



Society for Clinical Data Management CERTIFICATION HANDBOOK



Introduction

Thank you for your interest in the Society for Clinical Data Management's (SCDM) Certified Clinical Data Manager (CCDM®) examination and for choosing SCDM as your certifying organization.

About SCDM

The Society for Clinical Data Management (SCDM) is a nonprofit professional society founded to advance the discipline of Clinical Data Management. The binding interest of all members is quality clinical data management practices.

SCDM was founded in 1994 and has grown to be a premier data management organization which embodies upwards of 2,400 domestic and international members who represent the biotechnology, medical device and pharmaceutical industries; as well as members of the academic, regulatory and scientific research communities. Third party organizations that support these groups include: Contract Research Organizations, consultants, hardware and software vendors and placement firms and represent an important portion of the Society's membership.

SCDM Core Values

Knowledge and Experience of our Members

The intellectual capital and collective experience of our members are our greatest assets. SCDM relies on and embraces the participation and contributions of our members and volunteers.

Scholarship

SCDM encourages and promotes rigor and discipline in the research of topics affecting our industry. Our positions, publications and programs are the result of scholarly investigation.

Quality and Continuous Improvement

SCDM is committed to the development and enhancement of products, services and relationships of the highest quality.

Open Communication

SCDM encourages open communication and information sharing. We provide our members with insight to the organization's initiatives and activities.

Integrity

SCDM exemplifies and expects honesty and integrity.

SCDM Certification Philosophy

The Society for Clinical Data Management established the certification program for clinical data managers to institute a standard of knowledge, education and experience by which clinical data managers would be professionally recognized by the medicinal, biological development and



Society for Clinical Data Management CERTIFICATION HANDBOOK



medical device therapies community. Through a rigorous application and examination process certified clinical data management professionals are able to demonstrate a high level of competence and expertise in their field.

The SCDM certification program was designed to meet the following goals:

- Establish and promote professional practice standards throughout clinical data management
- Identify qualified professionals within the profession
- Ensure recognition of expertise
- Enhance the credibility and image of the profession



Society for Clinical Data Management
CERTIFICATION HANDBOOK



The CCDM[®] Exam

The CCDM[®] exam, revised and released in September 2008, contains 130 multiple-choice questions. Candidates are allotted 3.5 hours for this exam.

Application Process

Certification application is available online at <https://www.mci-registrations.com/scdm/certificate.aspx>

Please send all certification applications to your relevant office:

American Office	Global Headquarters	India Office
North America Office Society for Clinical Data Management, Inc 7918 Jones Branch Drive Suite 300 McLean, VA 22102 Tel: 703-651-8188 Fax: 703-506-3266 info-am@scdm.org	Society for Clinical Data Management, Inc 280 Boulevard du Souverain B-1160 Brussels, Belgium Tel: +32-2-740.22.37 Fax: +32-2-743.15.50 info@scdm.org	MCI Management India (P) Ltd. 203, Wing B, Citipoint (Near Hotel Kohinoor Continental) J. B. Nagar, Andheri-Kurla Road Andheri (East). Mumbai – 400059 Tel: +91 22 61432600 Fax: +91 22 67101187 Info-in@scdm.org

What are the Costs?

Recognizing the important economic disparities in the global economy, the Society for Clinical Data Management bases its CCDM Fee Structure on the [World Bank classification](#).

The Society for Clinical Data Management will accept check, money order or credit card.

***Note: if we are unable to process your application, a portion of the application fee less administrative costs, will be returned to you. However, once your application is accepted, the fee is nonrefundable.*

SCDM Fee Structure						
	Group 1 (High Income Countries)		Group 2 (Upper Middle Income Countries)		Group 3 (Low Income & Lower Middle Income)	
	Members	Non-Member	Members	Non-Member	Members	Non-Member
Exam	\$250.00	\$325.00	\$200.00	\$250.00	\$125.00	\$200.00
Retake Exam	\$225.00	\$300.00	\$175.00	\$225.00	\$100.00	\$175.00
Renew CEU	\$95.00	\$150.00	\$80.00	\$95.00	\$60.00	\$90.00



Certification Application Status

Once your application has been processed, approximately 14 days after it is submitted, you will receive an email of acceptance, denial, or a request for further information. The email of acceptance will include an eligibility ID required to schedule your exam. You will have **90** days from the date of your acceptance email to take your exam. The “90 days” is referred to as your eligibility period. We recommend that you schedule your exam immediately upon receipt of your acceptance email.

Rejection of Certification Application

Applicants must meet at least one of the eligibility requirements listed on the [Eligibility Requirements Document](#). If an applicant does not meet the requirements, they will be entitled to a full refund.

Scheduling Your Exam

To schedule your exam online, access the Prometric Web site www.prometric.com. In the United States and Canada, Prometric will use best efforts to provide Candidates with a test seat within fifty (50) miles and thirty (30) days of his/her requested date and location. Outside the United States and Canada, Prometric will make reasonable efforts to provide each Candidate a test seat within one hundred (100) miles and thirty (30) days of his/her requested date and location.

Thirty (30) days is defined as fifteen (15) calendar days before Candidate’s requested appointment and fifteen (15) calendar days after Candidate’s requested appointment.

Testing Agency

The certification exam will be offered at Prometric test centers, the professional testing agency secured by contract to assist SCDM in the administration, scoring and analysis of the certification examination throughout North America and internationally. Once your application has been accepted, you will schedule the date and time of your exam directly through Prometric.

What to provide when scheduling your exam

Candidates must provide Prometric with eligibility ID number, exam name and preferred exam date when making an appointment. Prometric will only schedule appointments for paid exam. When candidates make appointments, Prometric will provide instructions about ID requirements and test center locations.



Society for Clinical Data Management CERTIFICATION HANDBOOK



Extensions

Applicants may request an extension of their eligibility period due to serious medical reasons, personal tragedy, or unforeseen events. The following rules apply:

- Must request extension two weeks prior to scheduled examination (if possible)
- Must be seriously ill (or member of immediate family seriously ill)
- Documentation may be requested

Applicants must contact the SCDM HQ directly for all extensions by phone, mail or e-mail.

No Show, Late Arrival and Rescheduling

The Exam Cancellation/Change Deadline for any exam that has been scheduled is as follows:

- United States and Canada – two business days' notice prior to exam before noon EST
- Outside the US and Canada – five business days' notice prior to exam before noon Regional Registration Center (RRC) time

Cancellations/changes must be made and confirmed direct contact with RRC, CSCC or test site personnel, or through the Prometric Registration Web site. Leaving a message on a recorder or a voice mail (except through the IVR system) is not sufficient to confirm cancellation/change.

Once the Candidate has registered and is scheduled for an appointment time at a Prometric test site, the Candidate cannot transfer his or her appointment to another Prometric test site that is not served by the same Regional Center.

Candidates will be charged the entire certification exam fee in the event that they negligently “no show” for the certification exam. SCDM realizes that there are extreme cases, i.e., sudden illness, death of an immediate family member or an accident on the way to the exam that prohibits you to sit for the exam. Candidate will be expected to present a physician's note, death certificate/obituary, police/accident report, or other valid documentation to reschedule. Candidate will be assessed a fee to reschedule the exam. This fee covers SCDM costs for adjusting eligibility and registration records.



What to expect when you get to the Test Site

Identification and Check-in

Prometric check-in procedures will include Candidate identification verification either through verification of one photo ID containing a signature or verification of one signature ID. Prometric will require all Candidates to sign a Prometric logbook. Signature in the logbook will be checked against the Candidate's ID signature. Candidates will be required to sign the logbook upon completion of the Exam as well as at check-in.

If the Candidate has no valid ID, the Candidate must, prior to an appointment, arrange with SCDM for approval of an alternate form of ID. SCDM will in-turn contact Prometric at a telephone number designated by Prometric before Candidate's scheduled appointment date specifying exactly what ID is acceptable. Candidates who do not produce a valid ID at the scheduled appointment will not be allowed to take the Exam.

Candidates will be charged a cancellation fee equal to the Per-Exam Delivery Charge for the appointment time scheduled, and the Candidate will not receive a refund of the Candidate testing fee. If the Candidate arrives more than fifteen (15) minutes late for a scheduled appointment, the test center staff may choose not to seat the Candidate if doing so disrupts the test center's other scheduled appointments. If the test center staff does not seat the Candidate, due to late arrival, there will be no refund of the Candidate testing fee.

Taking the test

There is ample time (3.5 hours) allocated to take the test. During the exam, you are permitted to take unscheduled breaks, however please note, the clock will not stop. You should plan to bring a snack or beverage with you since these provisions may not be available at all test centers.

Equipment provided at the test center

Minimum standard test center equipment is a Pentium based computer with at least a 100 Mhz CPU, 32 MB RAM, 17" SVGA Color Monitor, 8Mb Video RAM, Creative Sound Blaster Sound Card, and headphones (for listening to passages during an assessment). Workstation Operating System is Windows 98. The certification exam is compatible with these operating parameters.

ADA Compliance

The physical construction of test centers located in the United States will at all times conform in all material respects to the standards established by the Americans with Disabilities Act of 1990 (ADA). The test centers located outside the United States will make reasonable efforts to accommodate Candidates in a manner substantially similar to the standards of ADA, but Prometric will not guarantee complete conformance with ADA.



Society for Clinical Data Management CERTIFICATION HANDBOOK



In the event special accommodations are needed such as a reader, amanuensis, or signer, the candidate must contact SCDM for assistance; Prometric testing centers are not required to have these services available.

Refunds

Once you schedule your test date, it will be important that you take the test on your scheduled date. A fee will be assessed if you miss your scheduled test date without following the rescheduling procedures listed on the Prometric website.

Preparing for the Exam

SCDM offers a webinar series at least four times per year on topics related to the exam as well as for professional development. The Annual Conference sessions are also a significant source of information and are archived on our website. Finally, *Good Clinical Data Management Practices* (GCDMP) is a foundational resource that will also help with exam preparation and is available in print form and as podcasts.

The SCDM Education Web Portal (<http://portal.scdm.org>) is an excellent source for additional resources to help candidates prepare to sit for the exam. This portal includes a self-assessment tool to help identify areas needing further study and direct users to helpful resources. SCDM also helps Candidates to set up remote study groups. If you are interested in starting / joining a study group, please contact SCDM at info@scdm.org.

After the Exam

Notification of Results

Upon completion of the exam, your results will appear on your screen. You will receive a print out of your results at the test site.

If you pass the exam

After completing the examination, candidates will receive, via mail, a CCDM[®] certificate and the test results. Those who successfully complete the examination are asked to fill out a survey, which will be incorporated into SCDM publications. Candidates who pass may use the appropriate credential immediately.



If you do not pass the exam

The applicant may retake the exam within one (1) calendar year of the formal notification letter date of your original exam results. After that, a full application must be submitted and the full fee structure applies.

A [retake exam application](#) is available online.

CCDM[®] Renewal

SCDM Certified Clinical Data Management professionals (CCDMs) are required to renew their certification every three years from the time of their original certification. By renewing, CCDMs demonstrate their willingness to continue to advance within the field and commitment to continued growth in both knowledge and competency in clinical data management.

The CCDM[®] [renewal application](#) must be submitted along with:

- Renewal or exam fee
- [CEU submission form](#), (*required for non-SCDM CEU courses only*)
- CEU certificates from all educational events (Non-SCDM)

To renew certification, candidates must acquire a minimum of 1.8 CEUs within 3 years. This time frame begins from the date of certification until the date the CCDM[®] eligibility expires.

Obtaining CEUs through Educational Training and Conferences

SCDM requires that at least 60% of CEUs come from clinical data management (CDM) specific training.

SCDM allows up to 40% of CEUs to come from non-CDM specific training such as Society volunteer activities. SCDM recommends that CEU applicants consider the [CCDM[®] Core Competencies](#) when choosing any non-CDM specific training. For further explanation, view the CEU percentage breakdown [chart](#).

SCDM **will** accept CEU certificates for training completed within organizations that offer IACET CEUs. CEU certificates must be provided for each training course completed. Certificates for CEUs from public/nonprofit organizations (SoCRA, DIA, ACRP, Universities) as well as private organizations (Barnett, EDC and Beyond, etc), will be considered equally; however, *internal company training is not applicable*.

CEU certificates for training completed by organizations that do NOT offer IACET CEUs *are accepted only* when the applicant has submitted the [Non-IACET CEU Affidavit Form](#) to the SCDM Administrative Office and said provider is approved by SCDM.

* CEU Certificates **must** include the following:



Society for Clinical Data Management CERTIFICATION HANDBOOK



- *Workshop title*
- *Date of offering*
- *Name of sponsoring organization*
- *Specific number of CEUs issued*
- *Signature and date of representative from sponsoring organization*