

# PDPM Master Class Optional Certification

Optional Certification is available for those individuals that complete the training curriculum and pass a certification exam at the end of the completed series. The Optional Certification process may be completed at no additional charge for paid registrants of the PDPM Master Class Series who have met the requirements below.

## Curriculum Requirements

- Complete each of the 12 monthly webinars in 2020 by attending the live webinar event or viewing the recording of the live event. Please note: NAB Contact Hours are only available for attending live events
- Completion of webinar content will be verified via attendance reports from GoTo™ webinar. Please note: in order for attendance to be “counted” within the webinar platform, you must log in via the GoTo™ webinar system using your unique user log in attached to your email OR via the GoTo™ webinar app. Attendance cannot be verified for those viewing sessions from “shared” links not attached to their email address, or for calling into the webinar and participating via audio only.

## Testing

- Proactive will make testing information available via this website and during scheduled webinars on or before December 1, 2020. Testing will take place electronically and must be completed no later than February 15, 2021.
- A passing score of 80% is required to achieve certification. The test may be repeated as needed to achieve a passing score.
- Please allow 50 minutes to complete the certification test which will include multiple choice, and/or true/false questions.

## Access to On-Demand Training Materials

- For those purchasing the entire PDPM Master Class Series, access to recordings of each webinar in the series is provided for on-demand viewing within one week of the live session completion. Access will be granted via follow up email. If you require access assistance please email [kayla@proactivemedicalreview.com](mailto:kayla@proactivemedicalreview.com).
- On-demand recordings may be viewed repeatedly and will remain available for viewing a minimum of one year following completion of the 2020 series.

## Certification

- Proactive will issue confirmation of Certification for completion of the PDPM Master series within 2-weeks of verification of all curriculum requirements being met and confirmation of a final passing score on the certification test. A printable certificate will be provided via email.

## FAQ's

### 1. How will the test be administered?

Once Proactive has verified that you have either attended the live session or watched the recording for all 12 webinars, a link will be sent to you via email to take the exam online. The exam will not be timed.

### 2. I missed a live session. How do I view the recording?

Email Kayla McKenzie at [kayla@proactivemedicalreview.com](mailto:kayla@proactivemedicalreview.com) to request access to a recording. Please note, on-demand access is complimentary for those who previously purchased the full series; otherwise, charge may apply for individual webinars that were not pre-purchased.

### 3. When will I receive my certificate?

After you take and pass the exam, a certificate will be emailed to you within one week.

### 4. What if I do not pass the exam the first time? Can I retake it?

Yes, the test may be repeated as many times as needed to achieve a passing score through February 15, 2021.