



CDFM

Certified Defense Financial Manager



Candidate Handbook

AMERICAN SOCIETY OF MILITARY COMPTROLLERS

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CDFM® Candidate Handbook

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CDFM® Certification Overview

Introduction

Thank you for your interest in the Certified Defense Financial Manager (CDFM) Program provided by the American Society of Military Comptrollers (ASMC). This candidate handbook is intended to support those interested in pursuing the CDFM or Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) certification. If you have questions about this guide or any other part of the CDFM Certification Program, please contact us at:

Email: certification@asmconline.org

Phone: (703) 549-0360 / (800) 462-5637

Hours: Mon-Thu 9am - 5pm, Fri 9am - 4pm eastern

CDFM candidates should read and understand this entire handbook—including all policies, procedures, and examination rules—prior to pursuing certification. It is the candidates' responsibility to ensure they are fully informed about the current requirements and policies. We encourage you to check the Certification section of the ASMC Web site at www.asmconline.org for the most current policies, procedures, eligibility requirements, forms, and CDFM Candidate Handbook.

About ASMC

ASMC is the non-profit educational and professional organization for persons, military and civilian, involved in the overall field of military comptrollership. ASMC promotes the education and training of its members, and supports the development and advancement of the profession of military comptrollership. The Society provides professional programs to keep members abreast of current issues and encourages the exchange of information, techniques and approaches.

ASMC was established as the Society of Military Accountants and Statisticians in 1948 in San Antonio, Texas, and was open only to active duty officers. Since then, ASMC has expanded to include all Department of Defense (DoD) and Coast Guard financial management personnel, as well as civilian contractors providing FM support to DoD and USCG. The National Headquarters in Alexandria, Virginia, currently serves a growing professional society of approximately 18,000 members.

ASMC's mission is to provide professional development and promote ethical behavior in all aspects of Defense Financial Management.

CDFM Program Background

The CDFM is a professional, assessment-based certification originally developed by ASMC in partnership with the Department of Defense with the support of the Chauncey Group, a wholly owned subsidiary of the Educational Testing Service. The CDFM exams went live in the year 2000. The CDFM Program is governed by the ASMC Certification Commission, and the ASMC Certification Department runs the day-to-day operations.

What Is the CDFM®/CDFM-A® and Who Should Pursue It?

The CDFM is a test-based certification for financial management professionals who are civilian or military members of the Department of Defense, U.S. Coast Guard, or employees of defense contractors and suppliers.

Earning and maintaining the CDFM credential requires meeting education and experience criteria, passing three multiple-choice exams, and recertifying every two years. The certification exams cover three primary areas as defined by the CDFM Competency Model: 1. Resource Management Environment, 2. Budget and Cost Analysis, and 3. Accounting and Finance. Individuals who meet all of the requirements earn the right to display the CDFM designation after their names.

CDFMs who also pass the Module 4 exam, which tests defense acquisition competencies, earn the CDFMA: the CDFM with Acquisition Specialty.

The Value of CDFM®/CDFM-A® Certification

- > The CDFM (to include the CDFM-A) is one of the DoD-approved professional certifications that DoD Financial Management Certification Program “Recommends” at DFMC Level 2 and “Strongly Recommends” at DFMC Level 3
- > Certificants are listed on ASMC’s website registry
- > New certificants are listed in the Armed Forces Comptroller (AFC), ASMC’s quarterly journal
- > Marketable, recognized credential to prospective employers and clients
- > Shows growth and advancement within the profession
- > Pride at being a part of a prestigious organization that supports the profession
- > Earning a voluntary, professional certification indicates your level of initiative and distinguishes you from others in the field
- > A beautiful, high-quality wall certificate displays your accomplishment
- > Possible ASMC Chapter and/or on-the-job recognition
- > Enhances your career and reputation
- > Certification maintenance requirements necessitate your continuing professional development and ensure that you stay current with industry trends and changes

General Policies

Non-Discrimination Policy

ASMC encourages and gives full consideration to all candidates. ASMC does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the ASMC Director of Certification, 415 N Alfred St., Suite 3, Alexandria, VA 22314.

Contact Information Changes

Email is the primary mode of communication between ASMC and certification candidates and credential holders. As such, it is imperative that you provide a current email address that is checked on a regular basis. Failure to update your contact information may prevent you from receiving critical certification-related information. Given issues we are seeing with some organizational network firewalls, please provide your personal address.

Contact information can be updated by logging onto the ASMC account, clicking “Update Profile”, making the appropriate changes, and then clicking “Submit”.

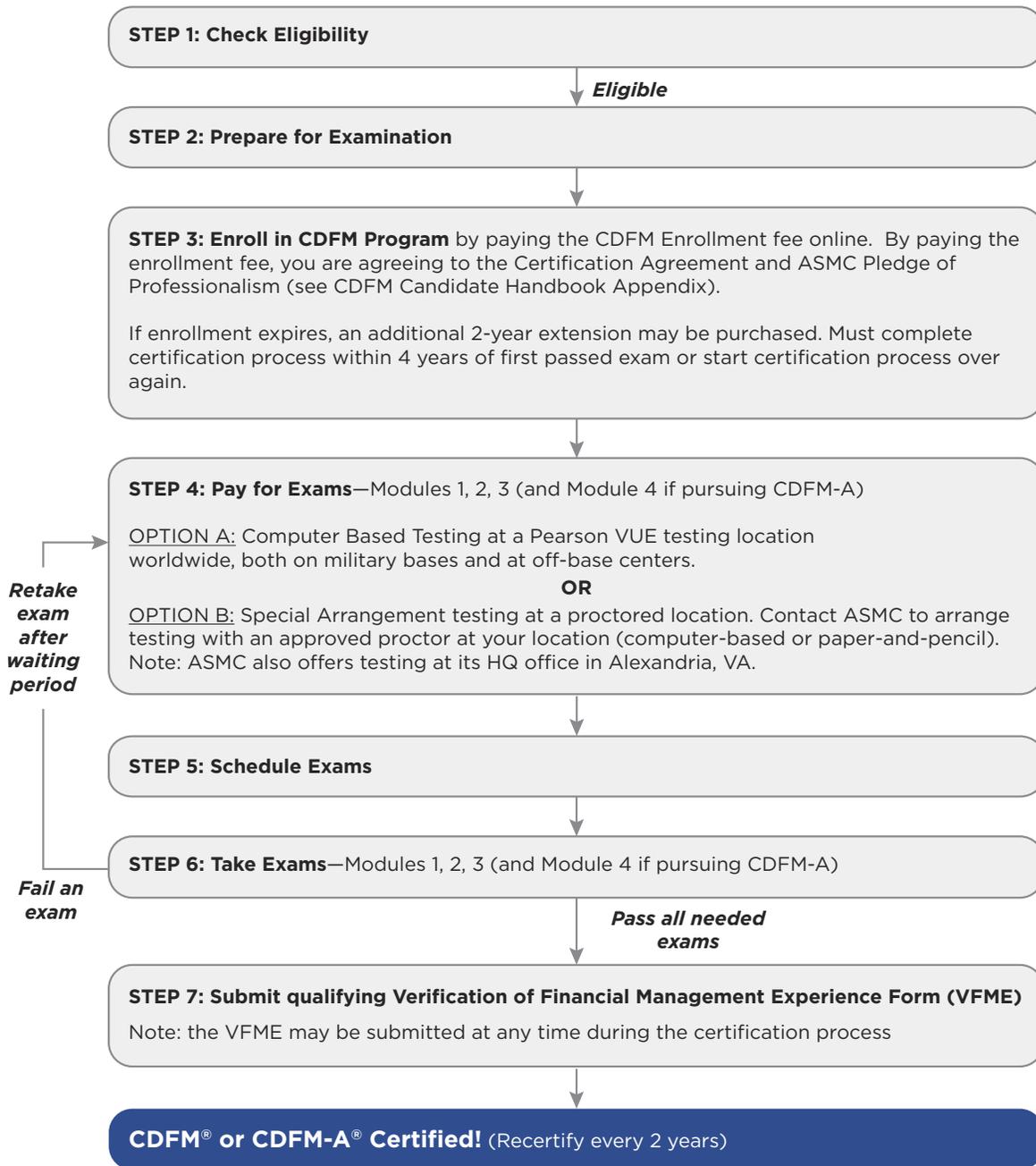
Name Changes

Candidates and certificants must notify ASMC as soon as possible if their legal name changes or if their name appears incorrectly in their ASMC account. If your name in your ASMC account does not match the name on your identification, you may be denied admission into the test center, which will forfeit your exam fee.

For security reasons, name changes cannot be made online. Candidates who have had a legal name change must submit a copy of the original documentation (e.g., marriage license, divorce decree). Candidates who need to correct other inaccuracies (e.g., misspellings) must submit a copy of a valid, government-issued photo ID. Documentation must be received by ASMC at least **10 business days** before a scheduled exam appointment.

****It is each individual’s responsibility to keep ASMC informed of any name and contact information changes.****

Certification Process Flowchart



STEP 1: Check Eligibility

Certification Eligibility

To be awarded CDFM or CDFM-A certification, a candidate must:

- > Possess a high school diploma or equivalent
- > Pledge to adhere to the ASMC Pledge of Professionalism (see Appendices)
- > Enroll in the CDFM Program
- > Pass CDFM Modules 1, 2, and 3 within a 4-year timeframe
(Module 4 can be taken at any time, but the CDFM-A cannot be awarded until all of the CDFM Requirements are met)
- > Submit a qualifying VFME form demonstrating the required financial management experience outlined below:
 - An associate degree or higher plus 2 years of defense-related or 4 years of Federal Government-related financial management experience
 - A high school diploma or equivalent plus 3 years of defense-related financial management experience

****Although education requirements are reported on the honor system, all CDFM Program enrollees and candidates are subject to audit at any time.****

STEP 2: Prepare for Examination

Examination Format

The CDFM exams are closed book, proctored exams, designed to evaluate candidates seeking professional certification in the field of defense comptrollership. Each of the 4 examination modules contains 80 multiple-choice items, and candidates are allowed 2 hours to complete each exam. The exams may be taken in any order, and a candidate must take and pass Modules 1, 2, and 3 within a 4-year timeframe to earn CDFM certification. Module 4 must also be taken and passed in order to earn the CDFM-A designation.

Job Task Analysis & Content Validation

A job (task) analysis defines the current knowledge, skills and abilities that must be demonstrated by defense financial managers for successful and competent practice in this role. In accordance with applicable testing industry standards, these competencies have been validated utilizing surveying and focus group methodologies, according to frequency and importance. All decisions regarding the content of the examination are made by appropriate subject matter experts. That is, ASMC upholds stringent guidelines for the construction and implementation of the examination development and administration process, which is governed by the Certification Commission (CC). The CC is comprised of experienced and highly-qualified DoD financial management professionals working in various industry practice settings.

The design of the examinations is set forth in the examination specifications provided below, which define the competency areas (domains) and subdomains covered on the examinations, as well as the approximate percentage of examination items covering each competency area.

Examination Specifications

To become familiar with the content areas on the examinations, candidates should refer to the examination specifications (blueprints) provided below. The Module 1, 2, and 3 specifications, shown here, apply to the 2018 CDFM exams effective 9/1/2018. Candidates are encouraged to review the specifications to assess their level of knowledge in each of the content areas and identify the areas in which they believe they need additional preparation.

MODULE 1: RESOURCE MANAGEMENT ENVIRONMENT

Government Resource Management Environment (30.4%)

This competency area covers knowledge of the government-wide processes involved in obtaining resources necessary to perform the organization's mission.

- > Knowledge of the formation of the United States of America under the U.S. Constitution
- > Knowledge of Federal Government alignment under the Constitution of the United States
- > Knowledge of Constitution principles guiding government resource management
- > Knowledge of the preparation and structure of the federal budget
- > Knowledge of sources and applications of federal funds
- > Knowledge of Federal budget terminology
- > Knowledge of relationship of the defense budget to the federal budget
- > Knowledge of relationships and checks and balances among branches of the Federal government
- > Knowledge of the structure of the Federal budget, including sources of revenue
- > Knowledge of the roles of the President, Congress, the Office of Management and Budget (OMB), Congressional Budget Office, the Department of the Treasury, and other Federal agencies relative to federal level financial management
- > Knowledge of the purpose of requests for program and budget information
- > Knowledge of the timing of the budget process at the federal level
- > Knowledge of the legislative process and timing for legislation
- > Knowledge of how, why and when Congress makes the Budget Resolution, Authorization Acts and Appropriation Acts and their impact upon the federal budget process and federal agency operations
- > Knowledge of the timing and processes involved in allocating and managing resources
- > Knowledge of OMB Circular A-11 (Preparation, Submission, and Execution of the Federal Budget)
- > Knowledge of key legislation impacting the federal budget
- > Knowledge of sequestration of federal funds

Manpower Management (12.2%)

This competency area covers knowledge of the processes for estimating manpower requirements for budgetary purposes and reporting manpower numbers to OMB.

- > Knowledge of the process for determination of peacetime manpower requirements
- > Knowledge of the process for determination of mobilization manpower requirements
- > Knowledge of manpower management terminology
- > Knowledge of laws and statutes related to military manpower management (e.g., 10 USC 12304)
- > Knowledge of circulars and Regulations related to manpower management (e.g., OMB Circular A-11)
- > Knowledge of personnel policies as they relate to resource management, manpower rules, regulations, laws, and development of manpower requirements
- > Knowledge of the processes used in estimating manpower requirements for budgetary purposes, tracking manpower, and reporting manpower in a standard manner as required in OMB guidance
- > Knowledge of the definition, calculation, and estimation of manpower requirements using the formula for FTE (full time equivalent) for both Full-Time Permanent (FTP) and Other Than Full-Time Permanent (OTFTP) personnel
- > Knowledge of manpower reporting schedules required by the Office of Management and Budget
- > Knowledge of the Federal Activity Inventory Reform Act of 1998 regarding commercial activities reporting

Enterprise Risk Management and Internal Controls (20.3%)

This competency area covers knowledge of the identification, evaluation, prioritization, and management of risks to organizations at the enterprise level and the methods used to better ensure federal agencies and programs achieve intended results.

- > Knowledge of the Federal Manager's Financial Integrity Act of 1982
- > Knowledge of the Federal Financial Management Improvement Act of 1996
- > Knowledge of the Committee of Sponsoring Organizations (COSO) and International Organization for Standardization (ISO) Enterprise Risk Management Frameworks
- > Knowledge of the attributes of an ERM Program
- > Knowledge of key terminology and tools associated with ERM
- > Knowledge of the GAO Comptroller General Standards (The Green Book) for internal controls in the Federal Government
- > Knowledge of internal control deficiencies in financial reporting and general internal controls, reportable conditions and material weaknesses
- > Knowledge of applicable Federal Government and Department of Defense (DoD) management control guidance and regulations
- > Knowledge of OMB Circulars and related to internal controls (e.g., OMB Circular A-123)

Fiscal Law (37.1%)

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing

purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal Law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
- > Knowledge of congressional authorization and appropriation acts including their inter-relationship and respective roles
- > Knowledge of the appropriation life cycle, and purpose and time limitations
- > Knowledge of funding flow, apportionment, allotment, sub-allotment, commitment, obligation and outlay
- > Knowledge of Federal agency authorities (e.g., OMB, GAO Treasury, DFAS authorities associated with fiscal law)
- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
- > Knowledge of the illegal augmentation of funds
- > Knowledge of revolving fund financing of businesslike activities and management
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of continuing resolutions definition, applicability, scope, similarities and differences between CRAs and regular appropriations
- > Knowledge of Anti-Deficiency Act provisions, reporting and notification, and penalties
- > Knowledge of illegal and Improper Payments, pecuniary liability and relief for improper payments and physical loss of funds
- > Knowledge of fund certifications and certifying officers
- > Knowledge of the augmentation of appropriated fund by a federal agency

MODULE 2: BUDGET AND COST ANALYSIS

Defense Budget Process (33.6%)

This competency area covers knowledge of the Planning, Programming, Budgeting and Execution (PPBE) process used by DoD to allocate scarce resources and budget execution which occurs after Congress appropriates funds.

- > Knowledge of the history and evolution of DoD and the PPBE process
- > Knowledge of the DoD Planning, Programming, Budget and Execution system (PPBE)
- > Knowledge of national and DoD strategic guidance
- > Knowledge of DoD budget formulation, review and execution
- > Knowledge of OMB circulars and DoD guidance related to policy, processes, and requirements involved in the application of the Federal budget process (e.g., OMB Circular A-11, DoD Financial Management Regulation) to achieve a balanced DoD budget estimate
- > Knowledge of the relationships among and use of appropriations and funds, status of funds execution, reimbursable and support agreements

- > Knowledge of the flow of funds
- > Knowledge of the DoD programming process
- > Knowledge of terminology and key products and documents produced during the PPBE process
- > Knowledge of the role of key officials in PPBE
- > Knowledge of the roles of the Joint Chiefs of Staff and Combatant Commands in PPBE
- > Knowledge of the prioritization process in PPBE
- > Knowledge of the Resource Allocation Process
- > Knowledge of funding policies and exceptions
- > Knowledge of the appropriation life cycle and impact on availability of funds
- > Knowledge of the preparation of budget estimates based on type of appropriation
- > Knowledge of the stages of the flow of funds and budget execution at various command levels (e.g., headquarters operating levels)
- > Knowledge of control mechanisms (e.g., authorizations, appropriations, treasury warrants)
- > Knowledge of budget execution by type of contractual payment
- > Knowledge of the apportionment and re-apportionment process
- > Knowledge of intra-agency, inter-agency, inter-service and reimbursable agreements
- > Knowledge of working capital funds
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of miscellaneous sources of funds

Cost and Economic Analysis (14.4%)

This competency area covers knowledge of the processes and techniques used by DoD to provide individual capabilities required to fill gaps in the military's overall warfighting capability.

- > Knowledge of DoD decision support systems
- > Knowledge of cost analysis policies and procedures
- > Knowledge of the DoD acquisition life cycle
- > Knowledge of the application of cost and economic analytical techniques
- > Knowledge of assembling and organizing data, statistical methods, and cost estimating techniques
- > Knowledge of benefit analysis (including payback, return on investment and present value)
- > Knowledge of terminology surrounding various measures of acquisition cost such as procurement cost and life cycle cost
- > Knowledge of DoD acquisition categories
- > Knowledge of life cycle management policies related to defense acquisition systems
- > Knowledge of Earned Value Management goals and processes

Strategic Planning and Organizational Performance Management (17.1%)

This competency area covers knowledge of the requirements for and the development of Agency Strategic Plans; analysis of strengths, weaknesses, opportunities, and threats; alignment of organizational goals, objectives, and initiatives, as well as use of organizational performance metrics.

- > Knowledge of the Government Management Reform Act of 1994
- > Knowledge of the Government Performance and Results Act (GPRA) of 1993 and GPRA Modernization Act of 2010
- > Knowledge of key terminology and definitions of Strategic Planning and Organizational Performance Management
- > Knowledge of the concepts of business process reengineering and process improvement (e.g., Lean 6 Sigma)
- > Knowledge of Enterprise Resource Planning (ERP) systems
- > Knowledge of the Digital Accountability and Transparency Act of 2014 (DATA Act)
- > Knowledge of the management, analysis, and security of large data sets (big data)

Fiscal Law (34.9%)

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal Law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
- > Knowledge of congressional authorization and appropriation acts including their inter-relationship and respective roles
- > Knowledge of the appropriation life cycle, and purpose and time limitations
- > Knowledge of funding flow, apportionment, allotment, sub-allotment, commitment, obligation and outlay
- > Knowledge of Federal agency authorities (e.g., OMB, GAO Treasury, DFAS authorities associated with fiscal law)
- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
- > Knowledge of the illegal augmentation of funds
- > Knowledge of revolving fund financing of businesslike activities and management
- > Knowledge of reprogramming and transfer of funds
- > Knowledge of continuing resolutions definition, applicability, scope, similarities and differences between CRAs and regular appropriations
- > Knowledge of Anti-Deficiency Act provisions, reporting and notification, and penalties
- > Knowledge of illegal and Improper Payments, pecuniary liability and relief for improper payments and physical loss of funds
- > Knowledge of fund certifications and certifying officers
- > Knowledge of the augmentation of appropriated fund by a federal agency

MODULE 3: ACCOUNTING AND FINANCE

Accounting (25.3%)

This competency area covers knowledge of information, laws, and requirements regarding financial reporting and accounting for appropriations, fixed assets, payables, receivables, disbursements, and cost.

- > Knowledge of basic accounting terms and functions
- > Knowledge of the constitutional and statutory basis for federal accounting
- > Knowledge of Federal Government accounting framework, chart of accounts, terminology and concepts
- > Knowledge of government-wide and DoD Financial Statements
- > Knowledge of managerial cost accounting procedures designed to capture total cost
- > Knowledge of Federal Accounting Standards, Federal Accounting Concepts, and Generally Accepted Accounting Principles (GAAP)
- > Knowledge of the types of government funds and those used by DoD
- > Knowledge of financial statement analysis tools (financial ratios)
- > Accounting and finance practices and procedures for general funds, working capital funds and non-appropriated funds including internal controls
- > Knowledge of the Chief Financial Officers Act of 1990
- > Knowledge of the Office of Management and Budget (OMB) form and content guidance for preparation of financial statements
- > Knowledge of the Government Management Reform Act of 1994
- > Knowledge of the Federal Financial Management Improvement Act of 1996
- > Knowledge of the pronouncements of various government standards-setting organizations (OMB, GAO, FASAB, FASB, GASB, JFMIP)
- > Knowledge of special accounting situations, selected asset accounts and accounting for property, plant and equipment
- > Knowledge of the DoD accounting policy and procedures
- > Knowledge of DoD accounting and finance reports at different organizational levels
- > Knowledge of the United States Standard General Ledger
- > Knowledge of budgetary accounting requirements and reporting
- > Knowledge of Proprietary Accounting requirements and reporting
- > Knowledge of Managerial Accounting requirements and reporting

Finance (18.1%)

This competency area covers knowledge of DoD responsibilities, processes, and requirements, including safeguarding and disbursement of public funds, military and civilian pay, contract pay, travel pay, and management of debt.

- > Knowledge of finance laws and regulations
- > Knowledge of policy and procedures concerning safeguarding of assets
- > Knowledge of the major functions of finance
- > Knowledge of military and civilian pay and allowances and procedures

- > Knowledge of travel pay policy and procedures
- > Knowledge of contract pay policy and procedures
- > Knowledge of Prompt Payment Act policies and procedures
- > Knowledge of debt management policy and procedures
- > Knowledge of certifying policies and functions
- > Knowledge of disbursing and collections policies and functions
- > Knowledge of business practices and government policies and procedures governing military and civilian pay, travel, contract and vendor pay, disbursing and debt management
- > Knowledge of internal controls in the payment process at installations, finance organizations, and disbursing offices
- > Knowledge of the roles, responsibilities, and personal liability of DoD accountable officials Process for entitling and paying entitlements
- > Knowledge of the process for entitling and paying entitlements
- > Knowledge of the roles and responsibilities of DoD disbursing officials and the U.S. Treasury as related to the discharge of fiduciary and pecuniary responsibilities
- > Knowledge of the role of emerging technologies in paying and accounting for entitlements

Auditing (25.4%)

This competency area covers knowledge of the legal requirement for DoD to successfully pass a financial audit, the procedure by which DoD prepares for financial and performance audits, attestation engagements, audit standards, and the audit process.

- > Knowledge of auditing laws and regulations
- > Knowledge of Federal financial audit requirements
- > Knowledge of requirements for and types of government audits (financial and performance)
- > Knowledge of government auditing standards
- > Knowledge of the Comptroller Generally Accepted Government Auditing Standards (GAO Yellow Book)
- > Knowledge of DoD audit policies and procedures
- > Knowledge of the role of the Department of Defense Inspector General and other DoD audit organizations
- > Knowledge of the DoD Financial Improvement and Audit Readiness (FIAR) Program
- > Knowledge of audit documentation, field work standards, and reporting standards
- > Knowledge of the audit planning process
- > Knowledge of the three phases of an audit
- > Knowledge of the content and purpose of an audit report for a financial audit and a program audit
- > Knowledge of the requirements and constraints on non-audit services performed by audit organizations

Fiscal Law (31.2%)

This competency area covers knowledge of the constitutional authority for the obligation and expenditure of funds, the Anti-Deficiency Act, other legal authorities and prohibitions governing

purpose and timing of federal funds, the use of funds under a continuing resolution, and the responsibilities of an accountable officer.

- > Knowledge of fiscal laws and regulations
- > Knowledge of fiscal law terminology
- > Knowledge of constitutional authorities to obligate and expend funds
- > Knowledge of significant statutory authorities impacting fiscal law and the use of federal funds
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- > Knowledge of Applicable Comptroller General decisions and advance decisions by SECDEF
- > Knowledge of the availability of appropriations (purpose, time and amount)
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- > Knowledge of reprogramming and transfer of funds
- > Knowledge of continuing resolutions definition, applicability, scope, similarities and differences between CRAs and regular appropriations
- > Knowledge of Anti-Deficiency Act provisions, reporting and notification, and penalties
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- > Knowledge of the augmentation of appropriated fund by a federal agency

MODULE 4: ACQUISITION (Optional - must pass to achieve CDFM-A® certification)

Goals, Strategy and Decision Support (11%)

- > DoD Decision Support Systems
- > Goals and Strategy

Systems Engineering (15%)

- > Overview and Relationship to Defense Acquisition
- > Systems Engineering Processes
- > Systems Engineering — The Systems Life Cycle Process
- > Important Design Considerations
- > Systems Engineering Tools, Techniques and Resources

Resource Management (10%)

- > Affordability
- > Acquisition Systems Cost
- > Analysis of Alternatives (AOA)
- > Cost Analysis

Life Cycle Sustainment (8%)

- > Total Life Cycle Sustainment Overview
- > Performance Based Life-Cycle Support

Human Systems Integration (5%)

- > Domains of Human Systems Integration
- > Human Factors Engineering and Integration

Acquiring Information Technology and National Security Systems (7%)

- > Net-Centricity and the Global Information Grid (GIG)
- > Important Statutory and Regulatory Requirements

Technology Protection (5%)

- > Technology Protection — Planning and Support
- > Putting Technology Protection in Place

Test and Evaluation (9%)

- > Types and Phases of Test and Evaluation
- > T&E Planning and Management Oversight

Decisions, Assessments and Reports (11%)

- > Decision Points
- > Executive Reviews
- > Integrated Product Team (IPTs), Exit Criteria and Independent Assessments
- > Periodic Reports

Special Management Activities (19%)

- > Joint Programs
- > International Cooperation
- > Earned Value Management
- > Contract Management Reporting
- > Acquisition of Services

Suggested Methods of Preparation

ASMC's Enhanced Defense Financial Management Training Course (EDFMTC)

The EDFMTC is a 5-day, 40 hour intensive review of DoD financial management taught all over the world, typically on U.S. military bases. It was developed in the year 2000 with the goal to broaden the students' overall understanding of defense financial management. The course content is presented in 3 sections that correspond to the 1, 2, and 3 CDFM exam modules and knowledge areas.

The course is highly regarded by DoD and has been aligned to the DoD Financial Management Certification Program. (See Appendices.) There are centrally-funded courses provided by DoD as well as "overflow" courses available from ASMC licensed providers for those who are not eligible for a centrally-funded course. Check the ASMC website for course availability and information on hosting an EDFMTC at your location.

ASMC's Module 4 Acquisition Business Management Course

ASMC provides a 2-day training course emphasizing the Defense Department's approach to acquisition of major systems. The course provides an overview of the defense acquisition system, review and approval procedures, milestones, and program management terms. The course has been aligned to the DoD Financial Management Certification Program. Check the ASMC website for course availability and information on hosting a Module 4 Course at your location.

ASMC's Module Refresher Courses

ASMC offers 2-day individual module refresher courses that focus on one module area at a time and follow the format of the EDFMTC textbook. These courses have been aligned to the DoD Financial Management Certification Program. Check the ASMC website for course availability.

ASMC's Fiscal Law Courses

ASMC offers 1, 2, and 3 day fiscal law courses. These courses are available for chapters or organizations to sponsor. ASMC's fiscal law courses are aligned to the DoD FM Certification Program.

DoD's Resource Management Universities and Schools

Selected elements of the curriculum at these educational institutions, such as the Defense Financial Management and Comptroller School at Maxwell AFB, the Syracuse University Defense Comptrollership Program, the Defense Resource Management Institute, the Defense Acquisition University, and the Naval Postgraduate School, will contribute to preparation for the examinations.

Group Study at Local ASMC Chapters

Contact your local chapter president or program committee chair for details.

Suggested References

As a courtesy to individuals interested in taking a certification examination, ASMC has provided a list of suggested reference sources for examination preparation. ASMC does not endorse any specific person, product, resource, or service as a means of preparing for or achieving certification. Candidates are

encouraged to plan their own course of study by reviewing the examination specifications, identifying any areas of weakness, and securing the necessary resources to adequately prepare for the examination.

CDFM Module 1-3 Reference List

A CDFM Module 1-3 Reference List is available on the ASMC website at www.asmconline.org.

ASMC Textbooks

The textbook used in ASMC's Enhanced Defense Financial Management Training Course (EDFMTC) provides extensive information on all the competency areas addressed in the Module 1, 2, and 3 CDFM exams. The textbook used in ASMC's Module 4 Acquisition Business Management Course—the "Module 4 Addendum"—provides detailed information on the competency areas addressed in the Module 4 CDFM exam. Both textbooks can be purchased on the ASMC website at www.asmconline.org.

DoD Financial Regulations

In addition to specific, official documented references (these are the source documents for the examination questions), other supplemental study materials are recommended. As you work through the different competency areas, you may find the majority of references are already somewhat familiar to you. Most prevalent are the DoD Financial Regulations, better known as FMRs. Don't forget to review Volume 1 of the FMR for definitions. The FMRs are all downloadable for free at comptroller.defense.gov/FMR.

OMB Circulars

Another common reference is the OMB circular. These are also easy to download by going to <https://www.whitehouse.gov/omb/circulars>. All of the original legal citations from 10 US Code and 31 US Code are available through the fiscal law section or by going directly to <http://uscode.house.gov>. Simply enter the title (i.e., Title 10 or Title 31) and section number, and the search engine will provide the text.

DoD Publications

All DoD publications, instructions, directives, manuals, etc., are available at <https://www.defense.gov/Resources/Forms-Directives>.

DoD Green Book, Red Book, and Yellow Book

The DoD Green Book (Standards for Internal Control of the Federal Government), Red Book (Principles of Federal Appropriations Law), and Yellow Book (Generally Accepted Government Auditing Standards) are available at <https://www.gao.gov>.

Army Cost Analysis Manual

The Army Cost Analysis Manual, which covers common cost estimating topics, and is available at www.dtic.mil/docs/citations/ADA422737.

STEP 3: Enroll in the CDFM® Program

****It is important to complete STEP 1 and verify that you meet the eligibility requirements BEFORE paying the non-refundable enrollment fee.****

Initial Enrollment

The first step is to enroll in the CDFM program, which provides you with 2 years of testing eligibility. The non-refundable enrollment fee can be paid with one of these options:

1. Pay for an enrollment online at <https://imis.asmconline.org/net/enroll>
2. Print and complete the enrollment form and email certification@asmconline.org, fax (703.549.3181), or mail it to ASMC with payment to 415 N. Alfred Street, Suite 3, Alexandria, VA 22314.

Your enrollment is active as soon as payment is processed, and you can move forward immediately to purchase and take the CDFM Module Exams.

Enrollment Extensions

If your initial 2-year enrollment has expired and you need more time to complete the examination process, you can extend your enrollment for an additional 2 years with one of these options:

1. Pay for an enrollment extension online at <https://imis.asmconline.org/net/enroll>
2. Print and complete the enrollment form (checking the “Extension of Enrollment” box) and email, fax, or mail it to ASMC with payment.

Certification Agreement

The act of enrolling in the CDFM Program indicates the certificant’s agreement to abide by the ASMC Pledge of Professionalism and the CDFM Certification Agreement (see Appendices).

STEP 4: Pay for Exams

Testing Options

Please read the options below carefully to ensure you pay for the appropriate CDFM examination modules for your preferred testing method and location.

TESTING OPTION A: Pearson VUE Computer Based Testing (CBT)

ASMC has employed a professional testing company, Pearson VUE, to administer all of the exams, year-round, in a computerized format. The exams are available worldwide, both on military bases and at off-base Pearson VUE Professional Testing Centers. Available dates and times vary by testing location. You can search for the nearest testing sites by visiting www.pearsonvue.com/asmc and clicking on “Find a test center”

If there is a Pearson VUE testing location that works for you, then purchase an exam on the ASMC website at <http://imis.asmconline.org/net/products.aspx?category=cbt>. The examination fee must be paid for each module prior to scheduling.

After purchasing a Pearson VUE exam, you should receive an email in 24-48 hours with your Pearson VUE candidate ID and directions on how to proceed with exam scheduling.

TESTING OPTION B: Special Arrangement Testing on base or at other proctored locations

In rare instances, it is not possible or not desirable to take the examination at a Pearson VUE testing center due to location, availability, or other circumstances. In such instances, contact ASMC to arrange for (non-Pearson VUE) computerized testing or paper-and-pencil testing with an approved proctor. Note: Special Arrangement Testing is also available at ASMC Headquarters in Alexandria, VA.

Examination Module Fee

Module 1: Resource Management Environment (Pearson VUE and Special Arrangement)	\$99
Module 2: Budget and Cost Analysis (Pearson VUE and Special Arrangement)	\$99
Module 3: Accounting and Finance (Pearson VUE and Special Arrangement)	\$99
Module 4: Acquisition (Pearson VUE and Special Arrangement)	\$99

****CDFM Exams are NON-REFUNDABLE except in the case of duplicate purchase.****

STEP 5: Schedule Exams

Pearson VUE Exam Scheduling

After purchasing a Pearson VUE exam on the ASMC website, you should receive an email in 24-48 hours with a unique Pearson VUE candidate ID and scheduling directions. **Before selecting a Pearson VUE test center located on a military base, it is your responsibility to ensure that you have the proper approval to enter that base.** If you schedule an on-base exam and no-show because you are turned away for not having the proper permissions, your exam fees will be forfeited.

Special Arrangement Exam Scheduling

Contact the Certification Department at certification@asmconline.org or (703) 549-0360 for information on scheduling Special Arrangement exams.

ADA Special Testing Accommodations

ASMC complies with the Americans with Disabilities Act (ADA) and wants to ensure that no eligible individual is deprived of the opportunity to take the exam solely by reason of a disability as defined under the ADA (or equivalent), as long as the disability is not one which would render the individual incapable of performing the duties of a certified position.

Candidates must identify their need for special accommodations at least 5 weeks before the desired testing date by making a request in writing, to include a letter reporting a formally-diagnosed, ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

The report must document the following information in order to be considered:

- The specific diagnosis and date of diagnosis
- Specific and current findings that support the diagnosis (e.g., relevant medical history, tests administered, date of most current evaluation within the last 3 years, etc.)

- A description of the candidate's substantial, day-to-day functional limitations resulting from the stated disability
- Specific recommendations for testing accommodations including a detailed explanation of why the accommodations are needed. If the accommodation includes extra time, indicate the amount of time requested (e.g., time and a half, double time, etc.)

Special Accommodations requests can be emailed to certification@asmconline.org, faxed to (703) 549-3181, or mailed to ASMC Certification Dept, 415 N Alfred St, Suite 3, Alexandria, VA 22314.

Exam Scheduling Policies

RESCHEDULING POLICY

Candidates can cancel or reschedule their exam appointment with no penalty up to 4 business days before the testing appointment (not including the testing day). A \$50 fee will be charged to cancel or reschedule an exam appointment 3 business days to 24 hours before the testing appointment. Exam fees are forfeited for testing appointments cancelled or rescheduled less than 24 hours before the testing appointment without ASMC approval (only documented emergency situations qualify). If exam fees are forfeited, the candidate must pay the full amount of the exam again in order to take the exam, unless the candidate can document extenuative circumstances that qualify for an exception to policy. (See Exceptions to Policy.)

Candidates can log into their Pearson VUE account (24/7) at www.pearsonvue/asmc or call Pearson VUE (888-572-2276, Mon-Fri 7am-7pm central) to cancel or reschedule their exam. Candidates taking a Special Arrangement exam should contact the individual who will be proctoring the exam to cancel or reschedule their testing appointment.

NO SHOW POLICY

Those who fail to appear for an exam without giving prior notice to ASMC forfeit the entire exam fee, unless they can document extenuating circumstances that qualify for an exception to policy. (See Exceptions to Policy.)

INCLEMENT WEATHER POLICY

In the event of hazardous weather or any other unforeseen emergencies occurring on the day of a scheduled exam, Pearson VUE or the Special Arrangement Testing staff will determine whether circumstances require the cancellation of the exam at a particular location. Every attempt will be made to administer all exams as scheduled. Candidates will be given as much advance notice as possible and will not be penalized in the event of a cancellation. In such cases, Pearson VUE or the Special Arrangement Testing staff will contact candidates for rescheduling.

EXCEPTIONS TO POLICY

Those who would like to be considered for a waiver of an exam scheduling policy due to extenuating circumstances (e.g., death in the family, serious illness, military duty) should contact the ASMC Certification Department as soon as possible at certification@asmconline.org or (703) 549-0360. Documentation and a written explanation of the situation are required to be considered for a waiver of any exam scheduling policy.

STEP 6: Take Exams

Examination Security Policy

ASMC firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her competency in the examination process. Examination security measures are intended to prevent any unfair advantage of one candidate over another.

All exam materials are the property of ASMC. Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the CDFM exams are owned by ASMC. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of CDFM exam content or materials in any form may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to CDFM certification examinations. The prohibition of “unauthorized disclosure” means that you may not discuss the contents of the examination with anyone except ASMC.

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to ASMC for any unauthorized behavior, such as any of the following:

- > attempting to gain unauthorized admission to an exam site
- > attempting to use resource materials during the exam
- > attempting to take the examination for someone else
- > creating a disturbance
- > giving, receiving, or attempting to give or receive help from unauthorized sources
- > removing, or attempting to remove, exam materials or notes from the testing room
- > having in his or her possession any item prohibited from the exam site
- > exhibiting behavior consistent with memorization or copying of exam items

Restroom breaks are not permitted. Testers who leave the testing room will not be readmitted to continue testing.

What to Expect in a Pearson VUE Test Center

It's important to understand what to expect when you arrive at a Pearson VUE testing center and also what is expected of you. All candidates who plan to test at a Pearson VUE location should read the Candidate Rules Agreement, which can be found in the Appendices or on Pearson VUE's ASMC landing page at pearsonvue.com/asmc in the "Related Links" menu. We strongly recommend that you explore the other related links on Pearson VUE's ASMC landing page, such as a demo test (not practice exam) that helps you acclimate to the computerized test navigation and an online tour of a Pearson Professional Center.

On the Day of the Examination

Identification Policy

Report to the testing site on the day of the exam as instructed in your appointment confirmation. Candidates must bring two valid forms of ID. One must be a government-issued photo ID with signature (for example, a driver's license, military ID, or passport). The name on the ID must match

exactly the name on the appointment confirmation or the candidate will be denied admission. A second form of ID will be requested at the testing center. A credit card or debit card matching the name on your government-issued ID is acceptable.

Listen carefully to instructions given by the proctor and read all directions thoroughly. **Please note that proctors and test center staff are not permitted to discuss the exam items or your exam results.**

The CDFM exams are closed book exams. Therefore, no materials are permitted into the testing room. There will be a secure area in which to check valuables. The following items are NOT PERMITTED in the testing room:

- > Books or other reference materials
- > Papers of any kind, except as provided by the proctor (prepared study notes are NOT allowed in the testing room; however, once the proctor provides scratch paper, the candidate may do a “brain dump” and write down memorized information onto the scratch paper)
- > Telephones and signaling devices, such as cell phones, tablet computers, etc.
- > Alarms or recording/playback devices
- > Calculators
- > Photographic or image-capturing or -copying devices
- > Electronic devices of any kind
- > Food or beverages

Candidates receive immediate score results when taking computerized exams. Candidates receive paper exam results via email.

Scoring

The CDFM examination is a criterion-referenced test. This means that candidates are scored against a fixed standard (the passing score). The final passing score for each individual CDFM examination has been established by a panel of subject matter experts who have determined the minimally-acceptable level of competence for awarding the certification, utilizing acceptable psychometric procedures. The passing score is applied consistently to all test takers. Candidates are not competing against one another, and grades are not curved. You must achieve the passing score to pass the examination. There are no exceptions.

ASMC reserves the right to annul any examination scores if, in ASMC’s judgment, there is any reason to question the score’s validity. Conduct that warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another candidate’s answers during a testing session; unauthorized communication with others during a testing session; copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials; removing exam materials from the testing site; aiding other examinees or receiving aid from anyone else; or having improper access to CDFM content prior to the examination administration. Engaging in such misconduct may disqualify the individual from future CDFM tests and possibly from ever being certified by ASMC.

Exam Score Reports

Per the testing policies set by the Certification Commission and testing experts consulted in the development of the CDFM exams, ASMC cannot release information on the exam passing scores or

individual exam scores. It is a certification industry standard to not release passing scores in order to avoid misuse or misinterpretation. However, ASMC offers candidates who fail an exam a Diagnostic Exam Score Report (or “Diagnostic”) which provides information on how the candidate performed in each competency area. A Diagnostic is automatically provided on failed Pearson VUE exam results. If Special Arrangement Testing was taken, a Diagnostic can be requested by emailing the Certification Department at certification@asmconline.org and including your ASMC ID number, the exam you wish to receive a Diagnostic on, and the date you took that exam. Diagnostics are not provided for passed exams.

Retake Policy

If you do not pass a CDFM exam module, the waiting periods outlined below will apply for re-examination of that module. You must visit the Certification page on www.asmconline.org and go through the exam purchase process again to obtain a new exam authorization.

There is no limit on the number of times you may take an exam module that you have not passed. However, you will be constrained by the mandatory waiting times shown below and the testing facility’s availability.

Retake Waiting Periods

FIRST RETAKE	14 days
ADDITIONAL RETAKES	28 days

Note: Each CDFM Program enrollment period lasts two years. If all three modules are not successfully completed within this two-year timeframe, you must extend your enrollment and pay an enrollment extension fee to continue testing. However, any modules you have passed will remain valid in your account for 4 years from the date it was taken and passed, as long as the certification process time limit has not expired.

Life of Passed Examinations

If you take an exam and pass, the life of the exam is 4 years from the test date.

Certification Process Time Limit

If the required exams are not passed within 4 years from the date the first exam was passed, the certification testing process must be started over. Passing the 4-year certification process time limit voids all previously passed exams, even if the exams were taken less than 4 years prior. A VFME form already recorded in the candidate’s account does not need to be resubmitted.

Appeals

Administration Appeals

A candidate who has a concern about administrative procedures at a testing site or who has observed a breach of security or other improper conduct during a test should notify the proctor (as appropriate) immediately and submit a report in writing to the ASMC Certification Department at certification@asmconline.org within 7 calendar days of taking the exam.

Appeals relating to the detrimental effects of the administration procedures on a candidate’s exam performance will be reviewed on a case-by-case basis. The Certification Department will not consider requests for review if the request is not submitted within the 7-day window.

Environment Appeals

Any technical difficulties or environmental factors that significantly affect a candidate's performance must be reported to the proctor immediately. Additionally, candidates must report any complications with testing to the ASMC Certification Department at certification@asmconline.org within 7 calendar days of taking the exam. Situations of this nature that are unknown by and undocumented by the proctor cannot be used as basis for testing appeal by the candidate.

Appeals relating to the detrimental effects of the testing environment on a candidate's exam performance will be reviewed on a case-by-case basis. The Certification Department will not consider requests for review if the request is not submitted within the 7-day window.

Exam Content Appeals

A candidate who has a concern about the reliability, validity, and/or fairness of an exam may submit an appeal to the ASMC Certification Department at certification@asmconline.org within 7 calendar days of taking the exam. If a candidate questions the accuracy of their score, the Certification Department will review the response record and any related facts to determine if the results are correct. The Certification Department will not consider requests for review if the request is not submitted within the 7-day window.

****Appeals determinations will be communicated to the candidate within 30 days. The determination of ASMC shall be final. Certification will not be granted based upon a successful appeal. A free or reduced-cost exam may be awarded in such instances.****

STEP 7: Submit VFME

A Verification of Financial Management Experience (VFME) form must be signed by a supervisor who can verify your work experience and submitted to ASMC. You do not have to submit this form before taking a CDFM exam, but it is required to earn CDFM certification. The VFME form can be found on the ASMC website at www.asmconline.org.

The VFME Form may be emailed to certification@asmconline.org at any time during the certification process. The Certification Department will send the candidate a confirmation email within 3 business days.

Certified!

What to Expect After Meeting All Certification Requirements

Once the candidate has met all the certification requirements, certification is awarded and the candidate becomes a certificant. The certificant can begin to use the earned credential as soon as his/her name shows on the ASMC website (www.asmconline.org/certification/cdfm-information/cdfm-awarded) as one of our distinguished CDFM or CDFM-A certificants.

ASMC will send the certificant an official, hard-copy, designation letter to the postal address showing in the certificant's account in 2-4 weeks. Approximately 8-10 weeks after that, the wall certificate is sent, unless the individual has requested we hold the certificate until CDFM-A certification is achieved.

Reimbursement

Most employers have reimbursement programs available based on funding. For military, please check with your local educational services office or career counselor. Government civilians may contact a career field manager. Corporate employees can check with their Finance Department for guidance. ASMC posts some reimbursement POC information on their website at www.asmc.org/certification/reimbursement/.

Recertification

Every credible program of professional certification has a mechanism to ensure that certified members remain current. In many cases, this is the Continuing Professional Education Unit (CPE). One fifty-minute block of learning in a subject related to the financial management field yields one CPE unit. The CDFM Program sets forth the CPE requirements for maintaining certification as follows.

Once designated as a Certified Defense Financial Manager, whether CDFM or CDFM-A, each certificant must complete 80 hours of continuing professional education (CPE) every 24 months in order to maintain the certification. Of the 80 CPEs, 2 CPEs must be in an ethics-related topic, and at least 20 CPEs must be earned per year. CPE earned before certification was awarded cannot be applied to recertification requirements.

The recertification deadline is two years from the last day of the month the CDFM certification was awarded. For example, if certification was awarded March 17, 2017, then the recertification is due on March 31 of each following ODD numbered year. If certification is awarded September 1, 2016, then recertification is due on September 30 of each following EVEN numbered year.

CDFM certificants who later pass the Module 4 exam, earning the CDFM-A, continue with the same recertification anniversary date. No additional CPE requirements are incurred for CDFM-A certificants. The CPE requirements stated under the CDFM Program apply to all CDFM and CDFM-A certificate holders, regardless of employment status.

CPE requirements for the CDFM Program are not intended to add to the total requirement a certificate holder may have for another approved financial management certification. For example, if you are a Certified Public Accountant (CPA), the CPE you earn for maintaining your CPA can also be applied to CDFM recertification.

Reinstatement of Inactive CDFMs

Individuals whose CDFM has lapsed can have their certification reinstated by submitting proof of meeting the CPE requirement and paying the appropriate fees.

See the CDFM Recertification Policy in the Appendices for more detailed information.

Appendix A: ASMC Pledge of Professionalism

ASMC Pledge of Professionalism

CDFM candidates and certificants are required to adhere to the ASMC Pledge of Professionalism, below.

I will:

- > Be guided in all activities by loyalty to the highest principles always remembering that public office is a public trust.
- > Refrain from activities which are in conflict with the public interest or are discreditable to the Society, and to avoid activities which create the appearance of such conflict.
- > Exercise diligence, objectivity, and integrity in professional activities, ever aware of the responsibility to eliminate improprieties.
- > Refrain from the transmission or usage, for personal gain or advantage, of information obtained in the professional environment.
- > Carefully earn and continuously protect my reputation for good moral character in comptrollership.
- > Recognize that professional example will influence associates and efficiency.
- > Recommend and initiate methods to enhance productivity and efficiency.
- > Continuously strive to increase my professional knowledge and skills to improve service and value to associates and the Society.
- > Extend the same consideration to the rights and interests of others that I seek for myself.
- > Respect the professionalism of fellow members and work with them to promote the goals and programs of the Society.

Appendix B: CDFM[®] Program Fees

CDFM Program Fees	Member	Non-Member
CDFM Program Enrollment		
Initial Enrollment (2 years of testing eligibility)	\$40*	\$75
Enrollment Extensions (2 years of testing eligibility)	\$75*	\$85
(*Membership—1 year for \$40 or 3 years for \$96)		
Exams (initial exams and retakes cost the same)		
CDFM exam (Module 1, 2, 3, or 4), each	\$99	\$99
Textbooks		
EDFMTC Textbook (Modules 1-3)	\$110	\$120
Module 4 Textbook	\$75	\$85
Recertification		
<u>Certified Retired Status</u>		
No Fee	\$0	\$0
<u>Active Status</u>		
Recertification fee (required every 2 yrs)	\$25	\$45
<u>Suspended Status</u> (recertification overdue 1-90 days)		
Recertification fee	\$25	\$45
Late Recertification fee	\$50	\$50
<u>Inactive Status</u> (recertification overdue > 90 days)		
Recertification fee	\$25	\$45
Reactivation fee	\$100	\$100
Wall Certificates (fee includes shipping)		
ASMC provides one cost-free certificate to each certificant		
Additional CDFM or CDFM-A wall certificate, each	\$40	\$40
Lapel Pins (fee includes shipping)		
CDFM or CDFM-A logo lapel pin, each	\$5	\$5

Appendix C: CDFM[®] Program Enrollment Form



CDFM Program Enrollment Form



American Society of Military Comptrollers Certified Defense Financial Manager Program

415 North Alfred Street, Suite 3 • Alexandria, VA 22314 • (800) 462-5637 • (703) 549-0360 • Fax (703) 549-3181

Currently an ASMC Member? Yes No Member Number _____ Chapter _____

Check all that apply: New Enrollment Extension of Enrollment ASMC membership is included with this enrollment

Identifying Information

Mr. Ms.

First Name _____ Middle _____ Last _____

Street Address _____

City _____ State/Province _____ Zip Code/Country _____

Day Phone _____ Evening _____ Mobile _____

Email Address _____

Date of Birth (MM/DD/YYYY) _____

Name as you wish it to appear on your certificate _____

Professional Information

Service Affiliation Army Navy Air Force Marine Corps
 Coast Guard DFAS Other DoD Corporate None

If None, Other DoD, or Corporate, please explain: _____

Employment Status DoD Civilian Military Other Non-DoD Retired

If "Other," please explain: _____

Pay Grade/Band or Equivalent: _____

Civilian Job Series, Military Occupational Specialty, or Corporate Title: _____

Years of Experience in Defense-Related Financial Management: _____

Highest Civilian Education Level:

- Below High School High School Diploma GED Some College—No Degree
- Associate Degree Bachelor's Degree Master's Degree Doctorate

Financial Information

The non-refundable CDFM enrollment fee allows an individual to be eligible to take CDFM exams for two (2) years. If a candidate needs to extend his or her enrollment beyond two years to complete the examinations, an extension of enrollment fee is required. Fees are subject to change. Please check the ASMC website to confirm current fees.

Description of Fees	ASMC Member Rate	Non-Member Rate	Enrollment + 1-Year ASMC Membership (\$40)
Initial Enrollment	<input type="checkbox"/> \$40	<input type="checkbox"/> \$75	<input type="checkbox"/> \$80
Enrollment Extension	<input type="checkbox"/> \$75	<input type="checkbox"/> \$85	<input type="checkbox"/> \$115

If paying by credit card, please provide the following: American Express VISA MasterCard

Name on Card _____

Card Number _____ Expiration date (MM/YYYY) _____

If paying by check, make payable to ASMC. **Do not send cash.**

Candidate Agreement

- I have read, understand and agree to abide by the ASMC Pledge of Professionalism (see CDFM Candidate Handbook).
- I have read, understand and agree to abide by the Certification Agreement (see CDFM Candidate Handbook).
- I pledge my full cooperation should I be selected for an audit of my assertions regarding education and professional experience qualifications.
- I hereby affirm that I understand, acknowledge and agree to abide by the policies, procedures, and rules contained in the CDFM Candidate Handbook and have completely, honestly and accurately completed this enrollment form to the best of my knowledge. The American Society of Military Comptrollers may, at its sole discretion, make inquiry of individuals and organizations to verify the accuracy and completeness of the information I have provided.
- I understand that providing any information that is fraudulent, failing to completely or accurately disclose facts known to me, or failing to cooperate in any inquiry by ASMC into the information I have provided, may result in the refusal of ASMC to issue CDFM certification to me; revocation of my certification, if already awarded; and/or being permanently barred from attaining a CDFM credential.

MY SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS AGREEMENT

Signature _____ Date _____

NOTE: If you have an Americans with Disabilities Act (ADA) requirement, please see ASMC's ADA Special Testing Accommodations Policy for directions on requesting testing accommodations (five-weeks' notice is necessary to set up an appointment in this category).

Appendix D: CDFM[®] Program Certification Agreement

CDFM Program Certification Agreement

When an applicant enrolls in the CDFM Program, he or she is legally attesting to the fact that the applicant has read and will abide by the Certification Agreement below.

I certify that all information provided to the American Society of Military Comptrollers (ASMC) for enrollment in Certified Defense Financial Manager (CDFM) Program is true and accurate to the best of my knowledge. Further, I agree to notify ASMC promptly of any change in name or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization.

I hereby authorize ASMC and its officers, directors, employees, and agents ("the above-designated parties") to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for examination and certification. I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand ASMC's instructions and policies related to the enrollment and examination process, and I agree to abide by their terms. If any statement supplied to ASMC is false or inaccurate, or if I violate any other rules or regulations of ASMC, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted). I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of ASMC with regard to enrollment, the CDFM examinations I take, and/or my certification, except claims based upon gross negligence or lack of good faith by ASMC.

Should my application be accepted and I am allowed to sit for the CDFM examinations, I understand that ASMC and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site as scheduled, I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators. I understand that the content of the CDFM certification examination is copyrighted and is the property of ASMC. Exam materials will be provided to me for the sole purpose of testing my competencies for which I seek certification, and I am prohibited from using or possessing examination content for any other purpose or at any other time. I agree not to disclose, publish, copy, reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose without express prior written authorization from ASMC. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of CDFM exam content or materials in any form is prohibited and may subject me to civil liability and/or criminal prosecution.

ASMC reserves the rights to cancel any examination score if, in its professional judgment, there is any reason to question the score's validity. Candidate conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to CDFM examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future CDFM tests and from ever being certified by ASMC. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Should I be granted CDFM certification, I agree that ASMC may release my name and the fact that I have been granted certification. I agree further that ASMC may include my name and ASMC Chapter in a listing of certified individuals available to the public in print and/or electronic format. I understand and agree that it will be my responsibility to maintain my status by complying with all ASMC certification and recertification standards and procedures.

I understand that all notices pertaining to the examination, and to any subsequent certification I may earn, will be sent to my email or mailing address on record. Certificants are required to keep ASMC informed of updates to their contact information as a requirement of certification. Changes to contact information should be submitted to the ASMC Headquarters office. Unless a third party is involved, ASMC will not disclose any contact information (including telephone, email or mailing address), financial information of any type, or any personal information be disclosed other than verifying certification. I understand that ASMC's primary method of communication with its certificants and members is via email, and that should I opt out, block ASMC's email communications, or fail to update my record of changes in email address, I may not receive critical information concerning my examination, certification, continuing education requirements and status, recertification, and related matters. In such instances, I become solely responsible for contacting ASMC to obtain such information that is critical to maintaining my certification in good standing.

I accept full responsibility for maintaining the CDFM credential through recertification, shall remain current in the field, and shall continuously uphold the ASMC Pledge of Professionalism. I acknowledge that "Certified Defense Financial Manager", "Certified Defense Financial Manager with Acquisition Specialty", "CDFM", and "CDFM-A" are registered trademarks of the American Society of Military Comptrollers, and that I am authorized to use these designations only so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to "Inactive" status. I understand that violating the ASMC Pledge of Professionalism could lead to suspension or revocation of my CDFM certification. I also understand that if my certification lapses or is revoked for any reason, I will no longer be authorized to use the CDFM designation.

BY TAKING A CDFM EXAMINATION, YOU ARE AFFIRMING BY YOUR ACTIONS THAT ASMC HAS YOUR PERMISSION TO CONTACT YOU ON MATTERS RELATING TO YOUR EXAMINATION AND CERTIFICATION, AND YOU UNDERSTAND THE TERMS HEREIN THIS CERTIFICATION AGREEMENT AND YOUR INTENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH ABOVE.

Appendix E: CDFM[®] Candidate Non-Disclosure Agreement



**American Society of Military Comptrollers
Certified Defense Financial Manager Program
Non-Disclosure Agreement**

This agreement is made between you and ASMC's Certified Defense Financial Manager (CDFM) Program. Please be advised that this is a binding agreement. IF YOU ARE NOT WILLING TO ABIDE BY THESE TERMS, DO NOT ACCEPT THIS AGREEMENT. For legal reasons, if you do not accept this agreement, you will not be allowed to take a CDFM examination.

1. Certification Program

The purpose of the Certification Program is to recognize individuals for certain skills and talents within the Defense Financial Management community solely on certain standardized testing criteria. ASMC makes no representations or warranty regarding your future employment, business opportunities or compensation.

2. Certification

Upon ASMC being satisfied that you have met all of the requirements for certification (passing Exam Modules 1, 2, and 3, and submitting a qualifying Verification of Financial Management Experience Form), you will be awarded the Certified Defense Financial Manager (CDFM) certification. Those who also pass Exam Module 4 are awarded the Certified Defense Financial Manager with Acquisition Specialty (CDFM-A) certification.

3. Ethics and Professionalism

A. Behavior that is dishonest includes cheating; lying; falsifying information; misrepresenting one's educational background, certification status, and/or professional experience; and failure to report misconduct. Individuals exhibiting such behavior with regard to the certification program risk being permanently barred from being a Certified Defense Financial Manager.

B. The CDFM examinations and test questions are the exclusive property of ASMC and are protected by copyright law. No part of a CDFM exam may be copied or reproduced in part or whole by any means whatsoever, including memorization. Such efforts violate federal copyright law.

C. Theft or attempted theft of an examination is punishable as a felony. Any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of participation in the CDFM Program, invalidation of the results of the exam or other appropriate actions.

D. Cheating includes possession, reproduction or disclosure of materials or other relevant information. Calculators are not permitted while testing.

ASMC shall be entitled to cancel your exam in the event that: you commit any breach of this Agreement; any information provided by you in connection with the Certification Program is determined to be false or misleading; or you are determined to have cheated, or assisted another in cheating, on any exam associated with the Certified Defense Financial Manager Program.

My signature below indicates acceptance of this Agreement.

Signature

Date

Please print your name

Appendix F: Verification of Financial Management Experience (VFME) Form



Verification of Financial Management Experience (VFME)



SEND TO certification@asmconline.org
--DO NOT ATTACH SUPPORTING DOCUMENTATION--

PLEASE PRINT CLEARLY TO AVOID PROCESSING DELAYS

CDFM Candidate's Section

Candidate's ASMC ID _____
Candidate's Name _____
Candidate's Address _____
Candidate's Signature _____ Date _____

Financial Management Experience Requirement for CDFM Eligibility

- **Associate degree or higher:** 2 years in DoD-related or 4 years in Federal Government-related position
- **High school diploma or equivalent:** 3 years in DoD-related position

Candidate's Position Title _____
Dates of Employment (MM/YY – MM/YY) _____
Brief Description of Duties _____

Candidate's Position Title _____
Dates of Employment (MM/YY – MM/YY) _____
Brief Description of Duties _____

Supervisor's Section

Supervisor's Name _____
Supervisor's Title _____
Supervisor's Phone _____ Email _____

My signature below indicates that I have confirmed the accuracy of the candidate's employment experience listed above.

Supervisor's Signature _____ Date _____

Appendix G: CDFM[®] Recertification Policy



American Society of Military Comptrollers Certification Commission CDFM Recertification Policy



Recertification Requirements

All Certified Defense Financial Managers (CDFMs), to include CDFMs with the Acquisition Specialty (CDFM-As), must meet all recertification requirements every 24 months to retain certification. The requirements include adhering to the ASMC Pledge of Professionalism, paying a recertification fee, and self-certifying the completion of 80 continuing professional education units (CPEs). The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year. A small percentage of recertifications are randomly selected for CPE audit.

Summary of CDFM Recertification Requirements

- Adhere to the Pledge of Professionalism
 - Pay recertification fee
 - Earn 80 CPEs and retain documentation
(2 CPEs in ethics, at least 20 CPEs per year)
-

Active Status

Only active CDFMs may use the designation after their name. The names of active CDFMs will show on the ASMC website.

Recertification Extension

CDFMs who need additional time to complete the recertification requirements can apply for a 90-day extension to their recertification deadline. Certificants who fail to meet the requirements after the 90-day extension may be suspended.

Suspended Status Reactivation

CDFMs who are one to 90 days past their recertification deadline will have their certification suspended with their names removed from the ASMC web page of active CDFMs. Suspended CDFMs can reactivate their certification within this 90-day period by submitting proof of 80 CPEs and paying the reactivation fee plus a late fee of \$50.

Summary of Suspended Status Reactivation Requirements

- Pay recertification fee
 - Pay \$50 late fee
 - Submit proof of 80 CPEs
-

CDFM Recertification Policy

Inactive Status

CDFMs who are more than 90 days beyond the recertification deadline will have their certification inactivated. Inactive CDFMs may not present themselves as CDFMs either in writing or orally, or display the CDFM wall certificate. Inactive CDFMs can reactivate their certification by paying one recertification fee plus a reactivation fee of \$100 and submitting proof of 80 CPEs. The inactive CDFM will receive written notification from ASMC when active certification status is granted.

If a situation, such as deployment or a serious medical condition, interfered with the ability to recertify and the individual wishes to request waiver of some of the reactivation requirements, an email should be sent to certification@asmconline.org with the waiver request, to include a description and documentation of the situation, for formal review.

Summary of Inactive Status Reactivation Requirements

- Pay recertification fee
 - Pay \$100 reactivation fee
 - Submit proof of 80 CPEs
-

Revoked CDFM Certification

In the case of ethical violation, including violation of ASMC's Pledge of Professionalism or action discreditable to the CDFM Program, the Certification Commission reserves the right to revoke any certification.

Due process will be taken in accordance with procedures established by the ASMC National Executive Committee and penalties will be set accordingly. It is envisioned that such revocation be permanent, and individuals so cited will not present themselves as CDFMs in any way, will remove any reference to the CDFM designation from their titles, and will not reference CDFM on any statement or document of qualification.

Effective Date

This policy is effective July 1, 2016.

THE CPE REQUIREMENTS

Background

Every credible program of professional certification has a mechanism to ensure that certified members remain current. In most cases, this is the Continuing Professional Education unit (CPE). One 50-minute block of learning in a subject directly related to the technical field certified yields one CPE.

The CPE requirements stated under the Certified Defense Financial Manager (CDFM) Program apply to all CDFM certificants, whether employed full or part-time by a public or private organization, or self-employed. Eighty CPEs every 24 months is the standard across the area of financial management certification.

CPE requirements for the CDFM Program are not intended to add to the total requirement a certificant may have for another approved financial management certification. For example, if you are a Certified Public Accountant (CPA), the 80 CPEs you take for the CPA will also count fully for the CDFM. Likewise, if you are in the DoD FM Certification Program or maintain any of the financial management certifications listed in the appendix, the CPEs are considered to overlap.

Compliance

Operating under the umbrella of the ASMC Pledge of Professionalism (see appendices), complying with the CPE requirements of the CDFM is the responsibility of the individual certificant. Carrying out this responsibility requires exercising sound professional judgment.

Individual CDFMs are responsible for: (1) seeking opportunities for appropriate CPE, (2) successfully completing CPE programs and activities, (3) maintaining documentation of the CPEs completed, and (4) monitoring their own progress toward meeting the CPE requirements.

The CPE requirements are based on the premise that all CDFMs should maintain and enhance their professional proficiency in defense financial management. As stated in the ASMC Pledge of Professionalism, we should “continuously strive to increase...professional knowledge and skills.” CDFMs will have wide latitude in selecting suitable CPE.

Record Keeping and Retention

Individuals are responsible for documenting their own CPEs. ASMC members benefit from a handy CPE tracking tool available in their ASMC account; however, each individual may choose how they keep record of their earned CPEs. Certificants will be asked to self-certify that they have completed the 80 hours in order to complete the recertification process.

CPEs should be recorded and maintained in a log that is readily accessible to the certificant in case of audit. As such, CPE records should be maintained for a minimum of two years after recertification.

CDFM Recertification Policy

Recertification Requirements

The CPE requirements stated under the CDFM Program apply to all CDFM certificants, regardless of employment status. Recertification is a personal responsibility. However, ASMC attempts to send a courtesy email reminder to each certificant 3 months before, 2 months before, and the month of certification expiration. Certificants are highly encouraged to use a personal email address in their ASMC account to avoid email server firewall issues.

The Certification Commission (CC) has set forth 80 hours as the minimum number of hours of CPEs that CDFMs must complete every 24 months to maintain their CDFM certification. The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year.

CDFMs who later earn the CDFM-A continue with their original recertification cycle timeline and recertification requirements. There are no additional CPE requirements.

CPE Carryover

Carrying over “extra” CPEs from one 24-month time period to the next is not permitted. The 80-hour requirement is the minimum number of CPEs that CDFMs should complete every 24 months. Extra CPEs are not transferable to a subsequent period.

Recertification Extensions

CDFMs who need more time to complete the required number of CPEs for any certification cycle can apply for a 90-day extension to make up the deficiency and remit the recertification fee. However, the CPEs earned during this extension period cannot be counted toward the total required for the next certification cycle.

In addition to the 90-day extension period to earn the needed CPEs, an additional 30-day period is allowed for the CDFM to complete and submit the documentation. Furthermore, after the extension and additional 30-day documentation-preparation period has elapsed, the CDFM certification may be suspended if the certificant fails to meet the CDFM Program's CPE requirements. Certification Department staff will work with the individuals to assist them with remaining in the Program.

Certified Retired Status Exemption

Certificants who have requested and been approved for Certified Retired Status do not need to meet the CDFM CPE requirement or pay a recertification fee to maintain their status.

Requirement Exceptions

The ASMC Certification Department may grant exceptions to the CPE requirement if a reason such as foreign residency, ill health, maternity leave or military service prevents a certificant from fulfilling the CPE requirement. The certificant should document the reasons for requesting an exception and submit it to the Certification Department for a determination. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Documentation will be retained for an appropriate period of time.

The individual requesting an exception must demonstrate that an effort was made to satisfy the CPE requirement before or after the exception situation. For example, if an exception situation arises in the 23rd month of the CDFM's 24 month certification period, the individual must demonstrate that he or she had completed a sufficient number of CPEs that would have allowed the 80-hour requirement to be fulfilled. A CDFM is expected to obtain CPEs throughout the two-year period and not “bunch” the hours in the final few months.

CDFM Recertification Policy

Monitoring Compliance with CPE Requirements

To maintain CDFM certification, certificants must pay the recertification fee and complete at least 80 CPEs in defense financial management topics or related subjects every 24 months. The 80 CPEs must include 2 CPEs in ethics, and at least 20 CPEs must be earned per year.

ASMC will audit five to ten percent of CDFM recertifications, selected at random, to verify the CPE documentation. Those CDFMs selected for audit will be required to provide their CPE documentation electronically to the Certification Department. Situations in which subject matter expertise is needed will be referred to the Certification Commission for review. Feedback will be provided to the individual only if the review finds that the documentation does not meet the recertification requirements.

As part of a quality assurance program, ASMC may, on a random audit basis, request CPE documentation for verification. Individuals should maintain records for a minimum of two years after recertification to substantiate their statement of completed CPEs.

Suspension

A CDFM certification may be suspended if, within three months following the recertification deadline: 1. the recertification fee has not been paid or the certificant has indicated, or 2. the certificant has not earned the required CPEs and has not furnished an adequate explanation.

Recourse Following Suspension for CDFM Certification

If a CDFM is suspended, the certificant has 30 days in which to file an appeal with the Certification Commission. The Commission shall decide each case on its individual merits. If the Commission votes to revoke the certification, then the certificant will be so notified. The decision of the Certification Commission will be final.

Revoked CDFM Certification

In the case of ethical violation, including violation of ASMC's Pledge of Professionalism or action discreditable to the CDFM Program, the Certification Commission reserves the right to revoke any certification. Due process will be taken in accordance with procedures established by the ASMC National Executive Committee, and penalties will be set accordingly. It is envisioned that such revocation be permanent and individuals so cited will not present themselves as CDFMs in any way, will remove any reference to the CDFM designation from their titles, and will not reference CDFM on any statement or document of qualification.

Reinstating a Revoked CDFM Certification

If a certification has been revoked and a period of one year has elapsed, the former certificant may apply to retake the CDFM examinations. From that point, he or she will be treated as if applying for the CDFM Program for the first time.

APPENDIX A

ASMC PLEDGE OF PROFESSIONALISM

1. Be guided in all activities by loyalty to the highest principles always remembering that public office is a public trust.
2. Refrain from activities which are in conflict with the public interest or are discreditable to the Society, and to avoid activities which create the appearance of such conflict.
3. Exercise diligence, objectivity and integrity in professional activities, ever aware of the responsibility to eliminate improprieties.
4. Refrain from the transmission or usage, for personal gain or advantage, of information obtained in the professional environment.
5. Carefully earn and continuously protect my reputation for good moral character in comptrollership.
6. Recognize that professional example will influence associates and efficiency.
7. Recommend and initiate methods to enhance productivity and efficiency.
8. Continuously strive to increase my professional knowledge and skills to improve service and value to associates and the Society.
9. Extend the same consideration to the rights and interests of others that I seek for myself.
10. Respect the professionalism of fellow-members and work with them to promote the goals and programs of the Society.

APPENDIX B

**FINANCIAL MANAGEMENT CERTIFICATIONS
APPROVED FOR OVERLAPPING CPE COVERAGE**

Accredited Business Accountant (ABA)
Accredited in Business Valuation (ABV)
Certified Accounts Payable Professional (CAPP)
Certified Business Manager (CBM)
Certified Cost Consultant (CCC)
Certified Cost Estimator/Analyst (CCE/A)
Certified Forensic Accountant (Cr.FA)
Certified Fraud Examiner (CFE)
Certified Government Financial Manager (CGFM)
Certified in Financial Forensics (CFF)
Certified Information Systems Auditor (CISA)
Certified Internal Auditor (CIA)
Certified Management Accountant (CMA)
Certified Payroll Professional (CPP)
Certified Public Accountant (CPA)
Certified Quality Auditor (CQA)
Certified Treasury Professional (CTP)
DoD Acquisition Corps Certification
DoD Financial Management Certification
Forensic Certified Public Accountant (FCPA)

--And others, as appropriate. Please notify Certification Department staff to have your program verified and added to this listing.

APPENDIX C

TOPICS SUGGESTED FOR CDFM CPE CREDIT

- Accounting Principles & Standards
- Accounting Systems
- Analytical Procedures
- Assessment of Internal Controls
- Assessment of Management Controls
- Asset Management Systems Management
- Audit Methodologies
- Audit of Contract Compliance/Costs
- Audit Risk & Materiality Management
- Audit/Evaluation Standards
- Audit Readiness
- Budgeting
- Business Law
- Business Process Reengineering
- Compliance with Laws & Regulations
- Comptrollership
- Computer Science
- Computer Security
- Contracting and Procurement
- Cost Analysis
- Data Analysis
- Economics
- Electronic Data Processing
- Enterprise Risk Management & Internal Controls
- Evaluation Design
- Financial Auditing
- Financial Management Leadership
- Financial Management/Systems
- Financial Planning or Analysis
- Fiscal Law
- Financial Reporting
- Forecasts and Projections
- Fraud Detection & Prevention
- Industrial Engineering
- Information Resources
- Information Technology
- Interviewing Techniques
- Municipal Level Financial
- Operations Research
- Oral & Written Communications
- Pension Accounting
- Performance Measurement & Reporting
- Principles of Management & Supervision
- Productivity
- Program Planning & Evaluation
- Proposal Evaluation & Award
- Public Administration
- Public Finance
- Public Policy and Structure
- Quality Control
- Report Writing
- State Level Financial Management
- Statistical Methods
- Social Sciences
- Strategic Planning
- Taxation
- Working Capital Funds

APPENDIX D

CRITERIA FOR CPE CREDIT

Criteria for CPE Credit for Technical Subjects

The CDFM Program does not establish detailed criteria for CPE educational events. However, it does require that the CPE educational event contributes to the CDFM's professional proficiency and that CDFMs maintain documentation of the CPEs completed.

To determine if programs contribute to professional proficiency and to facilitate documentation, the following criteria for CPE educational events may be considered, as appropriate.

1. An agenda or outline is prepared in advance and retained by the program sponsor that indicates the name(s) of the instructor(s); the subject(s)/topic(s) covered; the date(s) and length of the program; and, when appropriate, the program's learning objectives and any prerequisites.
2. Individuals qualified or experienced in the topic/subject matter develop the program.
3. The program is presented by an instructor or discussion leader who is qualified or experienced with respect to the program content.
4. Program materials are technically accurate, current, and sufficient to meet the program's learning objectives.
5. The program is reviewed, when appropriate, by other qualified or experienced individuals. The nature and extent of any review may vary depending on characteristics of the program.
6. Participants are required to register for the program.
7. Attendance records are maintained by the sponsoring organization.
8. Evaluations of the program are obtained from instructors and participants, when appropriate.
9. The program sponsor provides evidence of satisfactory completion (a certificate or transcript).

CDFM Recertification Policy

Topics, Programs & Activities That Qualify for CPE

Topics that qualify:

CPE programs include a wide variety of topics and subjects that may contribute to maintaining or enhancing the professional proficiency of some CDFMs, but not others. Therefore, the CDFM is ultimately responsible for determining whether a topic or subject qualifies as acceptable CPE for him or her.

CPEs that would satisfy the CDFM program's requirement should be in defense or government financial management topics or related technical subjects applicable to defense/government financial management areas. Examples of such topics are in the appendix of this document. Determining what topics and subjects are appropriate for individual CDFMs to satisfy the CPE requirement is a matter of professional judgment to be exercised by the CDFM. Among the considerations in exercising that judgment are the CDFM's experience, the defense financial management area(s) in which they work and the responsibilities they assume in performing comptrollership and defense financial management functions.

Group programs such as:

1. Formal training programs (e.g., the Enhanced Defense Financial Management Training Course presented by an ASMC-licensed training provider).
2. Internal training programs (briefings, lectures, courses, seminars and workshops).
3. Financial management organization staff/chapter meetings when a structured educational program is presented (that portion of the meeting where a structured educational program is used to brief staff on an accounting principle, auditing standard or budget function and demonstrate its applicability to their work). Informal discussions of current events in the financial management profession do not qualify for CPEs.
4. University and college courses (credit and non-credit). Audited courses qualify if the course is related to financial management and is audited in full.
5. Education and development programs presented at conferences, conventions, meetings, seminars and workshops of professional organizations. For example, the American Society of Military Comptrollers (ASMC) annual Professional Development Institute (PDI) and education programs presented by ASMC local chapters.
6. Training programs presented by other financial management organizations, educational organizations, foundations and associations.
7. Preparation and delivery of briefings and work-related documents outside the scope of routine business.

Individual study programs such as:

1. Correspondence courses, self-study guides and workbooks.
2. Courses given through audiocassette tapes, videotapes and computers.

CDFM Recertification Policy

Other professional activities:

Activity such as serving as a speaker, instructor, or discussion leader at group programs (ASMC PDI) that qualify for CPEs, publishing articles and books, or developing CPE courses on topics and subjects that qualify for CPEs and that contribute directly to the author's professional proficiency (e.g., writing an article published in The Armed Forces Comptroller) will all count toward your CPE requirement. Documentation of this type of activity, however, may be a challenge.

Programs, Activity Topics & Subjects That DO NOT Qualify for CPE Credit

1. On-the-job training.
2. Basic or elementary courses in topics and subjects in which the CDFM already has the necessary knowledge and skills and that served as the initial basis for qualification as a CDFM.
3. Programs that are not designed to maintain or enhance CDFMs' professional proficiency, but are designed for the general public, such as resume writing, improving parent-child relations, personal investments and money management and retirement planning.
4. Sales oriented programs that demonstrate office equipment.
5. Programs restricted to the financial management organization's administrative operations, such as how to prepare time and attendance reports or internal administrative reporting responsibilities.
6. Business sessions at professional organization conferences, conventions and meetings.
7. Participation as a member of a committee of a professional organization.
8. Preparation and presentation time for repeated presentations within the two-year period. (You get preparation credit CPEs only once for preparing to teach the same lesson multiple times.)
9. Conducting external quality control reviews.
10. Teaching university or college courses full-time. If the CDFM is a full-time instructor, the routine performance of his or her professional duties will not suffice as the sole source of continuing professional education.

CDFM Recertification Policy

University & College Courses

Each semester hour credit equals 15 CPEs and each quarter hour credit equals 10 CPEs.

Instructing University & College Courses

Instructors for university or college credit courses shall receive CPEs based on the number of credit hours the university/college gives a student for successfully completing the course (one 3-semester-hour credit course x 15 CPEs per semester hour = 45 CPEs). An instructor shall not receive CPEs for teaching a course more than once within the two-year period unless the course was changed significantly. The maximum number of CPEs that may be granted to an individual as an instructor under this paragraph should not exceed 40 CPEs for any two-year period.

Individual Study Programs

CDFM participants in correspondence or individual study programs shall be granted CPEs when they satisfactorily complete the program. If programs are pretested by the vendor or sponsor CPEs should be granted in an amount equal to the average completion time. For example, a CDFM who takes 800 minutes to complete an individual study program that has been pretested as having a 400-minute average completion time may only be granted 8 CPEs (800 minutes x $\frac{1}{2}$ = 400 minutes divided by 50 minutes = 8 CPEs).

Speaking or Instructing

Speakers, instructors (university/college noncredit courses) and discussion leaders at programs that qualify for CPE should receive CPEs for preparation and presentation time to the extent the topic or subject matter contributes directly to their professional proficiency. One CPE should be granted for each 50 minutes of presentation time, and up to two additional CPEs may be granted for advance preparation for each 50-minute segment of the presentation.

For example, a discussion leader could receive up to 21 CPEs for a presentation of 350 minutes (7 hours for presentation and 14 hours for preparation). An individual should not receive CPEs for either preparation or presentation time for repeated presentations they make within the two-year period, unless the topic or subject matter involved was changed significantly. The maximum number of CPEs that may be granted to an individual as a speaker, instructor, or discussion leader under this paragraph shall not exceed 40 hours for any two-year period.

Authorship

Articles, books, or CPE courses written by CDFMs on topics and subjects related to their expertise and/or work that contribute directly to professional proficiency shall qualify for CPEs in the year they are published. One CPE shall be granted for each hour devoted to writing articles, books, or course materials that are published. However, CPEs for published writings shall not exceed 40 CPEs for any two-year period.

CDFM Recertification Policy

Determining CPE Credits

One CPE may be granted for each 50 minutes of participation in programs and activities that qualify. It is common practice for instructors to give students a 10-minute break per hour, so one hour of training is typically one CPE.

Fractional hours may also be granted, if appropriate. At conferences and conventions where individual presentations are less than and/or more than 50 minutes, the sum of the presentations should be considered as one total program. For example, two 90-minute, two 50-minute and three 40-minute presentations equal 400 minutes or 8 CPEs.

Sponsors of CPE programs should monitor their programs to accurately assign the appropriate number of hours. CDFM participants should receive CPEs only for the actual time they attend the program. Preparation time for students participating in a CPE program is not counted.

CPE Documentation

The CDFM is responsible for maintaining documentation of the CPEs completed. He or she is encouraged to use a personal log in which to maintain the documentation. The records should include the following information for each CPE program or activity attended or completed:

1. The sponsoring organization (e.g., ASMC National Office or local chapter, or other organization),
2. The location at which the program was given (e.g., Holiday Inn, Rosslyn, VA),
3. The title of the program and a brief description of its contents (e.g., 5th Annual Professional Development Institute: Current Issues Affecting Defense Financial Management Operations),
4. The dates attended for group programs or dates completed for individual study programs (e.g., February 13-14, 2016),
5. The number of CPEs (e.g., 14 CPEs), and
6. Evidence of attendance or completion. This might include the following:
 - a. Record of the grade received for a university or college credit course.
 - b. An outline and evidence of attendance or of having been the instructor or discussion leader from the program sponsor.
 - c. Evidence of completion from the program sponsor (e.g., PDI CPE certificate, letter of completion).
 - d. A copy of the published article or training course.

APPENDIX E

CPE CONVERSION

CEU Defined

The International Association for Continuing Education and Training (IACET) defines a Continuing Education Unit (CEU) as “10 contact hours (60-minute hours) of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Instructional hours do not include time involved in coffee breaks, meals, social activities or business and committee meetings. CEUs are not measures of academic credit.”

CET Defined

One CEU (see definition above) equals 10 Continuing Education & Training (CET) units. Each course hour credit is equal to one CET hour.

CLP Defined

One CEU (see definition above) equals 10 Continuous Learning Points (CLP).
One CLU equals 60 contact minutes of instruction.

CLU Defined

One CEU (see definition above) equals 10 Continuous Learning Units (CLU).
One CLU equals 60 contact minutes of instruction (not including time involved in breaks, meals, social activities or business and committee meetings).

CPE Defined

One CPE equals 50 contact minutes of instruction.

Conversion to CPE

1 training hour (50 contact minutes) = 0.1 CEU = 1 CET = 1 CLP = 1 CPE

To convert CLU to CPE, multiply CLU by 1.2

$$\underline{\quad} \text{ CLU} \times 1.2 = \underline{\quad} \text{ CPE}$$

To convert CEU to CPE, multiply CEU by 10

$$\underline{\quad} \text{ CEU} \times 10 = \underline{\quad} \text{ CPE}$$

Appendix H: CDFM[®] Program FAQ

CDFM Program FAQ

CDFM/CDFM-A Eligibility

What are the requirements for earning CDFM certification?

In order to earn Certified Defense Financial Manager (CDFM) certification, a candidate must be enrolled 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.

What are the experience requirements for earning CDFM certification?

Candidates with an associate degree or higher need 2 years of defense-related financial management or 4 years of Federal Government-related financial management experience. Candidates whose highest level of formal education is a high school diploma or equivalent need 3 years of defense-related financial management experience.

Where can I get a Verification of Financial Management Experience (VFME) form?

The VFME form can be downloaded from www.asmconline.org.

What are the requirements for earning CDFM-A certification?

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.

I don't work in the DoD, but I'm a contractor supporting DoD. Do I qualify?

Anyone who meets the experience, education, and testing requirements can earn the CDFM certification, regardless of employment status.

CDFM Program Enrollment

Am I required to be enrolled in the CDFM Program in order to test?

Yes. In order to sit for an exam, active enrollment in the CDFM Program is required.

Do I have to be an ASMC Member in order to take the tests?

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 on the benefits of being an ASMC member can be found on our website at www.asmconline.org.

What is the cost to enroll in the CDFM Program?

First-time enrollment is \$40 for members; \$75 for non-members. Enrollment extensions are \$75 for members; \$85 for non-members.

How long is the enrollment?

Each CDFM enrollment--whether it is first-time enrollment or an extension--gives you 2 years of eligibility to test.

What if I need more than 2 years to complete the certification process?

If you need more than 2 years to complete the certification process, you will need to extend your enrollment an additional 2 years.

What is the cost to extend my CDFM enrollment?

A 2-year CDFM enrollment extension costs \$75 for members; \$85 for non-members.

How do I enroll in the CDFM Program?

Visit www.asmconline.org to pay the enrollment fee online or print and complete an enrollment form to be emailed or mailed to ASMC with payment. Alternatively, you can log on to your ASMC account and click on “CDFM Enrollment” on the left side of the screen.

How can I find out when my enrollment expires?

You can locate your CDFM enrollment expiration date by logging in to the ASMC Member Portal and clicking on “Update Profile.” You will find it in the “Enrollment Expires” field.

Where can I find my Candidate ID?

Only those who have enrolled in the CDFM Program are assigned a Candidate ID. After enrolled candidates purchase a CDFM exam on the ASMC website, they will receive an Authorization to Test email in 24-48 hours that includes their Candidate ID number.

CDFM-A Certification

What do I need to do to add the Acquisition Specialty to my CDFM certification?

In order to add the Acquisition Specialty to your active CDFM certification and earn the CDFM-A designation, all that is required is to pass the Module 4 exam. First email certification@asmconline.org to request (cost-free) Acquisition Specialty enrollment. Once your request has been processed, you can proceed with purchasing the Module 4 exam.

I have been a CDFM for over a year and was just awarded the CDFM-A. Will this change my recertification date?

Earning the Acquisition Specialty for your CDFM does not change your recertification date. 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 4/3/18, your recertification will be due April 30 of every EVEN year. If you later earn the CDFM-A, this will not change your recertification date.

Are there additional recertification requirements for CDFM-As?

The recertification requirements are the same for CDFMs and CDFM-As: adhere to the ASMC Pledge of Professionalism, pay the recertification fee, and complete at least 80 continuing professional education units (CPEs) by your recertification deadline. The 80 CPEs must include 2 CPEs in an ethics-related topic, and at least 20 CPEs must be earned per year.

CDFM Exams

What is the cost of the exams?

Each CDFM exam is \$99 regardless of the platform (computer-based, paper, etc.).

How can I purchase an exam?

Pearson VUE computer-based exams can be purchased at www.asmconline.org. If you would like Special Arrangement testing, please contact the Certification Department at certification@asmconline.org or (703) 549-0360 for information and instructions.

How do I find a Pearson VUE testing center?

You can view available Pearson VUE testing centers by visiting www.pearsonvue.com/asmc. On the right side of the screen, click on "Find a test center". **If you choose an on-base testing location, it is your responsibility to ensure you have authorized access to the base.**

Once I've purchased a Pearson VUE exam, when can I schedule it?

After purchasing a Pearson VUE exam, you should receive an Authorization to Test (ATT) email within 24-48 hours of the purchase that includes the information needed to schedule your exam. If you do not receive the ATT email in 48 hours of exam purchase, please contact the ASMC Certification Department at certification@asmconline.org or (703) 549-0360 for assistance.

How can I change my testing reservations?

If you are scheduled for a Pearson VUE exam, you can log into your Pearson VUE account (24/7) at www.pearsonvue.com/ASMC or call Pearson VUE (888-572-2276, Mon-Fri 7am-7pm central) and cancel or reschedule your exam appointment with no penalty up to 4 business days before your appointment (not including the testing day). A \$50 fee will be charged to cancel or reschedule an exam appointment 3 business days to 24 hours before the testing appointment. Exam fees are forfeited for testing appointments cancelled or rescheduled less than 24 hours before the testing appointment without ASMC approval (only documented emergency situations qualify).

If I do not pass an exam, do I need to pay for a retake?

Each exam costs \$99 to the candidate, to include retake exams.

If I do not pass an exam, can I retake it right away?

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.

Are exams administered at ASMC Headquarters?

ASMC administers CDFM exams at the Headquarters office in Old Town Alexandria, VA. Please write certification@asmconline.org or call (703) 549-0360 to request information and available testing dates.

How can I take a Special Arrangement exam (computer-based or paper)?

In order to set up a Special Arrangement computer-based exam or paper exam, contact the ASMC Certification Department at certification@asmconline.org for guidance.

I have passed all 3 exams. Do I need to do anything else?

Once you have passed your exams and submitted a qualifying 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 your wall certificate will follow within 8-10 weeks.

ASMC Training

What kind of ASMC training is available?

ASMC offers the Enhanced Defense Financial Management Training Course (EDFMTC), which covers the knowledge areas of CDFM Exam Modules 1, 2, and 3; 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 Refresher Courses that focus on one module at a time. Please note that these classes are not intended as a sole source of preparation for testing.

Where can I find information on the Enhanced Defense Financial Management Training Course (EDFMTC)?

Information about the EDFMTC can be found by visiting www.asmconline.org/edfmtc.

How can I take a Module 4 course?

Information about taking the Module 4 course can be found by visiting www.asmconline.org.

Am I required to attend ASMC training in order to sit for the CDFM exams?

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

How can I purchase ASMC textbooks?

Information about purchasing ASMC textbooks can be found by visiting www.asmconline.org. You can order your textbook online or print and complete a textbook order form to be emailed or mailed to ASMC with payment.

What are the current textbook prices?

The EDFMTC (Modules 1-3) textbook is \$110 for members; \$120 for non-members. The Module 4 Acquisition textbook is \$75 for members; \$85 for non-members.

What are the most recent versions of the textbooks?

The most recent version of the EDFMTC (Modules 1-3) textbook is the 2018 edition. The most recent version of the Module 4 textbook was published March 2011; an update is underway.

Am I required to purchase the textbooks in order to sit for the CDFM exams?

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.

CDFM Reimbursement

How can I find funding sources for CDFM-related purchases?

Information about seeking financial assistance or reimbursement for CDFM-related purchases can be found by clicking on “Certification” then “Get Certified” then “Certified!” on the ASMC website at www.asmcconline.org.

How can I get a receipt for CDFM-related purchases?

To request an electronic receipt for CDFM-related purchases, send an email to certification@asmconline.org and provide your ASMC number and the items for which you would like a receipt.

CDFM Wall Certificates

After I've earned my CDFM, when will I receive my wall certificate?

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.

Does ASMC have any certificate frame recommendations?

A beautiful, professional-looking certificate frame with 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.

I've just undergone an official name change. How can I get a certificate with my new name

For security reasons, CDFM certificant name changes cannot be made online. Certificants who have had a legal name change must submit a copy of the original documentation (e.g., marriage license, divorce decree). After your name has been updated in your ASMC account, you can order a replacement wall certificate by visiting www.asmcconline.org.

How much does it cost to order a new wall certificate?

A "replacement" wall certificate costs \$40.

CDFM Recertification

How can I confirm my recertification deadline?

You can locate your recertification deadline by logging in to the ASMC Member Portal and clicking on "Update Profile." You will find it in the "CDFM Expires" field.

What are the requirements to keep my CDFM active?

You must recertify every 24 months by paying the CDFM Recertification Fee and completing 80 hours of continuing professional education (CPE) with at least 20 CPEs per year and 2 CPEs in an ethics-related topic.

How can I recertify my CDFM?

You can recertify your CDFM by logging on to your ASMC account and clicking on "Recertify CDFM".

What will happen if I don't recertify on time?

If you do not recertify by your due date, 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.

I can tell that I'm not going to have enough time to finish my CPEs by my recertification date. Is there some way to buy a little more time to complete them?

A 90-day recertification extension is available for those who need additional time, but it must be requested BEFORE the recertification due date. To request an extension, mark the CDFM Extension box on a completed CDFM Recertification Form and send to certification@asmconline.org or ASMC Certification Dept, 415 N Alfred St, Ste 3, Alexandria, VA 22315. You can find the CDFM Recertification Form on the ASMC website at www.asmconline.org.

My certification is in Suspended status. How can I reactivate it?

Your suspended certification can be reactivated by paying the missed recertification fee plus a \$50 late recertification fee and sending proof of earning 80 CPEs since the start date of the lapsed certification cycle to certification@asmconline.org.

My certification went Inactive. How can I reactivate it?

Your Inactive certification can be reinstated once you submit proof of 80 CPEs earned since the start date of the lapsed certification cycle and pay one Recertification Fee plus a \$100 Reactivation Fee.

If events beyond your control, such as deployment or a medical situation interfered with your ability to recertify on time, some reactivation requirements may be waived. If this is the case, email certification@asmconline.org and provide a description and documentation of the situation and specify which requirements you are requesting to be waived.

CPEs for CDFM Recertification

What can I use for CPEs?

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 for 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 CDFM Recertification Policy document on the ASMC website at www.asmconline.org.

Do I need to submit CPEs to recertify?

It is not necessary to submit CPEs when recertifying; however, a small percentage of recertifications are randomly selected for CPE audit, 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.

Appendix I: ASMC Course Alignment to the DoD FM Certification Program



ASMC Courses Aligned to the DoD FM Certification Program

Enhanced Defense Financial Management Training Course (v2018)

Course Length: 40 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Cert. Level</u>	<u>Aligned Hours</u>
Advanced Financial Management	PL 5	CL 3	2
Budget Execution	PL 3	CL 2	6
Budget Formulation, Justification, and Presentation	PL 3	CL 2	6
Concepts, Policies, and Principles of Accounting	PL 3	CL 2 or 3 Alt	6
Concepts, Policies, and Principles of Audit	PL 3	CL 2 or 3 Alt	4
Concepts, Policies, and Principles of Budget	PL 3	CL 2 or 3 Alt	8
Decision Support	PL 3	CL 2	4
Fundamentals and Operations of Accounting	PL 1	CL 1 or 2 Alt	2
Fundamentals and Operations of Budget	PL 1	CL 1 or 2 Alt	2

Proficiency Level 5 Total Aligned Hours: 2
Proficiency Level 3 Total Aligned Hours: 34
Proficiency Level 1 Total Aligned Hours: 4
Total CETs, any Proficiency Level: 40

CDFM Module 1 (Resource Management Environment) Mini-Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Advanced Financial Management	PL 5	1.0
Concepts, Policies and Principles of Audit	PL 3	2.0
Concepts, Policies and Principles of Budget	PL 3	3.0
Decision Support	PL 3	2.0

Proficiency Level 5 Total Aligned Hours: 1
Proficiency Level 3 Total Aligned Hours: 7
Total CETs, any Proficiency Level: 8

CDFM Module 2 (Budget and Cost Analysis) Mini-Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Execution	PL 3	1.0
Budget Formulation, Justification and Presentation	PL 3	4.0
Concepts, Policies and Principles of Budget	PL 3	1.0
Financial Management Analysis	PL 3	2.0

Proficiency Level 3 Total Aligned Hours: 8
Total CETs, any Proficiency Level: 8



ASMC Courses Aligned to the DoD FM Certification Program

CDFM Module 3 (Accounting and Finance) Mini-Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Execution	PL 3	2
Concepts, Policies and Principles of Accounting	PL 3	2
Concepts, Policies and Principles of Audit	PL 3	2
Concepts, Policies and Principles of Finance	PL 3	2

Proficiency Level 3 Total Aligned Hours: 8

Total CETs, any Proficiency Level: 8

CDFM Module 4 Acquisition Business Management Course

Course Length: 16 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Formulation, Justification and Presentation	PL 3	1
Financial Management and Reporting Analysis	PL 3	1
Decision Support	PL 3	4

Proficiency Level 3 Total Aligned Hours: 6

Total CETs, any Proficiency Level: 16

Fiscal Law - Purpose, Time and Amount Overview Course

Course Length: 24 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Execution	PL 3	10
Budget Concepts, Policies and Principles	PL 3	10
Financial Concepts, Policies and Principles	PL 3	4

Proficiency Level 3 Total Aligned Hours: 24

Total CETs, any Proficiency Level: 24

Fiscal Law – Purpose (31 US Code 1301) Overview Course

Course Length: 16 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Budget Execution	PL 3	16

Proficiency Level 3 Total Aligned Hours: 16

Total CETs, any Proficiency Level: 16

Fiscal Law – Certifying Officials Overview Course

Course Length: 8 Hours

<u>Competency Alignment</u>	<u>Prof. Level</u>	<u>Aligned Hours</u>
Accounting Concepts, Policies, & Principles	PL 3	6

Proficiency Level 3 Total Aligned Hours: 6

Total CETs, any Proficiency Level: 8

Appendix J:
Pearson VUE Candidate Rules Agreement



Professional & Regulatory Candidate Rules Agreement

Please review the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

- 1.** No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. **No** barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. **No** jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. **No** books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area (a locker) as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in a locker.
- 2.** You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writing on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, and waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. **Studying IS NOT allowed in the test center. Visitors, children, spouses, family, or friends ARE NOT allowed in the test center.**
- 3.** Before you enter the testing room, the TA may collect your digital photograph, digital signature, and/or your palm vein image and may digitally authenticate your ID. This is done to verify your identity and protect the security and integrity of the test. You understand that if there are discrepancies during the check-in process you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.

The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by the test program sponsor for your use during the test to make notes or calculations on, and you will be provided any other material as specified by the test program sponsor. **You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.** If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.
- 4.** The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.
- 5.** Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or disqualifying you from taking the test at a future date.
- 6.** You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.
- 7.** To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
- 8.** A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select "DECLINE," your test session will immediately end.

<p>9. Break policies are established by the test program sponsor. Some tests may include scheduled breaks and, if so allowed, instructions will appear on the computer screen at the appropriate time. It is important to note that whether or not the test time stops depends on the test program sponsor's policy. If you take an unscheduled break at any other time or if you take a break during a test in which the test program sponsor has not scheduled a break, the test time will not stop. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat and will then resume your test.</p>
<p>10. If you are taking any break, you MUST receive permission from the TA PRIOR to accessing personal items that have been stored (with the exception of comfort aids, medication, and food, which you may access without permission). Unless specifically permitted by the test program sponsor, personal items that cannot be accessed during any break include but are not limited to mobile phones, test notes, and study guides.</p>
<p>11. You must leave the testing room for all breaks. If you want to leave the test center building during any breaks, verify with the TA whether your test program sponsor permits you to leave the building.</p>
<p>12. You must follow all of the appropriate check-in and check-out processes as defined by your test program sponsor. This may include the need to show identification and/or have your palm vein pattern captured when leaving and re-entering the testing room. Before re-entering, you will be asked to pat yourself down again (for example: arms, legs, and waistline) to show there is nothing hidden on your body. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.</p>
<p>13. If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.</p>
<p>14. After you finish the test, you may be asked to complete an optional on-screen evaluation.</p>
<p>15. Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. Depending on the type of test taken, the test program sponsor may display your test score on the computer screen after you have completed the test; or you may be provided with a printed score report; or you may be provided with a confirmation notice indicating that you have completed the test program sponsor's test. If printed information is to be provided to you, you must present your ID again to the TA and return any and all materials supplied to you prior to the beginning of your test. You must not leave any materials at your testing workstation after you have completed your test.</p>
<p>16. You may not remove copies of test questions or test answers from the testing center, and you may not share or discuss with anyone all or any of the test questions or test answers you saw or viewed during the taking of the test. If you do not abide by these rules, if you tamper with the computer, or if you are suspected of cheating, appropriate action will be taken, including the possibility of the test program sponsor taking action against you.</p>

Your Privacy: Your test results will be encrypted and transmitted to Pearson VUE and the test sponsor. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at www.pearsonvue.com or by contacting the Pearson VUE call center.

By providing a digital signature:

- I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to the test sponsor (either of which may be outside of the country in which I am testing).
- I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test.
- I understand that if I do not follow the rules or I am suspected of cheating or tampering with the computer this will be reported to Pearson VUE and the test sponsor, and I acknowledge and understand that my test may be invalidated, and the sponsor may take other action such as decertifying me, and I will not be refunded my test fee.