

# DMEC Certified Leave Management Specialist (CLMS) Program Recertification Exam Terms & Conditions

## Payment Information & Refunds

The CLMS recertification exam may be purchased beginning 90 days prior to your designation expiration date, through 90 days after your designation expiration date (*late fees apply*). The recertification exam must be successfully completed within 30 days of purchase. The initial recertification exam purchase includes two test attempts; one additional exam retake may be purchased if needed.

Once payment has been received (by credit card), you will receive information about getting started. The exam will not be activated until payment is received by DMEC.

Refunds and/or credits will not be granted for failure to complete the exam within the designated 30-day period (begins when registration/payment has been processed and the user's exam is activated).

## Responsibilities

By accepting these terms and conditions, you agree to the following:

- You must complete the recertification exam within 30 days from the date registration/payment has been processed and your exam is activated. *Refunds and credits will not be granted for failure to complete the exam within the 30-day period.*
- If necessary, one (1) single-attempt exam retake is available for purchase. Exam retake may only be purchased in the event both exam attempts provided with the initial registration are exhausted without passing. Exam retakes must be purchased no later than 30 days after the last failed exam attempt.
- In addition to purchasing and successfully completing the recertification exam, you must have completed 20 hours of CLMS continuing education (CE). Failure to complete your continuing education requirements will result in the lapse of your CLMS designation. (*Note: If you were a current CLMS designee, or actively enrolled in a CLMS course, on Jan. 1, 2024, your first recertification period after that date will require 16 CE credits. From that point forward, you must complete the new requirement of 20 CE credits every two years to be eligible to recertify your designation.*)
- Failure to successfully purchase/complete the recertification exam/exam retake **and** complete/upload your CLMS CE hours within 90 days from your certificate expiration date, will result in your being required to retake the online course and exam to reinstate your designation.

## Privacy and Confidentiality

The CLMS recertification exam will be completed and monitored by the registered individual. As such, DMEC will not communicate information related to an individual's recertification progress to anyone other than the enrolled individual. Once an individual is enrolled in the CLMS recertification exam, **progress information will be provided to the individual only.**

When an individual receives the CLMS designation, **communication about maintaining the designation,**



**including CEU requirements, active/lapsed status, etc. will only be provided to the CLMS designee.**

## **Copyright & Ownership**

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