

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](#)

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

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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 Id uniqueness.

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.

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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

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
	CGMS Exam Application - CGMS	Certification	734010		In Process	9/20/2021		

4. Go to Application in the center of the screen, click the dropdown menu, choose the [CGMS Application](#) and click [Save](#).

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Welcome, Amy Campo

Candidate Management: Amy A Campo

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

Create a new application by clicking the + Create link below.

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+ Create an Application for Certification

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
	CGMS - Certified Grants Management Specialist Certification							

Please Note: **Create a new certification, click on the Certification tab.**

Your available new applications are listed below. Please select an application.

After saving your selection, your new application will appear in your application grid.

Application: **CGMS - Certified Grants Management Specialist Certification**

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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.

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Welcome, Amy Campo

Candidate Management: Amy A Campo

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

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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

Open	Application	App Type	Id	Reviewer	App Expires	Status	Status Date	Attachments
	CGMS Exam Application - CGMS	Certification	734010		In Process	9/20/2021		

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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

[Candidates](#) [Eligibility](#) [Membership](#) [Employment](#) [Education](#) [Assessment](#) [Terms and Conditions](#) [Personal Data](#) [Exam Details](#) [Information](#) [Signature](#) [Payment](#) [Receipt](#) [Thank You](#)

Mandatory fields are marked with an asterisk *

NGMA
National Grants Management Association

CGMS Exam Application

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:

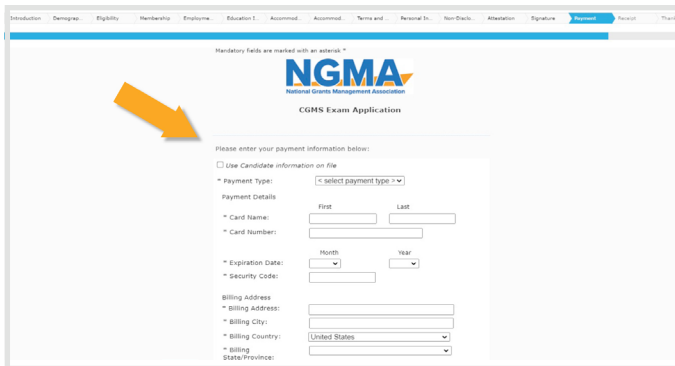
1. Education History
2. Employment History
3. Current Employer Mailing Address

A separate 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 the applications will not be processed.

Confirmations and other important 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. 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.

CGMS Exam Application Instructions

7. Enter all payment information.



Mandatory fields are marked with an asterisk *

NGMA
National Grants Management Association
CGMS Exam Application

Please enter your payment information below:

☐ Use Candidate information on file

* Payment Type: < select payment type >

Payment Details

* Card Name: First Last

* Card Number:

* Expiration Date: Month Year

* Security Code:

Billing Address

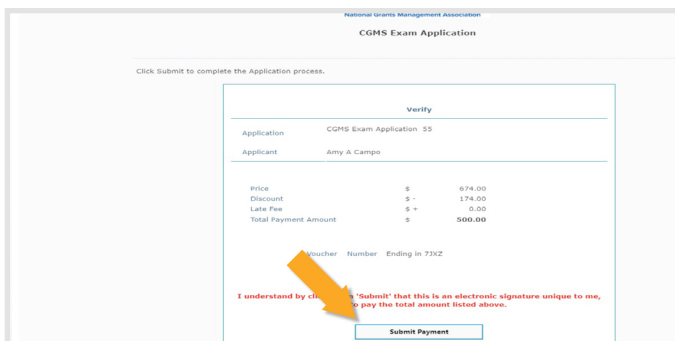
* Billing Address:

* Billing City:

* Billing Country: United States

* Billing State/Province:

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



National Grants Management Association
CGMS Exam Application

Click Submit to complete the Application process.

Verify

Application	CGMS Exam Application - \$5
Applicant	Amy A Campo

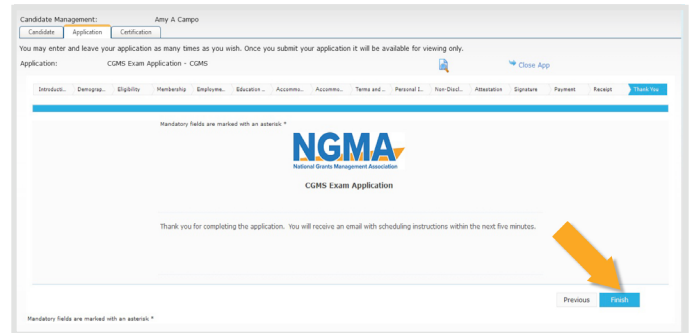
	\$	
Price	\$	674.00
Discount	\$ -	174.00
Late Fee	\$ -	0.00
Total Payment Amount	\$	500.00

Voucher Number Ending in 7302

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

Submit Payment

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

Candidate Application Certification

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

[Close App](#)

Mandatory fields are marked with an asterisk *

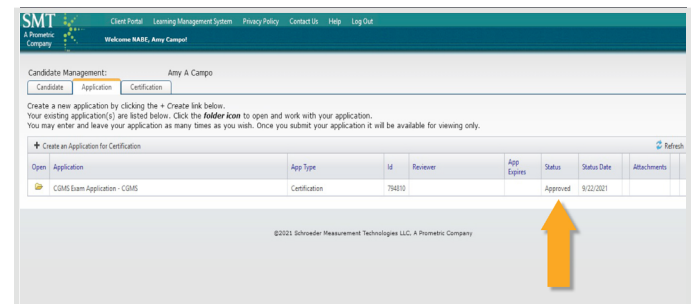
NGMA
National Grants Management Association
CGMS Exam Application

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

[Previous](#) **Finish**

Mandatory fields are marked with an asterisk *

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



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Welcome NAME, Amy Campo!

Candidate Management: Amy A Campo

Candidate Application Certification

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Open	Application	App Type	ID	Reviewer	App Expires	Status	Status Date	Attachments
	CGMS Exam Application - CGMS	Certification	754810			Approved	9/22/2021	

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