**CDM, CFPP Certification: Is this a Career Path for You?**

* **Certification Process Overview** – Highlights certification process and provides access to more information

<https://www.cbdmonline.org/get-certified/cdm-cfpp-certification-process-overview>

* **CDM, CFPP Career Assessment Tool** – Assess your current aspirations and future goals.

<https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/cdm-cfpp-career-assessment-tool.pdf>

* **Top 10 Tips for Becoming a Successful CDM, CFPP**

<https://www.anfponline.org/docs/default-source/legacy-docs/docs/education/top-10-student-to-cdm-cfpp.pdf>

**CDM Credentialing Exam Eligibility Requirements and Application Process**

* **CDM Credentialing Exam Candidate Handbook** – Includes CBDM policy about exam eligibility and exam registration/administration process.

[www.CBDMonline.org/handbook](http://www.CBDMonline.org/handbook)

* **Online Exam Application Process** – Access the online exam application when you log into your ANFP record.

<https://www.cbdmonline.org/get-certified/register>

* **Employment Verification Form** – When applying under eligibility Pathways III and V, submit completed and corresponding employer-provided job description with application. <https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/examapp_path3.pdf?sfvrsn=df8b62af_38>
* **Exam Scheduling** – After CBDM sends e-mail notice confirming eligibility and PSI sends e-mail notice about how to schedule your exam, schedule your exam appointment with PSI here. <http://online.goamp.com/CandidateHome/examination.aspx?p_category=HEALTHCARE&p_client_code=CBDM&p_exam_id=21478>
* **Exam FAQs** - <https://www.cbdmonline.org/exam-prep/credentialing-exam-faq>

**CDM Credentialing Exam Preparation**

* **Exam Content Outline** – Learn about content covered on the exam and percentage of questions related to each content area.

<https://www.cbdmonline.org/exam-prep/exam-content-outline>

* **ANFP Study Materials** – Learn about study materials to prepare for the exam. <https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/studycomparisonguide.pdf>
* **ANFP Marketplace** – As an ANFP member, you receive the member benefit of reduced pricing on ANFP education and exam study materials. [www.ANFPonline.org/marketplace](http://www.ANFPonline.org/marketplace)

**CDM, CFPP Certification Activation**

* **Certification Activation Web Page** – Learn about CBDM policy requiring you to activate your certification within one year of passing the exam.

<https://www.cbdmonline.org/get-certified/activate>

**CDM, CFPP Recertification Requirements**

* **CBDM Guide to Maintaining Your CDM, CFPP Credential** (referred to as the Guide) – Provides CBDM policy on recertification requirements, required documentation for CE activities and the appeals process.

<https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/guidetomaintaining.pdf>

* **Gap Analysis Tool** – Use to identify skill gaps, identify and prioritize CE activities and build a plan for continued competence.

<https://www.cbdmonline.org/cdm-resources/gap-analysis-tool>

* **Find CE Portal** – Use to locate CBDM Prior Approved programs by type, provider and competency area. <https://nf.anfponline.org/eweb/DynamicPage.aspx?site=ANFP&webcode=FindCE>
* **CE Self-Reporting Web Page** – Learn about self-reporting CE activities and view a video about it.

<https://www.cbdmonline.org/maintain-your-credentials/ceselfreporting>

* **Recertification FAQs** – <https://www.cbdmonline.org/maintain-your-credentials/ce-self-reporting-faq>
* **Top 10 Tips to Meet CDM, CFPP Recertification Requirements** – <https://www.cbdmonline.org/cdm-resources/top-10/top-10-tips-to-meet-cdm-cfpp-recertification-requirements>
* **Top 10 Tips for Completing and Reporting CBDM Eligible CE Activities** – <https://www.cbdmonline.org/cdm-resources/top-10/top-10-tips-for-completing-and-reporting-cbdm-eligible-ce-activities>

**CE Audit**

* **CE Audit** – Learn about the CE Audit process and access links to related resources about the CE Audit <https://www.cbdmonline.org/ce-audit>
* **CE Audit Extension** – Learn about eligibility and provisions for a CE Audit extension.

<https://www.cbdmonline.org/ce-audit/ce-audit-extension-information>

* **Definitions for certification and CE Audit status in an ANFP record** – Learn what the certification and CE Audit statuses mean in your ANFP record.

<https://www.cbdmonline.org/ce-audit/CE-audit-definitions>

* **CE Audit FAQs** – <https://www.cbdmonline.org/ce-audit/ce-audit-faq>
* **Top 10 Tips for a Successful CBDM CE Audit** – <https://www.cbdmonline.org/cdm-resources/top-10/top-10-tips-for-a-successful-cbdm-ce-audit>

**Appeals**

* **CBDM Appeal Submittal Form** – Complete and submit as directed to appeal CBDM-allowed situations. <https://www.cbdmonline.org/docs/default-source/legacy-docs/docs/audit/cbdm-appeal-form.pdf>

**For more information, contact:**

**CBDM** via phone at 800.323.1908, Ext. 1 or e-mail at [Info@CBDMonline.org](mailto:Info@CBDMonline.org) for the following:

|  |  |  |
| --- | --- | --- |
| * CDM, CFPP certification program * Exam eligibility | * Exam application & payment * Recertification questions | * CE Audit questions * ANFP member record login issues |

**PSI** via phone at 833.333.4755 or email at [examschedule@PSIonline.com](mailto:examschedule@PSIonline.com) for the following:

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| * Scheduling exam appointment * Not yet received confirmation email to schedule an exam appointment | * Test center availability & locations * Cancel or reschedule exam appointment |