



AGA

GUAM *Advancing*
CHAPTER *Government*
Accountability

Government Financial Management (GFM) Training Program



Certified Government Financial Management Examination Requirements & Process

If you have already earned a college degree (bachelor's or higher) with 24 credit hours of courses in financial management or related topics (see Education Requirement below), apply for the CGFM Program now!

TO APPLY:

1. Read the AGA's [Code of Ethics](#)
2. Fill out and submit the [CGFM Application Form](#) (or apply using the online application form at www.agacgfm.org), including a **nonrefundable application fee of \$85**.
3. Fax (703.562.0361) or mail to AGA (2208 Mount Vernon Avenue, Alexandria, VA 22301) the required degree documentation (see **Education requirement** below). **Note:** this documentation must be submitted within six months of submitting the application form.

What about the CGFM Work Verification Form? This form does not have to be submitted at the time of application, but is required before the CGFM can be awarded. If you already have the required experience, we suggest that you submit this form at the time of application. Please see [Required Professional Experience](#) at www.agacgfm.org for more information.

What happens after you apply? Once your CGFM application and degree documentation are received and processed, the Office of Professional Certification will mail you an eligibility letter with instructions on how to purchase your examinations. [Overview of CGFM Process](#) describes your pathway to earning the CGFM certification. You can also download PDF version of "[CGFM Candidate's Handbook](#)" at www.agacgfm.org.

Education Requirement

To take any of the Certified Government Financial Manager examinations, you **must have a bachelor's degree** from an accredited college or university, and completion of at least 24 semester credit hours (or 36 quarter credit hours) of study composed of courses in one or more of the following areas: Accounting; Auditing; Budgeting; Economics; Electronic Data Processing; Finance; Information Resources Management; Public Administration; and Other Financial Management or Related Topics.

Required Degree Documentation: Copy of your transcript from an accredited college or university. The transcript must show that a degree (bachelor's or higher) was awarded and must list at least 24 semester credit hours (36 quarter semester hours) of study composed of courses in financial management or related topics. Official transcripts are not required, but your name and the name of the college or university must appear on all transcripts. Please note: CPA card or license is not acceptable as proof of degree.

Testing Appointments

CGFM Examinations are administered at Prometric Test Centers. After purchasing CGFM Examinations online at \$109 per exam part (total of \$327 for all three exam parts), candidates need to print a Test Authorization Letter. The letter contains detailed instructions on how to schedule a testing appointment at a local Prometric Test Center.

Important Note: When candidates call Prometric to schedule their testing appointment, they need to ask for a "NET2" exam (not AGA or CGFM exam) and provide the Prometric representative with their Authorization Number (found on their Test Authorization Letter) for the examination that they intend to take.

Online Scheduling: Instead of calling Prometric, candidates can schedule their testing appointment through Prometric website by following the instructions.

Candidates may reschedule or cancel their testing appointments by calling the nationwide Prometric registration telephone number by noon Eastern Time two days prior to the scheduled testing time. Specific cancellation instructions can be found on the Test Authorization Letter.

Candidates who cancel after the 48-hour time limit or fail to show up for a scheduled appointment are considered "no shows" and will forfeit the examination fee.

Additional Information

For additional information regarding the CGFM exam, please contact:

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