

SCDM **CCDM**[®]



CCDM[®]

Certification Handbook

[visit the website](#)



CONTENTS

1. Introduction	2
> About SCDM	2
> SCDM Core Values	3
> SCDM Certification Philosophy	3
2. About the CCDM® Exam	4
> Application Process	4
> What are the Costs?	5
> Application Approval	5
> Scheduling the Exam	5
> What to expect when taking the Exam	6
> Before the Exam	6
> Preparation	6
> Registration	6
> Technical Requirements	7
> Online Testing Resources	7
> After the Exam	7
> Not passing the exam	8
> Routine Review of Test Results	8
3. CCDM® Recertification	9
> Requirements	9
> How to earn CEUs	9
> Renewal Application	10
4. Contacts	11
5. CCDM® Handbook Updates	12

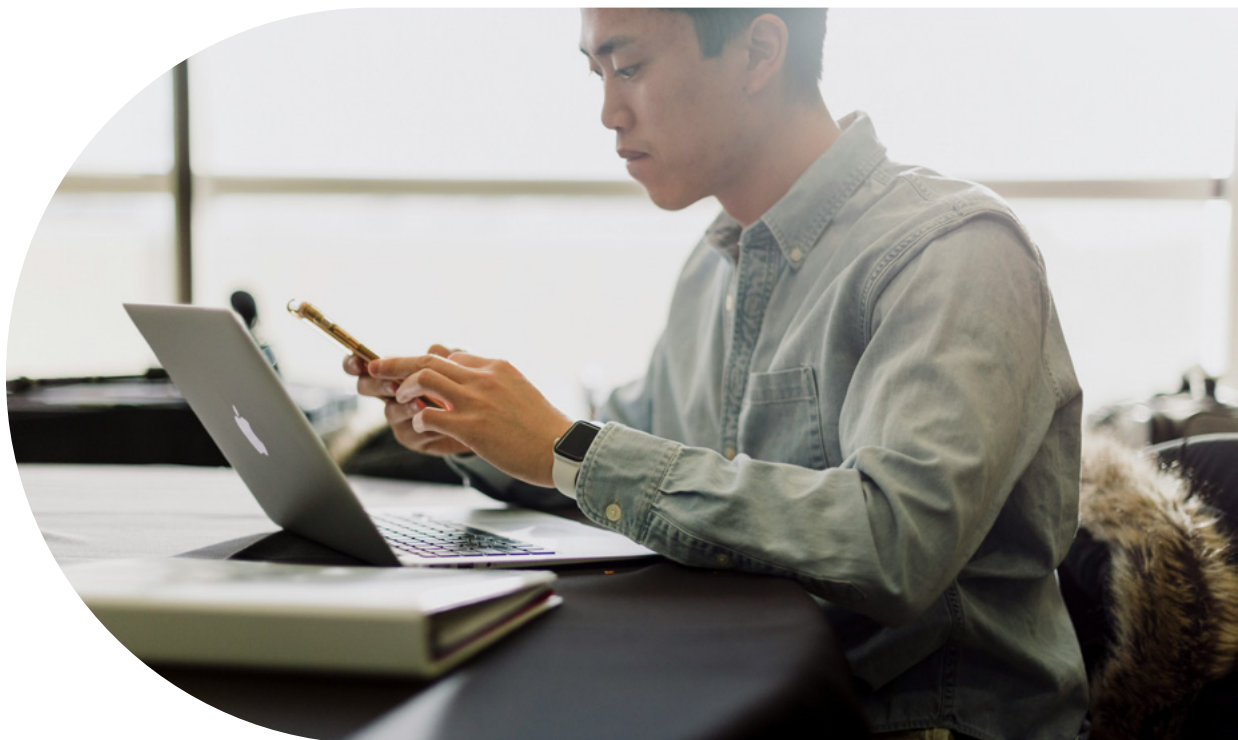
1. INTRODUCTION

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) stands as the foremost authority in Clinical Data Management and is leading the industry-wide transition to Clinical Data Science.

SCDM was founded in 1994 as a non-profit organization. With over 3,000 members from around the globe, we work together to advance Clinical Data Management. Through education, certification, and our influence, we play a crucial role in the advancement of clinical research and the development of safe and effective medical treatments for a healthier world.



1. INTRODUCTION

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 into 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, medical device therapies, and clinical research community at large. Through a rigorous eligibility assessment and examination process, Certified Clinical Data Managers can demonstrate a high level of competence and expertise in their field.

SCDM certification program was designed to meet the following goals:

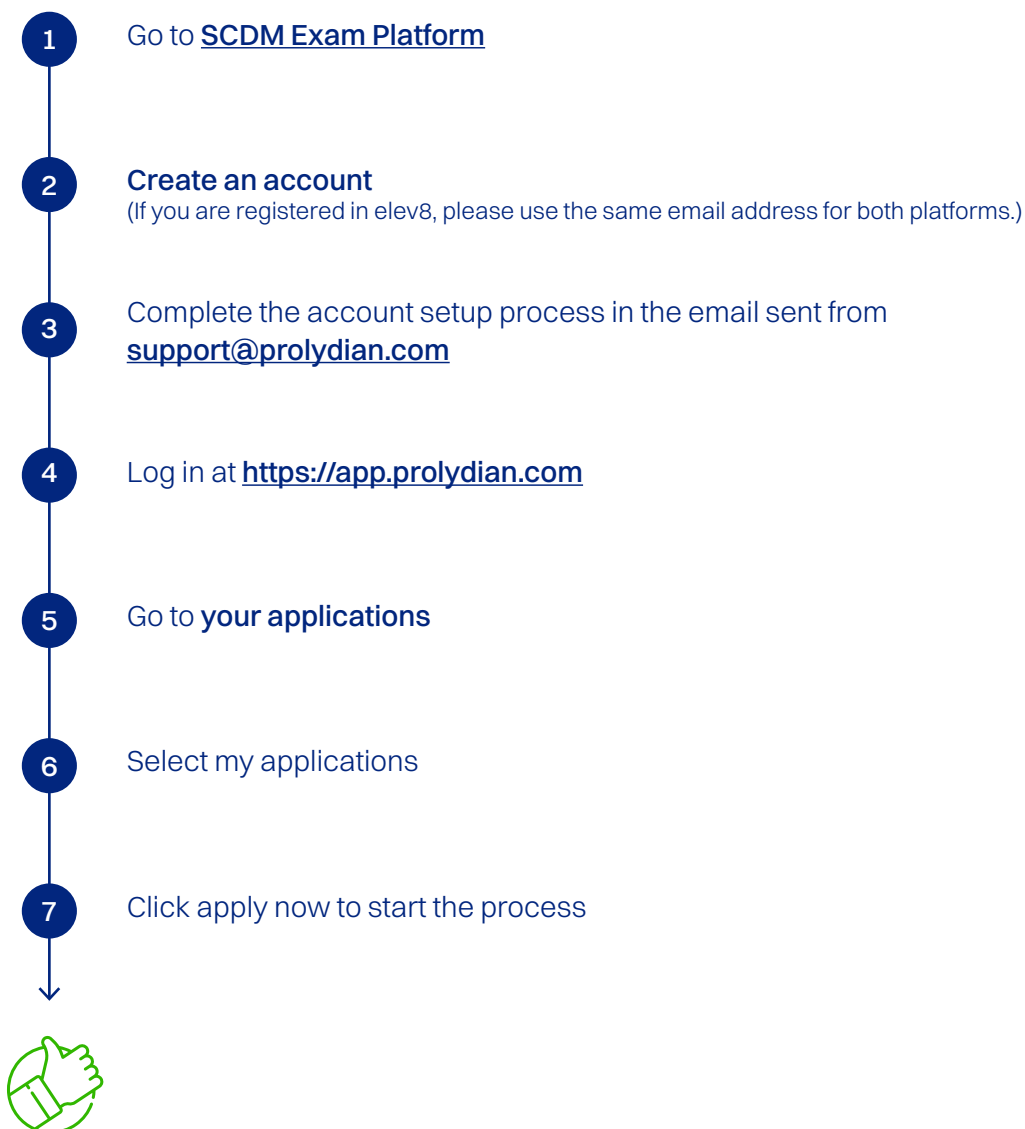
- › Establish and promote professional practice standards throughout clinical data management.
- › Identify qualified professionals within the profession.
- › Ensure recognition of expertise.
- › Enhance the credibility and image of the profession.

2. ABOUT THE CCDM® EXAM

The CCDM® exam, originally released in September 2005 and subsequently revised in 2008, 2010, and 2019, contains 150 multiple choice questions. Candidates are allotted 3.5 hours to complete the exam. All examinations are administered in English.

The exam and all test-related materials (i) are and will always remain the property of SCDM; (ii) are confidential; and (iii) are not available for review by any person or governmental agency, unless requested by a valid legal request (e.g., subpoena or court order).

Application Process



2. ABOUT THE CCDM® EXAM

What are the Costs?

Recognizing the important economic disparities in the global economy, the cost to sit for SCDM CCDM® exam is priced based on the three income levels as defined by the World bank. Please visit scdm.org/ccdm-certification to know the CCDM® exam application price in your region.

Application Approval

Once an application has been processed, approximately 14 business days after it is received by SCDM, the applicant will receive an e-mail of acceptance/denial. The e-mail of acceptance will include instructions on how to access the platform and schedule your exam date. The accepted applicant will have 90 days from the date of the acceptance e-mail to take the exam. It is recommended that an accepted applicant schedule an exam immediately upon receipt of the acceptance e-mail to secure an exam date within the eligibility period. Except as set forth in this Handbook, the eligibility period will not be extended. The eligibility ID is not transferable.

Applicants must meet at least one of the eligibility requirements listed below. If an applicant does not meet the requirements, the application will be denied and the applicant will be refunded their application fee.

Applicants for the Certified Clinical Data Manager (CCDM®) program must meet one of the following criteria:

- > Bachelor's degree or higher and minimum two years full-time Clinical Data Management (CDM) experience
- > Associate's degree and minimum three years full-time CDM experience
- > Four or more years full-time CDM experience
- > Part-time work experience equal to or surpassing full-time equivalent in criteria above

Scheduling the Exam

Scheduling the exam is done directly from Prolydian account. Log into the system and then go to the «Your exams» area. Click the Schedule button and follow the steps. Click [here](#) to learn how to schedule your exam.

NOTE:

Candidates can reschedule up to 48 hours before their scheduled appointment time via their Prolydian account.

2. ABOUT THE CCDM® EXAM

What to expect when taking an exam

There are 3.5 hours allocated to take the test of 150 multiple choice questions. During the exam, unscheduled breaks are permitted, but the clock will not stop during those breaks.

When you're ready to start your exam you'll be connected with an Proctor360, who will verify your identity and check your surroundings. Make sure the room is free of people, pets, and clutter. You'll complete a 360 degree sweep the room with camera to make sure it's free of anything that might get in the way of your testing experience and then the test will begin. You have to stay on screen for the duration of the exam otherwise the proctor may have to pause or stop the session.

The exam will be proctored live by our partner Prolydian, the CCDM® exam platform provider in partnership with Proctor360, the online proctoring company.

Before the Exam

> **Preparation:**

GCDMP® and JSCDM

Good Clinical Data Management Practices (**GCDMP®**) and Journal of the Society for Clinical Data Management® (**JSCDM**) are some of the foundational resource that will also help with exam preparation.

Prepare with elev8

SCDM's **elev8** offers a structured way to to strengthen your preparation and build confidence ahead of your exam.

As SCDM's learning experience platform for clinical data management, **elev8 is aligned with the CDM Competency Framework**, helping you focus on the knowledge and skills that matter most.

Through dedicated certification pathways (CCDA, CCDM®, CCDS), you **can follow curated study programs and learning modules designed to support your exam preparation** – at your own pace, and in line with real-world CDM practice.

While optional, elev8 is a valuable companion to help you stay on track and feel fully prepared on exam day.

> **Registration:**

Prior to beginning your exam, you must show a valid, Government-issued ID which must match your name on your Prolydian account. You must complete the computer requirements check prior to beginning your exam.

- > Check your computer readiness by clicking on “computer requirements check” or by clicking on the following [link](#) when you are on the computer you will be testing with. You may test your equipment [here](#).
- > Please ensure that the computer you will be using can download Zoom and GoToMeeting. We encourage you to download them on your computer prior to your exam.

2. ABOUT THE CCDM® EXAM

> **Technical Requirements:**

- > Browser: Google Chrome or Mozilla Firefox with popup blocker disabled. Other browsers are not supported and may not work as expected.
- > A working built-in or external webcam and microphone.
- > Desktop computer or laptop (Tablets, Chromebook and cell phones do not meet the proctoring requirements. It is strongly encouraged to use a personal device to help limit technical issues that may prevent you from completing the exam successfully.).
- > MacOS Mojave & Above, Windows 11 or higher. Proctor360 does not support Linux or Chrome OS.
- > Internet speed must be at least 15 Mbps/s upload, 10 Mbps/s download Web. Hot Spots are not recommended.

If you experience any issues that require technical assistance, please contact Prolydian support at support+scdm@prolydian.com. All other inquiries should be directed to SCDM at info@scdm.org

> **Online Testing Resources:**

We encourage you to review these helpful resources to ensure a successful testing experience:

- > Online Test Taker [FAQ](#)
- > Online Exam Rules and Requirements [here](#)
- > Starting Your Exam on Proctor360 [here](#)
- > Taking an Exam with Prolydian [here](#)

After the Exam

All exams are subject to live remote proctoring and exam results become available after proctoring review; this process takes 48 hours. Any exams flagged for review will require manual adjudication to confirm the test results. Common reasons for manual adjudication include poor quality provision of photo ID, poor compliance with remote setup instructions (e.g., scan of room), and prohibited behavior. In these instances, a result will be provided to the applicant as soon as the review is complete.

After the examination, candidates will receive an email with their results. To ensure delivery, please whitelist info@scdm.org and support@prolydian.com, and check your spam folder if needed. Upon passing, the CCDM® certificate will be added to your profile and can be downloaded from the main Dashboard or My Certifications page within your Prolydian Account. Simply click «View Certificate». A CCDM® certified individual may refer to the CCDM® certification if their certification is active.

2. ABOUT THE CCDM® EXAM

A CCDM® certified individual may use the CCDM® designation in block letters after his or her name on business cards, personal letterhead, resumes, websites, and in the person's email signature. The CCDM® designation may be used only in accordance with the Terms and Conditions of use in Section 4 of SCDM [Policy & Procedure Manual](#).

- > SCDM maintains an online list of CCDM® certification holders. A certification holder may opt out of inclusion in the registry by contacting info@scdm.org

Not passing the exam

The applicant may retake the exam one time for a reduced fee within one calendar year of the date of the formal notification letter date of the exam results. After expiration of that period, a full application must be submitted, and the full fee paid. Please refer to fee schedule on <https://scdm.org/get-certified/>

Routine Review of Test Results

SCDM reserves the right to undertake routine reviews of all test results, including using third-party forensic analysis. In the event this review raises concerns regarding the validity of any test results, SCDM has the right to invalidate the test results and to provide the candidate the opportunity to retake the exam, free of charge. In such an event, the candidate may not use the CCDM® credential until a passing grade on a subsequent exam is obtained.

3. CCDM® RECERTIFICATION

Requirements

To renew your CCDM® certification, you must earn **a minimum of 1.8 Continuing Education Units (CEUs)** within three years from the date of your most recent certification. **These CEUs must be related to Clinical Data Management (CDM) educational activities.**

How to Earn CEUs

1. SCDM Knowledge

We strongly encourage applicants to obtain CEUs through [SCDM Knowledge](#) educational activities, which include:

- > In-person sessions at SCDM Live conferences
- > elev8, **SCDM's learning experience platform**, offering a range of courses, master-classes, and certification pathways aligned with the [CDM Competency Framework](#) to support continuous professional development

2. CDM Educational Activities, outside of SCDM

- > 2.a. IACET-accredited organizations
CEUs can also be earned through CDM educational activities offered by organizations other than SCDM. SCDM will accept certificates from **organizations that provide IACET-accredited CEUs**. CEU certificates must be provided with the description or syllabus for each training course completed. These may be submitted on an ongoing basis prior to renewal to establish their applicability for renewal purposes.
- > 2.b. Other Recognized Training Organizations
Certificates for CEUs from public/nonprofit organizations (SoCRA, DIA, ACRP, Universities) as well as private organizations (Barnett, EDC and Beyond, etc.), will also be considered.
- > 2.c. Organizations that are not IACET-accredited
CEU certificates from training offered by other organizations that are not IACET-accredited can be used. In order to do so:
 - a. The applicant must confirm the suitability of the training with the SCDM team at info@scdm.org prior to submitting the recertification application, by providing the required supporting information for non IACET CEU activities. Each training submission is reviewed on a case by case basis by SCDM's Certification Committee and may be approved or declined. Please note that, in line with IACET requirements, CEUs earned from non IACET accredited organizations may not fully align with SCDM CEU criteria.

For CDM educational activities completed outside of SCDM Knowledge, CEU Certificates must include the following:

- > Workshop title Date of offering;
- > Name of sponsoring organization;
- > Specific number of CEUs issued (when issued, or contact hours when no CEUs have

been issued);

- › Signature and date of representative from sponsoring organization (or other form of formal authentication).
- › Please note that internal company specific training is not accepted as part of the CCDM® renewal process.

3. SCDM Volunteering Activities

If you **volunteer** with SCDM, **up to 40% of the required 1.8 CEUs for recertification** can come from your volunteer activities. Examples of volunteer opportunities include:

- › Committee or Working Group leadership
- › Active Working Group membership and participation
- › Leading an online or in-person session
- › Content contribution in JSCDM or other SCDM channels

CCDM® renewal application

The CCDM® renewal application available [here](#) must be submitted along with the following additional documentation for applications including Continuing Education Units (CEUs) earned from non-SCDM educational opportunities:

- › Continuing Education Unit (“CEU”) Submission Form;
- › Include course description, presenter biography, and certificate of successful completion (for CEUs obtained at organizations that are not IACET-accredited);
- › CEU certificates from each educational event.



CONTACTS**American Office**

Society for Clinical Data Management, Inc
1660 International Drive
Suite 600
McLean, VA 22102 USA
info@scdm.org

Global Headquarters

Society for Clinical Data Management, Inc
47, Avenue des arts,
B-1000 Brussels, Belgium
Tel.: +32 2 320 25 29
info@scdm.org

India Office

Society for Clinical Data Management, Inc 205,
Centrepont, Near Hotel Kohinoor
Continental, J.B. Nagar, Andheri Kurla
Road, Andheri (E), Mumbai, 400 059, India
Tel.: +91 22 66956642
info@scdm.org

CCDM® HANBOOK UPDATES

Date	Notes
22 July 2025	Whole document update
16 July 2026	Whole document update