

Configuration and Data Management Training

Presented by:

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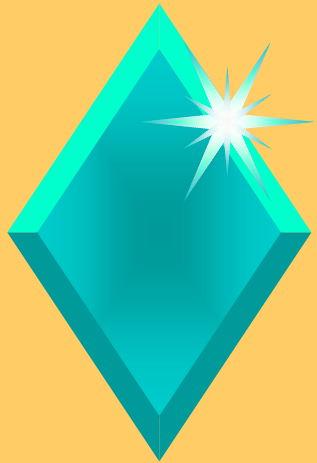
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(linked)



RCT Enterprises

- ▼ ***A one person training company focusing on:***
 - ▼ ***Configuration and Data Management Fundamentals***
 - ▼ ***Preparation for CDM Certification and Apprentice***
 - ▼ ***CDM Career Development training***
- ▼ ***Relationship to NDIA***
 - ▼ ***None; other than I am a member of NDIA and the Technical Information Division Executive Board; and chair the Professional Certification Section***
 - ▼ ***In this capacity, I am responsible for NDIA Apprentice and Certification activities***



RCT Enterprises

- ▼ ***CDM Training Courses Offered:***
 - ▼ ***Introduction to CM and DM – Target audience consists of those unaware of what CDM can accomplish and how it can reduce risk and lower costs***
 - ▼ ***Training for Advancement – CDM training that prepares individuals to be successful in the Apprentice and Certification exams; fills in common experience gaps***

RCT Enterprises

- ▼ ***CDM Training Courses Offered:***
 - ▼ ***CDM Career Development*** – Ideas and recommendations for enhancing individual career goals; focuses on the individual need to excel in their performance and by enhancing their responsibility level
 - ▼ ***Intermediate Level CDM*** – Next level of CDM, including integration within the organization and importance of enterprise CDM

NDIA CDM Certification and Apprentice Programs

The Most Prestigious & Renown CDM Programs

2004

Managed by

NDIA Technical Information Division

Presented by:

Richard Thomas, Chair

Professional Certification Section

NDIA Technical Information Division

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CDM Certification and Apprentice Programs

Introduction

- ▼ **Certification Program - Background**
- ▼ **Significant Milestones**
- ▼ **The NDIA Process**
- ▼ **Other NDIA Certification Activities**
- ▼ **Program Strengths**
- ▼ **Recertification Requirement**
- ▼ **CDM Apprentice Program**
- ▼ **Conclusions**



NDIA Certification Program Background

- ▶ Certification initiated in 1990 by ADPA (the predecessor association to NDIA)
- ▶ Modeled after successful certification programs in medical professions, and other disciplines such as logistics, quality, contract management, etc.
- ▶ Common aspect among all viable programs is their insistence that high levels of professional competence result from two sources:

Knowledge and Experience



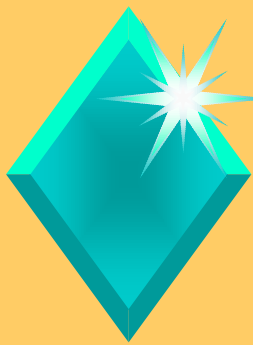
NDIA Certification Program

Background (Cont'd)

- ▼ Knowledge can be gained in several ways; formal education, seminars, self study, job assignments, on-the-job training, etc.

HOWEVER

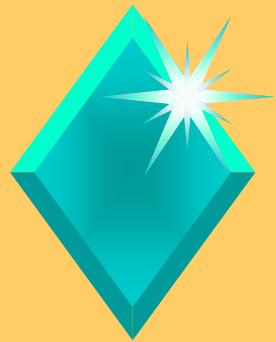
- ▼ Experience can only be gained by actually performing in the discipline



NDIA Certification Program

Background (Cont'd)

This is why recognized and respected certification programs in any discipline require individuals to demonstrate their knowledge and possess needed experience to become certified. For example, to become board certified as a surgeon one must have performed successful surgery of the specified type for the required number of times; and separately demonstrate their knowledge.



NDIA Certification Program

Significant Milestones

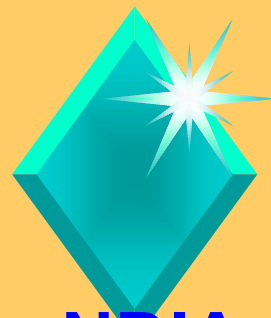
- ▼ **1990: ADPA sponsors Technical Information Division CM and DM certification**
- ▼ **1990: Limited ‘Grandfather’ CM and DM Certification initiated, based on experience**
- ▼ **1991 - 1995: Certification by examination offered separately in CM and DM disciplines at Manager and Specialist levels; exams based primarily on DoD methodology**



NDIA Certification Program

Significant Milestones (Cont'd)

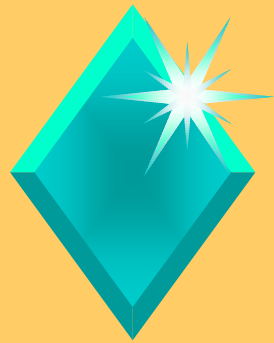
- ▶ **1996: Separate CM and DM Certifications combined into one CDM Certification**
- ▶ **1996 on: Exams based on prevalent Industry, International and government standards and guidance documents; modified to emphasize essay rather than objective type questions**
- ▶ **1997: ADPA/NSIA merge to become NDIA**
- ▶ **2000: NDIA International CDM Certification initiated with first exams in United Kingdom**



NDIA Certification Program

Certification Process

- ▼ NDIA Certification requires that applicants meet the following requirements:
(1) Pay fee; (2) Submit CDM experience resume; and (3) Demonstrate CDM knowledge on exam
- ▼ Process requires significant effort by the candidate
- ▼ Examination is not difficult, but; the CDM discipline is broad, and candidates need to prepare and apply themselves



NDIA Certification Program

Certification Process

2004 Fee Structure

- ▶ **Examination fee: \$250.00**
- ▶ **Required one year NDIA individual membership: \$30.00**
- ▶ **Examination retake fee (if needed): \$100.00 (Valid for 24 months from date of first exam)**



NDIA Certification Program

Certification Process

Submit CDM Experience Resume

▼ Requirements:

Specialist Level: 5 Years CDM Experience

Manager Level: 10 Years CDM Experience

▼ Applicants document in a resume their combined CM and DM activities during various work assignments

▼ Resume reviewed, and verified (as appropriate) by 2 Technical Information Division certified board members



NDIA Certification Program

Certification Process

Demonstrating Knowledge: The Examination

- ▶ *Basic philosophy:* examination attempts to determine an individual's knowledge, Not their ability to memorize references
- ▶ Includes questions on hardware, software and many data management subjects
- ▶ Administered in four parts, each with defined subject matter
- ▶ Questions in essay and objective formats



NDIA Certification Program

Certification Process

Demonstrating Knowledge: The Examination

- ▼ **Exam envelope: 8:00 AM to 4:30 PM, with between parts and lunch breaks**
- ▼ **No reference materials may be used**
- ▼ **Administered by TID Board Members who are responsible for security and integrity of the examination**
- ▼ **Passing score: 70% (achieve 280 of the maximum 400 points)**

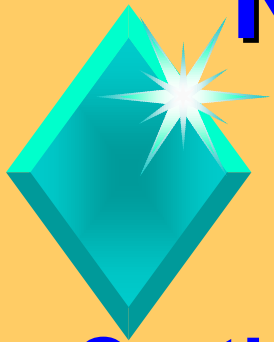
NDIA Certification Program

Certification Process

Demonstrating Knowledge: The Examination

- ▶ Scoring performed by *volunteer* Scoring Teams (6 or more NDIA certified individuals)
- ▶ Team has *complete scoring authority*, including the ability to ‘throw-out’ questions judged inappropriate or invalid
- ▶ *Objective questions*: Scored using the TID consensus scoring key
- ▶ *Essay questions*: Scored subjectively by three team members with final score assigned by the team lead

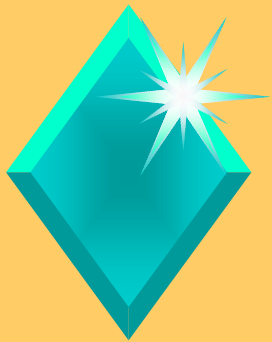
NDIA Certification Program



Certification Process

The Certification Award

- ▼ **Certifications are signed by NDIA Director of Operations, TID Chair, and TID Certification Section Chair**
- ▼ **NDIA Director of Operations congratulatory letter accompanies each certification**
- ▼ **Name of each person certified annually printed in *National Defense* magazine**
- ▼ **Name of all certified individuals entered in the 'Book of Honor' at NDIA HQ**



NDIA Apprenticeship Program

- ▼ An entry level Apprentice program for those with about 1 year of CDM experience
 - Title: 'CDM Apprentice'
 - Purpose/Benefit: Provide recognition for those new to CDM, and establish a clear path up the certification ladder
 - This is *not* another certification level
 - Program initiated September 2003

NDIA CDM Apprentice Program

- ▶ **Satisfies the needs of new CDM staff**
 - ▶ **Large turnovers have resulted in many organizations having an inexperienced CDM staff**
 - ▶ **NDIA program provides initial CDM training and designation as an Apprentice planning to proceed in the discipline toward Certification**
 - ▶ **Can be used as a progression step in job qualification ladder**



NDIA CDM Apprentice Program

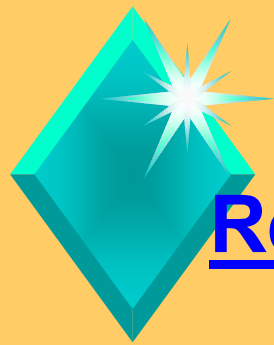
- ▶ **NDIA fee structure is the same as Manager and Specialist Certifications**
- ▶ **Apprentice examination is significantly less rigorous than Certification exams**
 - ▶ **Includes the same subject areas**
 - ▶ **Structured the same as Certification exam**
 - ▶ **Mostly objective questions**
 - ▶ **Only one essay question per part**
- ▶ **Training is highly recommended for all Apprentice candidates**



NDIA Certification Program

Recertification Requirement

- ▼ **A ‘Re-certification’ requirement was initiated effective 1 January 2003; it provides a method to be recertified 5 years after the original certification; for the following reasons:**
 - ▼ **Rapidly changing CDM applications and processes require current knowledge**
 - ▼ **To enhance the quality of CDM participants by by eliminating those who have chosen to leave active participation in the discipline**



NDIA Certification Program

Re-Certification Requirement (Cont'd)

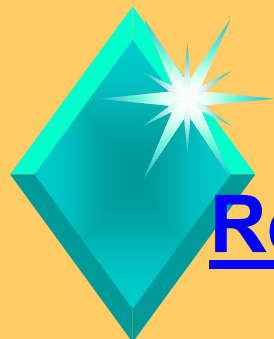
- ▼ **Re-certification may be applied for and accomplished by:**
 - ▼ **(1) Retaking the examination**
or
 - ▼ **(2) Documenting the following:**
 - ▼ **Completing recognized CDM training courses**
 - ▼ **Conducting CDM training courses**
 - ▼ **Continuing activity in a CDM job**
 - ▼ **Participation in conferences with CDM focus**



NDIA Certification Program

Re-Certification Requirement (Cont'd)

- ▼ **TID board members review and evaluate applications and submitted documentation**
- ▼ **Upon approval, a re-certification is issued valid for an additional 5 years**
- ▼ **There is an NDIA fee of \$200.00, if a current member**
- ▼ **Those choosing not to be re-certified still retain their prior certification; however, it is considered a “non-current” certification**



NDIA Certification Program

Re-Certification Requirement (Cont'd)

- ▶ **All NDIA certifications issued subsequent to 1 January 2003 have expiration dates five years from date of issue**
- ▶ **Complete information is on the NDIA web site**

or

- ▶ **Contact Dick Thomas concerning any questions about recertification**



NDIA Certification Program

Other Certification Activities

Certification and Apprentice Prep Course

- ▶ An exam preparation course is presented annually at various conferences
- ▶ Course also presented upon request by companies or groups of individuals
- ▶ Provided by NDIA because many applicants report their organization has no training designed to prepare CDM staff for certification and for Apprentice training



NDIA Certification Program

Other Certification Activities

- ▶ **Publication of promotional documents and Advertising in selected publications**
- ▶ **Annual Certification and Apprentice Study Guides**
- ▶ **Examination schedules**
- ▶ **Briefing organizations and companies interested in NDIA programs**



NDIA Certification Program

Program Strengths

- ▶ **NDIA Certification is widely recognized as the industry leader; and is the *single CDM certification* adhering to high standards maintained by other successful programs (i.e. maintaining requirements that candidates must):**
 - ▶ **Meet established experience levels**
 - ▶ ***Successfully Demonstrate CDM knowledge* by passing the examination**



NDIA Certification Program

Program Strengths (Cont'd)

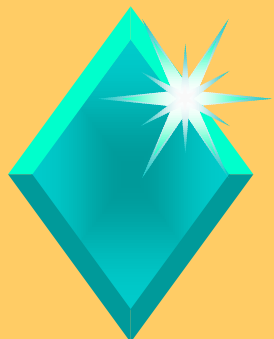
- ▼ **Because of these high standards, those who become NDIA Certified Configuration and Data Managers (CCDM) or NDIA Certified Configuration and Data Specialists (CCDS) are well recognized as *professionals* within the discipline.**



NDIA Certification Program

Program Strengths (Cont'd)

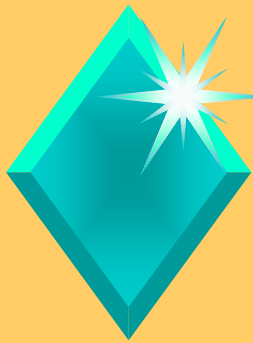
- ▶ **NDIA Certification has been developed over time by hundreds of experienced and respected CDM professionals, many of whom continue to provide guidance and support**
- ▶ **The examination always reflects current trends in CDM, and is based on the most prevalently used industry, international, and government guidance documents**



NDIA Certification Program

Program Strengths (Cont'd)

- ▶ **Examination focus is on practical, real world CDM subjects using both objective and essay type questions**
- ▶ **No reference document memorization is needed (or recommended)**
- ▶ **Many exam questions may be successfully addressed based on an individual's CDM experience**



NDIA Certification Program

Conclusions

- ▶ **Program success has surpassed expectations and resulted in the following:**
 - ▶ **As of 1 December 2003, 1452 CDM professionals have earned NDIA Certification and Apprentice levels**
 - ▶ **NDIA Certified and Apprentice individuals provide a quality base within the discipline that enhances the CDM professional environment for all practitioners**