

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 4 months from the date of the CMP exam to complete the Capstone Project.**
 - a. If a Candidate has to re-take the exam, the completion date is retroactive from the Candidate's initial exam date.
3. Candidates will be notified via email if their Capstone Project has been accepted and approved.
4. 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: wprather@restorationindustry.org**
 - The document must include all aspects of the Capstone Report, including photos and estimates, if applicable.
 - The Capstone Report must be created in the Microsoft Office suite of programs, i.e. Word.
 - PowerPoint presentations are not an acceptable format for the Capstone Report.
2. **Deadline for submission: Capstone Reports MUST be submitted **6 weeks before the RIA Convention** in order to allow ample time for the complete review process.**
 - *Do not send hard copies of the Capstone Report.*
 - *Candidates who do not submit the Capstone Report in the above stated format forfeit the review process.*
 - *RIA is not responsible for making copies of the Candidate's Capstone Report.*