

CDM Credentialing Exam

Testing Accommodations Request and Approval – Process Overview



	Candidate	CBDM	PSI
CDM Credentialing Exam application and eligibility approval	<p>Complete online CDM Credentialing Exam Application and submit with payment.</p> <p>Testing accommodations request must be submitted to CBDM during the online exam application process.</p>	<p>CBDM upholds all candidates to exam policy as contained in the CDM Credentialing Exam Candidate Handbook available here.</p>	
<p>Requesting testing accommodations to CBDM – must provide verifiable documentation for disability as covered under ADA</p>	<p>Indicate during online exam application process that testing accommodations will be requested.</p> <p>Complete 2-page Request for Special Examination Accommodations available here; save a pdf with file name: <i>CDM your name Spec Acom form</i></p> <p>Upload completed/signed <u>Request for Special Examination Accommodations</u> form during exam application process</p>	<p>CBDM approves or denies candidate’s eligibility to sit for exam based on meeting current pathway of eligibility.</p> <p>CBDM sends status of eligibility to sit for the exam to candidate via e-mail to candidate’s e-mail address on file in their ANFP record.</p> <p>CBDM sends candidate’s file to PSI.</p>	<p>PSI adds approved candidate’s file to PSI records (about one week after CBDM sends the file).</p> <p>PSI sends confirmation e-mail with eligibility to schedule an exam appointment.</p> <p>Testing accommodations request cannot be submitted to PSI until after PSI sends e-mail with exam scheduling information.</p>
<p>Requesting Special accommodations to PSI -- must provide verifiable documentation for disability as allowed under ADA</p> <p>Requesting Special accommodations to PSI (continued)</p>	<p>Complete PSI Online Request for Testing Accommodations form available here</p> <p>Answer all questions as directed in the Guide to completing the form available here including preferred testing dates and locations.</p> <p>Upload 2-page Request for Special Examination Accommodations form. It’s the same form submitted during CBDM online exam application process.</p> <p>Select SUBMIT button after completing form.</p>		<p>PSI sends confirmation of receipt of request form via e-mail from support@psi-cdexp.zendesk.com</p> <p>Notes:</p> <ul style="list-style-type: none"> - Forms must be Submitted to be processed - Incomplete forms will delay processing of the form. - Questions about requested testing accommodations should be sent in response to this confirmation e-mail.

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Processing testing accommodations request and sending determination		CBDM sends e-mail determination (from info@CBDMonline.org) of approval/denial status for requested testing accommodations.	PSI reviews candidate’s completed and submitted PSI online testing accommodations form and uploaded 2-page form that includes PSI sends e-mail determination (from support@psi-cdexp.zendesk.com) of approval/denial status for requested testing accommodations.
Scheduling exam	If requesting testing accommodations, do NOT schedule exam online or call PSI to schedule your exam appointment. Preferred date/time and location provided on the PSI online Request for Accommodations form is used by PSI to schedule your testing appointment. Exam must be completed within the 90-day test window. NOTE: Scheduling online or by calling PSI will result in approved testing accommodations not being available.		Based on candidate’s preferences listed on the <i>PSI Online Request for Testing Accommodations form</i> , PSI schedules candidate’s exam appointment. If requested date/location are not available, PSI informs candidate and advises of next steps via e-mail from support@psi-cdexp.zendesk.com
Exam appointment confirmation			PSI sends e-mail confirmation with verification of date, time and location.
Accommodations at testing center	Complete exam at Test Center as scheduled and in accordance with CBDM policy.		Based on approved accommodations and confirmed testing appointment, PSI makes accommodations available during the exam appointment.

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