

# Frequently asked questions about NSCM's **Career Management Certification System (CMCS)**

## **What is NSCM's Career Management Certification System?**

NSCM's CMCS was developed over ten years ago to train and certify people on how to deliver career management services. The system is a comprehensive end-to-end program covering all aspects of delivering career services to employees and clients. The course covers 8 modules and is 42 hours in length.

## **Is this a credit course?**

We are in the midst of getting our course approved for 6 CEU units. Our University partners have provided 6 CEU units under their HR umbrella.

## **Is this an undergraduate or graduate course?**

The course is targeted toward professional adults through the continuing education division. Students must have a minimum of a bachelor's degree.

## **What training methods are offered?**

The training is offered in a university classroom setting, online via the Web, and on-site at corporate facilities.

## **What is the cost of the training?**

The cost of the training program is \$2295. The book fee is \$95.

## **What certifications are offered?**

Professional in Career Management (PCM). This certification requires a 3-hour written and a 3-hour Job Performance Test (case file).

## **Who conducts the training of the students?**

NSCM trains one facilitator of your choice to teach the classroom on-site or via the Web. Additional facilitators may sign up so that you have backup. The fee for this is \$3885 and includes the cost of the student training program, the facilitator training program, and books.

## **What are the exams like?**

All exams consist of 50 multiple choice and true or false questions. They also include short-essay questions. A completed Job Performance Test (case file) is also required for a passing score. The passing score is 80%. All tests have a 4-hour time limit.

## **What is the Job Performance Test?**

The Job Performance Test is a "hands-on" test that consists of preparing a client case file. Typical tasks include creating an assessment, analyzing the assessment, preparing questions to ask the client, and creating a job analysis spreadsheet, career road map, job search plan, and résumé. To pass the job performance test you must score at least 80%.

## **Do I have to be a member of NSCM to become certified?**

Candidates do have to be NSCM members. Membership is included in the certification cost.

## **What are the fees for certification?**

The certification/recertification fee is \$175 and includes membership.

### **How do I register to take the test?**

There are two ways you can register for a certification test. You can visit the [www.nsocm.com](http://www.nsocm.com) Web site and click on the "Register for Exam" button; or, you may sign up for the training and certification at your local university at the time of registration. In either case, a link will be mailed to you so that you can take the examination online.

### **What if I would like to hold a certification test at my company location?**

If you have a group of 10 or more employees who are interested in taking the training and certification test, you may schedule an in-house session at your location. If the number is fewer than 10, exceptions can be made; however, additional set-up fees may apply. Contact the NSCM Training and Certification Coordinator for more information.

### **Can I cancel my test date?**

All testing fees must be prepaid and are nonrefundable. You can, however, reschedule your test for an additional \$40 fee as long as you complete a reschedule form and submit it with your payment no later than 2 weeks prior to the original test date. Exceptions will be considered for medical emergencies.

### **What reference materials can be brought into the test, if it is conducted on-site?**

You may bring any hard- or softbound copyrighted CMCS book. It is permissible to have notes written in your books, either in the margins or on designated "notes" pages.

### **How will I receive my results?**

Normally you will receive your results approximately 3 to 4 weeks after the test date. Often the results will be available sooner. The NSCM staff will not relay any information regarding test results over the telephone.

If your company paid for your certification or you certified through a school, your pass/fail result may be communicated to your employer/teacher. Your score/grade will only be released to you. All newly certified individuals will be listed in the NSCM Newsletter and Web site.

### **When can I retake the test?**

You may schedule a retake exam once you have been notified of your test results. Normal application deadlines will apply. Please refer to our certification fee policies for details on retake fees.

### **How long is my certification valid?**

All certifications are valid for 1 year.

### **How will I know I need to recertify?**

NSCM sends recertification reminders in the forms of e-mails, letters, and postcards; however, it is your responsibility to submit the required paperwork at the appropriate time. Please be sure to notify NSCM headquarters with any changes in your contact information.

### **How do I recertify?**

You must complete a recertification application and submit it along with payment prior to your certification expiration date. In order to qualify for recertification you must remain involved in the career management industry and receive ongoing formal/informal education/training to achieve competency in new developments, techniques, procedures, and practices. If you do not meet the recertification requirements or you've let your certification lapse for more than 1 year you will be required to take and pass the appropriate certification exam in order to reinstate your certification.

### **Do I have to maintain my membership to retain my certification?**

Yes, membership is required to maintain your certification.