Recertification Plan
Configuration and Data Management Certification

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NDIA

WHO WE ARE

The National Defense Industrial Association is the trusted leader in defense and national security associations. As a 501(c)(3) corporate and individual membership association, NDIA engages thoughtful and innovative leaders to exchange ideas, information, and capabilities that lead to the development of the best policies, practices, products, and technologies to ensure the safety and security of our nation. NDIA's membership embodies the full spectrum of corporate, government, academic, and individual stakeholders who form a vigorous, responsive, and collaborative community in support of defense and national security. NDIA is proud to celebrate 100 years in support of our warfighters and national security. The technology used by today's modern warfighter was unimaginable 100 years ago. In 1919, BG Benedict Crowell's vision of a collaborative team working at the intersection of science, industry, government and defense began what was to become the National Defense Industrial Association. For the past century, NDIA and its predecessor organizations have been at the heart of the mission by dedicating their time, expertise and energy to ensuring our warfighters have the best training, equipment and support. For more information visit **NDIA.org**

NDIA Technical Information Division Recertification

Background

The National Defense Industrial Association (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. The NDIA certification, initiated in 1990, has seen many significant, ongoing changes in Configuration and Data Management (CDM) that provides guidance on performing CDM. DOD and Mil Standards are no longer the focus for the CM and DM discipline. The focus now is on industry and international guidance standards dominating both commercial and government-based applications of CDM on a worldwide basis. Because of these changes, the Executive Board established a process for NDIA certified individuals to recertify, ensuring their continued currency in a rapidly evolving discipline. For additional information, see the current Summary and Study Guide.

Recertification Policy

CDM professional certifications awarded by NDIA (or formerly by ADPA) TID 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 but does 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 and are referred to as non-current. The NDIA recommends recertification for those individuals remaining active in the CDM discipline and thus be recognized as having a current NDIA certification. The Recertification Process paragraph below lists the alternative methods for recertification.

NOTE: The Apprentice Examination is not a Certification Examination; thus, this document does not apply to those with the Apprenticeship status.

Recertification Process

Recertification applies to NDIA Technical Information Division certified individuals (CCM, CCS, CDM, CDS, CCDM, and CCDS). To maintain the currency of certifications, the process provides alternative methods for achieving recertification. For additional information concerning the recertification process, contact the Chairman of the Professional Certification Section, Chuck Billingsley at (256) 714-7341 or chuck.billingsley@comcast.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 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 examination using the Certification Program Summary and Study Guide for that year (available on the NDIA website).

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). The upgrade from Specialist to Manager level requires a completed manager level examination and the standard certification application fee applies.

5. NDIA TID awards the recertification that assures currency for five years from the certification effective date.

Method 2

Document and provide records delineating accomplishments for all of the areas detailed below. Provide any other records of professional CDM activity or achievement for consideration in evaluation of the application.

CDM Discipline Relevant Education and/or 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 is applied for those who document having administered a minimum of 30 hours training in CDM subject areas.)

Applicable Training or College Level Education considered for recertification

- College level CDM course certificates

- College level CDM refresher course certificates

- Commercial training/workshop certificates

- Record of participation in NDIA / EIA/ ACDM, or other training which may include internal organizational courses

- For those providing training, documentation that CDM training has been administered

- TID may consider other documentation

CDM Career Enhancement Activities

Provide documentation of active participation in CDM career enhancement activities, such as, ongoing participation in applicable professional association (NDIA, ACDM, EIA, CM Expos, etc.)

Examples of CDM Career Enhancement Activities

- Participation as Chair/Co-chair/Board or Committee member of a recognized CDM group (EIA, NDIA, ACDM, or other).

- Speaker at a CDM conference or tutorial; or workshop chair/co-chair at CDM forums

- Participation in CDM (or CDM related) Specification or Standard creation or revision

- Participation as a CDM Scoring Team Leader or as a Scoring Team Member

- Participation in developing a company or organization training program, or in process improvement

- Authoring articles on CDM in recognized industry or company publications (for example, active participation in a CDM focused group or association)

Current Resume of CDM experience

Provide 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.

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

Application Process

Posted on the NDIA website is the current Recertification Plan and Application form.

Applicants are responsible for contacting NDIA TID 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 grandfathered in 1990. The date of all certifications is the effective date on the issued certification. Some early certifications show the issue date as the effective date.

Method 1 Process:

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.

Method 2 Process:

Complete the recertification Application Form. Recertification will be as Configuration and Data Manager (CCDM) or Configuration and Data Specialist (CCDS). The NDIA retains the serial numbers of the original certification to reflect the progressive upgrade and currency of each individual certification.

Provide the application and the documentation requested for each of the areas identified under Recertification Methodology, above.

Submit the recertification fee (add an additional $30.00 if not a current NDIA member). Payment may be by check, credit card (or other means approved by NDIA).

Electronic submission of the application is preferred and speeds the review process. However, paper applications are acceptable. Mail and e-mail addresses are on the Application Form. E-mail the completed Application to Nery Riveiro at nriveiro@ndia.org.

Technical Information Division Review Process

Method 1:

The process for recertification by examination is the same as all new certifications.

Method 2:

Two members of the TID Executive Board or the Professional Certification Section evaluate each application with a target completion time of 10 days from receipt. Various board members participate on an as-available basis.

Reviewers have the latitude to evaluate all documentation submitted by applicants and determine applicability toward recertification.

Each approval or disapproval may have concurrence by two Professional Certification Section members.

The applicant receives notification of approval or disapproval of the application by e-mail. Fees are returned to the applicant if the application is disapproved..

The Professional Certification Section Chairman notifies NDIA of each approval and the recertification certificate is prepared, appropriate signatures affixed, and mailed to the applicant.

The Professional Certification Section Chairman maintains the completed recertification records.

Method 2 Appeal:

The applicant may initiate an appeal of a disapproved application by sending a request for appeal (e-mail or hard copy) to the Chairman of the Professional Certification Section. The TID Executive Board Chairman will provide further evaluation, as deemed necessary, and make a final determination.