

Navigating and completing the exam application process

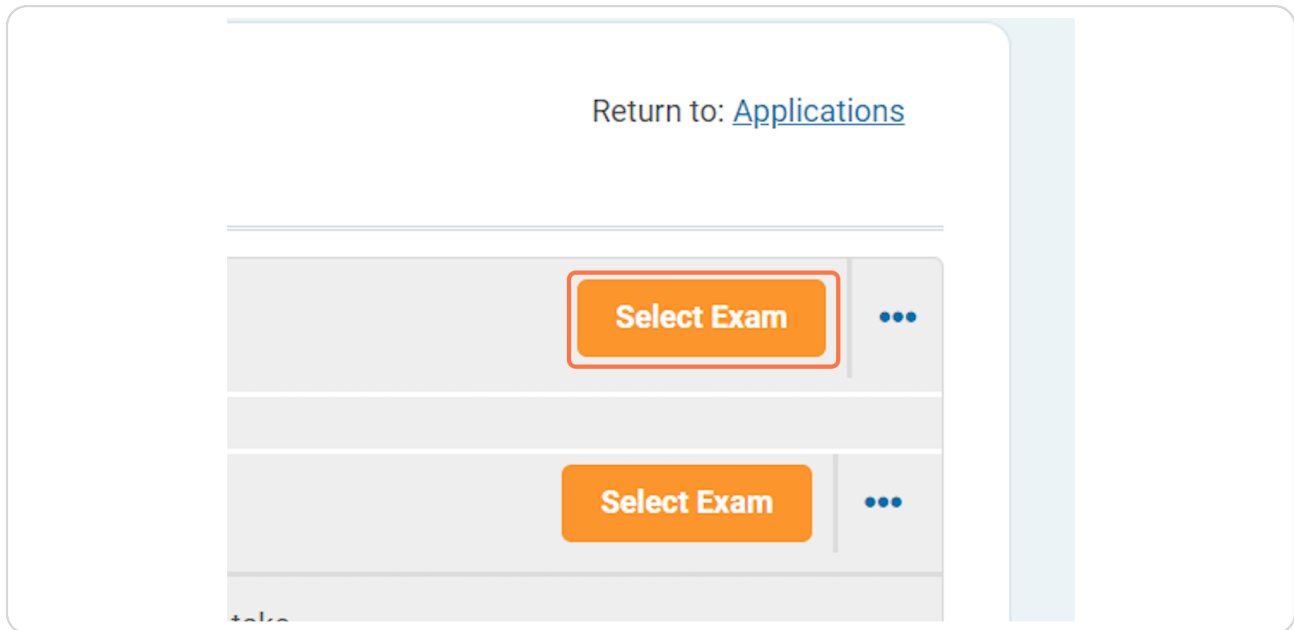
Created by
NAMSS

Creation Date
July 6, 2023

Last Updated
July 7, 2023

STEP 1

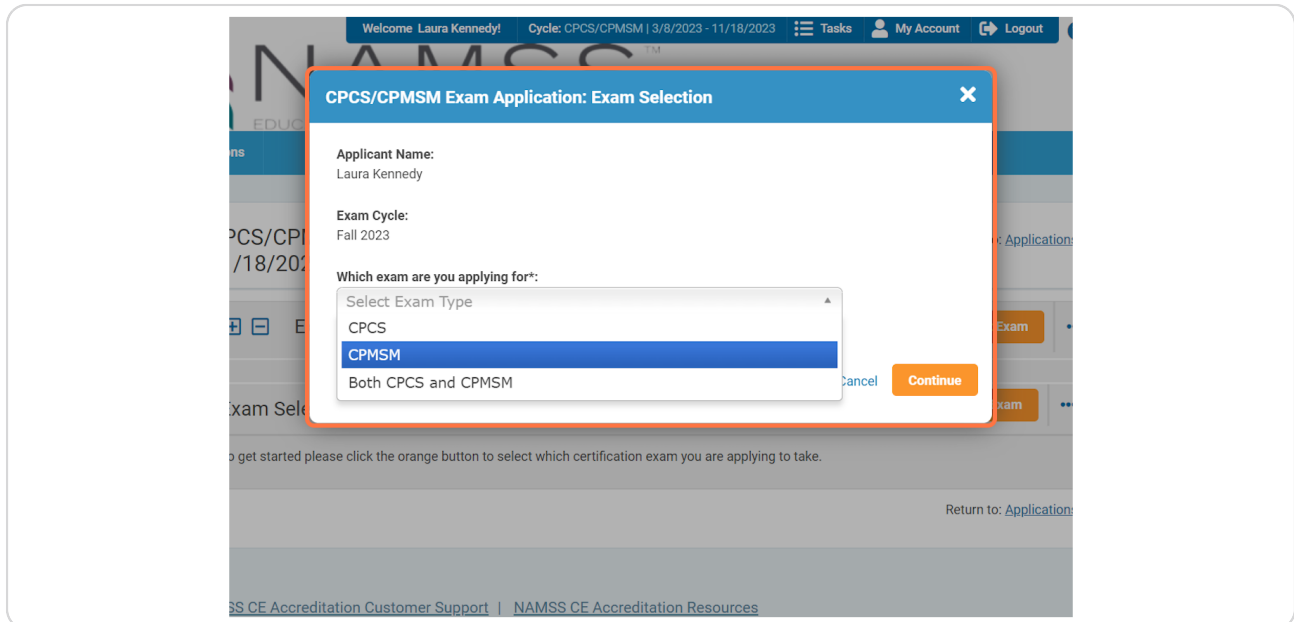
Click on Select Exam



STEP 2

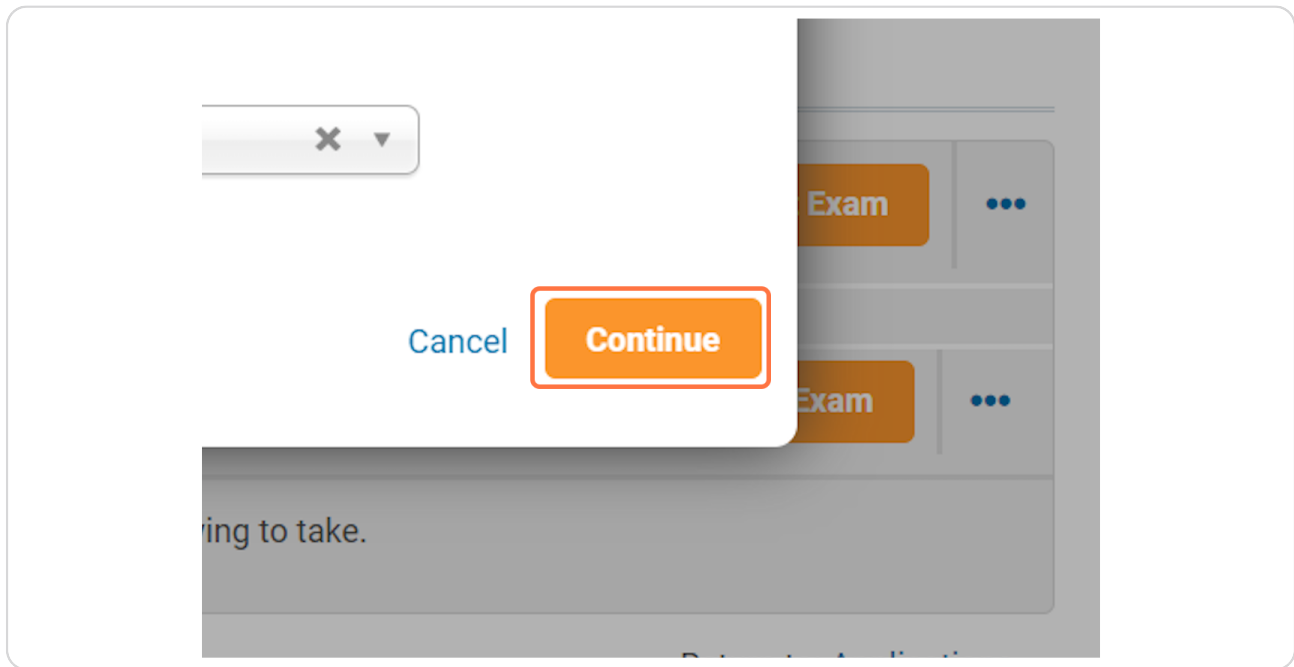
Select which exam you are applying for.

Please note the application window you are applying for. If you do not wish to sit for the exam in the listed window, please wait to apply until the appropriate application window.



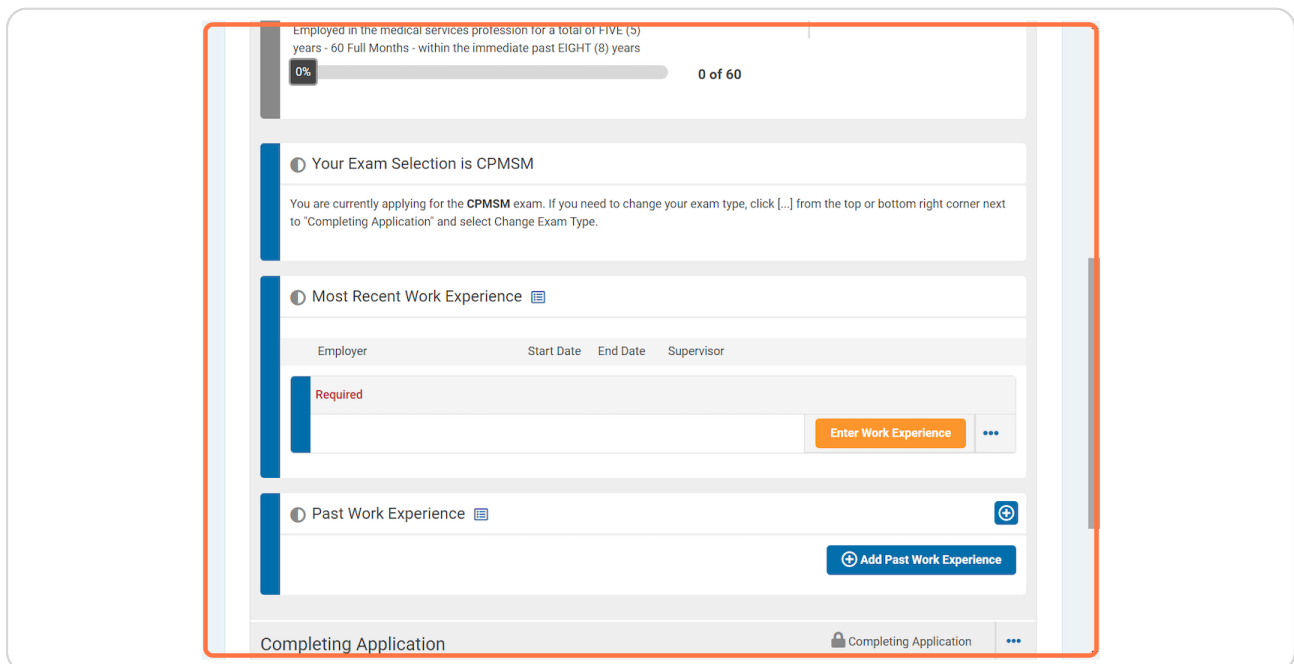
STEP 3

Click on Continue.



STEP 4

Select "Enter Work Experience".



STEP 5

Confirm that you are actively employed at your current position.

As a reminder, candidate must be currently employed in the medical services profession for at least 12 consecutive months in the last 24 months for both the CPCS and CPMSM exam.

60 Full Months - within the immediate past EIGHT (8) years

Work Experience - Most Recent: Complete Work Experience

Please enter details about your work experience below and then select the **Continue** button. Your application requirements will be updated based on the employment dates you enter. If you are still employed at a specific position please set the current date as your End Date. Self-employed applicants shall provide client contacts (in the supervisor fields) that can verify work completed. **Once you have entered this information, you must click Continue.**

If responding to an inquiry, please Continue from this step and Submit on the next step, then Resubmit your application.

Are you actively employed at this job?*:
Select Are you actively employed at this job? ▼

Employer*:

Position Title*:

Start Date*:

End Date*:

STEP 6

Enter the name of your current employer in the field.

60 Full Months - within the immediate past EIGHT (8) years

Work Experience - Most Recent: Complete Work Experience

Please enter details about your work experience below and then select the **Continue** button. Your application requirements will be updated based on the employment dates you enter. If you are still employed at a specific position please set the current date as your End Date. Self-employed applicants shall provide client contacts (in the supervisor fields) that can verify work completed. **Once you have entered this information, you must click Continue.**

If responding to an inquiry, please Continue from this step and Submit on the next step, then Resubmit your application.

Are you actively employed at this job?*:
Yes ▼

Employer*:
Example Employer

Position Title*:

Start Date*:

End Date*:

Supporting Documentation (Resume, CV, Job Description)*:

Completing Application

STEP 7

Enter your position name in the appropriate field.

To avoid delays in your application processing, please accurately list your position title.

Please enter details about your work experience below and then select the **Continue** button. Your application requirements will be updated based on the employment dates you enter. If you are still employed at a specific position please set the current date as your End Date. Self-employed applicants shall provide client contacts (in the supervisor fields) that can verify work completed. **Once you have entered this information, you must click Continue.**

If responding to an inquiry, please Continue from this step and Submit on the next step, then Resubmit your application.

Are you actively employed at this job?:

Employer*:

Position Title*:

Start Date*:

End Date*:

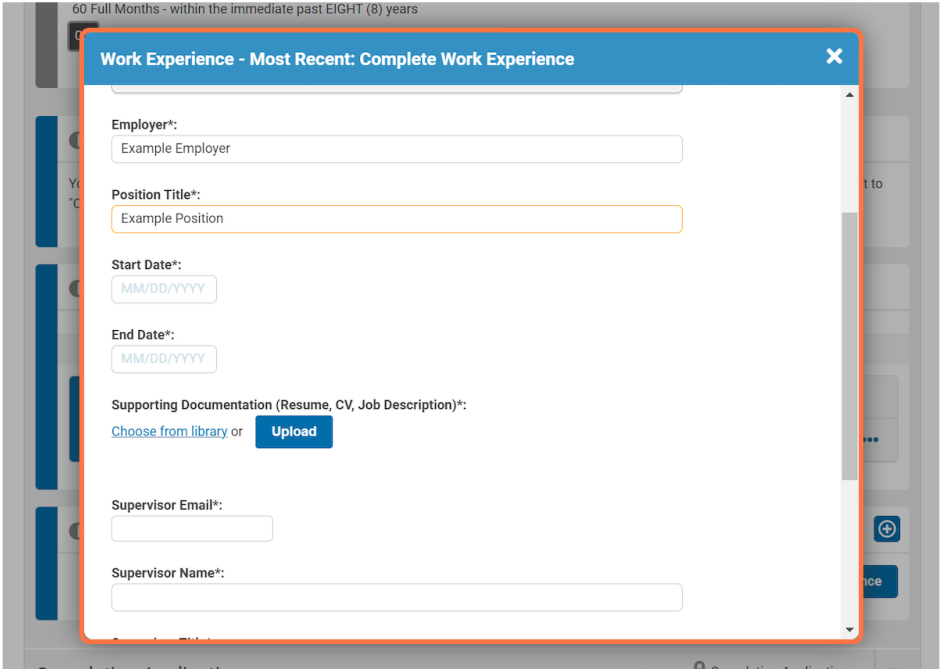
Supporting Documentation (Resume, CV, Job Description)*:

Completing Application

STEP 8

Enter your start and end dates. For your current position, please list the current date as your end date.

Please ensure your start date is accurate to avoid delays in your supervisor's approval of your application.



The screenshot shows a web application interface with a modal window titled "Work Experience - Most Recent: Complete Work Experience". The modal contains the following fields and options:

- Employer*:** A text input field with the placeholder text "Example Employer".
- Position Title*:** A text input field with the placeholder text "Example Position".
- Start Date*:** A date input field with a placeholder "MM/DD/YYYY".
- End Date*:** A date input field with a placeholder "MM/DD/YYYY".
- Supporting Documentation (Resume, CV, Job Description)*:** A section with a link "Choose from library" and a blue "Upload" button.
- Supervisor Email*:** A text input field.
- Supervisor Name*:** A text input field.

The modal is set against a background of a larger application window, which includes a sidebar on the left and a top header area. A small text label "60 Full Months - within the immediate past EIGHT (8) years" is visible at the top of the modal's content area.

STEP 9

Please upload a document supporting your current position. This can be a resume, CV, or detailed job description from your company's HR department.

The screenshot shows a web application interface for completing work experience. A modal window titled "Work Experience - Most Recent: Complete Work Experience" is open. It contains several input fields: "Employer*", "Position Title*", "Start Date*", "End Date*", "Supporting Documentation (Resume, CV, Job Description)*", "Supervisor Email*", "Supervisor Name*", and "Supervisor Title*". The "Supporting Documentation" section is highlighted with a red rectangular box. It shows a file named "resume.docx" with a document icon and a trash icon. The background of the application shows a sidebar with a list of items and a main content area with text about employment in the medical services profession.

Employed in the medical services profession for a total of FIVE (5) years - 60 Full Months - within the immediate past EIGHT (8) years

Work Experience - Most Recent: Complete Work Experience

Employer*:
Example Employer

Position Title*:
Example Position

Start Date*:
07/01/2020

End Date*:
07/06/2023

Supporting Documentation (Resume, CV, Job Description)*:

resume.docx

Supervisor Email*:

Supervisor Name*:

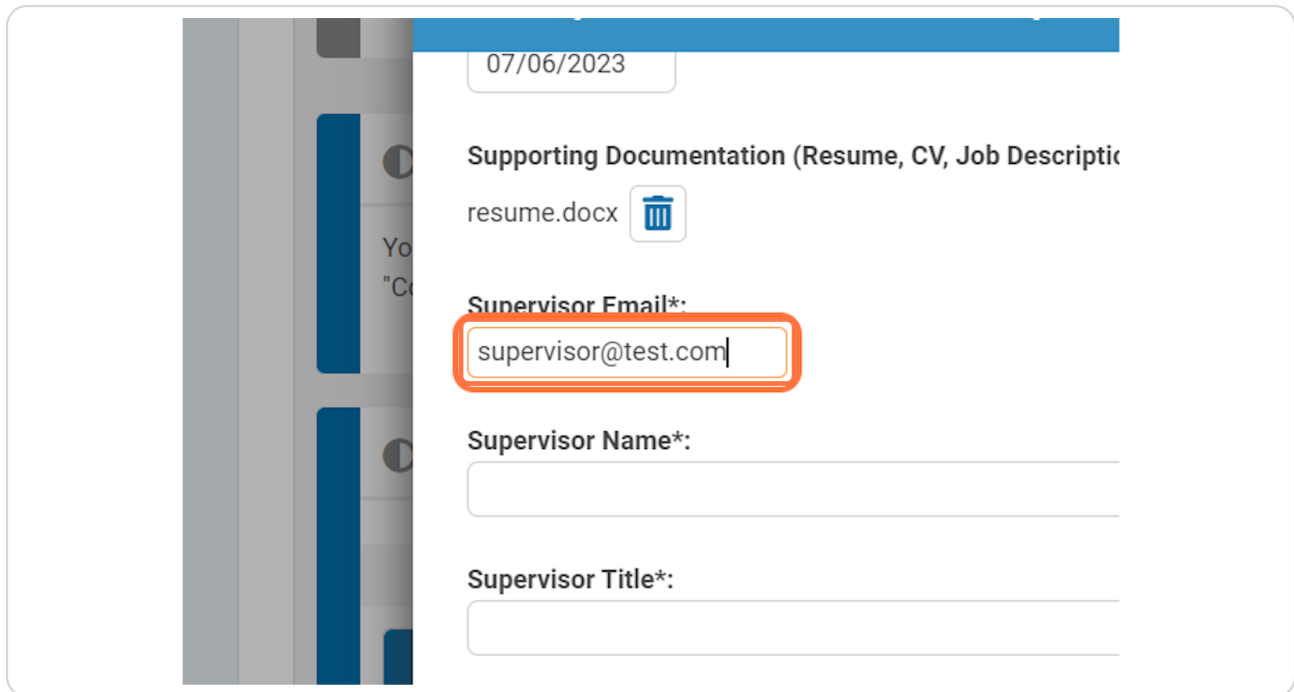
Supervisor Title*:

Completing Application

STEP 10

Enter your supervisor's email. To avoid delays in your application processing, please ensure their email is accurate.

As a reminder, it is the candidate's responsibility to ensure supervisor verifications are completed in a timely manner. If your supervisor doesn't receive an email from certification@namss.org, ask them to check spam and junk folders.



The screenshot shows a web form with a blue header bar. Below the header, there is a date field containing "07/06/2023". Underneath the date, the text "Supporting Documentation (Resume, CV, Job Descriptio" is visible, followed by "resume.docx" and a trash can icon. Below this, the label "Supervisor Email*:" is followed by a text input field containing "supervisor@test.com". This input field is highlighted with an orange border. Below the email field, the label "Supervisor Name*:" is followed by an empty text input field. At the bottom, the label "Supervisor Title*:" is followed by another empty text input field.

07/06/2023

Supporting Documentation (Resume, CV, Job Descriptio
resume.docx

Supervisor Email*:
supervisor@test.com

Supervisor Name*:

Supervisor Title*:

STEP 11

Enter your supervisor's name, title, organization, and phone number.

60 Full Months - within the immediate past EIGHT (8) years

Work Experience - Most Recent: Complete Work Experience

07/06/2023

Supporting Documentation (Resume, CV, Job Description)*:
resume.docx

Supervisor Email*:
supervisor@test.com

Supervisor Name*:
John Doe

Supervisor Title*:
I

Supervisor Organization*:

Supervisor Phone*:

Cancel Save Continue

STEP 12

You must select "Continue" in order to proceed.

Save Continue

Completing Application

STEP 13

Select the duties most relevant to your current role.

The screenshot shows a modal window titled "Work Experience - Most Recent: Complete Duties Performed" with a close button (X) in the top right corner. The modal contains the following text: "Please enter details about your duties performed for this specific work experience and then select the **Submit** button. **You must press Submit to move on to the next part of the application.** If responding to an inquiry, please Re-Submit this step and then Re-Submit your full application." Below this text is a section labeled "Duties Performed CPMSM:" with a dropdown menu that currently displays "Select Duties Performed CPMSM". At the bottom of the modal are four buttons: "Back" (blue), "Cancel" (light blue), "Save" (blue), and "Submit" (orange). The background of the page is dimmed and shows a "Completing Application" section with a red warning message: "You must enter and complete your Work Experience eligibility requirements before you can continue. The system will calculate your months of work experience based on the dates of employment you enter." and a link "Return to: [Applications](#)".

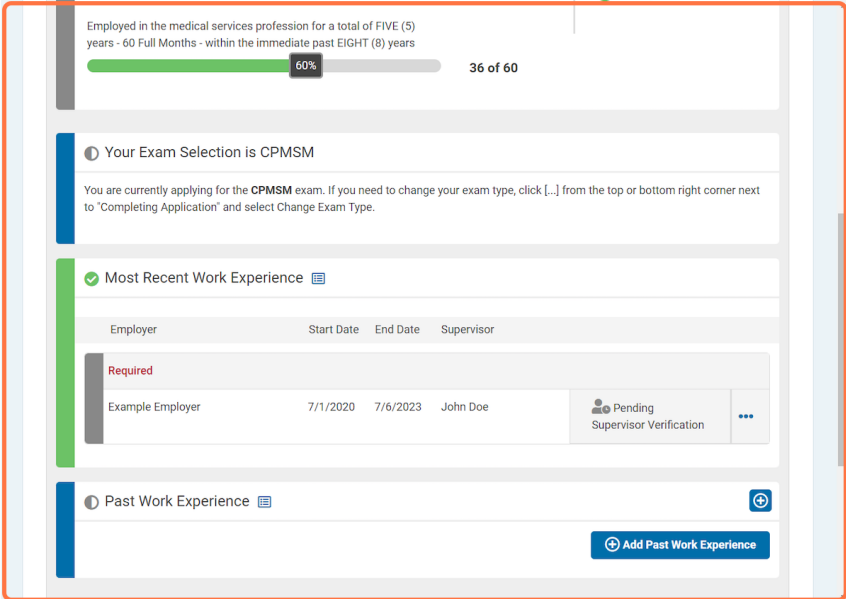
STEP 14

Click on Submit

This is a close-up screenshot of the bottom of the modal window from Step 13. It focuses on the four action buttons: "Cancel" (blue), "Save" (blue), and "Submit" (orange). The "Submit" button is highlighted with a red rectangular border. Below the buttons, a portion of the red warning message from the background page is visible: "ue. The system will calculate your months of". At the very bottom, the text "Return to: [Applications](#)" is partially visible.

STEP 15

In order to proceed, all three meters must be filled. Repeat previous steps until all three meters show "100%".



Employed in the medical services profession for a total of FIVE (5) years - 60 Full Months - within the immediate past EIGHT (8) years

60% 36 of 60

Your Exam Selection is CPMSM

You are currently applying for the **CPMSM** exam. If you need to change your exam type, click [...] from the top or bottom right corner next to "Completing Application" and select Change Exam Type.

Most Recent Work Experience

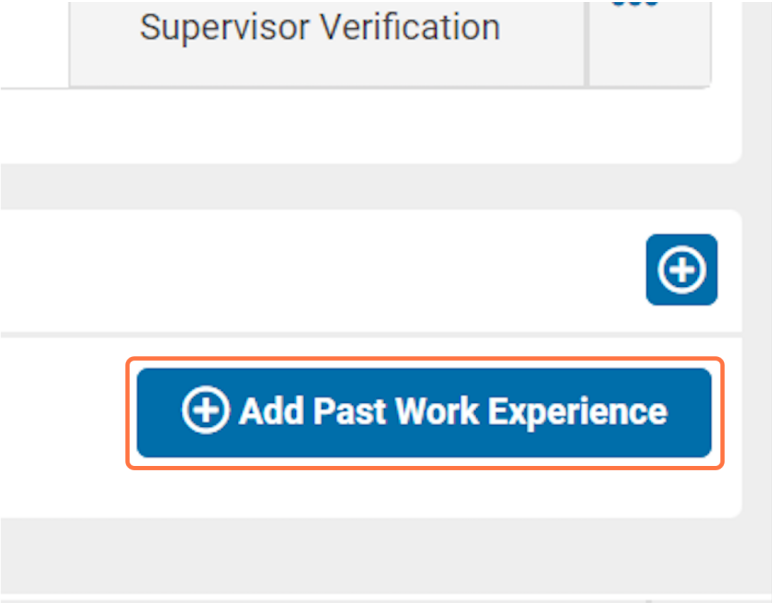
Employer	Start Date	End Date	Supervisor	
Required				
Example Employer	7/1/2020	7/6/2023	John Doe	Pending Supervisor Verification

Past Work Experience

[+ Add Past Work Experience](#)

STEP 16

Click on "Add Past Work Experience", and repeat previous steps to complete this portion of the application.

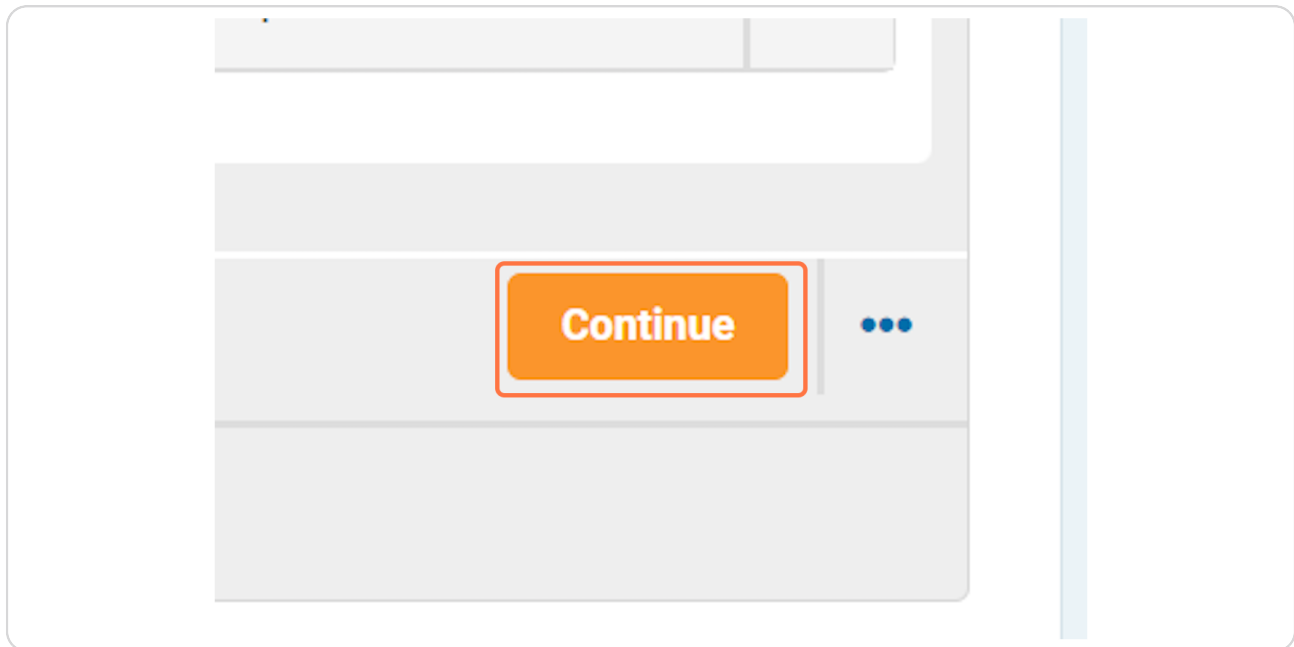


Supervisor Verification

[+ Add Past Work Experience](#)

STEP 17

Select "Continue" to proceed.



STEP 18

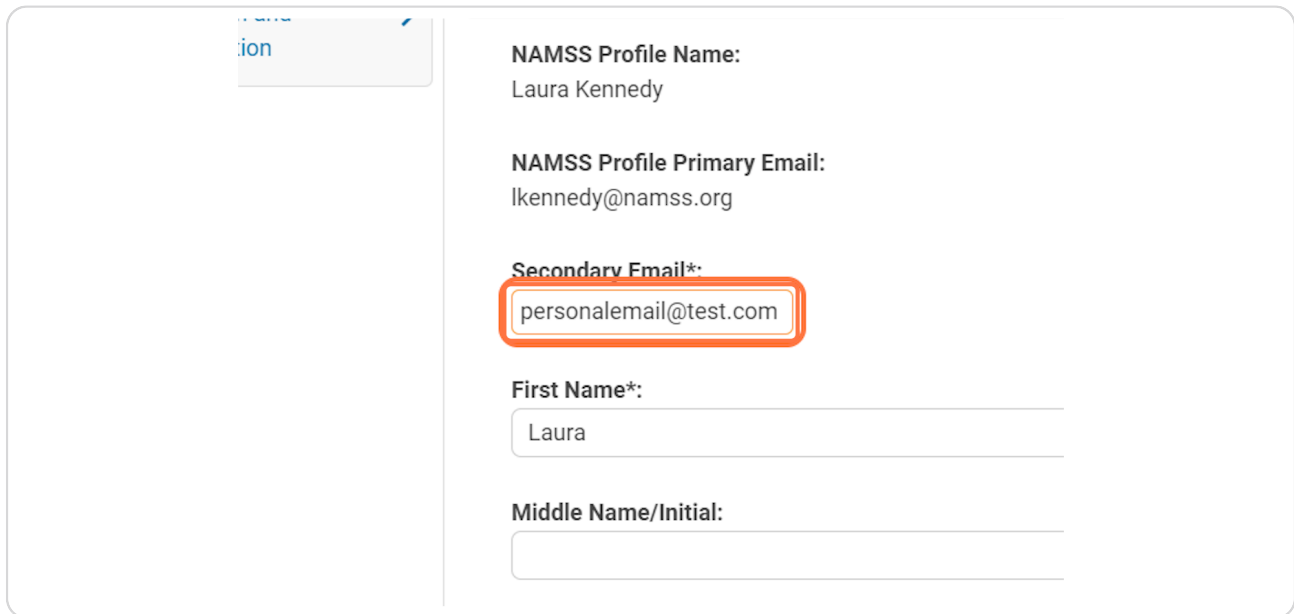
Please enter a secondary email address, ideally a personal email address, to use if we are unable to reach you at your primary email address.

A screenshot of a profile form. On the left, there is a partial view of a sidebar with a blue header and a white body. The main form area has a white background. It contains the following fields:

- NAMSS Profile Name:** A text input field containing "Laura Kennedy".
- NAMSS Profile Primary Email:** A text input field containing "lkennedy@namss.org".
- Secondary Email*:** A text input field containing "personalemail@test.com", which is highlighted with an orange border.
- First Name*:** A text input field containing "Laura".
- Middle Name/Initial:** An empty text input field.

STEP 19

Please enter your name as it appears on the government issued ID you will present on exam day. Failure to provide your accurate name may result in being barred from sitting for your exam.

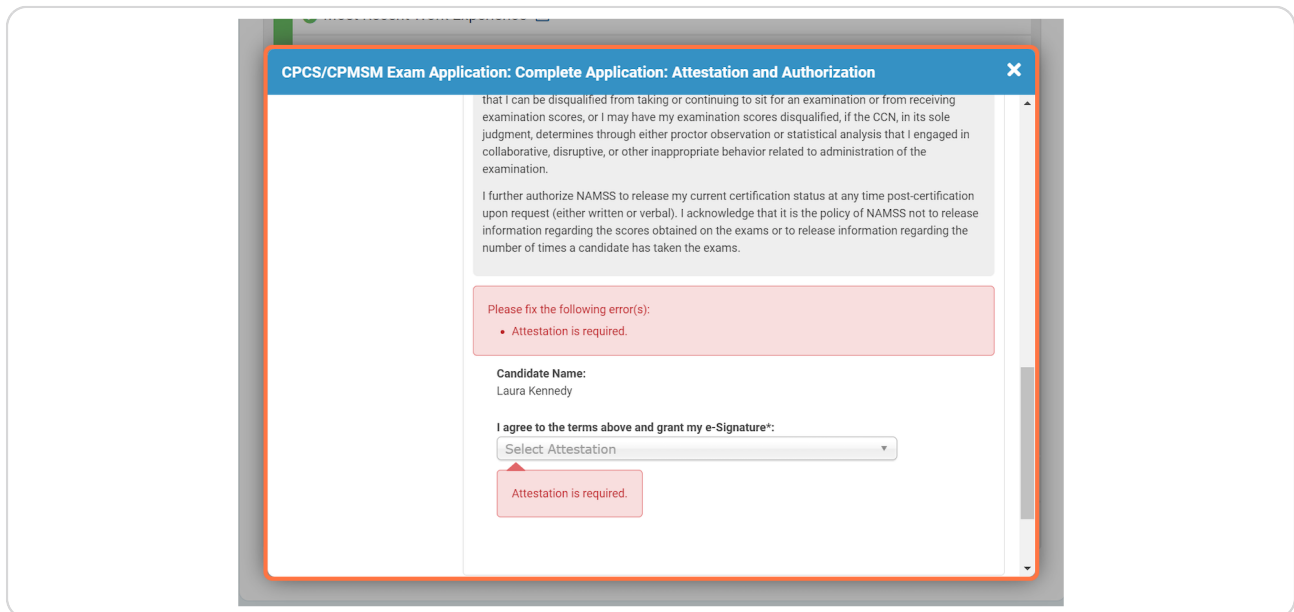


A screenshot of a web form for the NAMSS profile. The form is divided into two columns. The left column contains a small image placeholder with the text 'ion' and a blue pencil icon. The right column contains the following fields:

- NAMSS Profile Name:** Laura Kennedy
- NAMSS Profile Primary Email:** lkennedy@namss.org
- Secondary Email*:** A text input field containing 'personalemail@test.com', which is highlighted with an orange border.
- First Name*:** A text input field containing 'Laura'.
- Middle Name/Initial:** An empty text input field.

STEP 20

Read the attestation thoroughly and select that you agree with all terms outlined above.



A screenshot of a web application window titled 'CPCS/CPMSM Exam Application: Complete Application: Attestation and Authorization'. The window contains the following elements:

- A blue header bar with the title and a close button (X).
- A text area containing the following text:

that I can be disqualified from taking or continuing to sit for an examination or from receiving examination scores, or I may have my examination scores disqualified, if the CCN, in its sole judgment, determines through either proctor observation or statistical analysis that I engaged in collaborative, disruptive, or other inappropriate behavior related to administration of the examination.

I further authorize NAMSS to release my current certification status at any time post-certification upon request (either written or verbal). I acknowledge that it is the policy of NAMSS not to release information regarding the scores obtained on the exams or to release information regarding the number of times a candidate has taken the exams.
- A red error message box with the text: 'Please fix the following error(s):' and a bulleted list: '• Attestation is required.'
- A 'Candidate Name:' label with the value 'Laura Kennedy'.
- A label 'I agree to the terms above and grant my e-Signature*:' followed by a dropdown menu with the selected option 'Select Attestation'.
- A red error message box with the text: 'Attestation is required.'

STEP 21

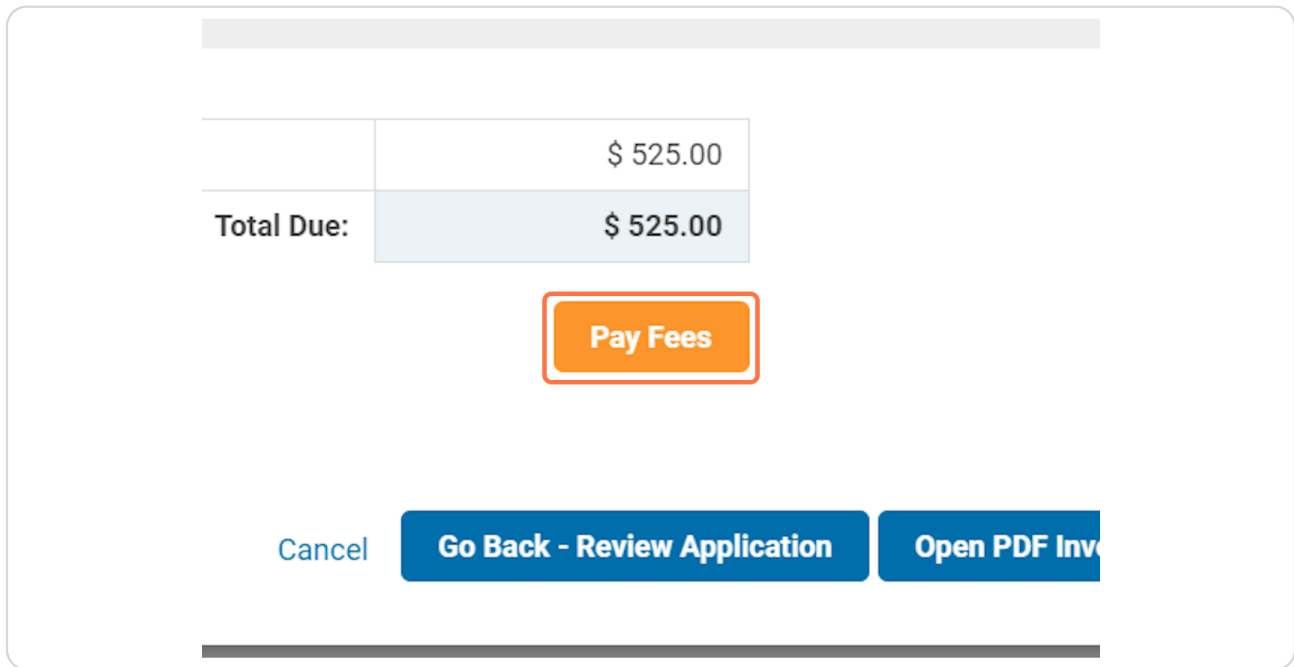
To request an ADA accomodation, select "Request Special Accomodation for Exam". You will be required to select your accomodation and provide accurate and thorough documentation.

If you do not require an accomodation, select "Continue to Payment."

The screenshot shows a web interface for Step 21. At the top, there are two navigation buttons: "< Previous" and "Next >". Below these, there are two main buttons: "Request Special Accommodations for Exam" (blue) and "Continue to Payment" (orange). The "Continue to Payment" button is highlighted with a red border. Below the buttons, there is a grey rectangular area, likely a placeholder for a form or image.

STEP 22

Click on "Pay Fees" to pay your exam fee via Credit Card.



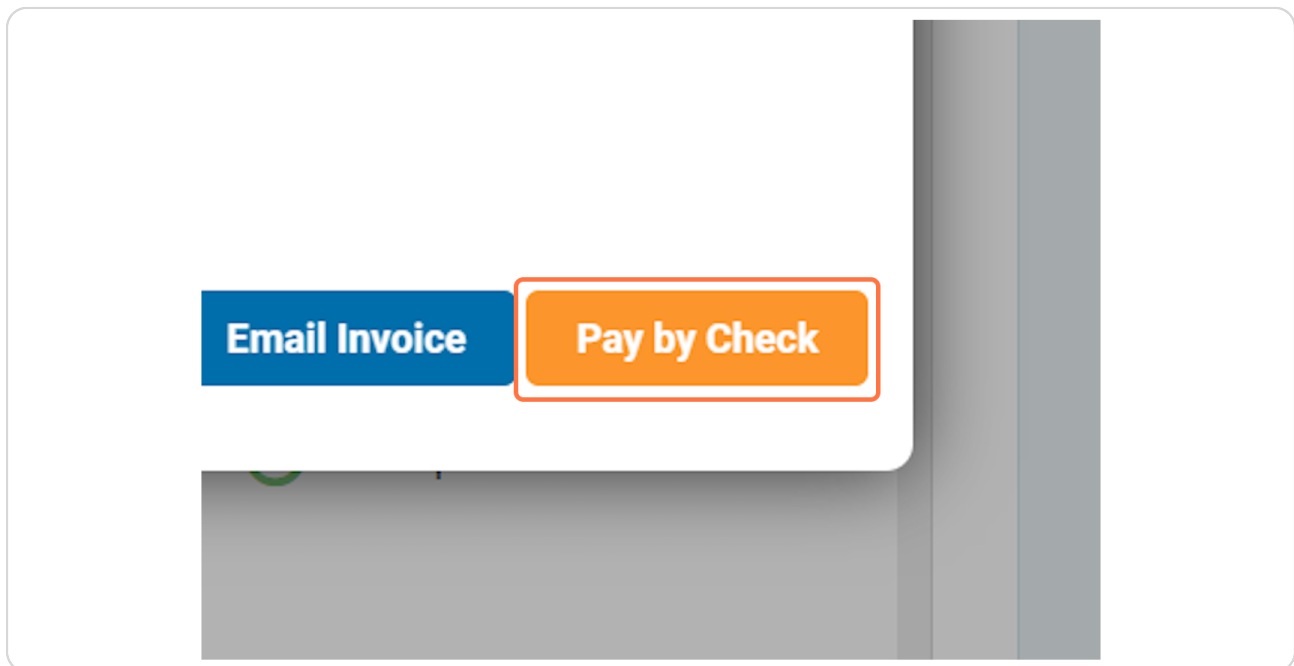
A screenshot of a payment summary screen. At the top, there is a light gray header bar. Below it, a table displays the payment details:

	\$ 525.00
Total Due:	\$ 525.00

Below the table, there is an orange button with a red border labeled "Pay Fees". At the bottom of the screen, there are three buttons: a blue "Cancel" button, a blue "Go Back - Review Application" button, and a blue "Open PDF Invoice" button.

STEP 23

To pay your exam fee by Check, select "Pay by Check."



A screenshot of a payment options screen. It features two buttons: a blue "Email Invoice" button and an orange "Pay by Check" button with a red border. The "Pay by Check" button is highlighted with a red border. Below the buttons, there is a gray rectangular area.

STEP 24

Review the information below to properly proceed with paying for your exam by check.

As a reminder, we are unable to review your application until check payments are received and processed. It is the candidate's responsibility to ensure the proper issuing authority issues the check in a timely manner. To check on the status of your a payment, please contact info@namss.org with the check number and name of the issuing authority.

Add Past Work Experience

Employer	Start Date	End Date	
Sample	7/1/2013	7/1/2020	<div>Reviewing Work Experience</div>

Awaiting Check Payment

Awaiting Check Payment

You chose to pay by check. Your application will not be reviewed until we receive and process your check payment.

You will receive an invoice to your email address on file.

Please send checks to:

NAMSS
8658 Solution Center
Chicago, IL 60677-8006

If you would rather pay by credit card, please select the [...] button and 'Pay by Credit Card'.

Return to: [Applications](#)

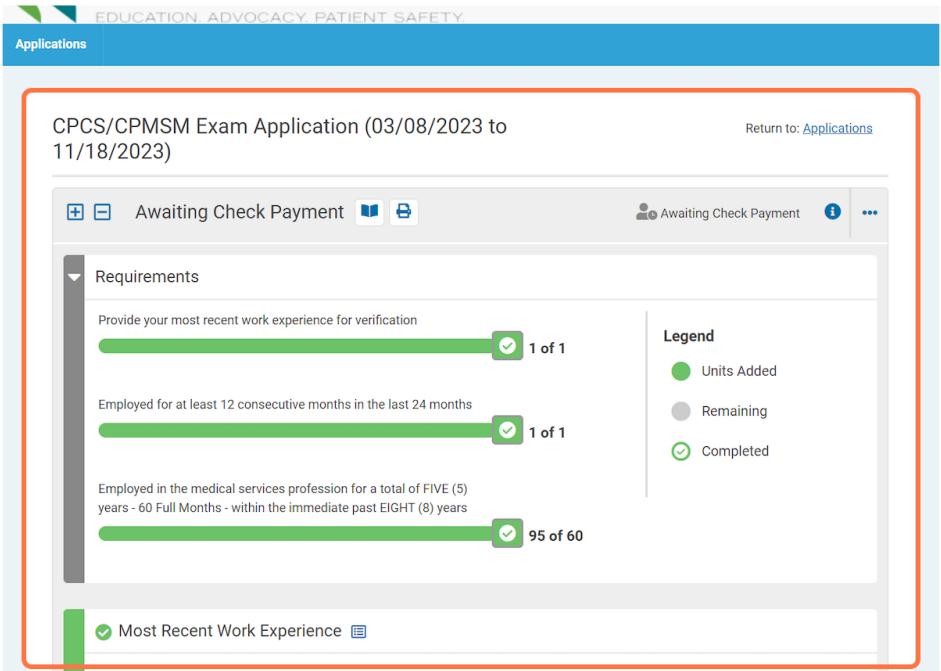
[NAMSS CE Accreditation Customer Support](#) | [NAMSS CE Accreditation Resources](#)
[NAMSS Recertification \(CPCS/CPMSM\) Customer Support](#) | [NAMSS Recertification Resources](#)

Powered by LearningBuilder. Copyright 2023 Heuristic Solutions, LLC.
Built: Tue, 18 Apr 2023 12:41:17 Version: 11.0.23 Revision: a5540e1016

[Site Map](#)

STEP 25

To switch from a check payment to card payment, select the three dots in the top right hand corner and select "Pay by Card."



The screenshot displays the 'Applications' section of a web portal. The main heading is 'CPCS/CPMSM Exam Application (03/08/2023 to 11/18/2023)' with a 'Return to: Applications' link. Below this is a status bar indicating 'Awaiting Check Payment'. The 'Requirements' section is expanded, showing three items: 'Provide your most recent work experience for verification' (1 of 1), 'Employed for at least 12 consecutive months in the last 24 months' (1 of 1), and 'Employed in the medical services profession for a total of FIVE (5) years - 60 Full Months - within the immediate past EIGHT (8) years' (95 of 60). A legend on the right indicates 'Units Added' (green circle), 'Remaining' (grey circle), and 'Completed' (green checkmark). At the bottom, a green bar shows 'Most Recent Work Experience' with a checkmark and a calendar icon.

STEP 26

After you hit submit and your supervisor verification is complete, NAMSS staff will review your application within 10 business days. Please direct after questions about your application status to certification@namss.org.