



# CDFM EXAM INSTRUCTIONS

## - Eglin AFB Education Center Proctored Exams

*IMPORTANT NOTICE: Per ASMC headquarters, a new CDFM study text is scheduled for October 2003. The CDFM exams will not reflect the updated text information until 6-months later (April 2004).*

1. Candidate fills out ASMC provided Application Form, prints and signs the form, and forwards \$35.00 payment to ASMC. Website for Application Form: <http://www.asmc certification.com/documents/cdfmapplicationform.doc>
2. Applicant will then receive a letter from ASMC stating they can make an appointment to take an exam.
3. Applicant contacts the Eglin AFB Education Center (**882-8141, x132**) to request proctor service. Allow two weeks lead time for ASMC to mail the test to the Eglin Education Center. **TESTING START TIMES: Mon-Thurs 0800 & 1230, and Fri 0800.**
4. The candidate then advises the ASMC CDFM program administrator that the Eglin Education Center will proctor the exam, and the candidate will provide ASMC with the Exam Module Number and forward with the \$95.00 fee to ASMC (address below):  
**American Society of Military Comptrollers**  
**ATTN: Claudia Benoit, CDFM Program Administrator**  
**2034 Eisenhower Avenue, Suite 145**  
**Alexandria, VA 22314-4650**
5. Upon receipt of the \$95.00, ASMC sends the specified exam Module(s) to the Eglin Education Center.
6. The Eglin Education Office will notify candidate via e-mail that exam has been received.
7. The individual takes the exam proctored by the Education Center. (Two forms of ID are required.) **LOCATION: 502 West D Avenue, Room 104, Eglin AFB FL.**
8. The Education Center mails the completed exam back to ASMC in a postage paid envelope provided by ASMC.
9. The ASMC certification office grades the exam and advises candidate of score by e-mail.

For each module you pass, you will receive a certificate of completion from ASMC. You must pass all three modules to qualify for the CDFM certification.

For Program Enrollment instructions, go to this website: <http://www.asmc certification.com/>

This ASMC website also provides instructions for taking the Prometric computerized exam administered through Sylvan Testing Centers. For this location, if you do not take the Eglin Education Center proctored exam, the closest places are Sylvan Testing Centers in Dothan or Mobile, AL, or Tallahassee, FL.

ASMC headquarters for CDFM: **(800) 462-5637, (703) 549-0360, Fax (703) 549-3181**

Contact First: Claudia Benoit - [benoit@asmccertification.com](mailto:benoit@asmccertification.com) - ext 226

Contact Second: John Bunnell - [bunnellj@asmccertification.com](mailto:bunnellj@asmccertification.com)

**REIMBURSEMENT OF EXAM COST FOR AAC EGLIN PERSONNEL:** Civilians can now receive reimbursement of exam costs, \$95.00 for each module. Candidates must receive approval prior to expenditure and must pass the module exam for which reimbursement is requested.

1. Forward to Joe Letsinger ( [joseph.letsinger@eglin.af.mil](mailto:joseph.letsinger@eglin.af.mil) ) an e-mail requesting prior authorization for reimbursement. Applicant will receive a reply granting authorization.
2. Pay the fee to ASMC and pass the exam module(s).
3. Provide Joe Letsinger a copy of the ASMC certificate of completion for each of the exam modules you pass. (These are provided by ASMC.) Also, if you take the proctored exam, ASMC may notify you by e-mail. If taking the Prometric computerized exam, Sylvan Testing Center should give you a sheet which states you passed the exam and should contain a raised stamp with the testing official's initials.