

# **Certification FAQs**

## **General:**

Q: Where can I find the certification policy?

A: *The policy is printed in the back of the NADOA directory each year.*

*Note: This policy outlines all the requirements including qualifications, application, examination, recertification and any other issue related to certification.*

Q: Who are the contacts for different aspects of certification in case I have a question that is not included in this FAQ, or have a need for clarification?

A: *The certification committee and contact information is listed towards the front of the NADOA directory each year, and is currently available on the NADOA website at:*

<http://www.nadoa.org/certification.html>

Q: What are the qualifications required for obtaining a CDOA designation?

A: *CDOA's have a minimum 5 years experience in Division Order Analysis (2 years may be substituted for a bachelor's degree), have completed the application process, have passed the certification exam, and have completed the publication process. Details regarding the policies associated with these requirements can be found in the certification policy (see first question above)*

## **Application Process:**

Q: Where can I find the application forms , sponsorship forms and the study manual?

A: *The application forms, sponsorship forms and order form for study manuals can be found on the NADOA website at <http://www.nadoa.org/certification.html>.*

Q: What if I don't know 3 CDOAs who can sponsor me?

A: *The policy allows for sponsorship by non-CDOAs when none are available when you provide a letter with your application explaining why you don't have CDOA sponsors.*

*Note: Sometimes a CDOA you know may not be as good a sponsor as someone else. For example: A certified coworker who you don't work directly with may not be as good a sponsor as your direct supervisor, or a more experienced senior analyst who can speak more specifically about your qualifications.*

Q: What is the correct address for sending my application?

A: *The address printed on the application form is the current and correct address for submitting applications.*

## **Examination:**

Q: When and where can I take the test?

A: *You may take the test after successful application and publication requirements have been met. NADOA offers an examination before and/or after Institute every year. Additionally, any current CDOA may proctor an exam after contacting the testing contact listed under the Certification Committee towards the front of the annual NADOA directory.*

Q: What is the format of the Exam?

A: *The exam is multiple choice in three sections corresponding with the three sections of the study manual.*

## **Review courses:**

Q: When and where are review courses offered?

A: *Review courses don't happen on an "official" basis. Usually study groups are formed between people who decide to take the exam and study together. Occasionally, a volunteer (CDOA) will offer to guide a review course. NADOA will generally list these reviews on the website when we are given enough notice that they will be held.*