



Certification

Certification examination results are pass/fail. Certification exams are available on-line 24 hours a day during the twenty-eight (28) days immediately following the respected course counting the final day of class as day 1. Testing requires non-interrupted internet connection and may be taken at any time during the open period; once a test is started, students are required to complete it during that session. All certification exams regardless of designation are 5 hours in duration.

Certification exam results are provided to the examinee as soon as the exam is completed. Employers requesting certification test results must request the results through the student or a release must be signed by the student taking the certification test authorizing IAITAM to release the student's test results.

One hundred (100) questions are on the IAITAM certification test and a passing mark is achieved by attaining 85% or higher. One test retake is free of charge for those that fail to achieve pass status on the first attempt; retakes are available after a 48 hour window of the first attempt and must be completed during the 28 day open period. Therefore if a student chooses to wait until day 27 or 28 of the exam period, no second attempt will be available. If a student fails to achieve their certification on the second attempt, they are required to retake the full course and exam at their expense should they wish to attempt the certification exam again.

If a student cannot find time within the 28 day period to take both the first attempt and second attempt (if needed) a one-time thirty (30) day extension can be purchased for \$50USD; this option must be requested by the student to IAITAM directly before the initial 28 day window expires. For IAITAM's full Terms and Conditions, please click [here](#).

Students will receive an email from moodle@iaitam.org the last day of class with a link and login information to access the exam. The student's score will be available immediately once the exam has been completed.

ONLY THOSE INDIVIDUALS THAT COMPLETE AN IAITAM CERTIFICATION COURSE AND PASS THE IAITAM CERTIFICATION EXAM, CONFIRMED BY IAITAM HQ, ARE PERMITTED TO USE THE ACRONYM DESIGNATING INDIVIDUAL COURSE CERTIFICATION. THIS POLICY WILL BE STRICTLY MONITORED AND ENFORCED. IF YOU HAVE A QUESTION OR CONCERN, PLEASE CONTACT IAITAM HQ AT INFO@IAITAM.ORG.

Once logged in to the testing site, the student will see in the center of the page ‘**My courses**’ where the courses available to them are listed. Note that the exam is treated like a course and any available exams will be listed here as well.

Once the student has logged in and chosen the appropriate exam under ‘**My courses**’ he will be taken to a new page with a few sentences about the Exam, including that certification expires in 12 months and students must recertify through IAITAM’s recertification process - please visit www.aitam.org for more information.

Below that, the IAITAM’s Terms and Conditions are listed and the student must click on and agree to them or he will not be able to proceed further or take the exam. Once the Terms and Conditions are accepted, the student will be taken to another screen where he clicks ‘Attempt quiz now’. The T&C’s section is implemented as a quiz, so once the terms are read, he clicks agree, then next. Another screen pops up and he clicks ‘Submit all and finish’ then a pop up comes up to verify – so the student will click ‘Submit all and finish’ once more.

From here, the student will navigate back to the exam by clicking on [*course name*]-EXAM (ENG) which is third from the left under the IAITAM globe and certification pins at the top of the page. He will see under the IAITAM Terms and Conditions section is a section labeled ‘Certification Exam’ which includes information on preparing for the exam, what to expect when taking the exam and time management suggestions.

Right below that last section is the actual link to take the exam ‘[*course name*] Certification Exam’. Once the student clicks the link, he receives additional instructions;

1. This Certification Exam format consists of multiple choice questions
2. In order to pass the Certification Exam you must score an 85% or higher
3. A total of [X] hours will be allowed for completion
4. When taking the exam, [click the page number desired under Quiz Navigation to go to a previous page.](#)

You have 2 attempts to pass the exam. The retake will be available 48 hours after your first attempt. You may call IAITAM if you fail both attempts to discuss your options.

Attempts allowed: 2

Time limit: [X] hours [X] minutes

Grading method: Highest grade

Attempt quiz now

Additionally there is a note stating that upon passage of the exam, there’s a final section where ‘**Your Certificate**’ will be available to download which can be found in the student’s profile.

Once the student begins the exam, he will receive one question per page and on the left side of the screen will see a ‘Quiz navigation’ section where all question number will be listed as well as a countdown timer. There is an option to flag questions which will change the color of the question number in the ‘Quiz navigation’ section. The student can go back to any question by clicking on the number in the navigation section. As questions are answered, the number in the navigation section will dim.

IAITAM Exam Facts

- All exams are open book. Students may NOT collaborate with other examinees or trainers during the exam.
- Each exam contains 100 questions which are pulled from a pool of questions so no 2 tests will be exactly alike. All questions must be answered. Questions may be skipped and/or flagged so the student can go back to review before submitting the exam.
- The exam time given for all exams is 5 hours.
- Exams are open 24 hours a day during the 28 days allotted to log in a complete the exam.
- Once the exam is started, it cannot be paused. In the case of power failure or unavoidable technical impediment while taking the exam during the allotted time contact IAITAM at info@iaitam.org or +1-330-628-3012 for further instructions and available options.
- In the case of a lost connection while taking the exam, typically all questions answered prior to the disruption will be saved. The student should attempt logging back into the exam site to complete the exam once the connection is back up. If information is lost, or the student is unable to log back in, contact IAITAM directly at +1-330-628-3012.
- Upon passing an exam, the student retrieves his certificate directly from the testing site which can be printed or saved to the student's personal device. Access to the testing site expires 28 days from the day the original access notification email is sent to the student.
- If a student cannot access his/her online certificate, or the exam site the student must contact IAITAM directly by phone or email at info@iaitam.org +1-330-628-3012.
- In the event that a student does not pass the first exam attempt, there is a 48 hour cool down period before the second attempt at an exam can be accessed. Both exam attempts must be made within the 28 day exam period, therefore, if exam attempt 1 is done on day 27 or 28 of the exam period, no second attempt will be available.
- If a student is unable to complete the exam and retake (if needed) within their 28 day window, a one-time thirty (30) day extension can be purchased for \$50USD; this purchase must be completed before the initial 28 day window expires by contacting IAITAM directly by phone or email.
- If the exam is not purchased with the course, a student may purchase the exam within 90 days of course completion by contacting IAITAM directly.
- Per IAITAM's terms and conditions, if both attempts at passing the exam are failed, a student is required to retake both the course and exam at his/her own expense should certification be desired.
- All IAITAM certifications are annual and expire 12 months from the date of certification. To recertify, students must go through IAITAM's quick and easy recertification process. Visit www.iaitam.org or call +1-330-628-3012 for more information.

Recertification

The IAITAM Recertification Program applies to all CAMP, CITAM, CSAM, CHAMP, CMAM and CITAD certified professionals who are not designated as an IAITAM Certified Trainer. The program is built on a continuing education platform targeted to increasing the knowledge level of our certified professionals and to recognize personal achievements during the certifying year.

Recertification happens when the Recertification Program is completed successfully or the Certified Individual has passed another IAITAM Certification exam providing this takes place within one calendar year of the initial certification.

If an individual has successfully certified in multiple IAITAM courses, he need only recertify once by the anniversary date of the most recent certification or recertification.

If a Certified Individual is unable to complete the Recertification Program within their 28 day window, a one-time thirty (30) day extension can be purchased for \$50USD; this option must be requested by the student to IAITAM directly before the initial 28 day window expires. For IAITAM's full Terms and Conditions, please click [here](#).

Only current certifications will be extended through the Recertification Program. Recertification cannot be purchased through the website, please contact IAITAM at info@iaitam.org or call +1.330.628.3012 to recertify.

COST

- IAITAM Member: \$75
- Non-Member: \$125

Recertification Facts

- Recertification must be completed by the anniversary date of the newest certification or last recertification, whichever is most recent. Recertifying before the anniversary date is the responsibility of each certificant.
- Notice for recertification will be sent monthly to all certified individuals due to expire in the following month.
- The Recertification Program consists of a short survey as well as a quiz consisting of 20 questions pulled randomly from a database.
- A score of 100% is required in order to pass the quiz, however the system will allow the user to take the quiz as many times as needed and only missed questions will need to be re-answered.
- There is no time limit on taking the quiz however, payment for it must be received and processed by IAITAM before access to the quiz is granted. The quiz must also be successfully completed prior to the end of the month in which the individual's certification(s) expires in order to keep their certification(s) in good standing.
- Every Monday, the Recertification Program quiz links will be sent to those whose payment was received in full for the Recertification Program in the previous week (if Monday is a holiday, links will be sent on the next normal business day). Links will not be sent until full payment has been received. If payment is not received and/or cannot be processed by 5:00pm EST on the Friday before the last week of the student's recertification month, it may result in expiration.

What Happens if Your Certification(s) Expire?

If a Certified Individual is unable to complete the Recertification Program within their 28 day window, a one-time thirty (30) day extension can be purchased for \$50USD; this option must be completed before the initial 28 day window expires

Certifications expired within the last six months can be renewed by taking that designation's 100 question Certification Exam again at the regular exam price.

Certifications expired more than six months out can only be renewed by re-taking the full course along with successfully passing the respective 100 question Certification Exam at the course and exam's regular price.