

CGMS Renewal Application Process



To complete your CGMS Certification renewal application:

1. Click [HERE](#) to login. Enter your Login ID (usually your email address) and your password. If you do not have your username and password, email cgms@ngma.org.

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 environment for you to keep your skills current and renew your certification for renewal.

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

Required Field

Log In

Log In

Create New Login

Forgot your password?

Login FAQ

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5. Select the Provider Type in the dropdown menu. Next, type in the Provider Name, CPE Type, CPE Quantity and date earned. You will also need to upload documentation that you received the CPE (ex. CPE certificate). Select the Document Category, then use the browse box to upload supporting documentation. Next, click "Save."

Provider Type	Provider Name	Date Earned	CEU Type	Value	Quantity	Total	Audit	Delete	Admin Override
Conference, Seminar, Workshop	NGMA 2022 AGT	3/25/2022		1.00	20.00	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Select type that best fits this activity									
General									
Value: 1.00/unit(s) per hour									
Document Upload									
Document Category: Certificate of Completion									
Current Uploaded File: Select									
Cancel Save									

2. Click the "Certification" tab on the candidate dashboard.
6. After clicking "Save," you will see the CPEs listed, along with any others you have entered. Repeat steps 3-5 to enter any additional CPEs.

Candidate Management:

Candidate Application Certification

3. Click "ADD Continuing Professional Education" to input CPE credits you have earned during this renewal period.

-CPE entries can be made at any time during the certification period
-60 CPE credits are required for renewal
-Once the 60 CPE credits are submitted you are required to complete the renewal application and pay the renewal fee.

CPE [ADD Continuing Professional Education](#)

7. The Renewal Application will open once 60 CPE credits are uploaded and once the renewal window is open. Click on the green "Renew Now click here" button.

Certificate	Status
Certified Grants Management Specialist Certification	Renew Now click here
<p>-CPE entries can be made at any time during the certification period -60 CPE credits are required for renewal -Once the 60 CPE credits are submitted you are required to complete the renewal application and pay</p>	
CPE ADD Continuing Professional Education	

4. This will open a screen to input details for your CPE credits.

Select type that best fits this activity	
*CPE Type	Select
*Quantity:	1.0
Value:	<input type="text"/>
Document Upload	
Document Category:	Select category
Current Uploaded File:	Select
Browse to select a new or replacement file:	Select
Cancel Save	

continued

8. This action will bring you to the first page of the renewal application. Follow the directions on each screen to proceed through the application.

9. Enter all payment information on the payment screen and click "Next." On the receipt screen, you will click the "Submit" button to finalize your application.

10. To access your CGMS certificate, return to the Candidate Dashboard and click on the "Certification" tab.

11. Next, click on the Print icon.

12. Finally, select "Certificate" from drop-down menu. This action will open a PDF of your certificate that you may save or print.