

# CDFM Program FAQ

CDFM/CDFM-A Eligibility	
<b>What do I need to do to earn CDFM certification?</b>	In order to earn Certified Defense Financial Manager (CDFM) certification, a candidate must enroll in the CDFM Program; pass CDFM Modules 1, 2, and 3; have at least a high school diploma (or equivalent); and submit a qualifying Verification of Financial Management Experience (VFME) form.
<b>What do I need to do to earn CDFM-A certification?</b>	The requirements for earning the CDFM with Acquisition Specialty (CDFM-A) certification are to earn the CDFM certification and pass the CDFM Module 4 exam.
<b>What are the experience requirements for the CDFM?</b>	Candidates with an Associate Degree or higher need 2 years of <b>defense-related</b> financial management or 4 years of <b>Federal Government-related</b> financial management. Candidates with a High School Diploma or equivalent need 3 years of <b>defense-related</b> financial management.
<b>Where can I get a Verification of Financial Management Experience (VFME) form?</b>	The VFME form can be downloaded from <a href="http://www.asmc.org">www.asmc.org</a> . Click on the "CDFM Information" quick link on the left side of the screen in the Certification section, then click on the "Submit Your Verification of Financial Management Experience Form" link.
<b>I don't work in the DoD, but I'm a contractor supporting DoD. Do I qualify?</b>	Anyone who meets the experience, education, and testing requirements can earn the CDFM certification, regardless of employment status.
CDFM-A Certification	
<b>How can I add the Acquisition Specialty to my CDFM certification?</b>	To add the Acquisition Specialty to your CDFM certification and earn the CDFM-A designation, all that is required is to pass the Module 4 exam. First email <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> to request a cost-free Acquisition Specialty enrollment. Once your request has been processed, you can proceed with purchasing the Module 4 exam.
<b>I have been a CDFM for over a year and just earned the CDFM-A. Will this change my recertification deadline?</b>	Earning the Acquisition Specialty for your CDFM does not change your recertification deadline. Your recertification deadline will always be every other year on the last day of the month you initially earned your CDFM certification. For example, if you earned your CDFM on 4/3/2012, your recertification will be due April 30 of every EVEN year.
<b>Are there additional recertification requirements for CDFM-A's?</b>	No, the recertification requirements are the same for CDFM's and CDFM-A's: pay the recertification fee and complete at least 80 hours of continuing professional education (CPE), with at least 20 CPEs per year and 2 CPEs in an ethics-related topic, before your recertification deadline.
ASMC Training	
<b>What kind of ASMC training is available?</b>	ASMC offers the Enhanced Defense Financial Management Training Course (EDFMTC), the Module 4 Acquisition Business Management Course, three fiscal law courses (Certifying Officials; Purpose; and Purpose, Time and Amount), and CDFM Module 1, 2, and 3 Refreshers that focus on one module at a time.
<b>Where can I find information on training courses?</b>	For information about the EDFMTC, Module 4, or fiscal law courses, visit <a href="http://www.asmc.org">www.asmc.org</a> . Hold your cursor over the "Education/Training" tab, hover your cursor over "Classroom Training", then select the course from the 2nd dropdown menu. For information about CDFM Refresher courses, hold your cursor over the "Education/Training" tab and click on "Refreshers" in the dropdown menu.
<b>Am I required to attend ASMC training in order to sit for the CDFM exams?</b>	Attending ASMC training is not required to sit for the CDFM exams; however, feedback from CDFM candidates shows that many find the courses to be very helpful in preparing to take the exams.
ASMC Textbooks	
<b>How can I purchase ASMC textbooks?</b>	ASMC textbooks can be purchased on the ASMC website at <a href="http://www.asmc.org">www.asmc.org</a> . Hover your cursor over the "Certification (CDFM)" tab and click on "Textbooks" on the dropdown.

# CDFM Program FAQ

<b>What are the current textbook prices?</b>	The EDFMTC (Modules 1-3) textbook <u>with binder</u> is \$110 for members; \$120 for non-members. The EDFMTC (Modules 1-3) textbook <u>without binder</u> is \$100 for members; \$110 for non-members. The Module 4 Addendum (only available without binder) is \$75 for members; \$85 for non-members.
<b>What is the most recent versions of the textbooks?</b>	The most recent version of the EDFMTC (Modules 1-3) textbook is the 2013 edition, v2013a. The most recent version of the Module 4 Addendum textbook was published March 2011.
<b>Am I required to purchase the textbooks in order to sit for the CDFM exams?</b>	ASMC does not require purchase of the textbooks to sit for the CDFM exams; however, feedback from CDFM candidates shows that many find the information in the textbooks to be very helpful in preparing to take the exams.
<b>CDFM Program Enrollment</b>	
<b>Do I have to be enrolled in the CDFM Program in order to test?</b>	Yes, active enrollment in the CDFM Program is required to sit for an exam.
<b>How do I enroll in the CDFM Program?</b>	Visit <a href="http://www.asmonline.org">www.asmonline.org</a> and click on the "Enroll in CDFM" quick link on the left side of the screen in the Certification section. Alternatively, you can log on to your ASMC account and click on "CDFM Enrollment" on the left side of the screen.
<b>Do I have to be an ASMC Member in order to take the tests?</b>	You are not required to be an ASMC member in order to test; however, there are benefits to being a member, such as reduced CDFM textbook and enrollment fees (CDFM enrollment is required in order to test). More information ASMC member benefits can be found on the ASMC website at <a href="http://www.asmonline.org">www.asmonline.org</a> .
<b>How much does it cost to enroll in the CDFM Program?</b>	First-time enrollment is \$40 for members; \$75 for non-members. Enrollment extensions are \$75 for members; \$85 for non-members.
<b>How long is the enrollment?</b>	Each CDFM enrollment--whether it is first-time enrollment or an extension--gives you 2 years of eligibility to test.
<b>What if I need more than 2 years to complete the certification process?</b>	If you need more than 2 years to complete the certification process, you will need to extend your enrollment an additional 2 years.
<b>How much does it cost to extend my CDFM enrollment?</b>	A 2-year CDFM enrollment extension costs \$75 for members; \$85 for non-members.
<b>How can I find out when my enrollment expires?</b>	You can locate your CDFM enrollment expiration date by logging in to the ASMC Member Portal, clicking on "Update Profile," at looking at the "Enrollment Exp." field.
<b>How can I get my Candidate ID?</b>	Only those who have enrolled in the CDFM Program are assigned a Candidate ID. After you purchase a CDFM exam on the ASMC website, you will receive an Authorization to Test email that includes your Candidate ID number.
<b>CDFM Exams</b>	
<b>How much do the exams cost?</b>	Each CDFM exam is \$99 regardless of the platform (computer-based, paper, etc.).
<b>How can I purchase an exam?</b>	Exams can be purchased on the ASMC website at <a href="http://www.asmonline.org">www.asmonline.org</a> . Click on the "Exams" quick link on the left side of the screen in the Certification section then click "Purchase an exam on the ASMC website." If you would like Special Arrangement computer-based or paper testing, please contact ASMC for information and instructions.
<b>How do I find a Pearson VUE testing center?</b>	You can view available Pearson VUE testing centers by visiting <a href="http://www.asmonline.org">www.asmonline.org</a> . Click on the "Exams" quick link on the left side of the screen in the Certification section. Click on "Pearson VUE Testing," then click on "Find a test center" on the right side of the screen.

# CDFM Program FAQ

<b>Once I've purchased a Pearson VUE exam, when can I schedule it?</b>	After purchasing a Pearson VUE exam, you should receive exam scheduling instructions within 24-48 hours of the purchase. If you do not receive emailed exam scheduling instructions by 48 hours after exam purchase, please contact ASMC for assistance.
<b>How can I change my testing reservations?</b>	If you are scheduled for a Pearson VUE exam, you can log into your Pearson VUE account and cancel or reschedule your exam appointment at not cost up to 4 business days before your appointment. A \$50 fee will be charged to cancel or reschedule an exam appointment 3 business days to 24 hours before the testing appointment. Exam appointments cannot be cancelled or rescheduled less than 24 hours before the testing appointment without ASMC approval (only documented emergencies qualify).
<b>If I do not pass an exam, do I need to pay for a retake?</b>	Each exam costs \$99 to the candidate, to include retake exams.
<b>If I do not pass an exam, can I retake it right away?</b>	There are enforced waiting periods for retaking the CDFM exams: 14 days for a first retake and 28 days for any additional retakes of the same module.
<b>Are exams administered at ASMC Headquarters?</b>	ASMC administers CDFM exams at the headquarters office in Old Town Alexandria, VA. Please write <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> or call (703) 549-0360 to request information and available testing dates.
<b>How can I take a Special Arrangement (computer-based or paper) exam?</b>	In order to set up a Special Arrangement computer-based exam or paper exam, contact the ASMC Certification Department at <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> for guidance.
<b>I have passed all 3 exams. Do I need to do anything else?</b>	Once you have passed your exams and submitted your Verification of Financial Management Experience (VFME) Form, nothing more is needed. A congratulatory designation letter will be mailed to the address in your ASMC account within 2-3 weeks, and CDFM candidates will receive their wall certificate in 8-10 weeks.
<b>CDFM Reimbursement</b>	
<b>How can I get reimbursed for CDFM-related purchases?</b>	Information about seeking reimbursement for CDFM-related purchases can be found on the ASMC website. Visit <a href="http://www.asmconline.org">www.asmconline.org</a> , hold your cursor over "Certification" and click on "Reimbursement" in the dropdown menu.
<b>How can I get a receipt for CDFM-related purchases?</b>	To request an electronic receipt for CDFM-related purchases, send an email to <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> and provide your ASMC number and the items for which you would like a receipt.
<b>CDFM Wall Certificates</b>	
<b>After I've earned my CDFM, when will I receive my wall certificate?</b>	If you are a CDFM candidate and all the requirements have been met, a wall certificate will be issued within 8-10 weeks of certification being awarded. If you are a CDFM-A candidate, you will receive a CDFM designation letter 2-3 weeks after certification is awarded, but ASMC will hold your wall certificate until after you pass the Module 4 exam.
<b>Does ASMC have any certificate frame recommendations?</b>	A beautiful, professional-looking certificate frame with options such as the ASMC logo, name, and coin can be purchased from Framing Success. Your certificate slips easily into the back of the frame. For more information and to view the distinguished styles, visit the ASMC website. Hold your cursor over the "Certification (CDFM)" tab, hover your cursor over "The CDFM Program," and click on "Custom Frame Your Certificate."
<b>I've just undergone an official name change. How can I get a certificate with my new name?</b>	You can order a replacement certificate by visiting <a href="http://www.asmconline.org">www.asmconline.org</a> . Hold your cursor over the "Certification" tab, then click on "The CDFM Program" in the dropdown menu. On the right-hand side of the page, click on "Order a Replacement Certificate."
<b>How much does it cost to order a new wall certificate?</b>	A "replacement" wall certificate costs \$40.

# CDFM Program FAQ

CDFM Recertification	
<b>How can I confirm my recertification deadline?</b>	You can locate your recertification deadline by logging in to your ASMC account and clicking on "Update Profile." You will find it in the "CDFM Expires" field.
<b>What are the requirements to keep my CDFM or CDFM-A active?</b>	To keep your CDFM or CDFM-A certification active, pay the CDFM recertification fee (\$25 for members; \$45 for non-members) and complete 80 hours of Continuing Professional Education (CPE), with at least 20 CPEs per year and 2 CPEs in an ethics-related topic, every 24 months, by your recertification deadline.
<b>How can I recertify my CDFM?</b>	You can recertify your CDFM by logging on to your ASMC account and clicking on "Renew Membership or Recertify CDFM".
<b>What will happen if I don't recertify on time?</b>	If you do not recertify by your recertification deadline, your certification goes into Suspended Status, your name is removed from the ASMC website, and a \$50 late fee is applied. After 90 days in Suspended status, your certification goes Inactive.
<b>I can tell that I'm not going to have enough time to finish my CPEs by my recertification deadline. Is there some way to buy a little more time to complete them?</b>	A 90-day recertification extension is available for those who need additional time, but it must be requested BEFORE the recertification deadline. You can request this extension by marking the CDFM Extension option on a completed CDFM Recertification Form and emailing the form to <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> . The CDFM Recertification Form can be found by visiting <a href="http://www.asmconline.org">www.asmconline.org</a> . Click on the "Recertification" quick link on the left side of the screen in the Certification section.
<b>My certification is in Suspended status. How can I reactivate it?</b>	Your suspended certification can be reactivated by paying the missed renewal fee plus a \$50 late recertification fee and sending proof of earning 80 CPEs since the start date of the lapsed certification cycle.
<b>My certification went Inactive. How can I reactivate it?</b>	Your Inactive certification can be reinstated once you pay any missed renewal fees plus a \$100 reactivation fee and submit proof of earning 80 CPEs since the start date of the lapsed certification cycle. Note that if events beyond your control, such as a deployment or a medical situation, interfered with your ability to recertify, some reactivation requirements may be waived. If this is the case, please email <a href="mailto:certification@asmconline.org">certification@asmconline.org</a> and provide documentation of the situation.
Recertification CPEs	
<b>What can I use for CPEs?</b>	Any course or training related to defense financial management or that assists you in your role as a defense financial manager can be used for CPEs in CDFM recertification. Any credits earned toward the DoD FM Certification Program during your CDFM certification cycle qualify for CDFM recertification. For more details, please see the CPE Policy document on the ASMC website at <a href="http://www.asmconline.org">www.asmconline.org</a> . Hold your cursor over the "Certification (CDFM)" tab, hover your cursor over "CDFM Program," then click on "Policies."
<b>Do I need to submit CPEs when I recertify?</b>	It is not necessary to submit CPEs when recertifying; however, 10% of recertifications are audited, so we recommend that you keep an electronic copy of your CPEs on hand. ASMC will contact you and request your CPE records if you are chosen for audit.