

CDMM® Certification
Administered by:
American Association of Daily Money Managers
673 Potomac Station Drive #801
Leesburg, VA 20176
www.aadmm.com
Email: certification@aadmm.com



Recertification Application

***Applications should be submitted 30 days prior to your recertification deadline**

Checklist of items that need to be submitted:

- Completed Application and Recertification Fee
- Course Documentation: Proof of completed education hours via CEU Excel Tracking Sheet (available for download from the recertification page at www.aadmm.com) **OR** printing summary pages from the CEU Tracking System showing credit hours and certificates.
 - o You may still obtain hours up until your deadline, just be sure to include the course information on your recertification tracking sheet (this includes AADMM events and Outside Continuing Education Approvals [OCEA]). Once the course is completed, submit the Certificate of Attendance.
Instructions to print off document from the Tracking System:
 - When in your tracking account, in the “Current License” section, click the “details” option for the types of credit. This will show a listing of the certificates used for that type of credit for the current recertification, print this page for each credit type.
 - When on the specific credit pages, look for CDMM OCEA certificates, if any appear, go back to the main page and locate the certificates for the events, click “certificate” and check under the title of the event to verify if proof of attendance is needed, or has already been submitted. If OCEA document states that proof attendance is needed, you must include both a copy of the approval **and** your certificate of attendance from the event.
 - Remember teaching/speaking certificates are floating credits and are only listed within the overall listing of certificates and are not applied to credit areas. Those hours must be written in by the CDMM designating credit area to which the hours are applied.
 - o Certificates of attendance already logged in the tracking system do not need to be individually printed.

NAME _____

BUSINESS NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE _____ DAYTIME FAX _____

EMAIL (confirmations will only be sent by email) _____

Fees:

AADMM member: \$150.00 \$ _____
Non-member: \$200 \$ _____
Total amount of payment: \$ _____

Method of Payment:

- Payment made by Check or Money Order (make payable to American Association of Daily Money Managers)
- Invoice Me (You will receive an invoice for your renewal upon receipt of your application. Payment must be paid in full prior to your application undergoing review.)

Signature: _____

Date: _____