

## YOU Asked, WE'VE Answered!

### American Society of Military Comptroller – Cleveland Chapter Certified Defense Financial Management (CDFM) Exam

**Q: What steps do I have to take in order to enroll for the CDFM exam?**

A: You may enroll for the exam online, or by mailing the paper CDFM Enrollment form to ASMC Headquarters. If you are an ASMC member, you may complete the paper CDFM Enrollment form and send it to **Jason Ward (jason.l.ward53.civ@mail.mil)**. After your application is accepted, you will receive an Authorization Letter or email from ASMC with your candidate ID number and the procedures to follow in registering for the modules examinations. Enrollment forms may be found at the following website: [www.asmc.org/certification/cdfm-forms/program-enrollment](http://www.asmc.org/certification/cdfm-forms/program-enrollment)

**Q: How long do I have to pass the CDFM exam?**

A: You will have two years from the date of your Authorization Letter to complete the three module examinations required for the CDFM Program. There is a fourth, OPTIONAL module that if taken and passed, you will earn a CDFM with an acquisition specialty (CDFM-A).

**Q: Do I have to take all three modules at the same time?**

A: No. You may take module examinations one at a time, in any combination, or in any order.

**Q: What is the difference between the CDFM, CGFM and the Federal Financial Management Certificate Program?**

A: ASMC offers the CDFM program to persons interested in displaying proficiency in the core aspects of defense financial management. The CGFM is more applicable to general government financial management – federal, state and local. The Federal Financial Management Certificate Program is offered through Management Concepts and involves taking a variety of courses in order complete.

**Q: What are the benefits of obtaining a CDFM?**

A: The Under Secretary of Defense, Robert F. Hale (CDFM) says “earning a CDFM proves that an employee has obtained the knowledge and experience to become certified and adhere to a code of ethics and professionalism.” Additionally, the CDFM may:

- set you apart from others
- lead to career advancement
- give you the opportunity to serve in leadership positions

**Q: Is it required to take the Enhanced Defense Financial Management Training Course (EDFMTC) in order to sit for the CDFM exam?**

A: No, however, the course is a great way to prepare for the exam.

**Q: What are the best ways to prepare for the exam?**

A: The best way to prepare for the exam depends on your own personal studying methods. The Enhanced Defense Financial Management Training Course (EDFMTC) textbook is provided to those who attend the one-week training course. ASMC-Cleveland has two copies of the EDFMTC textbook that may be checked out by ASMC members.

**Q: Will passing the CDFM exam get me a promotion?**

A: No, a promotion is not guaranteed after passing the CDFM exam.

**Q: Do I have to be an Accountant in order to sit for the CDFM exam?**

A: No.

**Q: What are the educational requirements to sit for the exam?**

A: You must have a high school diploma or equivalent.

**Q: What is the financial management experience requirement to sit for the exam?**

A: You do not have to satisfy the experience requirement in order to sit for the exam. However, after you pass the exam, you must satisfy one of the following experience requirements BEFORE being issued your CDFM certificate:  
 Complete 4 years of federal government related financial management experience (with an associate degree or higher) -  
 OR- Complete 3 years of Defense related financial management experience (without a degree) -OR- Complete 2 years of Defense related financial management experience (with an associate, bachelor or higher degree)

**Q: If I do not have any financial management experience, can I still enroll in the EDFMT class?**

A: Yes.

**Q: What are the fees associated with obtaining and maintaining a CDFM?**

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|---|----------|
| Enrollment Fee for Non ASMC Members                             | \$75.00  |
| Enrollment Fee for ASMC Members                                 | \$40.00  |
| Extension of Enrollment Fee for Non ASMC Members                | \$85.00  |
| Extension of Enrollment Fee for ASMC Members                    | \$75.00  |
| One Module Examination  | \$99.00  |
| Three Module Examination  | \$297.00 |
| Four Module Examination   | \$396.00 |
| Re-examination per module                                       | \$99.00  |
| Renewal of Certification (Every 24 months after obtaining CDFM) | \$25.00  |

**Q: How do I receive reimbursement for my CDFM Examination fees?**

A: You must first fill out a SF1164 with supervisor's signature in Block 8. Along with this form, verification of payment of the exam and verification of passing the exam must be emailed or faxed to [dfas.indianapolis-in.zh.mbx.certification-reimbursement@mail.mil](mailto:dfas.indianapolis-in.zh.mbx.certification-reimbursement@mail.mil) or 317-510-2116/2195.

**Q: Are CDFMs required to earn a certain amount of CPEs per year?**

A: CDFMs are required to renew their certification with ASMC every two years. CDFMs must complete at least 80 hours of CPE in every 2 year period once the certification has been issued.

**Q: As a CDFM, are you required to be a member of ASMC?**

A: Members who earned their CDFM are encouraged to maintain their membership with ASMC.

**Q: What is the latest version of the Enhanced Defense Financial Management Training Class Textbook?**

A: As of 10/13/2016, the latest version of Textbook for Module 1-3 is 2013A and for the Module 4 textbook is March 2011.