

## **IF YOU ARE LOCATED OVERSEAS OR AT A REMOTE DOD LOCATION WITHIN THE CONUS**

The Certified Defense Financial Manager (CDFM) examinations are primarily delivered via computer at commercial testing centers. However, if you are located overseas or at a base in CONUS that is not close to one of ASMC's commercial testing locations (but does have a DANTES Education Center) you may consider taking the paper version of the exam at that Base Education Test Center.

The Education Center's Test Control Officer (TCO) or Education Services Officer (ESO) will determine if the center possesses personnel and space to administer the exam. Visit the DANTES Test Center on your base and inquire about administration of the CDFM tests.

Once you have verified that you will be able to take a proctored paper examination at the Education Center, you must send a completed Education Center Request Form (see next page) to:

ASMC  
(Attn: DANTES TESTING)  
415 North Alfred Street, Suite 3  
Alexandria, VA 22314

All the information requested on the form can be obtained from the Education Center. Your letter must also contain payment for the examinations requested.

1 Exam = \$95, 2 Exams = \$190, and 3 Exams = \$285

If you request one or more examinations, you must schedule and complete all of the requested examinations within 4 or 5 weeks of receipt at the Education Center. The Education Center will mail the completed examinations back to the ASMC for scoring. Once scored, your results will be sent to you via email.

The exam can also be delivered at selected Education Centers via computer. If you're interested in this option, ask your Center. If the Center says "yes" contact the ASMC for specific instructions.

CDFM Examination Request  
Education Center Delivery  
(Paper Examinations Only)

*Testing at these locations is subject to the availability of facilities and personnel.*

**Candidate:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Commercial Phone \_\_\_\_\_

Email \_\_\_\_\_

**Test Control Officer:**

Name \_\_\_\_\_

Email \_\_\_\_\_

**DANTES/Base Education Center:**

Identification Number \_\_\_\_\_

Postal Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Examination(s) Requested:**

Module Name(s) \_\_\_\_\_

Module Number(s) \_\_\_\_\_

Payment amount (\$95 per exam) \_\_\_\_\_

**Credit Card Information:**

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Zip Code (Billing address) \_\_\_\_\_

**Note:** If paying via credit card you may mail, fax, or email your request to the ASMC. If by fax the number is 703-549-3181. If by email please send to [tyler@asmconline.org](mailto:tyler@asmconline.org). If paying by check you must use the U.S. Mail. The address is 415 N. Alfred St., Suite 34, Alexandria, VA 22314. By mail it takes approximately two weeks for exam requests to reach the ASMC Headquarters from overseas locations; conversely, exams usually reach these locations two weeks after processing at the ASMC so the total process may take as much as a month.