



CAM RECERTIFICATION HANDBOOK

The purpose of CAM Recertification is to ensure that a CAM demonstrates and maintains proficiency and competency in their profession. The knowledge, skills, and abilities of an aviation manager are constantly evolving within a dynamic industry. In order to stay apprised with these changes and to remain proficient in all aspects of the aviation manager's role, the CAM Certification requires certificants to demonstrate continued competence.

The definition of continuing competence within respect to a Certified Aviation Manager is to remain current and proficient with the rules and regulations, up to date on best-practices, and gaining knowledge on new concepts within the field. A certificant can demonstrate continued competence through attending special training courses, through industry involvement or taking part in exam development activities coordinated by the CAM Testing Committee or by retaking the CAM exam.

Introduction

The continued competence of professional aviation managers is a major interest of the CAM Governing Board and stakeholders. The CAM program is designed to be an on-going learning process. Not only is the CAM to demonstrate his or her knowledge, skills and abilities at the time of certification but through his or her entire career. The recertification process is designed to ensure the CAM keeps pace with this constant evolution.

Re-certification is based on a point system requiring four points to be completed in a 36 calendar month interval based on the last day of the anniversary month of the initial examination. If a CAM is unable to earn the required points in 36 months, they may request an extension through the CAM Administrative Director. Failure to complete recertification in a timely manner will result in the CAM retaking the exam in its entirety.

The 36-calendar month recertification period is based on the very nature of change in the Aviation Industry. Changing technology, regulations, and improved understanding of critical issues help drive the interval. The CAM Governing Board wants to have CAM's exposed to these and other changes to our industry to enhance continued competence of certificants.

Points toward recertification can be obtained by completing NBAA Professional Development Program (PDP) approved courses, attending conferences related to management issues within a flight department and completing college courses related to tasks delineated in the current job analysis. Examples of conferences include but are not limited to Leadership, Schedulers and Dispatchers, Maintenance Managers, Flight Attendants and Flight Safety Foundation Corporate Aviation Safety Seminar (FSF CASS). Participation should encourage certified professionals to continue those educational activities essential to the maintenance of competence and success as a business aviation leader. A complete, up-to-date list of acceptable recertification programs is maintained by the CAM Executive Director and available to CAMs at:

<https://www.nbaa.org/prodev/cam/recertification/>

The points earned during the recertification period are good for that period only and cannot be "banked" or saved towards future periods. Point accumulation must occur during the recertification period in question. The recertification date is always based on the anniversary date of initial certification. This date does not adjust with the recertification submission and/or approval. For example: A CAM who took and passed the certification examination on Oct. 11, 2013 must recertify by Oct. 31, 2016. If the CAM was unable to complete four certification points by Oct. 31, 2016 he or she can request additional time through the CAM Administrative Director, up to 12 months, to obtain the required points. If the points are obtained through an approved extension by March 11, 2017 for example, recertification is earned, however the recertification date remains Oct. 31, 2016 and the next recertification date is Oct. 31, 2019. If the CAM fails to complete recertification in a timely manner within the extension period the entire exam must be re-taken.

Recertification Options

Points for recertification are awarded to the CAM in four-point, two-point, one-point, half-point and quarter-point increments per event. Events are approved by the CAM Governing Board based on a number of criteria to include its relevance to one or more of the five domains (Leadership, Human Resources, Operations, Business Management, and Aircraft Maintenance/Facilities Operations) event duration, and the presenter's expertise in the subject matter.

Industry involvement points are awarded for participation at events approved by the Bylaws and Standards Committee. Requests for event approval must be submitted and approved prior to attendance. Events that contain four hours of material that corresponds to the CAM Detailed Content Outline, presented by Subject Matter Experts with a means to verify attendance are eligible for one point toward recertification. The list of approved events is maintained by the Administrative Director.

FOUR-POINT RECERTIFICATION OPTIONS

- Four points may be earned by achieving an Associate's, Bachelor's, Master's or Doctorate Degree.
- Four points toward recertification can be obtained by completing a Professional Development Program (PDP)-approved course that meets multiple PDP objectives. Each PDP objective covered by a PDP course qualifies as two points of recertification credit.

TWO-POINT RECERTIFICATION OPTIONS

- Two points toward recertification can be obtained by completing a PDP-approved course that satisfies a single PDP objective. Each PDP objective covered by a PDP course qualifies as two points of recertification credit.
- Three to four semester credit hour course from a regionally approved college or university. Less than three semester credit course only eligible for one recertification point credit.

- Course delivery option or modality is based on college course description.
- Presented by Professor or adjunct instructor (SME).
- Course description from college catalog is relative to CAM role delineation study.
- Course completion with a minimum of a “C” or “Pass” grade.
- CAM must forward request before course begins for review of course meeting requirements for recertification point credit by CAMGB Bylaws and Standards Committee. Course must begin and end within the 36 month recertification period.
- Documentation forwarded to CAMGB Executive Director by the CAM requesting approval after course completion to receive point credit.

ONE-POINT RECERTIFICATION OPTIONS

- One point per year may be obtained for each event attended. These events relate to flight department management issues:
 - Tax, Regulatory & Risk Management Conference
 - Flight Attendants Conference
 - Maintenance Management Conferences
 - International Operators Conference
 - Bus Aircraft Finance, Registration & Legal
 - Leadership Conference
 - Schedulers & Dispatchers Conference
 - Business Aviation Safety Summit
 - One point may be earned by participation in the CAM Governing Board Testing Committee as approved by the testing committee chair.
 - Quarter-Point Recertification Options are updated annually on the CAM program website. **www.nbaa.org/cam**

Steps to Recertification

Gather the points you have accumulated during the recertification period. It is recommended that a personal record be kept of courses taken and/or conferences attended.

1. Download the recertification application on the NBAA website and complete it in its entirety.
2. Submit the form along with the Recertification Fee (\$300 for NBAA members, \$500 for non-members).
3. CAM Administrative Director will notify the CAM, via email, when Recertification is complete. An updated CAM Certificate will follow via US Mail.

Note: Keep the CAM Administrative Director informed of your progress toward recertification and do not wait to the last month to try to complete this effort.

CAM RECERTIFICATION FORM

Certified Aviation Manager (CAM) recertification helps ensure that aviation managers maintain the highest management standards possible within the business aviation industry. To be recertified, CAMs must fill out and submit this form with payment to NBAA by their certification expiration date (i.e., the third anniversary of their initial exam month). At least four points are required to qualify for CAM recertification.

Full Name: _____
 Name for Certificate: _____
 Company Name: _____
 Phone: _____
 Email: _____
 Certification Date: _____
 Certification Expiration: _____

In the table below, assign two (2) points to each PDP objective, and one (1) point per event, per year for all other events.

Approved NBAA Events	Dates Attended/Completed	Points
PDP Course:		
Objective(s):	Date:	
PDP Course:		
Objective(s):	Date:	
CAM Testing Committee Meeting		
Business Aviation Safety Seminar		
Flight Attendants/Flight Technicians Conference		
International Operators Conference		
Leadership Conference		
Maintenance Management Conference		
Schedulers & Dispatchers Conference		
Tax, Regulatory & Risk Management Conference		
Other		
		Total:

Are there other courses/events that you would like the CAM Governing Board to consider for recertification points?

Recertification Fee: \$300 for NBAA Members, \$500 for non-Members

Pay by Credit Card:

Send completed form by either (1) stamped envelope mailed to CAM Program, c/o NBAA, 1200 G Street NW, Suite 1100, Washington, DC 20005, or (2) fax to (202) 478-0035, Attn: CAM Program. Direct questions to cam@nbaa.org.

Visa Mastercard American Express Discover AvCard Multi Service

Cardholder Name: _____
 Account Number: _____
 Exp. Date: _____

Signature: _____ Date: _____

