

EMAIL FAQs

Why must my email be kept up-to-date?

- CBMT will be contacting you by email during the exam process and upon your certification. These communications will include maintenance fee notifications and recertification notifications. It is essential that CBMT has an email address on file for you that you will be actively checking during the next 5 years. We recommend using a personal email that is not connected to a current college/university or employment email system.

How do I update my email address?

- If you need to update your email address, please contact CBMT promptly emailing info@cbmt.org or call 1-800-765-2268.

How do I create a professional email address?

A Few Tips on Creating a Professional Email Address:

- Do not use MT-BC or any variation of the credential in your email address as the credential is proprietary.
- Keep it simple, easy to remember and professional.
- Avoid using nicknames, numbers and special characters. Instead of numbers use periods or underscores.
- Will your name change in the future if it is used as part of your email address?
- Think of your email address as your online identity, how will it sound in 10 or 15 years?

