

Choosing the CGFM designation:

Q: What are the benefits of having the CGFM certification?

A: CGFM highlights your achievements, serves as a tangible indicator of your experience and knowledge and stays with you throughout your career. In addition, the CGFM may:

- enhance your marketability throughout all levels of government.
- provide networking opportunities with other government financial managers.
- support continued education to keep you informed of the latest developments and cutting edge technologies.
- provide increased employee value, both real and perceived
- increase confidence on the job.
- encourage employer incentives—raises, promotions and bonuses.

CGFM application process:

Q: How do I apply for the CGFM Program?

A: You can via fax, mail or [online](#). Go to [Certification Process](#) section for more information on application requirements.

Q: How much is the application fee?

A: The nonrefundable application fee for the CGFM Program is \$85. You can pay it by check or credit card when submitting your [CGFM Application Form](#).

Q: Can I get reimbursed for CGFM examination fees?

A: Please check with your HR department if your agency or company has professional certification reimbursement policy. If you are a veteran, you may be eligible for reimbursement: CGFM certification examinations have been approved by the Department of Veterans Affairs for reimbursement - go to the [VA Website](#) for more information.

Q: Do I have to be an AGA member to apply for the CGFM?

A: AGA Membership offers many valuable benefits to its members, but it is not required for your CGFM designation.

Q: What is the education requirement for the CGFM?

A: In order to take any of the Certified Government Financial Manager Examinations, you must have already earned a bachelor's degree from an accredited college or university. Please see [Education requirement](#) for more information.

Q: I don't have a bachelor's degree. What do I do?

A: Please see [Education requirement](#) for more information on degree waivers or if you are within one year of graduation with a bachelor's degree.

Q: What do I send as proof of my bachelor's degree?

A: A copy of your official transcript from an accredited college or university is required before any CGFM Examinations can be taken. The official transcript must clearly state your name, the name of college or university, the fact that a degree (bachelor's or higher) was conferred, and the date the degree was awarded. You can fax (703.562.0361), [email](#), or mail this information to the Office of Professional

Certification (AGA, 2208 Mount Vernon Avenue, Alexandria, VA 22301). Please see [Education requirement](#) for more information.

Q: What is the experience requirement for the CGFM?

A: Certification candidates must have at least two years of professional-level experience in government financial management prior to designation as a CGFM. The experience requirement is not necessary to sit for the examinations; however, documentation of professional experience must be filed before the designation can be granted and the certificate is issued. For more information, please see [Professional Experience Requirement](#).

Q: I don't have the required experience. Can I still apply for CGFM now?

A: Yes. The experience requirement does not have to be satisfied at the time of application. [CGFM Work Verification Form](#) can be submitted after passing the CGFM examinations.

Q: I've submitted the CGFM application form and proof of my degree. What do I do next?

A: Wait for your Eligibility Letter from AGA. It is usually sent out within two or three weeks of receipt of your CGFM application. Please see [Certification Process](#) for more information.

Q: How long is the eligibility period?

A: You have three years from the date your application is processed to pass the three CGFM examinations. Please see [Certification Process](#) for more information.

Q: My eligibility period ends soon, and I have not completed all of the CGFM Examinations. Can I get an extension?

A: If your eligibility period ends before you pass all three CGFM Examinations, you will need to reapply and pass all the examinations again. Extensions of eligibility may be granted to individuals who passed some but not all of their examinations before the end of their eligibility period. Extensions are not designed to establish a new eligibility period but to give 1-2 months to individuals who have not been able to complete all of their exams before the eligibility deadline. No extensions will be granted to individuals who have not passed any of their CGFM Examinations. To request an extension of eligibility, contact AGA's Office of Professional Certification 30 days before the expiration of your eligibility period via email at agacgfm@agacgfm.org, fax at 703-562-0361 or mail (AGA, 2208 Mount Vernon Avenue, Alexandria VA 22301).

Studying for CGFM Examinations:

Q: What is the best way to study for the CGFM Examinations?

A: The best way to study depends on your knowledge, experience, time and location constraints and individual preferences. Start by reviewing the contents of each examination in the [Examinations Requirement](#) section. Then review each of the choices in [Preparing for Examinations](#) section.

Q: Do I have to apply for the CGFM Program before taking the courses?

A: No, you can take [instructor-led courses](#) at any time.

Q: What book can I buy to study for the examinations?

A: AGA has three study guides to help you study for the three CGFM Examinations: Examination 1: Governmental Environment, Examination 2: Governmental Accounting, Financial Reporting and Budgeting and for Examination 3: Governmental Financial Management and Control. See [study guides](#) for more information. For additional list of resources, go to [study references list](#).

Q: Can I talk to any current CGFMs about preparing for the examinations?

A: Yes, we have a list of mentors who can share their experience of studying for the CGFM Examinations. Call the Office of Professional Certification for more information at 800.AGA.7211.

Q: Are there sample examination questions?

A: Yes, sample CGFM examinations questions are available in the [Examinations Requirement](#) section.

Purchasing and Taking CGFM Examinations:

Q: What is the cost of CGFM examinations and how do I pay for them?

A: The cost is \$109 per examination. There are three examinations: Governmental Environment Examination; Governmental Accounting, Financial Reporting and Budgeting Examination; and Governmental Financial Management and Control Examination. You can pay the examinations online or over the phone. Go to [Examination Scheduling and Procedures](#) section for more information.

Q: I cannot pay for the cost of the exams. Is there any way to reduce the cost?

A: Unfortunately, this fee is based on what AGA is charged to have the exams administered on our behalf. We are unable to offer financial assistance. If you are an AGA member, your chapter may be able to offer you partial support through their scholarship fund. Contact your [local chapter](#).

Q: How often are the examinations offered?

A: They are offered five days a week all year round through a network of Pearson Professional Testing Centers. Some centers offer evening hours for testing. See [Examination Scheduling and Procedures](#) section for more information.

Q: How do I schedule my examination appointment?

A: Follow the instructions on your eligibility letter or on [Examination Scheduling and Procedures](#) page to register with Pearson VUE, pay examination fees and schedule your testing appointments.

Q: How can I find the nearest Pearson Professional Center?

A: On AGA's page of the [Pearson VUE website](#), click on the button called "Locate a Test Center". Select United States, Canada or Japan for country and then city or zipcode you are looking for – a list of closest Pearson Test Centers will come up.

Q: Am I required to take all three examinations even though I have other certifications?

A: Yes. All applicants are required to take all three examinations regardless of other credentials or past experience.

Q: Do I have to take all three examinations at the same time or in any particular order?

A: No. You may take up to three years to complete all three examinations. Examinations

can be taken in any order.

Q: How long are the exams?

A: Each examination has 115 questions. You are given two hours and 15 minutes to complete each exam.

Q: I need to cancel my exam appointment. How do I do that?

A: If you wish to cancel or reschedule your testing appointment, you must contact Pearson VUE at 888.846.6948 or by logging into your account and changing your appointment at least 24 hours prior to your originally scheduled testing appointment date and time. Canceling or rescheduling an exam within 24 hours of appointment time is subject to a same-day forfeit exam fee. Exam fees are due for no-shows. If you need to cancel your testing appointment for an emergency reason (such as a medical emergency, death in the immediate family or car accident) within the 24-hour timeframe, you must contact Pearson VUE representative Barbara Hoffman at barbara.hoffman@pearson.com or 952.681.3485 within 24 hours before or after your appointment time in order to request a waiver of the no-show fee.

Q: I did not pass. How do I retake the examination?

A: If you do not pass the exam the first time, you must wait 30 days before you can retake this examination at a testing center. Please follow the same steps as with the original purchase. The cost is the same (\$109). If you don't pass a second time, there is a 90-day waiting period between retakes. There is no limit to how many times you can retake the exam as long as you are within your eligibility period.

Q: Would I get the numerical score for taking the CGFM examination?

A: Upon completing each CGFM Examination, test takers receive an immediate pass/fail result that is printed and provided to the test taker at a testing center. Individuals who passed an exam will receive a report that states "you have passed"; individuals who did not pass will receive a report that lists their scaled score and their level of performance in each content area. A scaled score reports an examination score on a scale that is linked to the raw score. CGFM examinations are using a scale of 200-700, with 500 as the passing score.

Maintaining your CGFM:

Q: What are the requirements for maintaining my CGFM?

A: To retain the designation, a CGFM holder must:

1. Pay the CGFM renewal fee by the due date every year.
2. Adhere to the [AGA Code of Ethics](#).
3. Complete at least 80 hours of continuing professional education (CPE) every two years in government financial management topics or related technical subjects (within the designated two-year cycle). See [CPE Requirements](#) and [Calendar of CPE cycles](#) for more information.
4. Maintain and, if requested by AGA, provide detailed information on CPE hours completed. See [Maintaining Certification](#) for more information.

Q: I did not renew last year. What do I do?

A: Your CGFM is now inactive. Please visit the [Maintaining Certification page](#) to find out how you can reactivate your certification.

Q: Q: How can I calculate my two-year CPE cycle?

A: Your first CPE cycle starts on Jan. 1 of the year following the one when your CGFM is earned. The date of receiving your designation is listed on your CGFM certificate. See [Calendar of CPE Cycles](#) for more information.

Q: How many CPEs do I need to renew?

A: CGFMs must earn at least 80 hours of continuing professional education (CPE) every two years. If CGFMs do not have 80 hours completed by the end their two-year cycle, they can use the three months immediately following their cycle (January 1 - March 31) to make up any deficiency. Any CPE hours completed toward a deficiency in one cycle should be documented in their CPE records and may not be counted toward the requirements for the next two-year cycle. See [CPE Requirements](#) for more information.

Q: Where and how do I send in my CPEs?

A: You do not need to send any evidence of CPEs to AGA at the time of renewing your certification. By submitting the renewal payment for your CGFM certification, you affirm your agreement and compliance with CPE requirements. CGFMs are required to maintain supporting documentation on CPE hours earned for a minimum of three years and provide it to AGA upon request.

Q: Will AGA send me my CGFM renewal information?

A: Yes. At the beginning of each year (January-February) an AGA/CGFM renewal invoice will be sent. Call the Customer Satisfaction Center at 800.AGA.7211 if you have an address change or if you have not received an annual invoice by the end of February. Please note: It is the responsibility of each CGFM to pay the annual CGFM renewal fee, even if that individual did not receive an invoice from AGA.

Q: I have been a CGFM for two years and I have not received any benefits from AGA such as the publications or membership information.

A: Becoming a CGFM is separate from AGA membership. If you are a CGFM, it does not automatically mean that you are a member of AGA. Call our Customer Satisfaction Center at 800.AGA.7211 to get membership information, or visit the [Membership](#) section of the website.

Q: I just retired. What do I have to do to retain the CGFM?

A: Individuals who have permanently retired from AND are not working in the field of financial management can request an adjustment of their status to "retired" by contacting AGA's Office of Professional Certification (by mail or e-mail at cgfm@agacgfm.org). Please visit the [Maintaining Certification](#) page for more information on CGFM retired status.

Q: I have not earned the 80 CPE hours in my last two-year cycle. What must I do to retain my designation?

A: CGFMs who have not completed the required number of CPE hours for any two-year CPE cycle will have the three months (Jan. 1 – March 31) immediately following the two-year cycle to make up the deficiency. Any CPE hours completed toward a deficiency in one CPE cycle must be documented in the CPE records and may not be counted toward the requirements for the next two-year cycle. Please visit the [CPE requirements page](#) for more information on requesting extensions or waivers of CPE beyond the three-month grace period. For any additional questions, please contact the Office of Professional Certification at 800.AGA.7211 (703.684.6931) or cgfm@agacgfm.org.