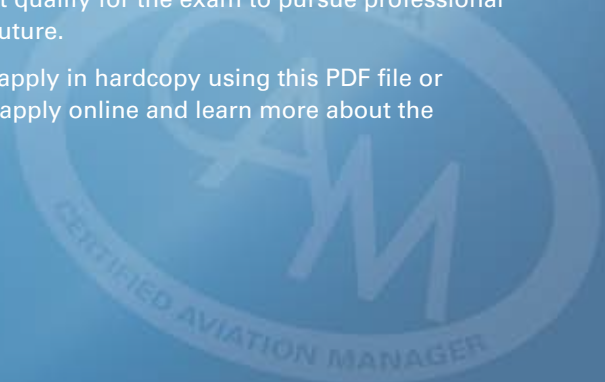




CAM APPLICATION AND PROGRAM GUIDE

The purpose of this Certified Aviation Manager (CAM) Application and Program Guide is to assist you in qualifying and applying for the CAM exam. Using a point-based system to evaluate your education, work experience and industry involvement, this document will enable you to conduct a self-assessment to determine whether or not you possess the qualifications required to apply for the exam. NBAA encourages those who do not yet qualify for the exam to pursue professional development opportunities in order to qualify in the future.

Those who qualify to take the CAM exam may either apply in hardcopy using this PDF file or apply online using a web-based exam application. To apply online and learn more about the CAM Program, visit www.nbaa.org/cam.



CAM Application

Updated June 2011

APPLICATION CHECKLIST

- 1. Review the complete program guide beginning on page 9.
- 2. Determine if you are qualified to take the exam.
- 3. Fill out and sign the application starting on this page.
- 4. Attach all required license copies or documentation.
- 5. Attach two signed letters of recommendation.
- 6. Attach one essay (typed, 500 words, double-spaced).
- 7. Mail completed application package along with non-refundable payment to:

Jay Evans
Administrative Director, CAM Governing Board
1200 18th Street NW, Suite 400
Washington, DC 20036
(202) 783-9353
cam@nbaa.org

A. PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____

State/Province _____ Postal Code: _____ Country: _____

Phone (home/work): _____ Fax (home/work): _____ E-mail: _____

CAM Certificate Number (Official Use Only): _____

Payment

Non-refundable exam application processing fee is required for both NBAA Members and non-Members. For a description of fees associated with the CAM Program, contact NBAA at cam@nbaa.org or visit the web at www.nbaa.org/prodev/cam/costs.

Indicate Member Type:

- NBAA Member Non-Member

Insert Application Fee: \$_____

Indicate Payment Method:

- Check (payable in U.S. dollars to NBAA) is enclosed. Please write applicant's name on check.
 Credit Card: AMEX Visa MasterCard Discover

Card Number: _____ Expiration (MM/YY): _____ Signature: _____

Note: For cancellation prior to 30 days of exam administration, a refund will be granted less a processing fee. For those who cancel or reschedule within 30 days of scheduled exam, no refunds will be provided and an additional fee will be assessed.

Privacy Statement

NBAA will keep confidential and not release information contained in an individual's application, examination, or personal file, including exam scores, without the applicant's consent unless required by law. Specifically, NBAA will not disclose the name or personal information of any individual who has applied to take the exam, except: (1) as designated by the applicant/certificate holder in writing; (2) to necessary staff, legal consultants, or others with a need to know; (3) when verifying references provided by the applicant; (4) as required by law in the opinion of NBAA or its legal counsel; or (5) in the course of providing a list of examinees to exam site proctors. Names of those certified will be released to the public via the NBAA web site or in other publications in accordance with NBAA policy.

Nondiscrimination Statement

It is NBAA policy to comply with all the terms, requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans With Disabilities Act, and any other applicable federal, state, local or other antidiscriminatory act, law, statute, or regulation, and NBAA will not discriminate against any applicant because of race, creed, religion, age, sex, color, national or ethnic origin, handicap, or disability. The application is a record of professional training and education accomplished in aviation. To qualify to take the CAM exam, the applicant must accrue 100 or more points. (See CAM Program Guide for details on points accrued.)

B. FORMAL EDUCATION

Complete the information below for each educational level that resulted in a diploma or a degree. NBAA will independently verify applicant's formal education on a random basis. If requested, a transcript documenting applicant's highest degree must be sent directly from the school to the certification program. The maximum points given for formal, post-secondary education is 45 points; see CAM Program Guide for further details.

High School Diploma or Equivalent

High School: _____ Year Graduated: _____ Phone: _____

Full Street Address (include country): _____

College Degree Earned

Name of College: _____ Dates: _____ Phone: _____

Name of Degree Earned: _____ Major: _____

Full Street Address (include country): _____

Additional colleges attended may be added below.

Graduate Degree

Name of College: _____ Dates: _____ Phone: _____

Name of Degree Earned: _____ Major: _____

Full Street Address (include country): _____

Additional Colleges Attended

Name of College: _____ Dates: _____ Phone: _____

Name of Degree Earned: _____ Major: _____

Full Street Address (include country): _____

Total Education Points Awarded _____

C. EMPLOYMENT VERIFICATION

The applicant's current employment must be confirmed by his or her employer, who must sign this Employment Verification form. NBAA also will independently verify employment on a random basis.

Please make copies of this form to show any additional work experience for this position.

Applicant

I understand that NBAA may, at its sole discretion and in order to verify my employment information, contact the employers listed on this application. I authorize the investigation of my employment background and authorize the employers listed on this application to provide information concerning my current and previous employment. They may give any pertinent information they have, personal or otherwise. Moreover, I hereby release the listed companies and the investigating authority from all liability for any damage that may result from the use of such information.

Signature of Applicant: _____

Date: _____

Employment Verification (Current Position)

Identify each position held according to the six categories of work experience as defined in the CAM Program Guide.

- Supervisory positions are defined as authorized to oversee personnel, budget, hiring and firing decisions.
- Management positions are defined as functional supervision of other employees, i.e., aircraft commander/first officer or shift supervisor/employee.

Employee Name: _____

Job Title: _____

Position Description: _____

Work Experience Category Letter (see definitions in CAM Program Guide): _____

Number of Personnel Supervised/Managed: _____

Years in Position: _____

Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions in CAM Program Guide): _____

Number of Personnel Supervised/Managed: _____

Years in Position: _____

Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions in CAM Program Guide): _____

Number of Personnel Supervised/Managed: _____

Years in Position: _____

Start and End Dates: _____

Employer: _____

Employer Address: _____

City: _____

State/Province: _____

Postal Code: _____

Country: _____

Employer Contact: _____

Phone: _____

E-mail: _____

I verify that the above employment information is accurate and relevant for the above applicant who is applying for the Certified Aviation Manager (CAM) Program.

Supervisor Signature/Title: _____

Date: _____

Total Current Employment Points Awarded _____

D. PREVIOUS EMPLOYMENT

List previous employment, starting with most recent.

Previous Employer

Employee Name: _____

Job Title: _____ Position Description: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Employer: _____

Employer Address: _____ City: _____ State/Province: _____ Postal Code: _____ Country: _____

Employer Contact: _____ Phone: _____ E-mail: _____

Previous Employer

Employee Name: _____

Job Title: _____ Position Description: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Employer: _____

Employer Address: _____ City: _____ State/Province: _____ Postal Code: _____ Country: _____

Employer Contact: _____ Phone: _____ E-mail: _____

Applicant Name: _____

Previous Employment, continued. Please make copies of this page to show any additional employers.

Previous Employer

Employee Name: _____

Job Title: _____ Position Description: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Employer: _____

Employer Address: _____ City: _____ State/Province: _____ Postal Code: _____ Country: _____

Employer Contact: _____ Phone: _____ E-mail: _____

Previous Employer

Employee Name: _____

Job Title: _____ Position Description: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Job Title: _____

Work Experience Category Letter (see definitions under CAM Program Guide): _____ Number of Personnel Supervised/Managed: _____

Years in Position: _____ Start and End Dates: _____

Employer: _____

Employer Address: _____ City: _____ State/Province: _____ Postal Code: _____ Country: _____

Employer Contact: _____ Phone: _____ E-mail: _____

Total Previous Employment Points Awarded _____

E. LICENSING AND CERTIFICATION

Indicate only the highest level for each license/certificate attained. Attach photocopies (front and back) of all licenses/certificates to the application.

Airframe & Powerplant Mechanic (5 points)	
Date Awarded:	ID Number:
Inspection Authorization (5 points)	
Date Awarded:	ID Number:
	Maximum Maintenance Points Awarded = 10
Private Pilot (2 points)	
Date Awarded:	ID Number:
Commercial Pilot (5 points)	
Date Awarded:	ID Number:
Airline Transport Pilot (10 points)	
Date Awarded:	ID Number:
	Maximum Pilot Points Awarded = 10
Dispatcher (5 points)	
Date Awarded:	ID Number:
	Maximum Dispatcher Points Awarded = 5

Total Licensing/Certification Points Awarded _____

F. CONTINUING EDUCATION

Attach photocopies of the programs/certificates to the application.

NBAA Professional Development Program (PDP) Courses (3 points each)	
Number of PDP Courses Completed and PDP Objectives Met (e.g., BM1, OPS4, T2, L5):	
	Maximum Points Awarded = 30
NBAA Tax Conferences, Seminars and Forums (2 points each)	
List Events and Years Attended (e.g., Tax, Regulatory & Risk Management Conference, Business Aviation Taxes Seminar, Business Aircraft Transactions Conference, Aircraft Registration Conference):	
	Maximum Points Awarded = 15

Total Continuing Education Points Awarded _____

G. INDUSTRY INVOLVEMENT

NBAA Committee Participation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Committee(s) and Years Participated (1 point per year):	
Maximum Committee Points Awarded = 10	
NBAA Conferences and Seminars Attended (1 point per individual event attended)	
Corporate Aviation Safety Seminar (co-sponsored with FSF)	Years Attended:
Flight Attendants/Flight Technicians Conference	Years Attended:
International Operators Conference	Years Attended:
Introduction to SMS Workshop	Years Attended:
Leadership Conference	Years Attended:
Maintenance Management Conference	Years Attended:
Safety Standdown (co-sponsored with Bombardier, FAA, NTSB)	Years Attended:
Schedulers & Dispatchers Conference	Years Attended:
Maximum Points Awarded = 10	

Total Industry Involvement Points Awarded _____

APPLICATION TOTALS

Section of Application	Points Awarded
Section A: Personal Information	
Section B: Formal Education	
Section C: Employment Verification	
Section D: Previous Employment	
Section E: Licensing and Certification	
Section F: Continuing Education	
Section G: Industry Involvement	
Total Points Awarded	

Affirmation of Application

I affirm that the information contained in my registration form is true, complete and correct to the best of my knowledge. I accept the conditions set forth in the CAM Program Guide concerning the administration of the examination, the reporting of the test scores, the certification process, and CAM policies, professional practices and disciplinary procedures. I agree to provide to NBAA any information relevant to my certification or re-certification. I further understand that if any information is later determined to be false or constitute misrepresentation, the NBAA Board of Directors and CAM administrators reserve the right to revoke or take disciplinary action regarding any certification that has been granted. I agree, accept and will adhere to the CAM Professional Principles, Policies, Procedures, Bylaws and Disciplinary Procedures to the best of my ability. I further understand that CAM certification does not certify or in any way guarantee the quality of my work as a CAM professional. I therefore agree to indemnify and hold harmless, NBAA officers, directors, staff and CAM administrators from any claims related to my certification. I understand that the NBAA Board of Directors and CAM administrators are not responsible for any actions or damages from any results of my work as a CAM professional.

Signature of Applicant: _____

Date: _____

Note: Do you require special accommodations to take the examination because of a functional disability? If yes, please provide documentation of your disability from a professional who is qualified to diagnose it when you submit this application, and please advise on the nature of the accommodation(s) you have received when taking tests in the past.

CAM Program Guide

Updated June 2011

The National Business Aviation Association's (NBAA's) Certified Aviation Manager (CAM) Program identifies qualified professionals to lead flight departments and companies that use business aircraft. Through certification, these individuals prove their level of expertise and commitment to the aviation industry, enabling them to achieve their professional goals.

NBAA and the business aviation community acknowledge CAMs as professionals who have reached a distinct level of industry knowledge. These men and women are committed to excellence and prepared to lead.

Certification does not guarantee competence, ability or quality of work, so NBAA encourages CAMs to constantly strive throughout their careers to improve their knowledge, education and experience in the field.

To begin the certification process, individuals first must qualify to take the CAM exam by submitting an application following instructions provided in this program guide. To learn more about the CAM Program or to apply for the exam online, visit www.nbaa.org/cam.

EXAM DETAILS AND PREREQUISITES

The CAM exam is administered in a proctored environment at predetermined locations and times of the year. These locations and dates are coordinated in advance by the CAM Governing Board and include offerings online through a computer-based testing format.

The applicant must submit all required materials – including completed application, letters of recommendation, essay and application fee – to NBAA Headquarters by the appropriate deadline. The non-refundable exam application-processing fee is to be submitted with the application.

All applications must be submitted at least 45 days prior to the scheduled exam administration date. Upon submission of the application, the applicant can expect notification of qualification to sit for the CAM exam within 30 days. For those who qualify, the exam fee is due 30 days prior to exam date.

After the exam has been taken, test scores will be distributed within 30 days of the exam date.

Available for purchase, a recommended *CAM Study Guide* is designed to help applicants prepare for this exam. For more information, contact cam@nbaa.org.

Using the list of prerequisites provided in this document, applicants can determine whether they qualify for the CAM exam. Each applicant must, using the provided point system, reach a total of at least 100 points in order to qualify to take the exam. Note that several sections have a maximum number of points allowed.

Formal Education

Associate Degree – 25 points
Bachelors Degree – 35 points
Graduate Degree – 45 points

Maximum points allowed from formal education are 45 points, no matter how many degrees awarded. A maximum of 35 points for a bachelor's degree is allowed.

Work Experience

A minimum of two years experience in some facet of business aviation is required. Experience must be in one of the following categories: corporate aviation, aviation management company, aircraft fractional ownership company, commercial Part 135, consultant, charter, air taxi and other flight department operations.

Points are awarded based upon experience in various positions. To earn points for a position, an applicant must have worked in the position a minimum of six months. The maximum points allowed for work experience is 90 points. The following are the CAM Program definitions for six categories of work experience:

Category A. Aviation Department (Supervisory): The person solely responsible for the entire aviation department operations, including safety, administration, legal, fiscal, maintenance, flight, scheduling and customer service (senior management). Supervises all department personnel. Establishes and administers policies, procedures and practices consistent with industry standards and all applicable federal, state, local and company regulations.

- a. Examples include director of corporate aviation, director of flight operations, flight department manager.
- b. Points awarded: 10 points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Category B. Aviation Department (Supervisory): The person responsible for a major division within a flight department, i.e., flight operations or maintenance. In that role supervises at least four people directly in administrative, operational, budgetary and personnel control of this flight department division.

- a. Examples include director of operations, director of maintenance, chief pilot, chief of maintenance, military squadron commander.
- b. Points awarded: Eight points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Category C. Aviation Department (Supervisory): Someone who provides management, leadership and direct supervision of assigned personnel on a full-time basis. Creates, recommends and administers policies and procedures affecting specific areas of flight department operations. In this role supervises at least one person directly.

- a. Examples include manager of flight operations, manager of maintenance, manager of scheduling, manager of administration, assistant chief pilot, manager of flight attendants.
- b. Points awarded: Six points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Category D. Aviation Operations (Management): Functions as individual project manager with minimum responsibilities for subordinates. Provides information, support and situational management in specific areas of the flight department.

- a. Examples include safety office, training manager, security manager, financial planner, line captain, maintenance technician, flight attendant, scheduler/dispatcher, independent contractor, contract employee, consultant, FBO manager, airport manager.
- b. Points awarded: Four points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Category E. Non-Aviation Management Experience: Participation and employment in areas that require management/supervision of personnel within a given organization. In this role supervises at least four people directly.

- a. Examples include project manager, team chief.
- b. Points awarded: Four points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Category F. Other Aviation Experience.

- a. Examples include: Performs the duties and responsibilities as needed for the aviation organization, for example: first officer (copilot), repairman, line technician, administrative support.
- b. Points awarded: Four points per full year at position. (Must be in that position for at least six months before credit is awarded.)

Maximum points allowed for work experience is 90 points.

Letters of Recommendation

Two letters of recommendation are required to apply for the exam. These letters should be from experienced aviation managers involved in business aviation. These letters will not be evaluated for content, but they are considered evidence of the

applicant's interest, dedication and involvement in the field of business aviation.

Essay Question

For purposes of assessing communication skills, each applicant is required to complete and submit a typed, 500-word, double-spaced essay. In the essay, the applicant should describe his or her business aviation career goals and how certification as a CAM will further these goals. Although the essays are not graded, NBAA reserves the right to accept or reject an application for any reason, including a determination that the essay does not demonstrate adequate ability to communicate with others. If rejected, an applicant may later reapply to take the exam.

Exam Subject Matter

The CAM Exam subject matter comprises the following five domains: leadership, human resources, operations, technical and facilities services, and business management.

Domain I: Leadership

Tests knowledge of:

- Components of vision, mission and values statements
- Strategies for writing vision, mission and values statements
- Corporate mission and goals
- Strategies for aligning the department with corporate goals
- Strategies for writing goals
- Components of goal statements
- Industry standards and trends
- Corporate business plan, goals and objectives
- Time management
- Qualities of good leaders
- Leadership styles and strategies
- Motivation theory
- Team-building strategies
- Communication strategies, techniques and tools
- Industry resources
- Safety management system (SMS) principles
- Human factors principles

Domain II: Human Resources

Tests knowledge of:

- Corporate personnel policies and industry practices
- Training programs
- Strategies for measuring the effectiveness of training
- Strategies for forecasting needs
- Training gaps and skill gaps
- Performance evaluations
- Strategies for summarizing performance
- Strategies for setting appropriate goals
- Compensation norms in the industry
- Employee rewards programs
- Human resource issues and regulatory requirements
- Documentation systems
- Interviewing practices
- Background checks
- Environmental influences on human factors

Domain III: Operations

Tests knowledge of:

- Flight department standard operating procedures
- Flight department regulatory requirements
- Basic principles required for an effective flight operations manual
- Original equipment manufacturer operating requirements
- Crew resource management
- Domestic/international operations requirements
- Safety programs
- Risk assessment
- Cost-effectiveness analysis
- Human factors in operations
- Disaster-recovery plans and emergency planning
- Crew and aircraft certifications
- Dispatch concepts for scheduling
- Customer (passenger) service and satisfaction
- Recordkeeping techniques and systems
- Data analysis techniques
- Audit requirements
- OSHA requirements
- Hazardous materials procedures

Domain IV: Technical and Facilities Services

Tests knowledge of:

- General aircraft systems knowledge
- Manufacturer specifications and practices
- Manufacturer product-information systems and methods
- Applicable airworthiness programs
- Facility emergency plans
- Emergency equipment and systems
- Passenger service components
- Aircraft maintenance requirements
- Inventory-control packages, systems and tools
- Procurement practices
- Security requirements and systems for passengers, aircraft and airport
- Vendor selection and contract negotiation
- Maintenance resource management
- Assessing and managing risk

Domain V: Business Management

Tests knowledge of:

- Methods of corporate travel analysis
- Aircraft ownership and utilization options
- Public relations
- Marketing
- Proposal presentation
- Communication techniques
- Corporate culture
- Components of an aviation budget
- Budget analysis and forecasting
- Financial management information systems
- Taxation and its impact on flight department budgeting
- Aircraft evaluation and acquisition
- Generally accepted accounting principles
- Cost recovery plan (e.g., chargeback)
- Strategies for monitoring and controlling revenues and expenses

- Aviation insurance strategy and requirements
- Tax ramifications for aircraft ownership, leasing, operating and sales
- Project management
- Confidentiality requirements
- Ethics requirements and guidelines
- Environmental impact of aviation
- Community planning and ordinance strategies
- Airport planning
- Airport user groups
- Mediation strategies

SAMPLE EXAM QUESTIONS

Sample exam questions are provided in this section to help applicants understand the exam subject matter. The following five questions are intended to give the applicant an idea of the structure and format of the exam.

Sample Leadership Question

Which of the following statements is most consistent with strategic planning?

- A. Set quotas, standards and schedules
- B. Establish a chain of command
- C. Guide current and near-term activities
- D. Establish overall objectives

Reference: *Contemporary Business 2000*, Louis E. Boone and David L. Kurtz, 2007.

Sample Human Resources Question

As the aviation manager, how do you support your request to company management for compensation increases within your department?

- A. Survey aviation departments of a similar size flying similar equipment with similar mission requirements as a standard
- B. Use company guidelines for executive compensation as a benchmark
- C. Analyze flight hours flown per aircraft as well as flightcrew members' activities
- D. Review compensation package surveys from commercial air carriers as a reference

Reference: *Corporate Aviation Management*, Kenneth J. Kovach, 1998.

Sample Operations Question

An aviation department manager wants to gather and analyze quantitative data to evaluate whether the department is operating in a safe manner. Which of the following can be measured and analyzed?

- A. Risk
- B. Safety
- C. Budget for the last 10 years
- D. Operating costs for the last 10 years

Reference: *Aviation Safety Programs: A Management Handbook*, Richard Wood, 2003.

Sample Technical and Facilities Services Question

Efficient and effective communication between aircraft maintenance professionals is best achieved by conducting short meetings where:

- A. Each mechanic meets one-on-one with another mechanic
- B. Each mechanic meets with his or her supervisor
- C. The entire maintenance staff meets together
- D. Subsets of the maintenance staff meet together

Reference: *Airline Maintenance Resource Management*, J.C. Taylor & T.D. Christensen, 1998.

Sample Business Management Question

What major consideration should be emphasized when marketing corporate aviation?

- A. Cost of jet fuel
- B. Creation of shareholder value
- C. Amenities of corporate aircraft
- D. Convenience of corporate aircraft

Reference: *Business and Corporate Aviation Management: On-Demand Air Travel*, John J. Sheehan, 2003.

Sample Exam Questions Answer Key: D, A, A, C, B

CAM PROFESSIONAL PRINCIPLES AND VALUES

The CAM professional will adhere to and strive to follow the CAM professional principles.

I will seek to support efforts within my profession that enhance the safety, security, efficiency and acceptance of business aviation worldwide. I will seek to support and encourage all members of my profession and the business aviation industry. I will strive to maintain the highest levels of service while in my role as a CAM professional in the business aviation industry. I will strive to achieve and practice the eight CAM values. The first letters of each CAM value together spell SERVICES:

Safety	I will maintain the highest standards for safety of personnel and equipment at all times.
Efficiency	I will strive to achieve the most efficient and cost-effective means of accomplishing my employer's mission.
Relevance	I will seek to maintain the most relevant expertise needed by my employer and reach the highest standards possible.
Vision	I will maintain a vision that supports the highest standards of accomplishment for my company and industry.
Integrity	I will strive for the highest level of integrity without compromise while accomplishing my duties.
Commitment	I will demonstrate the highest level of commitment to fulfilling my job duties with distinction.
Excellence	I will seek excellence in all aspects of mission accomplishment within my realm of responsibility.
Security	I will maintain the highest levels of security and comfort for all involved in my sphere of influence.

EXAM ASSISTANCE, POINT OF CONTACT

Any questions about the exam or application process should be addressed to:

Jay Evans
Administrative Director, CAM Governing Board
1200 18th Street NW, Suite 400
Washington, DC 20036
(202) 783-9353
cam@nbaa.org

Upon submission of this application, the applicant can expect notification of qualification to sit for the CAM Exam within 30 days. All applications must be submitted at least 45 days prior to the scheduled exam administration date.