

Tips for the CBDT™ Application Process

- All communication with applicants will be handled via e-mail only.
- Applications must be typed or clearly hand-printed.
- An acknowledgement of receipt of the candidate's application will be provided via e-mail within 10 business days of receipt of the Application in the ISCD office.
- The application must be complete with registration fee and signatures on the Application Statement and Confidentiality Statement. Incomplete applications will be returned unprocessed.
- Once the candidate's application has been reviewed and accepted, candidates will be sent an Authorization to Test letter (ATT) no later than two weeks before the test window. A password and ID needed to access the Self-Study Guide together with instructions on how to schedule an exam location and date with Prometric will be included with the ATT.
- Once the candidate has completed the registration process with Prometric, an "admission ticket" will be sent to the candidate containing the candidate name, identification number, the address of the test center, the date of the test, and the name of the test. If a candidate loses the admission ticket or has not received an admission ticket two weeks before the test date, he or she should contact ISCD at 860.586.7563.
- Forward the application and registration fee to:
Certification Administrator
ISCD
342 North Main Street
West Hartford, CT 06117-2507
Fax: 860.586.7550