

# *Criteria for* **CERTIFICATION RENEWAL** *and* **CONTINUING EDUCATION**

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Accredited By:  
The National Commission for Certifying Agencies  
(NCCA)

**BEFORE YOU BEGIN YOUR ON-LINE APPLICATION:**

**For the best online experience, please use the latest version of Google Chrome or Mozilla Firefox. Microsoft Edge is known to be incompatible with certain features of The Commission's online platform.**

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## CERTIFICATION RENEWAL PROGRAM

To ensure that the CDMS® credential and examination accurately reflect practice, The Commission conducts a Job Task Analysis, previously known as the Role and Function Study every 5 years. This study seeks to keep CDMS eligibility criteria and certification examination content relevant. Thus, CDMS certificants are required to recertify every 5 years to remain current.

The CDMS recertification requirements are designed to encourage disability managers to continue their professional education through courses and other activities that will help them serve their clients more effectively.

The CDMS recertification program encourages practitioners to pursue continuing education so they may achieve the following goals:

- Obtain information on current trends in disability and absence management
- Explore new technologies
- Develop balanced professional judgment and enhanced critical skills
- Acquire knowledge in specific focus areas

CDMS will make every reasonable effort to send recertification reminders, however, IT IS YOUR RESPONSIBILITY to recertify by the valid-through date on your certificate.

### GUIDELINES FOR RENEWAL

CDMS recertification allows you to extend your status as a Certified Disability Management Specialist (CDMS®) at five-year intervals from the valid-through date of your initial certification. It offers two recertification options:

- Option 1: Recertification by Continuing Education
- Option 2: Re-examination

**It is the Board-Certified Disability Management Specialist's responsibility to renew their certification by the "valid through" date on their certificate.**

The entire renewal process is online. Renewal assistance is available through The Commission Certification Coordinators at [contact@yourcommission.org](mailto:contact@yourcommission.org) or 856-380-6836.

### PENALTIES

Completing The Commission's renewal form carries with it an acknowledgment that the information provided by the applicant is accurate. If The Commission subsequently learns that a certification was renewed on the basis of false, misleading, or inaccurate information, it has the right to revoke or suspend that certification. The Commission also reserves the right to suspend or revoke a certification upon proof that an individual has violated The Commission's Code of Professional Conduct for Disability management Specialists.

Failure to renew your certification will result in the expiration of your certified status. Should you fail to renew your certification, you are required to reapply, meet all CURRENT standards, and achieve a passing score on the certification exam.

**Individuals who use the CDMS designation or who otherwise represent themselves as being certified without first having fulfilled these requirements may be denied certification/recertification. Such individuals may also be subject to legal actions.**

## **CHANGE OF ADDRESS**

Board-Certified Disability Management Specialists can change their contact information at any time by logging into “My Account” on The Commission’s website.

## **PRIVACY INFORMATION**

Information submitted as part of the application, certification and certification renewal processes becomes the property of The Commission and will not be released to outside parties unless authorized by the individual or unless required by law. Individual score reports are released to the candidate and are not released to any institution or employer. For research and statistical purposes only, data resulting from the certification or certification renewal process may be used in an anonymous/unidentifiable manner.

The Commission provides a database listing all Board-Certified Disability Management Specialists on its website for the use of the public for purposes of certification verification. The verification system is designed to allow for quick verifications but without violating privacy because it only displays name, city/state and CDMS valid through date.

The Commission also verifies certification status by phone on request. Personal information (anything excluding name, city/state and CDMS valid through date) is not released without explicit authorization from the specific Board-Certified Disability management Specialist.

## **OPTION 1:**

### **ONLINE RENEWAL PROCESS THROUGH CONTINUING EDUCATION ATTAINMENT**

#### **CONTINUING EDUCATION REQUIREMENTS**

The Commission is committed to facilitating the professional development of its Board-Certified Disability Management Specialists and has instituted the following requirements, which allow the flexibility to create a more personal experience for self-development.

To ensure that Board-Certified Disability Management Specialists maintain their knowledge, skills, and abilities in the field, The Commission requires that the 80 hours be taken in the focus areas (see “Focus Areas” later in this guide) that are found on the certification exam, and which are continually validated through ongoing role and function studies.

## **ETHICS**

To ensure that Board-Certified Disability Management Specialists have reviewed and understand The Commission’s Code of Professional Conduct for Disability Management Specialists, and its guiding principles, it is the intent of The Commission

to require continuing education credits specific to the ethical practice of case management, as delineated in the Code for certification renewal. The purpose of this policy is to address The Commission's Code of Professional Conduct for Disability Management Specialists and the understanding and application of the Code in professional practice. This will be achieved by requiring specific ethics continuing education credits for renewal of certification.

Continuing education hours must fall within the four Domains/Focus Areas and include documentation of 80 clock hours, of which 4 are in Ethics. **ALL Continuing Education credit must be earned and documented by the year you are due to recertify.**

Pre-Approved Ethics courses will be populated on your dashboard when you enter the activity code and approval number given on your certificate of completion. To enter Post-Approved and University Ethics courses, you will have the option to select if it is an Ethics course. Instructions on how to enter continuing education credits on your dashboard are included in the following pages of this guide.

## **CRITERIA FOR APPROPRIATE CONTINUING EDUCATION**

To qualify for approval as continuing education, a program must meet the following criteria:

- It must be at least .50 hour long.
- It must be held in an accessible, barrier-free location so that no individual with a disability would be excluded from taking part. (Reference: Section 504, Rehabilitation Act of 1973 as needed).
- It must include an evaluation by the participants to assess its effectiveness.
- The purpose of the program must be clearly defined in terms of its objectives or expected outcomes. It must be designed to increase the participant's knowledge or skill regarding the practice of case management in one or more of the focus areas listed in this guide.
- It must fall within your current 5-year renewal period.

## **PRE-APPROVED CONTINUING EDUCATION**

The Commission has a process whereby sponsors of workshops, seminars, and the like can obtain pre-approval of their training programs. If a sponsor has received pre-approval for a program, Board-Certified Disability Management Specialist attendees will be given appropriate documentation verifying pre-approval. Pre-approved courses can be entered into individual online transcripts at no extra cost.

To verify that a program has obtained pre-approval from The Commission, contact the program sponsor directly.

One clock hour is equivalent to 60 minutes of instruction or participation. Clock hour credit is not given for social hours, coffee breaks, or meals during which instruction is not provided.

## ONLINE RENEWAL PROCESS

The online renewal system is activated approximately 3 months before the renewal dates of May 31 and November 30 and is best viewed in current versions of **Mozilla Firefox** and **Google Chrome**.

### Step 1

Board-Certified Disability Management Specialists can log into their dashboard by choosing “Log in” at the top of the website and then choose “My Account” on The Commission website.

**Do not mail, fax or email your CE verification forms to The Commission. They will be sent back to you.**

### Step 2

To upload a pre-approved course, click on the “Pre- Approval” button at the bottom of your dashboard page and enter the data requested:

- Activity code (found on your certificate of completion).
- Approval number (found on your certificate of completion).
- Date of class (in mm/dd/yyyy format)
- Title of class
- Credits

The “Title of Class” and “Credits” fields may auto- populate, but if it doesn’t, please enter all information on your own. If you attended part of a course that auto-populates and need to enter a different credit amount, please contact The Commission Certification Coordinators at [contact@yourcommission.org](mailto:contact@yourcommission.org) or 856-380-6836.

When you click on “Add this Course, I have the certificate of completion” it will be added to your dashboard automatically. You cannot delete a course from your transcript once it has been uploaded.

All 80 CEs must be obtained during the Board-Certified Disability Management Specialists’ current 5-year renewal period and must fall within the focus areas described in this guide. **Duplicate courses will not be accepted.** Additional CEs uploaded to your transcript will NOT be carried over into your next renewal cycle.

The Commission strongly encourages all Board-Certified Disability Management Specialists submit CEs into their dashboard as they are earned.

Documentation of continuing education **MUST** be kept for **ONE YEAR PAST the “valid through” date on your CDMS Certificate.** In the event a Board-Disability Management Specialist is selected for a random audit of transcripts, this documentation will be requested. Copies of continuing education documentation (except for transcripts and/or grade reports) should be used as they will not be returned.

### Step 3

Once a minimum of 80 CEs has been entered, and it's within 2 months of your renewal date, the “Submit Renewal” button on the bottom of your transcript will be activated. This will lead you to the renewal application, which must be completed.

### FOCUS AREAS

Please refer to the following focus areas when developing your personalized plan for maintaining your knowledge, skills, and abilities through continuing education.

<b>Domain 1: Disability and Work Interruption Case Management</b>	<b>36%</b>
A. Perform comprehensive individual case analyses with consideration to applicable benefits <ol style="list-style-type: none"> <li>1. The impact of illnesses and injuries to functional capacity</li> <li>2. The impact of mental health conditions as they relate to functional capacity</li> <li>3. The impact of comorbid conditions to functional capacity</li> </ol>	
B. Analyze products, services, and strategies to ensure quality care, recovery, cost effectiveness, and to maximize return on investment	
C. Utilize effective communication strategies to facilitate collaboration among stakeholders (e.g., conflict resolution, negotiation, active and reflective listening)	
D. Demonstrate cultural competence in stakeholder interactions	
E. Conduct worksite/job analyses <ol style="list-style-type: none"> <li>1. Follow best practices for acquiring, measuring, and documenting findings</li> <li>2. Knowledge of essential functions, tools, trainings, qualifications, modifications, accommodations</li> </ol>	
F. Develop individualized worker Return-to-Work programs (e.g. stay-at-work, return-to-work, transitional work, leave of absence, employability, retraining)	
G. Leverage benefits, services, and community resources to facilitate optimal functioning (e.g., treating physician, independent clinical evaluations, expert medical opinion)	
H. Assess case progress and facilitate change throughout the continuum of care	
I. Disseminate and manage information in compliance with standard practice and regulations <ol style="list-style-type: none"> <li>1. Case documentation best practices (e.g., case notes, status reports, record rete)</li> <li>2. Privacy and confidentiality requirements (e.g., HIPAA, informed consent, release)</li> </ol>	

<b>Domain 2: Workplace Interventions</b>	<b>27%</b>
A. Demonstrate compliance with local, state, and federal regulations (e.g., OSHA, ADA)	
B. Facilitate an interactive process that enables individuals functioning in the workplace (e.g., vocational rehabilitation, transitional employment, reasonable accommodation)	
C. Recommend individual and workplace strategies to address ergonomic, safety, and accessibility needs	
D. Leverage education and health-and-wellness resources to support individuals, organizations, and their communities	
E. Incorporate health risk factors and prevention strategies to reduce and prevent loss	
<b>Domain 3: Program Development, Management and Evaluation</b>	<b>18%</b>
A. Assess organizational needs and incorporate best practices to establish disability management program goals	
B. Advocate for change in organizational behavior/culture to support disability management program goals	
C. Participate in the design, implementation, and evaluation of a sustainable disability management program in collaboration with stakeholders	
D. Provide education and training consistent with disability management program goals and compliance	
E. Evaluate disability management program effectiveness and support improvement to determine performance metrics (e.g., trends, return on investment)	
F. Integrate internal and external services/partners (e.g., third party vendors) to align with disability management program goals	
G. Evaluate and utilize relevant technology to influence disability management	
H. Recognize the strategies that support an inclusive and diverse workforce (e.g., employee resource groups, cultural sensitivity training)	
I. Recognize the benefit plans and other services that optimize the health and productivity of individuals	
<b>Domain 4: Employment Leaves and Benefits Administration</b>	<b>19%</b>
A. Identify elements of employer leave and benefit plans and how they relate to local, state, and federal regulations <ol style="list-style-type: none"> <li>1. Income protection plans (e.g., Short and long term disability, Workers' comp, Paid family care)</li> <li>2. Job protection plans (e.g., FMLA, Military leave)</li> <li>3. Healthcare benefit continuation plans (e.g., COBRA)</li> <li>4. Contractual employment and collective bargaining agreements</li> </ol>	
B. Identify how the relationship between employment leaves and work interruptions influences individual or organizational productivity	
C. Communicate essential elements of benefits and employment policies to workers, managers, and other stakeholders	

## **UNIVERSITY/COLLEGE COURSE:**

The Commission will review university or college courses for approval. Credits are awarded as follows:

- One academic credit per semester = 15 CEs.
- One academic credit per quarter semester = 10 CEs.

When entering the credits awarded, your dashboard will adjust to reflect the correct amount of CEs. After logging into your dashboard, upload university/college courses by clicking on “University” at the bottom of your transcript page and enter the data requested:

- Course Name
- Is this an Ethics Course
- Start Date (in mm/dd/yyyy format)
- End date (in mm/dd/yyyy format)
- Course duration (Quarter hour, semester hour)
- Credits earned
- The primary focus area that describes the content of your CE activity
- Description of how the activity relates to the domain focus chosen above

## **DISABILITY MANAGEMENT EMPLOYER COALITION (DMEC) COURSES:**

The Commission has a collaborative with DMEC. Through the agreement, DMEC will provide CDMS certificants pre-approved continuing education opportunities through online and in-person events, including webinars, virtual events and conferences.

To upload a DMEC course, click on the “DMEC” button at the bottom of your transcript page and enter the data requested.

- Program Title
- Provider
- Is this an Ethics Course
- DMEC Approved Credits
- Program Date

## **RENEWAL APPLICATION**

If it is within 90 days of your renewal and you have met the 80 CE requirement, you will be able to process your renewal.

Please log into “My Account” and click “The Commission Dashboard” to view your transcript, scroll to the bottom of your transcript and click on the button that says “Submit Renewal” which will bring you to the next step in the renewal process. Once you have started your application, this button will say “Review/Resume Renewal” if you do not complete it in the same session that you start it.

If you do not see this button, you have 80 CEs and it is within 90 days of your renewal, please log in using a different internet browser (current versions of Mozilla Firefox and Google Chrome are recommended).

In the renewal application, you will be asked to Renew with your License or Degree.

You must select the License option if you have a current, active, and unrestricted license as a Registered Nurse (RN). Please note, this is not referring to your CDMS credential. If renewing with your license, you will need to provide who issued your license, the number, state who issued, date you have been certified since and expiration date. Licenses on probationary status will not be considered eligible unless documentation has been provided that all terms of the probation have been met.

If licensure is not required for your discipline, you will select Degree if you have earned a baccalaureate or graduate degree in any discipline, it must be from an institution that is fully accredited by a nationally recognized educational accreditation organization.

To complete your application, you will be required to respond to all the questions and submit payment. Your application for renewal will then be submitted for review. To check on the status of your application, please log into your account.

## **PAYMENT AND INVOICING**

At the time of your renewal, payment of the renewal fee will be due, payable only by credit card. Your renewal is not complete until payment of all fees is submitted.

## **DOCUMENTATION AND AUDIT**

Each year The Commission randomly selects 15% of applications to be audited. If your application is selected for audit you will be requested to send the documentation for all listed CE activities, within 21 days of notice of your audit. Be prepared to submit a photocopy of each of your CE certificates and written documentation of other activities (e.g., table of contents of journal showing you as author of an article; school transcript, etc.). If a CE program you attended does not meet the definition of an approved program, submit a copy of the behavioral objectives and an outline of the content (e.g., a program brochure) in addition to a copy of the CE certificate.

Documentation considered appropriate for various types of learning activities is listed below:

<b>Type of Training</b>	<b>Clock Hours Awarded</b>	<b>Proof of Attendance or Completion (<i>Copies of proof of attendance must be accompanied as well</i>)</b>
Attendance of conferences, workshops, seminars, in-service training programs and distance learning courses	1 hour for each hour of training	Program agenda and certificate of attendance/completion. OR A letter from the sponsor stating you have completed the program, the dates of completion and the number of clock hours attended.

Attendance of college/ university courses	15 hours for 1 semester credit  OR 10 hours for 1 quarter credit	Original transcript or original grade report that documents credit earned.  <i>Photocopies of transcripts and internet verifications are not acceptable.</i>
Authorship/Co-authorship of published articles	15	Copy of the article developed.  OR  The internet citation for the article.  <i>Information submitted must reflect date of publication.</i>
Authorship/Co-authorship of published book chapter	15	Copy of the book chapter developed  OR  A copy of the cover, title page and table of contents from the book where the chapter appears.  <i>Information submitted must reflect your name as the author/co-author and date of publication.</i>
Authorship/Co-authors Authorship/Co-authorship of published book	40	Copy of the book chapter developed  OR  A copy of the cover, title page and table of contents from the book.  <i>Information submitted must reflect your name as the author/co-author and date of publication.</i>

Computer applications and technology	1 hour for each hour of training	Certificate of attendance or completion.  OR  A letter from the sponsor stating you have completed the program, the dates of completion and the number of clock hours attended.
Development of Legislation or Regulations	1 hour for each hour of service	Documentation of appointment to committee and information developed in relation to legislation or regulation.
Development of professional presentations OR Development of In-service training programs	2 hours for each hour of training	Outline of the training program or presentation AND a program agenda listing you as presenter which states the length and date of the program or presentation.  OR  A letter from the supervisor or training director stating you are the developer which includes the length and date of the program or presentation.  <i>Credit is given on a one-time-only basis for the learning experience, which is the research and development of the program or presentation, not for the presentation itself.</i>
Editorial review of disability management publication	15	Copy of page from publication listing you as editor. Must reflect date and title of the publication.

Research/Independent study	40	Copy of qualitative and/or quantitative research, including a list of source materials.
Service to professional disability management or health and productivity organization	1 hour for each hour of service provided to the organization	Letter from the president/director of organization documenting services performed, the number of hours served and the dates of service.

**NOTE: The Commission reserves the right to request additional information to determine compliance with the documentation requirements outlined above for all continuing education.**

### Professional Development Areas:

*Professional development is an option, not a requirement.* If you elect to participate in these activities, a maximum of **40** hours is allowed within the five-year period of certification. Professional development encompasses those activities intended to enhance a certified individual's overall abilities with respect to his or her professional skills and the delivery of services to individuals with disabilities. This includes but is not necessarily limited to authorship or article, published books, or chapters in published books; computer applications and technology; development of in-service training programs; legislation; professional presentations or demonstrations of services to a professional organization serving the field of disability management or health and productivity.

### OPTION 2:

#### RENEWAL THROUGH RE-EXAMINATION

To renew certification through re-examination, you must:

1. Notify The Commission Certification Coordinators at 856-380-6836 or [contact@yourcommission.org](mailto:contact@yourcommission.org) before the last day of the exam application window before your renewal.

**Example: if your renewal is due in December, you must notify The Commission of your intentions to renew through exam no later than the last day of the September exam application window.**

Please visit <https://yourcommission.org/certification/certified-disability-management-specialist> for the current application window schedule.

- a. If a Board-Certified Disability Management Specialist does not exercise the re-examination option **before the "valid through" date** on their certificate, the CDMS credential will expire. Individuals with expired CDMS credential are not permitted to resume using the CDMS credential until they have successfully applied for and passed the examination.
2. Complete a manual renewal form and email a copy of your qualifying license or degree.

3. Pay the renewal fee of \$285.00 along with the exam fee of \$195.00
  - a. If you are testing outside of your expiration date, example, your renewal is due in December and you are testing in September, you must pay the \$175.00 Late Renewal fee.
4. Schedule exam and achieve a passing score on the exam.

### **AFTER TESTING:**

If you do not pass the exam the first time you take it, you may qualify to retake the exam, pending that you are still within your initial eligibility. The retake **MUST** be scheduled for the next available exam cycle and a retake fee of \$195.00 must be paid. You can schedule your retake by calling The Commission Certification Coordinators at 856-380-6836.

**If you are unable to retake the exam in the next available cycle or you do not achieve a passing score on your retake, your credential will be expired. You will then need to complete and submit a new application and pay all fees in place at the time.**

Renewal certificates are mailed from a third party. An email will be sent to you to order your complimentary certificate, with the option to order additional copies and frames to display your certificate. Please be sure to monitor your emails, including your spam folder for an email from The Commission, [contact@yourcommission.org](mailto:contact@yourcommission.org). Adding this email to your address book will help ensure receipt. Your renewal certificate will show the dates of your new certification period. For example, if you renewed in December 2025, your new certification period will be starting on 01/01/2026 and valid through 12/31/2030.

The Commission will not be responsible for issuing replacement certificates that have not been requested within three months from the time the original should have been received, based on the Exam Application Schedule and Notification Timeline posted on our website.

Please read this carefully so you know when to expect your email to order your certificate.

Duplicate or replacement certificates can be requested from The Commission Certification Coordinators at 856-380-6836 or [contact@yourcommission.org](mailto:contact@yourcommission.org). The information will then be sent to a third party to process. There is a fee for this service.

### **AFTER SUBMITTING RENEWAL APPLICATION**

When you submit your renewal, your The Commission Dashboard account will show your renewal application is in "Ready to Review" or "In Process" status. This means your application has been submitted and is in queue to be reviewed. You will be contacted directly if The Commission needs anything else to review your application.

Renewal applications are reviewed on a rolling basis. You can expect to be notified via email and your account when your renewal has processed, please check often for updates.

Renewal certificates are mailed approximately 1 month after the renewal deadline. Your renewal certificate will show the dates of your new certification period. For example, if you renew in December 2026, your new certification period will be starting on 01/01/2027 and valid through 12/31/2031.

## **LATE RENEWAL REQUESTS**

The Commission will accept and review formal late renewal requests submitted within the first 90 days after the “valid through” date printed on an individual’s current certificate. In order to be considered for a late renewal, the certificant must have the following:

1. Documentation of completion of at least 80 hours of continuing education (as described in detail in this guide). All CEs must be completed before the expiration date.
2. A Bachelor’s Degree in any discipline or a current state licensure as a Registered Nurse.
3. A clear and compelling reason - that can be documented - for having missed the renewal deadline.

## **MAKING A LATE RENEWAL REQUEST**

Initial contact regarding submission of a late renewal request should be made through The Commission’s Certification Coordinators at [contact@yourcommission.org](mailto:contact@yourcommission.org) or 1-856-380-6836. If a CDMS certificant is within the initial 90-day period, they will be asked to complete and submit a late renewal request form with documentation of the above items. Late renewal requests submitted after 90 days past the “valid through” date on the certificate are considered denied without review.

If a request is approved, the CDMS certificant will be asked to pay the standard renewal fee plus an additional administrative fee for processing the late request (see fee schedule). A renewal certificate will be issued, backdated to the date of expiration, and the individual will be able to resume use of the CDMS credential.

Please note the following are NOT considered compelling reasons for late renewal:

1. No receipt of notification of renewal deadline
2. Lack of awareness of renewal deadline or process

The purpose of the late renewal request process is to grant consideration to those individuals who were prohibited by circumstances beyond their control from completing their renewal within the scheduled timeframe. It is not intended as a convenience for individuals who have not taken appropriate steps to maintain the integrity and high standards of the CDMS credential. The late renewal request process can take 2 – 4 months to complete. Individuals who seek to become reinstated as a CDMS should take this into consideration when deciding whether to submit a late renewal request or exercise the re-examination option.

## APPEALS

The Commission's appeal process is available to any certificant who feels that The Commission inaccurately, inconsistently, or unfairly applied the criteria for recertification. The appeals process is designed to provide:

- Due process
- Complete review of the facts at issue
- A second, independent evaluation of the material presented to document the certificant's eligibility for certification renewal.
- Fair, consistent application of the criteria for certification renewal

### REQUESTING AN APPEAL

At the time a certificant is informed that their certification renewal has been denied they have 30 days from the date the renewal denial is posted to appeal a denial. Denial of certification will be upheld for any Board-Certified Disability Management Specialist who does not appeal the denial within the 30-day period.

CDMS certificants who contest their certification decision within the 30-day period may be required to provide additional information about themselves, their work history and experience, their licensure or certification and/or documentation of any legal or regulatory issues that may have caused their renewal applications to be denied.

If needed, a committee will be called together to decide on the appeal. If a request is approved, a renewal certificate will be issued, backdated to the date of expiration, and Board-Certified Disability Management Specialist will be able to resume use of the CDMS credential.

None of the members of the committee will have taken part in the initial decision-making process to evaluate the renewal documentation in the appellant's file, thus ensuring a second, objective review.

If the certificant is dissatisfied with the decision of the committee, the case may be directed to the full membership of The Commission. However, requests for such appeals must be sent to The Commission, in writing, within 30 days of The Commission's decision. Inquiries regarding submitting an appeal can be made by contacting The Commission Certification Coordinators at 856-380-6836 or [contact@yourcommission.org](mailto:contact@yourcommission.org).

## RETIREMENT DESIGNATION

CDMS certificants who are retiring from active practice may choose the retirement designation, which changes the CDMS certification to an honorary designation. CDMS-R status enables the individual to stay on The Commission's email list to receive updates regarding the field of disability management. Please see the fee schedule at the end of this guide for current retirement status fees.

If an individual's retirement status changes and they wish to regain use of the CDMS credential, they would need to meet the criteria in effect at the time of renewal including, earning all continuing education credits and ethics requirements, in

addition to paying the renewal fee at the time of reinstatement or re-take the exam. If an individual believes that they may provide consulting or other services in the future using their CDMS credential, they should NOT select the retirement designation, but should continue to maintain the CDMS credential.

For CDMS-Rs that decide to reinstate their CDMS credential as outlined above, your effective certification start and end dates will be as follows:

Reinstatement Month	Start Date	End Date
April - July	Date of Reinstatement	September 30
August - November	Date of Reinstatement	December 31
December - March	Date of Reinstatement	March 31

Retirement status is good for five years. At the end of the five-year cycle those that have chosen the retirement designation have the option to renew as a “retired CDMS” or renew as a “CDMS” per the guidelines listed above.

## FEES

**PLEASE NOTE THAT ALL FEES ARE PAYABLE BY CREDIT CARD ONLY.** Personal and/or company checks, money orders, etc., will not be accepted as payment. All fees are non-refundable unless noted otherwise.

### STANDARD FEES

**Renewal Through Continuing Education** \$285

**Renewal Through Re-examination** \$480

This fee includes \$285 for the renewal fee and \$195 for the examination. The examination fee will be refunded if an individual is ineligible for the exam.

### OTHER FEES

**Retirement Status (one-time fee)** \$100/5 years

**Late Renewal Request/Appeal** \$175

**Replacement Certificate (except at recertification)** \$30

(A certificate replacement fee of \$30 will be charged if you do not contact us within 60 days after your renewal)

## FREQUENTLY ASKED QUESTIONS (FAQS)

The Commission’s office receives many inquiries about continuing education and recertification. Included are some of the more common questions that certificants ask.

### How often must I renew my CDMS?

Once an individual has been granted certification, that individual’s certification is valid for five years. The valid-through date is printed on the certificate. Under The Commission’s guidelines, a certificant must renew their certification every five years following the initial certification period.

### **How do I renew?**

CDMS offers two options for recertification:

1. Documenting 80 clock hours of approved continuing education accumulated during the period of the current certification, of which 4 clock hours must be in ethics; or
2. Re-taking the certification examination and achieving a passing score.

### **If I acquire more than 80 clock hours in a five-year period, may I apply the excess to the next recertification cycle?**

No, since continuing education is intended to keep certificants current with emerging trends and technologies, it is applicable only for the current certification cycle.

### **What constitutes approved continuing education?**

Any continuing education activities that a certificant wishes to use toward the renewal of his or her certification must fall into one of the prescribed focus areas (domains) listed in the renewal guide and must be above and beyond normal job duties.

### **May I submit my continuing education to The Commission to enter?**

No. The Commission will no longer be responsible for inputting your continuing education. You must track your own CEs in the online renewal application. You have access to this application throughout the entire 5-year cycle; therefore, you may enter your own information. This will help you keep track of how much pre-approved continuing education you already have on file and how many hours are still needed prior to the valid-through date of your current certification.

### **How will I know if a workshop, seminar, conference, in-service training, webinar or webcast I attend qualifies as pre-approved continuing education?**

Many organizations seek approval of their workshops, seminars, conferences, in-service trainings, webinars, or webcasts from The Commission. Such approval is given in advance of the activity. Ask the sponsor if the activity you are considering has received prior approval for continuing education credit from The Commission. When you complete the activity, the sponsor will provide you with a verification form that reflects The Commission approval number.

### **What if the workshop, seminar, conference, in-service training, webinar or webcast is not pre-approved by CDMS? (Previously known as post-approval)?**

Previously, CDMS charged \$15 in order to review the courses that had not been pre-approved by CDMS. CDMS is no longer charging this fee. We will still accept courses that are not pre-approved. You will simply just need to enter the information into the recertification portal. In the event that you are audited, you will need to submit verification of attendance certificates as well as course outlines to ensure that the meet the domains listed in the recertification handbook.

### **How often should I report my continuing education activities?**

You can report your continuing education activities in your CDMS Dashboard as you complete them, monthly, or once a year. However, you are required to document the full 80 clock hours every five years at the time you apply for recertification. The

Commission recommends that you report your activities at least once a year to ensure that you have sufficient credit to qualify for recertification.

**How do organizations get pre-approval for their continuing education activities?**

Any organization that wishes to have its continuing education activities pre-approved by The Commission should visit <https://yourcommission.org> and click on Education & Workforce Resources/Providers. The form includes information on the criteria that must be met for the program to qualify.

**If I submit my original certificates of attendance, will I get them back?**

The Commission does not accept copies of your certificates. Please keep those for your records.



Certification & development of client advocacy  
professionals for a future-ready workforce

**QUESTIONS? PLEASE CONTACT US:**

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