

PURPOSE OF THE CAPSTONE PROJECT AND REPORT

The purpose of RIA'S CMP Formal Capstone Project (formal report) is to provide an authoritative, documented work that would involve fungal contamination and advances the industry and your national association. The subject of the report should involve exploration of a problem within the industry, development of a policy or procedure that will have direct applicability to the Candidate's organization or a substantive project approved by the CMP Advisor.



Examples of past projects ranged from case studies of unique or complex projects, marketing strategies for the industry, training videos, analysis of regulatory inconsistencies, and application of standard of care concepts to a specific industry, etc. If the subject of the report is a case study of an actual report supervised by the Candidate, names and addresses of the subject property, the true owners, and names of other individuals or business firms should be replaced with fictitious names and addresses.

In preparing the Capstone Project, assume that it will be read and reviewed by other professionals in the industry. The Project must be complete, authoritative, convincing and suitable for presentation at an industry conference or publication.

These CMP Capstone Project Guidelines were developed with the intention of giving the Candidate a comprehensive overview of the necessary component parts of the Capstone Project & Report, and to answer the many questions that may arise when moving into the final stage of the CMPSM certification process.

DETAILS SPECIFIC TO THE CMP CAPSTONE PROJECT

1. Candidates must prepare a Capstone Project on an approved research topic and have the topic verified by the CMPSM Course Instructor/Advisor.
2. Candidate has 1 year (12 months) from the date of the CMP exam to complete the Capstone Project.
 - a. If a Candidate has to re-take the exam, the two-year completion date is retroactive from the Candidate's initial exam date.
3. The Capstone Project can be turned in for review at any time during the year, but in order to be eligible to participate in RIA's Induction Ceremony held in March of each year, the Capstone Project must be turned in no later than the last standard work-day in December.
4. Candidates will be notified on or before February 1 if their Capstone Project has been accepted and approved.
5. If the Capstone Project is submitted as a written document, it must follow the standard form and style of a thesis. Please reference *Form & Style: Thesis Reports and Term Papers* by Campbell, Ballou & Slade, published by Houghton Mifflin.

SUBMISSION OF ACTUAL FINAL CAPSTONE REPORT

1. **Candidates are required to submit their Capstone Report in pdf format via email to:**
chereth@restorationindustry.org.
 - a. The document must include all aspects of the Capstone Report, including photos and estimates, if applicable.
 - b. The Capstone Report must be created in the Microsoft Office suite of programs, i.e. Word, PowerPoint, etc.
2. **Deadline for submission: Capstone Reports MUST be submitted by the last day in December in order to allow ample time for the complete review process.**
3. If the Capstone Report is too large to send electronically, the document can then be saved on CD and mailed to the RIA office, along with a hard copy of the Capstone Report. Please send to the attention of Cynthia Hereth.
4. *Candidates who do not submit the Capstone Report in the above stated format forfeit the review process.*
5. *RIA is not responsible for making copies of the Candidate's Capstone Report.*