

**CONFIGURATION and DATA  
MANAGEMENT  
RECERTIFICATION PLAN**



**NDIA Technical Information Division**

**National Defense Industrial Association  
Technical Information Division  
Professional Certification Section  
2111 Wilson Blvd., Suite 400  
Arlington, VA 22201-3061**

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# NDIA Technical Information Division Recertification

## **BACKGROUND**

The NDIA Technical Information Division (TID) has evaluated several professional certification programs in various disciplines and determined that no certification should be valid for an indefinite period, and no certification program can remain viable without a periodic recertification process being available to those who have achieved NDIA certification. The NDIA certification was initiated in 1990, and there have been many significant, ongoing changes in configuration and data management during the interim period. These include the dramatic changes in standards that provide guidance and the resulting change in how CDM is performed. The CM and DM disciplines are no longer focused primarily on DOD and MIL standards, they have been heavily impacted by the release of many industry and international guidance standards, which now dominate in both commercial and government based applications of CDM on a worldwide basis. For additional information, see the current Summary and Study Guide.

These changes necessitate initiation of a process for NDIA certified individuals to be recertified, which will assure their continued currency in a rapidly evolving discipline.

## **RECERTIFICATION POLICY**

Configuration and Data Management professional certifications awarded by NDIA (or formerly by ADPA) Technical Information Division are considered current for the five year period from effective date on the certification. This applies to the manager (CCDM) and specialist (CCDS) level certifications; and to previous separate CM and DM certifications awarded by NDIA TID in Configuration Management (CCM/CCS) and Data Management (CDM/CDS) at both the manager and specialist levels. This policy does not invalidate any certification awarded by NDIA. The policy does, however, provide the opportunity for certified individuals to update their certifications to be current. NDIA will not recognize certifications as being current after five years from the effective date on the certification. The statuses of those individual that do not desire to recertify are referred to as non-current. For those who remain, or plan to continue, active in the CDM discipline, it may be advisable to become recertified and thus be recognized as having a currently NDIA certification. There are alternative methods to gain recertification, which is delineated below in the recertification process.

## **RECERTIFICATION PROCESS:**

**Application:** Recertification applies to NDIA (formerly ADPA) Technical Information Division certified individuals (CCM, CCS, CDM, CDS, CCDM, CCDS). To maintain the currency of certifications, the process provides alternative methods for achieving recertification. For additional information concerning the recertification process, contact Chuck Billingsley, Professional Certification Section Chair, at 256 714 7341 or [cebillingsley@knology.net](mailto:cebillingsley@knology.net).

## **RECERTIFICATION METHODS**

### **METHOD 1**

Successfully complete the currently offered Certified Configuration and Data Manager (CCDM) or Certified Configuration and Data Specialist (CCDS) examination. Use the Recertification Application Form obtained from the NDIA or the Form below.

1. Request a recertification application from NDIA and submit to one of the addresses on the Application Form, entering the examination location and date requested after Method 1.
2. Prepare for the certification exam using the Certification Promotion and Study Guide for that year (available on the NDIA web site).
3. Pay the currently applicable Recertification fee. NOTE: This fee is for recertification of NDIA members only. When the applicant is not a current NDIA member, an additional \$30.00 is required for a one-year membership.
4. Successfully complete the CCDM/CCDS examination.  
NOTE: Recertification is for the previously achieved level (Specialist or Manager). When requesting to be upgraded from specialist to manager level, the manager level examination must be completed and the standard certification application fee applies.
5. NDIA TID awards the recertification that assures currency for five years from the examination effective date.

### **METHOD 2**

Document and provide records delineating accomplishments in the following areas, as further detailed below under Recertification Methodology:

- Records of relevant education and/or training in the CDM discipline, and
- Proof of active involvement in CDM career enhancement activities (for example, active participation in a CDM focused group or association), and
- A current CDM experience resume, and, if desired
- Any other record of professional CDM activity or achievement you request be considered in evaluation of the application.

Document and provide the following to NDIA:

**Training:** Provide records of CDM training. The desire is to have, as a minimum, 30 hours of CDM training, which may include credit hours of college level CDM education, during the five years immediately prior to the recertification application. The training

and/or college level courses demonstrate the enhancement of an individual's CDM knowledge base. (Equivalent credit will be applied for those who document having administered a minimum of 30 hours training in CDM subject areas).

### **Examples of Applicable Training or College Level Education**

The following training and education will be considered by TID toward qualifying for recertification.

**Other documentation may be considered** as determined by TID.

- o College level CDM course certificates
- o College level CDM refresher course certificates
- o Commercial training/workshop certificates
- o Record of participation in NDIA / EIA/ ACDM, or other training which may include internal organizational courses
- o For those providing training, documentation that CDM training has been administered

**and**

**Career Enhancement:** Document active participation in CDM career enhancement activities, such as, ongoing participation in applicable professional association (NDIA, ACDM, EIA, CM Expos, etc.) conferences or symposiums, or participation in developing a company or organization training program, or in process improvement.

### **Examples of CDM Career Enhancement Activities**

- o Participation as Chair/Co-chair/Board or Committee member of a recognized CDM group (EIA, NDIA, ACDM, or other).
- o Speaker at a CDM conference or tutorial; or workshop chair/co-chair at CDM forums
- o Participation in CDM (or CDM related) Specification or Standard creation or revision
- o Participation as a CDM Scoring Team Leader or as a Scoring Team Member
- o Authoring articles on CDM in recognized industry or company publications

**and**

**Job Experience:** A current resume documenting at least three years CDM experience during the five years immediately prior to the recertification application. Resumes must provide specific information documenting CDM activity, and demonstrate continuing, progressive professional activity during the most recent years prior to the recertification application.

**and, if desired**

**Other:** Any other documentation you want considered by TID in evaluation of the recertification application.

## **APPLICATION PROCESS**

This Recertification Plan is posted on the NDIA web site that includes an Application Form.

Applicants are responsible for contacting NDIA Technical Information Division to initiate the recertification process (recommend one month prior to recertification due date). Application requirements, as stated on the Form, apply for all, including those grand-fathered in 1990. The date of all certifications is the effective date on the issued certification. On some early certifications, the date was identified as an issue date.

When electing **Method 1:**

Complete the recertification Application Form with the examination level checked. Submit the Form with the recertification fee (add an additional \$30.00 when not a current NDIA member) to NDIA. Payment may be by check, credit card (or other means approved by NDIA). Coordinate with TID to confirm examination locations and dates.

When electing **Method 2:**

(a) Complete the recertification Application Form. Recertification will be as Configuration and Data Manager (CCDM) or Configuration and Data Specialist (CCDS). Serial number of the original certification will be retained. This will reflect the progressive upgrade and currency of each individual certification.

(b) Provide with the application the documentation requested under Recertification Methodology, above.

(c) Submit the recertification fee (\$30.00 additional if not a current NDIA member). Payment by check, credit card (or other means approved by NDIA) with payment made to NDIA.

**Applications:** Submitting the Application by electronic means is preferred and will speed the review process. However, paper applications are acceptable. Mail and e-mail addresses are on the Application Form. E-mail the completed Application to Ms. Brant Murray, Meeting Planner, NDIA at [bmurray@ndia.org](mailto:bmurray@ndia.org).

## **TECHNICAL INFORMATION DIVISION REVIEW PROCESS**

**Method 1:**

Recertification is by Examination. Examinations are processed in the same manner as all new certifications.

**Method 2:**

- (a) Applications are evaluated by two members of the TID Executive Board or the Professional Certification Section with a target completion time of 30 days from receipt. Various board members participate on an as-available basis.
- (b) Reviewers have the latitude to evaluate all documentation submitted by applicants and determine applicability toward recertification.
- (c) Each approval or disapproval must have concurrence by two Board members.
- (d) Upon approval or disapproval of the application, notification is provided to the applicant by e-mail. When an application is disapproved, the fee submitted will be returned.
- (e) The Professional Certification Section notifies NDIA of each approval and the recertification certificate is prepared, appropriate signatures affixed, and mailed to the applicant.
- (f) Complete recertification records are maintained by the Professional Certification Section.
- (g) Method 2 Appeal: For applications that are disapproved, the applicant **may** initiate an appeal of the decision by sending a request for appeal (e-mail or hard copy) to Chairman of the Professional Certification Section. The TID Executive Board Chairman will provide further evaluation, as deemed necessary, and make a final determination.

**CDM PROGRAM ▶ REGISTRATION FORM**

NATIONAL DEFENSE INDUSTRIAL ASSOCIATION ▶ 2111 WILSON BOULEVARD, SUITE 400 ▶ ARLINGTON, VA 22201-3061  
(703) 522-1820 ▶ (703) 522-1885 FAX ▶ WWW.NDIA.ORG

**FOR NDIA USE:**

**EVENT** \_\_\_\_\_ **LOCATION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Years Specific CDM Experience** \_\_\_\_\_ ▶ Address Change Needed

NDIA Master ID/Membership # \_\_\_\_\_ Social Security # \_\_\_\_\_  
*(If known - hint on mailing label above your name)* *(Last 4 digits - optional)*

Prefix (e.g. RADM, CCL, Mr., Ms., Dr., etc.) \_\_\_\_\_

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Military Affiliation \_\_\_\_\_ Nickname \_\_\_\_\_  
*(e.g. USMC, USA (Ret.) etc.)* *(For meeting badges)*

Title \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

Address (Suite, PO Box, Mail Stop, Building, etc.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

**PREFERRED WAY TO RECEIVE INFORMATION**

Conference Information  Address above  Alternate (Print address below)  E-mail  
Subscriptions  Address above  Alternate (Print address below)

Alternate Street Address \_\_\_\_\_

Alternate Address (Suite, PO Box, Mail Stop, Building, etc.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

\* By your signature above, you consent to receive communications sent by or on behalf of NDIA, its Chapters, Divisions and affiliates (NTSA, AFBI, PSA, WIC) through regular mail, e-mail, telephone or fax. NDIA, its Chapters, Divisions and affiliates do not sell data to vendors or other companies.

**I AM REGISTERING AS A (please check one):**

Certified Configuration and Data Manager (CCDM)   
*(Requires Ten Years CDM Experience)*

Certified Configuration and Data Specialist (CCDS)   
*(Requires Five Years CDM Experience)*

Configuration and Data Manager Apprentice (CDMA)

**REGISTRATION FEE (please check one):**

- NDIA Member Prep Course and Exam  \$550
- Non-Member Prep Course and Exam<sup>1</sup>  \$580
- Prep Course and Re-take Exam  \$385
- Prep Course Only  \$275
- NDIA Member Exam  \$275
- Non-Member Exam (U.S.)<sup>1</sup>  \$305
- Non-Member Exam (Non-U.S.)<sup>1</sup>  \$315
- All Retake Exams  \$110
- NDIA Member Recertification Only  \$220
- Non-Member Recertification Only (U.S.)<sup>1</sup>  \$250
- Non-Member Recertification Only (Non-U.S.)<sup>1</sup>  \$260

<sup>1</sup> Registration fees for non-NDIA (or affiliate) members include a one-year non-refundable NDIA membership — \$15.00 will be applied for your 12 month subscription to National Defense magazine. ▶ No, do not sign me up for the membership.

**PAYMENT OPTIONS:**

Check (Payable to NDIA - CDM Program)  Government PO/Training Form # \_\_\_\_\_

VISA  MasterCard  American Express  Diners Club  Cash

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**E-MAIL COMPLETED REGISTRATION FORM WITH CURRENT RESUME APPLICATION TO:  
BMURRAY@NDIA.ORG**



**BY COMPLETING THE FOLLOWING, YOU HELP US UNDERSTAND WHO IS ATTENDING OUR EVENTS.**

**PRIMARY OCCUPATIONAL CLASSIFICATION. Check ONE.**

- Defense Business/Industry
- R&D/Laboratories
- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard
- DOD/MOD Civilian
- Government Civilian (Non-DOD/MOD)
- Trade/Professional Assn.
- Educator/Academia
- Professional Services
- Non-Defense Business
- Other \_\_\_\_\_

**CURRENT JOB/TITLE/POSITION.**

- Check ONE:
- Senior Executive
  - Executive
  - Manager
  - Engineer/Scientist
  - Professor/Instructor/Librarian
  - Ambassador/Attaché
  - Legislator/Legislative Aide
  - General/Admiral
  - Colonel/Navy Captain
  - Lieutenant Colonel/Commander/Major/Lieutenant Commander
  - Captain/Lieutenant/Ensign
  - Enlisted Military
  - Other \_\_\_\_\_

**Year of birth** \_\_\_\_\_  
(optional)

**QUESTIONS, CONTACT:**

MS. BRANT MURRAY  
MEETING PLANNER  
PHONE: (703) 247-2572

**E-MAIL REGISTRATION TO:**

BMURRAY@NDIA.ORG

**MAIL REGISTRATION TO:**

NDIA - CDM PROGRAM  
2111 WILSON BOULEVARD  
SUITE 400  
ARLINGTON, VA 22201