from defaming competitors by falsely representing or falsely disparaging the quality of their services.
6. I will not aid or abet a violation of the Code of Ethics and Professional Practices by assisting or encouraging another in a violation.
7. I understand that if my annual certification renewal fee is not paid by the due date, my consultant's certificate will be revoked subject to the right to become re-certified upon payment of arrearages and compliance with the qualifications of re-certification, where appropriate.
8. It is the policy of the Association and its certified members to comply strictly with the letter and spirit of all federal and state trade regulations and anti-trust laws. I agree to comply strictly with these laws and regulations.

## **POLICY GUIDELINES OF THE CERTIFIED MOVING CONSULTANT (CMC) PROGRAM**

**1. Eligibility to Apply** Individuals involved directly or indirectly in the sales and marketing of moving and storage services anywhere in the world are eligible to apply. Both domestic and international applicants are welcome, but only AMSA members in good standing are eligible to apply.

**2. Qualifications to Become a Certified Moving Consultant**

- Must have a minimum six months of successful experience in the business and be recommended by a CMC, employer, etc.
- Application and testing may take place prior to meeting the experience requirement, but credentials will be issued only when the six months experience has been met.
- Must have a good reputation for integrity and honesty and be willing to sign and abide by the CMC Code of Ethics.
- Must pass the CMC Certification Exam and be re-certified every year by the calendar year.

**3. Re-certification** Each Certified Moving Consultant must be re-certified every year by submitting evidence of having completed a minimum of 8 hours of continuing education and training related to the moving and storage business.

**4. Reinstatement** Former CMCs may reapply for membership by paying a reinstatement fee and annual dues, and completing a new, signed application.

**5. Fees and Dues** \$100 Application fee, due at time of application and \$125 annual renewal fee due December 31st of each year.

**6. Re-examination** Applicants who fail the test may be re-examined one additional time. Applicants must apply for re-examination and take the test over within six months of the original application date. Failure to do so may result in another application fee.

**7. Authorization to use CMC credential** Current, dues-paying members of the CMC program are the only individuals authorized to use the CMC credential in advertising and promotions, or to hold themselves out as "Certified Moving Consultants." The "Certified Moving Consultant" credential requires continuous annual participation as a dues-paying member and continuing education and training.

**8. Sanctions** Individuals who falsely hold themselves out as CMCs or engage in unethical or illegal activity are subject to sanctions by the Institute including administrative and/or legal action.

**9. Refunds** Fees and dues paid to the Institute are non-refundable. In extraordinary circumstances, an application may be transferred to another individual within a company if the original applicant leaves the business or dies.

I have read and understand and will abide by both the Certified Moving Consultant's Code of Ethics and the Policy Guidelines. I also understand that this application is in affect for six (6) months from the date of application. Failure to complete the testing requirement in that time will result in forfeiture of this application and it accompanying application fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# OFFICIAL CERTIFIED MOVING CONSULTANT APPLICATION

First and Last Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

Website Address \_\_\_\_\_

Van Line Affiliation \_\_\_\_\_

Name and title of person who recommends you for CMC certification:

\_\_\_\_\_

## PAYMENT OPTIONS FOR THE \$100 CMC APPLICATION FEE:

Send completed form to Stephanie Elko via email to [selko@moving.org](mailto:selko@moving.org), or fax to (703) 683-7527.

VISA    MasterCard    Discover    American Express    Check enclosed\*

Signature, if using credit card: \_\_\_\_\_

Print name as shown on credit card: \_\_\_\_\_

Account Number (ALL DIGITS)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--

\*If paying by check, make payable to AMSA and mail to:  
AMSA, c/o CMC Program  
2800 Eisenhower Avenue, Ste. 200  
Alexandria, VA 22314