CDFM™ Certification Process Flowchart

STEP 1: Check Eligibility

Eligible

STEP 2: Prepare for Examination

STEP 3: Enroll in CDFM Program by paying the CDFM Enrollment fee online. By paying the enrollment fee, you are agreeing to the Certification Agreement and ASMC Pledge of Professionalism (see CDFM Candidate Handbook Appendix).

If enrollment expires, an additional 2-year extension may be purchased. Must complete certification process within 4 years of first passed exam or start certification process over again.

STEP 4: Pay for Exams—Modules 1, 2, 3 (and Module 4 if pursuing CDFM-A)

OPTION A: Purchase Pearson VUE Computer Based Testing exam on the ASMC website. Can be taken at home via "OnVUE" online remotely-proctored testing or at a Pearson VUE test center on a military base or off-base center, worldwide.

OR

OPTION B: Contact ASMC to discuss Special Arrangement testing alternatives.

Retake exam after waiting period

STEP 5: Schedule Exams

STEP 6: Take Exams—Modules 1, 2, 3 (and Module 4 if pursuing CDFM-A)

Fail an exam

Pass all needed exams

STEP 7: Submit qualifying Verification of Financial Management Experience Form (VFME)

Note: the VFME may be submitted at any time during the certification process

CDFM or CDFM-A Certified! (Recertify every 2 years)