Navigating and completing the exam application process
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.

STEP 6

Enter the name of your current employer in the field.
STEP 7

Enter your position name in the appropriate field.

To avoid delays in your application processing, please accurately list your position title.
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.
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.
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.
STEP 11
Enter your supervisor’s name, title, organization, and phone number.

STEP 12
You must select "Continue" in order to proceed.
STEP 13
Select the duties most relevant to your current role.

STEP 14
Click on Submit
STEP 15
In order to proceed, all three meters must be filled. Repeat previous steps until all three meters show "100%".

STEP 16
Click on "Add Past Work Experience", and repeat previous steps to complete this portion of the application.
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.
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.

STEP 20

Read the attestation thoroughly and select that you agree with all terms outlined above.
STEP 21

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

If you do not require an accommodation, select "Continue to Payment."
STEP 22
Click on "Pay Fees" to pay your exam fee via Credit Card.

STEP 23
To pay your exam fee by Check, select "Pay by Check."
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 payment, please contact info@namss.org with the check number and name of the issuing authority.
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."

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.