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### CBM Exam- Part One

The testing period for Part One of the CBM Exam is quickly approaching and space is limited.

The testing window for Part One of the CBM Exam is April 1—May 3, 2003. The following is a brief outline of the modules to be covered in Part One:

Part One (Core Areas) will include:

- General Management and Organization
- Operations Management
- Marketing Management
- Quality and Process Management
- Human Resources Management

It is **not** mandatory for our Grandfathered CBMs to take the CBM Exam, however we encourage each of you to self-test your knowledge of the business fundamentals. As an added incentive for our Grandfathered CBMs, we will waive the registration fees, you will earn all the required CPE credit hours for 2003, your participation will help shape future exam development, and **scoring has no impact on your CBM designation.**

Exam candidates who register and pay for all three parts of the exam at one time will save 15% off the total registration fee.

The CBM Exam will be available at Prometric Testing Centers in Canada, Europe, Hong Kong, India, Middle East and United States.

### Questions, Comments or Suggestions? Contact Us:

**Phone: 323.936.6757**  
**Fax: 323.936.6171**  
**Web: [www.cbmexam.com](http://www.cbmexam.com)**  
**Email: [info@cbmexam.com](mailto:info@cbmexam.com)**

## PRESIDENT'S LETTER

Dear Friends and Colleagues,

*Registration for the CBM Exam is now available and open to everyone. I encourage each of you to experience the most integrated exam available in the business management field!*

*While our Grandfathered CBMs are not required to take the CBM Exam, I challenge each of you to experience this exciting moment first hand. Your participation is essential in maintaining the high standards of the exam, enables APBM to leverage the breadth and depth of experience that our members provide through exam feedback, assists in the development of exam scoring standards and shapes future exam development processes.*

*Additional benefits for our Grandfathered CBMs taking the exam include: waived registration fees, fulfillment of your CPE credit hour requirements for calendar year 2003, and results have no impact on your CBM designation.*

**Exam candidates who register and pay for all three parts of the exam at one time will save 15% off the total registration fee. That is a savings of US\$179.55!**

*Be on the look out for our updated websites [www.cbmexam.com](http://www.cbmexam.com) and [www.cbmlifetimelearning.com](http://www.cbmlifetimelearning.com). Please continue to visit our Web sites in the coming weeks to see the transformation!*

Best Regards,

Ms. Devi Vallabhaneni  
President and CEO  
Association of Professionals in Business  
Management

## CBM Exam Preparation Guides Available for Pre-order

Preparation guides for Part One of the CBM Exam are currently available for pre-order at \$199.00 US Dollars for the two-volume set.

Each part requires two volumes to study from: Theory and Practice. The Practice guide contains multiple-choice questions, answers and explanations in line with the modules that will be present on the exam.

The preparation guides for Part One will start shipping in late December 2002. CBM Exam preparation guides for Parts Two and Three will be available prior to the release of each corresponding exam part.

*As an added bonus for our Grandfathered CBMs, you will receive US \$100 off their first set of preparation guides!*

The preparation guides were developed and published by South-Western Publishing, a division of Thomson Learning. Please call APBM at 323.936.6757 to pre-order your set of preparation guides.

## New Requirements to be Certified as a CBM

Everyone is eligible to take the CBM Exam. However, certification will only be granted by fulfilling these certification requirements:

- Achieve a "Passing" score on all three parts of the CBM Exam
- Have an undergraduate degree from an accredited college, university or international equivalent
- A resume that shows required work experience:
  - With an active professional certification and/or graduate degree, the minimum work experience required is three (3) years
  - Without an active professional certification and/or graduate degree, the minimum work experience required is four (4) years

NOTE: All requirements must be fulfilled before certification designation is granted. Internships, vacation/holiday employment, seasonal work, administrative, clerical (or similar) or volunteer positions do not qualify in meeting experience requirements.

**There is no additional cost for certification.**

## In Brief...

### CBMs Responsible for Annual Maintenance Fee

You may have already received an invoice sent to all CBMs for the \$48.00 US Dollar annual maintenance fee. The maintenance fee is used to cover administrative costs such as record keeping, online communications, and certificate verification. This maintenance fee is valid through December 31, 2003.

CBMs may pay their maintenance fee via credit/debit card (Visa, MasterCard, or American Express) by logging onto CBM Lifetime Learning at [www.cbmlifetimelearning.com](http://www.cbmlifetimelearning.com). The maintenance fee may also be paid by check or money order, made payable to APBM, and sent to the following address:

#### APBM

Certification Department  
4929 Wilshire Blvd., Suite 930  
Los Angeles, CA 90010  
USA

### CBM Lifetime Learning Updates

Last month we successfully launched CBM Lifetime Learning ([www.cbmlifetimelearning.com](http://www.cbmlifetimelearning.com)). Be on the lookout for the new articles that will continue to challenge your thinking. Thank you to all the CBMs who have shared their feedback about the new Web site or have purchased articles to begin their continuing education requirements.

As a reminder, CBMs are responsible to earn 20 CPE credit hours every calendar year to maintain an active designation. Grandfathered CBMs should have begun to earn their continuing education requirements on October 1, 2002 and will have until December 31, 2003 to complete all 20 CPE credit hours.

While we are accepting CPE credit hours from other recognized associations, we are sure you will find CBM Lifetime Learning to be an efficient and cost-effective continuing education program with current and relevant educational materials. For more information on CBM Lifetime Learning or instructions to transfer CPE credit hours, please visit [www.cbmlifetimelearning.com](http://www.cbmlifetimelearning.com).

## KEY DATES & CONTACT INFORMATION

Test	Testing Window	Registration Deadline	Cancellation/Refund Deadline
CBM1	Apr 01 – May 03, 2003	Feb 10, 2003	Mar 01, 2003
CBM1 & CBM2	Aug 16 – Sep 30, 2003	Jun 09, 2003	Jul 15, 2003
CBM1, CBM2 & CBM3	Nov 15 – Dec 31, 2003	Sep 15, 2003	Oct 15, 2003

#### APBM REGISTRATION DEPARTMENT:

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Website: [www.cbmexam.com](http://www.cbmexam.com)

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## CBM SPOTLIGHT

### CBM Spotlight:

**Paul Donahue, V.P. & CFO  
Wackenhut Services, Inc.**

*Paul Donahue decided to apply for the CBM designation since his employer requires continual professional development. Paul found the CBM to be different from other professional designations because it provided "a foundation of professional variety." As a CBM, Paul believes his designation "shows my co-workers, employers and staff that I first—believe in continued professional development and second—that I understand CEOs, CFOs, and COOs are successful for their generalized knowledge as opposed to their specialized skills."*

*Paul firmly believes in continuing education because in this "ever-changing world of law and regulations...we, as human resources, will become outdated and lose value if we do not learn about our changing environment". Paul feels CBM Lifetime Learning is a great resource for continuing education since it is "one-stop shopping for affordable, relevant and current information."*

*Paul holds a BBA in Accounting, an MBA and is also a CMA, Cr.FA, CBM, and a member of the CBM Exam Review Committee.*

### CEO Visits Local IMA Chapters

During recent business trips, President and CEO Devi Vallabhaneni visited local IMA chapters in New Jersey and Florida. At the local chapter meetings, Ms. Vallabhaneni was able to present the CBM to chapter members and generate interest for the designation. If you are interested in having Ms. Vallabhaneni visit your local professional chapter, please contact APBM at [info@cbmexam.com](mailto:info@cbmexam.com) and the next time Ms. Vallabhaneni is in your area, she would be happy to visit.

### Has your contact info changed?

Call us at **323.936.6757** or email Rachel at [info@cbmexam.com](mailto:info@cbmexam.com) with your current info.