

## DMCP EXAMS

### **DMCP Scheduled Exams**

The ADMEI Certification and Advisory Board (CAB) holds four (4) scheduled DMCP exams annually. The winter and summer paper exams are held in person; the spring and fall exams are computer-based exams and may be administered worldwide.

A request for the summer exam to be held in a specific location and date must be submitted to the ADMEI office no later than December 1 of the preceding year of the requested exam.

CAB will determine a final exam site whether a specific location has been requested or not.

### **DMCP Hosted Exams**

The CAB also invites consortia, DMCs, and other entities to apply to host the administration of a paper DMCP exam locally or in conjunction with another event that employees or constituents may be attending. Hosted exams will be considered based on the availability of the exam administrator and the Study Session presenter, providing the following conditions are met:

#### **Requirements:**

- Exam will be promoted to and can be attended by candidates outside of the hosting organization.
- There is a 10 candidate minimum (internal or external). Hosting organization will pay the difference if number of exam takers falls below 10 (\$500/person).
- Hosting organization will reimburse travel, food, and lodging expenses for the exam administrator and the Study Session presenter.
- Hosting organization will provide appropriate meeting space for the Exam and Study Session for at least 10 exam takers in a quiet location. Setup includes: 6' skirted table and chair per exam taker; 6' skirted table and chair at the front of room; 6' skirted registration table by the door; 1 flip chart with markers (Study Session only); and a water station in the back of the room.
- Exam registrations must be completed 60 days prior to the exam date.
- While the exam may be given in conjunction with a consortium meeting, it will not be advertised as such.
- The exam will be open to any and all qualified candidates regardless of any consortium affiliation.
- The DMCP Program will cover the cost of any food and beverage required. The DMCP Program will make the final determination on the suitability of the proposed meeting space.
- Should there be multiple site requests during a calendar year submitted, CAB will review each as to marketability, number of potential candidates, financial feasibility, and reasonability.
- Date for requested exams will be based on the exam administrators availability.

Please complete the following to be considered for hosting a DMCP exam.

<b>Hosting Organization:</b>	
<b>Contact Name:</b>	
<b>Contact Email:</b>	
<b>Contact Address:</b>	
<b>City, State/Province/Zip/ Postal Code:</b>	
<b>Country:</b>	
<b>Proposed Venue:</b>	
<b>Venue Address</b>	
<b>Venue City/State/Postal Code/Country</b>	
<b>Proposed Room:</b>	
<b>Proposed Date:</b>	

Typical Study Session/Exam Schedule

Day 1	1:00 pm – 5:00 pm	Study Session
Day 2	8:00 am – 12:00 pm	DMCP Exam

*Acknowledgement*

I agree to comply with the requirements and understand that failure to follow exam protocols and procedures could jeopardize the integrity of the exam and could result in a disqualified exam and removal of my organization from hosting a future exam.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date