

CDM Certification and Apprentice Programs

The NDIA Process

2008

Technical

Information

Division

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CDM Certification and Apprentice Tutorial

Introduction

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Background

- ◆ Certification initiated in 1990 by ADPA (the predecessor association to NDIA).
- ◆ Modeled after successful certification programs in medical professions, and other disciplines such as logistics, quality, contract management, etc.
- ◆ Common aspect among all viable programs is their insistence that high levels of professional competence result from two sources:
Knowledge and Experience

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Background (Cont'd)

- ◆ Knowledge can be gained in several ways; formal education, seminars, self study, job assignments, on-the-job training, etc.

HOWEVER

- ◆ Experience can only be gained by actual performance.

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Background (Cont'd)

This is why recognized and respected certification programs in any discipline require individuals to demonstrate their knowledge, and possess the needed experience to become certified. For example, to become board certified as a surgeon one must have performed successful surgery of the specified type for the required number of times; and separately demonstrate their knowledge.

CDM Certification and Apprentice Tutorial Milestones

- ◆ 1990: ADPA sponsors Technical Information Division CM and DM certification.
- ◆ 1990: Limited 'Grandfather' CM and DM Certification initiated, based on experience.
- ◆ 1991 - 1995: Certification by examination offered separately in CM and DM disciplines at Manager and Specialist levels; exams based primarily on DoD methodology.

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Milestones (Cont'd)

- ◆ 1996: Separate CM and DM Certifications combined into one CDM Certification.
- ◆ 1996 on: Exams based on prevalent Industry, International and government standards; Exams modified to emphasize essay questions in addition to objective questions.
- ◆ 1997: ADPA/NSIA merge to become NDIA
- ◆ 2000: NDIA International CDM Certification initiated with first exams in United Kingdom.

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NDIA Process

- ◆ NDIA Certification requires that applicants meet the following requirements:
(1) Pay fee; (2) Submit CDM experience resume; and (3) Demonstrate CDM knowledge on exam.
- ◆ This process requires significant effort by the candidate.
- ◆ Examination is not difficult, but; the CDM discipline is broad, and candidates need to prepare and apply themselves.

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2008 Fee Structure

- ◆ **Examination fee: \$250.00**
- ◆ **Required one year NDIA individual membership:
\$30.00.**
- ◆ **(Corporate Membership)**
- ◆ **Examination retake fee (when needed): \$100.00**
- ◆ **(Valid for 24 months from date of examination).**

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NDIA Process

Provide CDM Experience Resume

- ◆ **Applicants document in a resume the combined CM and DM activities during various work assignments.**
- ◆ **Resume reviewed, and verified (as appropriate) by 2 Technical Information Division certified board members .**
- ◆ **Requirements:**
 - Apprentice: 1 Year CDM Experience**
 - Specialist Certification: 5 Years CDM Experience**
 - Manager Certification: 10 Years CDM Experience**

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NDIA Process

Demonstrating Knowledge: The Examination

- ◆ *Basic philosophy:* examination attempts to determine an individual's knowledge, Not their ability to memorize information from references.
- ◆ Includes questions on hardware, software and data management subjects.
- ◆ Administered in four parts, each with defined subject matter.
- ◆ Questions in essay and objective formats.

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NDIA Process

Demonstrating Knowledge: The Examination

- ◆ **Examination envelope: 8:00 AM to 4:30 PM, with between parts and lunch breaks.**
- ◆ **No reference materials may be used**
- ◆ **Administered by TID Board Members who are responsible for security and integrity of the examination.**
- ◆ **Passing score: 70% (achieve 280 of the maximum 400 points).**

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NDIA Process

Demonstrating Knowledge: The Examination

- ◆ Scoring performed by *volunteer* Scoring Teams (6 or more NDIA certified individuals)
- ◆ Team has *complete scoring authority*, including the ability to ‘throw-out’ questions judged inappropriate or invalid.
- ◆ *Objective questions*: Scored using the TID consensus scoring key.
- ◆ *Essay questions*: Scored subjectively by three team members with final score assigned by team lead.

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NDIA Process

The Certification Award

- ◆ Certifications are signed by NDIA Director of Operations, TID Chair, and TID Certification Section Chair.
- ◆ NDIA Director of Operations congratulatory letter accompanies each certification.
- ◆ Name of each person certified annually printed in *National Defense* magazine.
- ◆ Name of all certified individuals entered in the 'Book of Honor' at NDIA HQ.

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Other Certification Activities

Certification/Apprentice Preparation Course

- ◆ A preparation course is presented annually at various conferences (GEIA, ACDM).
- ◆ Course also presented upon request by companies or groups of individuals.
- ◆ Provided by NDIA because many applicants report their organization has no training designed to help prepare the staff for Certification or Apprentice.

CDM Certification and Apprentice Tutorial Other Activities

Promoting the NDIA CDM Certification and Apprentice Programs

- ◆ **Publication of promotional documents
Advertising in selected publications**
- ◆ **Certification and Apprentice Study Guides**
- ◆ **Examination schedules**
- ◆ **Briefing organizations and companies
interested in the program.**

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Program Strengths

- ◆ NDIA Certification is widely recognized as the industry leader; and is the *single CDM certification* adhering to high standards maintained by other successful programs (i.e. maintaining the requirement that candidates must):
 - ◆ Meet established experience levels,
 - ◆ *Successfully Demonstrate CDM knowledge* by passing the examination.

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Program Strengths (Cont'd)

Because of these standards;

- ◆ those who earn NDIA Certified Configuration and Data Manager (CCDM) or NDIA Certified Configuration and Data Specialist (CCDS) are recognized as professionals within the discipline.
- ◆ Those who earn NDIA CDM Apprentice level are recognized as serious individuals on their way toward CDM professional status when they have required experience to apply for Certification.

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Program Strengths (Cont'd)

- ◆ NDIA Certification has been developed over time by hundreds of experienced and respected CDM professionals, many of whom continue to provide guidance and support.
- ◆ The examination always reflects current trends in CDM, and is based on the most prevalently used industry, international, and government guidance documents.

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Program Strengths (Cont'd)

- ◆ Examination focus is on practical, real world CDM subjects using both objective and essay type questions.
- ◆ No reference document memorization is needed (or recommended) .
- ◆ Many exam questions may be successfully addressed based on an individual's CDM experience.

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Recertification Program

- ◆ A 'Re-certification' program was initiated in January 2003; it provides a method to be recertified 5 years after the original certification, for the following reasons:
 - ◆ Rapidly changing CDM applications and processes require current knowledge.
 - ◆ To enhance the quality of CDM participants by eliminating those who have chosen to leave active participation in the discipline.

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Re-Certification Program (Cont'd)

- ◆ **Re-certification may be applied for and accomplished by:**
 - ◆ **(1) Retaking the examination**
or
 - ◆ **(2) Documenting the following:**
 - ◆ **Completing recognized CDM training courses**
 - ◆ **Conducting CDM training courses**
 - ◆ **Continuing activity in a CDM job**
 - ◆ **Participation in conferences with CDM focus**

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Re-Certification Program (Cont'd)

- ◆ TID board members review and evaluate applications and submitted documentation.
- ◆ Upon approval, a re-certification is issued valid for an additional 5 years.
- ◆ There is an NDIA fee of \$200.00, if membership is current.
- ◆ Those choosing not to be re-certified still retain their prior certification; however, it is considered a “non-current” certification.

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Recertification Program (Cont'd)

- ◆ **All NDIA certifications issued subsequent to 1 January 2003 have expiration dates five years from date of issue (date of exam).**
- ◆ **Complete information is at: ndia.org (see Recertification Plan).**

or contact

- ◆ **Dick Thomas or any TID Board Member.**

NDIA Certification/Apprentice Program Conclusions

Program success has surpassed expectations and resulted in the following:

- ◆ **As of 30 December 2007, 2250 CDM professionals have earned NDIA Certification, and 134 have earned NDIA CDM Apprentice status.**
- ◆ **These NDIA Certified individuals provide a quality base within the discipline that enhances the CDM professional environment for all practitioners.**