

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.