CDM Certification and Apprentice Tutorial 2010

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 recognition that high levels of professional competence result from two sources:

Knowledge and Experience

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

- 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.

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Milestones

- 1990: ADPA sponsors Technical Information Division CM and DM certification

- 1990: Limited 'Grandfather' CM and DM Certification initiated, <u>based on experience</u>

- 1991 - 1995: Certification <u>by examination</u> offered separately in CM and DM disciplines at Manager and Specialist levels; Examinations <u>based primarily on DoD methodology</u>

- 1996: Separate CM and DM Certifications combined into one <u>CDM Certification</u>

- 1996 on: <u>Examinations based on prevalent Industry, International and government standards;</u> Examinations modified to emphasize essay questions in addition to objective questions

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Milestones (Cont'd)

- 1997: ADPA/NSIA merge to become NDIA

- 2000: NDIA International CDM Certification initiated with first Examinations in United Kingdom

- 2003: A Re-Certification requirement initiated five years after initial Certification. Applies to all prior Certifications. All Certifications now have an expiration date.

- 2003: Apprentice program established for those new to CDM. <u>Not a Certification</u>, but addresses the need of individuals with minimal experience to receive formal training and be examined on the same subject matter as Certification candidates, but in a less demanding manner.

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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 <u>significant effort</u> by the candidate**

- **Examination is not difficult, *but; the CDM* discipline is broad, and candidates need to prepare and apply themselves**

- **Following charts focus on CDM <u>Certification</u>; but also apply to CDM <u>Apprentice</u> candidates**

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NDIA Process

- The significant difference is that the Apprentice only requires a minimum level of experience

                                        and

- The Apprentice exam is significantly less difficult even though the subject matter is the same

- Requirements for the Examination:
  - Apprentice: 1 Year (or less) CDM Experience
  - Specialist Certification: 5 Years CDM Experience
  - Manager Certification: 10 Years CDM Experience

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NDIA Process

Provide CDM Experience Resume

- Applicants document in a resume their combined CM and DM activities during various work assignments

- Resume reviewed, and verified (as appropriate) by two Technical Information Division Certified board members

Demonstrating Knowledge: The Examination

- *Basic philosophy*: examination attempts to determine an individual's knowledge, <u>Not</u> their ability to memorize references

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- Includes questions on hardware, software and data management subjects

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NDIA Process

Demonstrating Knowledge: The Examination

- Administered in four parts, each with defined subject matter

- Questions in essay and objective formats

- Exam envelope: 8:00 AM to 4:45 PM, with between parts and lunch breaks

- No reference materials may be used during the Examination

- Administered only by TID Certified 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 independently and 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 published in *National Defense* magazine

Fee Structure

- Examination fee: **$275.00**

- <u>Required</u> one year NDIA individual membership: **$30.00**

- Examination <u>retake fee</u> **$110.00** (Valid for 24 months from date of examination)

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NDIA Process

Fee Structure

- Additional information is at:

  http://www.ndia.org/Divisions/Divisions/TechnicalInformation/Pages/default.aspx

Certification/Apprentice Preparation Course

- A preparation course is presented at various conferences (TechAmercia, ACDM)

- Course also presented upon request by companies or groups of individuals

- Provided because many applicants report *their organization has no training* designed to help prepare staff for the Examination

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Other Activities

Promoting the NDIA CDM Certification and Apprentice Programs

- Publication of promotional documents and advertising in selected publications

- Distribution of Certification and Apprentice Study Guides with examination schedules

- Briefing organizations, groups and companies interested in CDM Certification

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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 <u>must</u>):

  - Meet established experience levels
  - *Successfully Demonstrate CDM knowledge* by passing the examination

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 <u>*professionals*</u> within the discipline.

- those who earn designation as an NDIA CDM Apprentice are recognized as serious individuals on their way toward CDM professional status when they have Sufficient experience to apply for Certification

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Program Strengths (Cont'd)

- NDIA Certification has been developed over time by many experienced and respected CDM professionals, some of whom continue to provide guidance and support

- The examination always reflects current trends in CDM, and is based on the most prevalently used <u>industry, international, and government</u> guidance documents

- Examination focus is on practical, real world CDM subjects using both objective and essay type questions

- <u>No reference document memorization is needed (or recommended)</u>

- Some exam questions may be successfully addressed based on an individual's CDM experience

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Recertification Program

- The 'Re-certification' program was initiated in January 2003, for the following reasons:

    – Rapidly changing CDM applications and guidance standards require <u>current knowledge</u>

    – To enhance the quality of CDM participants by eliminating those who have chosen not to continue active participation in the discipline

- Re-certification at the same level may be applied for and accomplished by:

    – (1) Retaking the examination

                                        or

    – (2) Documenting the following:

        - Completing recognized CDM training courses

Re-Certification Program (Cont'd)

- Conducting CDM training courses

- A resume showing <u>Progressive</u> CDM activity

- Attending conferences with CDM focus

- Participation in the TID Certification Program

- TID board members review and evaluate applications and submitted documentation

- Upon approval, a new Certification is issued valid for an additional five years

- There is an NDIA fee of **$220.00**, when membership is current

- Those choosing not to be re-certified still retain their prior certification; *however*, it is considered a "<u>non-current</u>" certification

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Recertification Program (Cont'd)

- NDIA certifications issued subsequent to January 2003 have expiration dates five years from date of examination; Certifications issued by NDIA are non-current after five years.

- Additional information is at:
  http://www.ndia.org/Divisions/Divisions/TechnicalInformation/Pages/

  default.aspx (click Recertification material)

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Conclusions

Program success has surpassed expectations and resulted in the following:

– As of January 2010, over 2275 CDM professionals have earned NDIA Certification, and 159 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

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Questions

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