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CMAA Test Questions with All Correct Answers

A maa creates an invoice for the remaining of an encounter fee after receiving a copayment ? - ANSWER Coisurance

Which of the following is the abbreviation for an electroencephalogram? - ANSWER
EEG

When performing closing procedures for the day which of the following must be secured with a lock and key - ANSWER Provide's prescription pad

Which of the following should MAA give to a patients when scheduling a routine return visit - ANSWER An appointment reminder

When a patient requires a diagnose produce which of the following is required? - ANSWER Written order from the provider

Using the bcc option when sending nan email messages does which of the following ? - ANSWER Protect the privacy of each recipient's email address

Which of the following is an example of open hours scheduling ? - ANSWER
Patient arrive at their own convenience

A third-party payer is requesting documents to support billed service which of the following is the appropriate document the maa should forward to third-party payer ? - ANSWER Progress notes

What should the MAA use to determine the proper way to dispose of an expired chemical cleaning product ? - ANSWER MSDS

Which of the following action a MAA take a reconcile a bank deposit at the erid of the day ? - ANSWER Make sure the total value of checks

When creating a reception area for a pediatric clinic which of the following items should MAA include ? - ANSWER Artificial plans and floral arrangements allergic

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CMAA Certified Construction Manager (CCM) Sample Questions (Q50-Q55):

NEW QUESTION # 50

The CM is tasked with analyzing the schedule variance of a project on a regular basis. The contractor's recent payment application includes a dramatic increase in earned hours than what was budgeted for the project. This MOST likely indicates

- A. the contractor will be submitting change orders.
- B. the project is ahead of schedule.
- C. the contractor is making more profit than anticipated.
- D. the project is behind schedule.

Answer: D

Explanation:

In earned value or earned hours analysis, "earned hours" represent how much work has actually been completed (in units of schedule effort) compared to what was budgeted over time. If a contractor claims a significantly higher number of earned hours than budget expected at that point, that discrepancy often indicates the contractor is catching up for prior slippage or back-loading progress and may be masking a delay. In other words, the project is likely behind schedule: the contractor is accelerating or shifting resources to show a jump in performance, sometimes to avoid triggering delay claims or escalating scrutiny.

While CMAA's formal SOP does not provide a one-sentence treatment of this particular scenario, standard earned value (EV) and schedule variance (SV) theory (used in CMAA's time management domain) supports that an unexpected inflation in earned hours relative to budget can signal a retrospective correction for lagging progress, rather than true ahead-of-schedule condition.

NEW QUESTION # 51

When the CM assists the owner in prequalifying, evaluating, or screening potential contractors, especially as it relates to safety programs, the CM should evaluate the contractor's lost time frequency rate; lost time severity average; OSHA 200; OSHA 300; experience modification rate; and an up-to-date list of any OSHA citations issued to them in the last three years, including the disposition of each citation. This is important because:

- A. a contractor with a poor safety record may increase the owner's risk and worker compensation costs.
- B. extensive documentation is required to demonstrate sufficient due diligence.
- C. contractors only monitor safety if they understand the owner's emphasis on safety.
- D. a contractor with a poor safety record is likely to be a low bidder.

Answer: A

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

According to the CMAA Construction Management Standards of Practice (SOP) under Chapter 7 - Safety Management, one of the CM's critical responsibilities during contractor prequalification is to evaluate the safety performance history of potential contractors. This evaluation helps the owner identify qualified firms capable of maintaining safe jobsite conditions and minimizing exposure to both human and financial risk.

The CMAA states:

"When assisting the owner in the selection or prequalification of contractors, the CM should review safety performance data including the contractor's experience modification rate (EMR), OSHA recordable incidents, lost-time frequency and severity rates, and any OSHA citations over the preceding three years. These indicators provide insight into the contractor's safety culture and their potential to increase or decrease project risk." A contractor with a poor safety record not only presents a greater likelihood of jobsite accidents but also increases the owner's exposure to potential liability, schedule delays, and higher insurance and workers' compensation costs. Selecting contractors with proven, effective safety programs reduces these risks and supports compliance with regulatory and contractual requirements.

Therefore, the correct answer is:

A). a contractor with a poor safety record may increase the owner's risk and worker compensation costs.

References (CMAA Construction Manager Documents / Study Guide):

* CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 7 - Safety Management, Section:

"Prequalification and Selection of Contractors," pp. 66-68.

* CMAA CM Study Guide, Safety Management Domain, Objective 7.3: "Evaluate contractor safety programs and performance to minimize owner risk and ensure compliance with safety standards."

NEW QUESTION # 52

ACM agent has assisted the owner by creating contractual safety requirements. By reviewing the contractor's safety submittals, the CM

- A. approves the contractors fall protection program.
- B. certifies that the submittals cover all site conditions that may occur.
- C. accepts responsibility and liability for site safety.
- D. determines if the contract specifications have been met.

Answer: D

Explanation:

The CMAA Standards of Practice, Chapter 7 - Safety Management states that the Construction Manager's role in reviewing safety submittals is limited to ensuring that the contractor's safety program complies with the contractual and regulatory requirements, not to certify or approve safety programs.

CMAA clarifies:

"The Construction Manager's review of safety submittals is for the purpose of verifying that the contractor's plan meets the requirements set forth in the contract documents. The CM does not assume or accept responsibility for site safety." Therefore, the CM's duty is review and determination of contractual compliance, not approval or certification, and certainly not assumption of liability.

References:

CMAA Construction Management Standards of Practice, Chapter 7 - Safety Management, Section:

"Contractor's Safety Responsibilities," pp. 69-71.

CMAA CM Study Guide, Safety Management Domain, Objective 7.3: "Review contractor's safety plans for compliance with contract requirements."

NEW QUESTION # 53

As the owner's rep, a CM is providing on-site construction management services to a municipality for their new design-build city mall project.

The state requires a 40-hour value engineering workshop for all projects over \$10 million. What are the key talking points about the VE process that the CM will highlight to the city's director of public works?

- A. Scope reduction will reduce overall project budget.
- B. Life cycle and maintenance costs should not be considered.
- C. Interface with the design-build team is not needed at this time.
- D. A multi-discipline review on functions and alternate solutions.

Answer: D

Explanation:

Value Engineering (VE) is intended to improve value by optimizing the relationship between function, cost, and life-cycle performance. The CM would emphasize that VE is a multi-discipline review of project functions and alternate design solutions to reduce cost without sacrificing essential performance. In a proper VE workshop, participants from multiple disciplines review function, identify alternatives, and propose changes.

The incorrect choices are:

A is wrong because life cycle and maintenance costs should be considered - VE should look beyond initial cost to long-term costs.

C is simplistic: while scope reduction is one possible result, VE is not merely scope cutting but exploring alternatives to maintain functionality at lower cost.

D is incorrect, because interfacing with the design-build team is essential - VE must involve the DB team to ensure proposed changes are implementable and integrated.

NEW QUESTION # 54

Which of the following addresses the administrative and reporting requirements for a Construction Manager during execution of a project?

- A. Construction Administration Guidelines
- B. Project Administration Guidelines
- C. Standards of Practice
- **D. Contract Administration Guidelines**

Answer: D

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

According to the CMAA Construction Management Standards of Practice (SOP), under Chapter 6 - Contract Administration, the Contract Administration Guidelines establish the administrative, documentation, and reporting requirements necessary for the Construction Manager (CM) to effectively manage and control project execution in accordance with the contract.

The CMAA defines Contract Administration as:

"The process of managing the relationship between the contracting parties, ensuring compliance with the terms and conditions of the contract, maintaining required documentation, processing payments and changes, and providing the necessary reports to support project management decisions." The Contract Administration Guidelines specifically describe the CM's duties in:

- * Maintaining contract files, correspondence logs, and submittal registers.
- * Processing Requests for Information (RFIs), submittals, and change orders.
- * Administering pay applications and progress reporting.
- * Ensuring documentation complies with project recordkeeping and audit requirements.

These guidelines serve as the CM's reference for consistent and compliant administrative procedures throughout the project's execution phase.

- * Option A (Project Administration Guidelines) is not a recognized CMAA standard category.
- * Option B (Standards of Practice) refers to the overall CMAA publication containing all management disciplines, not specific administrative procedures.
- * Option C (Construction Administration Guidelines) is a general term and not formally identified by CMAA as a standalone set of guidelines.

Therefore, the correct answer is **D. Contract Administration Guidelines** because it directly addresses the CM's administrative and reporting responsibilities during project execution.

References (CMAA Construction Manager Documents / Study Guide):

* CMAA Construction Management Standards of Practice, 2010 Edition, Chapter 6 - Contract Administration, Section: "Administrative Procedures and Documentation," pp. 60-64.

* CMAA CM Study Guide, Contract Administration Domain, Objective 6.3: "Administer contract documentation and reporting in accordance with project and contractual requirements."

NEW QUESTION # 55

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