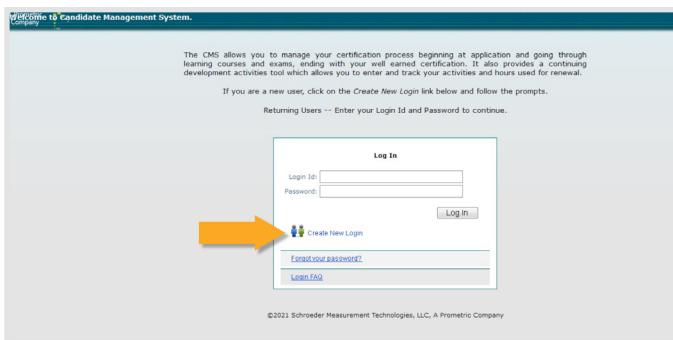


# CGMS Exam Application Instructions

## 1. Click [HERE](#) to create a new Login



Welcome to Candidate Management System.

The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal.

If you are a new user, click on the [Create New Login](#) link below and follow the prompts.

Returning Users --> Enter your Login Id and Password to continue.

**Log In**

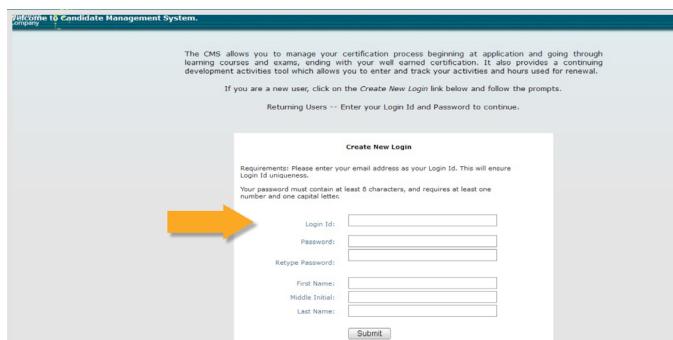
Login Id: \_\_\_\_\_  
Password: \_\_\_\_\_

[Create New Login](#) 

[Forgot your password?](#) [Login FAQ](#)

©2021 Schroeder Measurement Technologies, LLC, A Prometric Company

## 2. Create a user ID (your email address), create a password, enter First and Last Name and click **Submit** at the bottom.



Welcome to Candidate Management System.

The CMS allows you to manage your certification process beginning at application and going through learning courses and exams, ending with your well earned certification. It also provides a continuing development activities tool which allows you to enter and track your activities and hours used for renewal.

If you are a new user, click on the [Create New Login](#) link below and follow the prompts.

Returning Users --> Enter your Login Id and Password to continue.

**Create New Login**

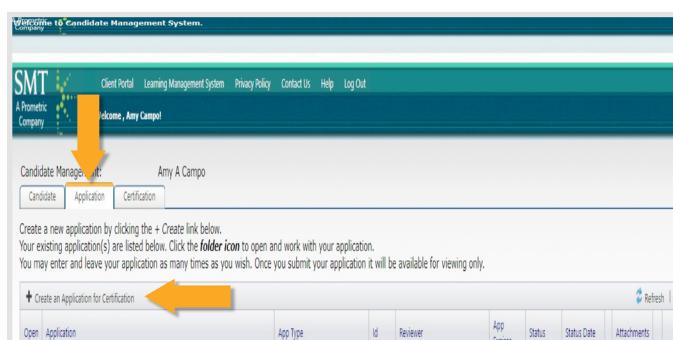
Requirements: Please enter your email address as your Login Id. This will ensure Login is unique.

Your password must contain at least 8 characters, and requires at least one number and one capital letter.

Login Id: \_\_\_\_\_  
Password: \_\_\_\_\_  
Retype Password: \_\_\_\_\_

First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Last Name: \_\_\_\_\_

## 3. Once logged in, you will need to click the **Application** tab at the top. Next, click the **Create an Application for Certification**.



Welcome to Candidate Management System.

SMT A Prometric Company Welcome, Amy Campo

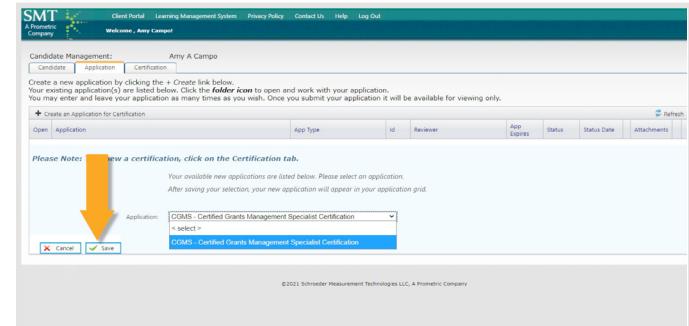
Candidate Management: Amy A Campo

[Candidate](#) [Application](#) [Certification](#)

Create a new application by clicking the + Create link below. Your existing application(s) are listed below. Click the **folder icon** to open and work with your application. You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

**+ Create an Application for Certification**

## 4. Go to Application in the center of the screen, click the dropdown menu, choose the **CGMS Application** and click **Save**.



SMT A Prometric Company Welcome, Amy Campo

Candidate Management: Amy A Campo

[Candidate](#) [Application](#) [Certification](#)

Create a new application by clicking the + Create link below. Your existing application(s) are listed below. Click the **folder icon** to open and work with your application. You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

**+ Create an Application for Certification**

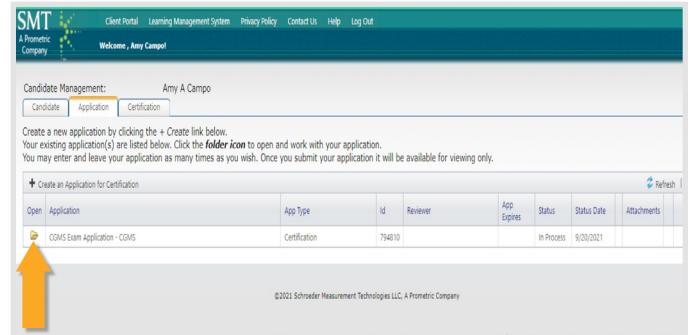
**Please Note:** *After you have created a certification, click on the Certification tab.*

Application:  < select >

**CGMS - Certified Grants Management Specialist Certification**

©2021 Schroeder Measurement Technologies LLC, A Prometric Company

## 5. Your application is now displayed under the Application tab. Click the folder icon to the left of the application name to begin the process.



SMT A Prometric Company Welcome, Amy Campo

Candidate Management: Amy A Campo

[Candidate](#) [Application](#) [Certification](#)

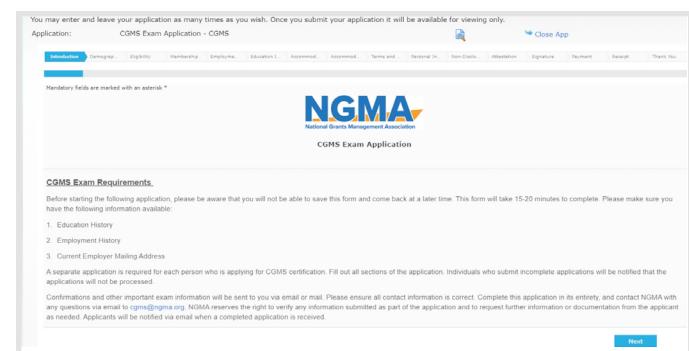
Create a new application by clicking the + Create link below. Your existing application(s) are listed below. Click the **folder icon** to open and work with your application. You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

**+ Create an Application for Certification**

 CGMS Exam Application - CGMS  754810 In Process 9/20/2021

©2021 Schroeder Measurement Technologies LLC, A Prometric Company

## 6. This will bring you to the first page of the application. The application must be completed in its entirety prior to being approved to sit for the exam. Follow the directions on each screen to proceed to the next page.



You may enter and leave your application as many times as you wish. Once you submit your application it will be available for viewing only.

Application: CGMS Exam Application - CGMS

Required fields are marked with an asterisk \*

**CGMS Exam Requirements**

Before starting the following application, please be aware that you will not be able to save this form and come back at a later time. This form will take 15-20 minutes to complete. Please make sure you have the following information available:

1. Education History
2. Employment History
3. Current Employer/Mailing Address

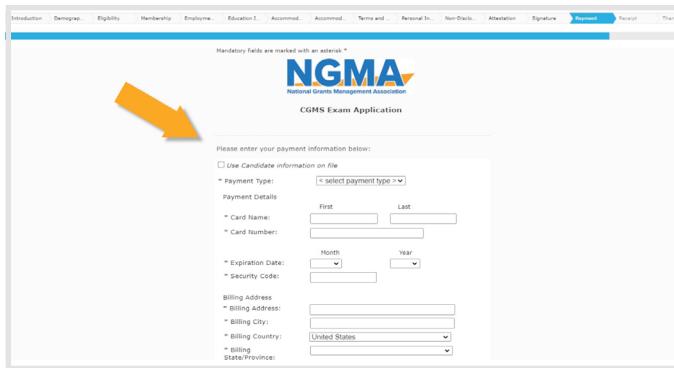
A complete application is required for each person who is applying for CGMS certification. Fill out all sections of the application. Individuals who submit incomplete applications will be notified that their applications will not be processed.

Confirmations and other exam information will be sent to you via email or mail. Please ensure all contact information is correct. Complete this application in its entirety, and contact NGMA with any questions via email to [cgms@ngma.org](mailto:cgms@ngma.org). NGMA reserves the right to verify any information submitted as part of the application and to request further information or documentation from the applicant as needed. Applicants will be notified via email when a completed application is received.

**continued**

# CGMS Exam Application Instructions

## 7. Enter all payment information.



CGMS Exam Application

Please enter your payment information below:

Use Candidate information on file

\* Payment Type:

Payment Details

\* Card Name:  First  Last

\* Card Number:

\* Expiration Date:  Month  Year

\* Security Code:

Billing Address

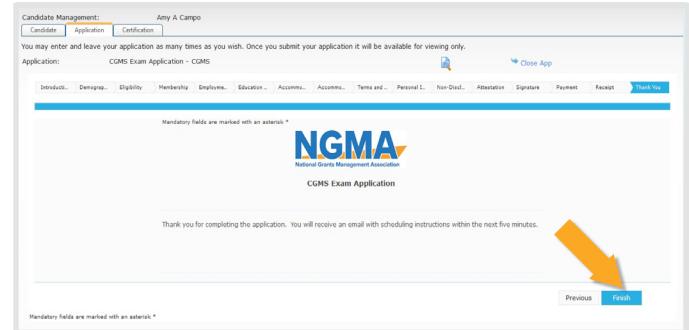
\* Billing Address:

\* Billing City:

\* Billing Country:  United States

\* Billing State/Province:

## 9. Click **Finish** to complete the application process. You should receive the scheduling emails within a few minutes of completing the application.



Candidate Management: Amy A Campo

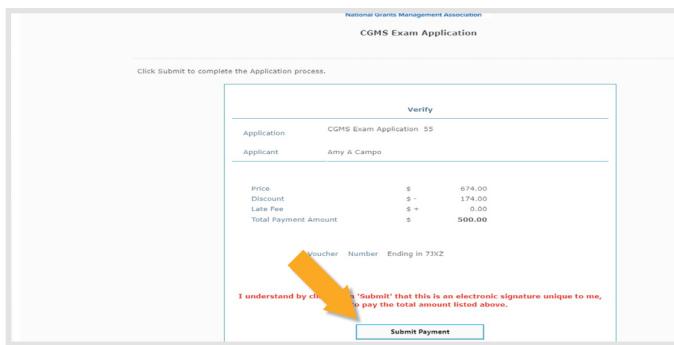
Applications: CGMS Exam Application - CGMS

Thank You

Thank you for completing the application. You will receive an email with scheduling instructions within the next five minutes.

Previous

## 8. On the receipt screen, you will click the **Submit Payment** button to finalize your application.



Click Submit to complete the Application process.

Verify

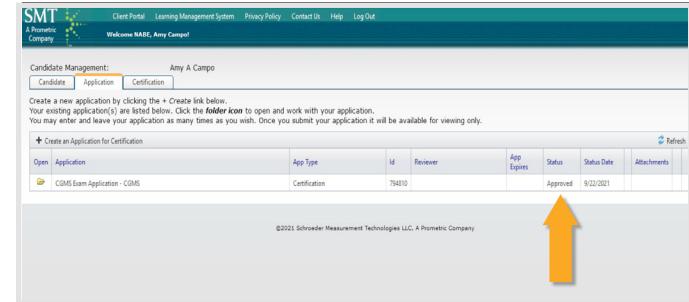
Application	CGMS Exam Application - 55
Applicant	Amy A Campo

Price: \$ 574.00  
Discount: \$ 0.00  
Late Fee: \$ 0.00  
Total Payment Amount: \$ 500.00

Voucher Number: Ending in 73XZ

I understand by clicking 'Submit' that this is an electronic signature unique to me, to pay the total amount listed above.

## 10. This will bring you back to the dashboard and your application will show **Approved**.



SMT  
A ProMetric Company

Welcome Amy Campo

Candidate Management: Amy A Campo

Open Application

App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
CGMS Exam Application - CGMS	984810			Approved	9/22/2021	

©2021 Schroeder Measurement Technologies LLC, A ProMetric Company