# CDMS Recertification

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CDMS RECERTIFICATION
To ensure that the CDMS credential and examination accurately reflect practice, the Commission conducts a Role & Function Study every 5 years. This study seeks to keep CDMS eligibility criteria and certification examination content relevant. Thus, CDMS certificants are required to recertify every 5 years to remain current.

The CDMS® recertification requirements are designed to encourage disability managers to continue their professional education through courses and other activities that will help them serve their clients more effectively. The CDMS Recertification Program encourages practitioners to pursue continuing education so they may achieve the following goals:

- Obtain information on current trends in disability and absence management
- Explore new technologies
- Develop balanced professional judgment and enhanced critical skills
- Acquire knowledge in specific focus areas

The CDMS Commission will make every reasonable effort to send recertification reminders, however, IT IS YOUR RESPONSIBILITY to recertify by the valid-through date on your certificate.

THE RECERTIFICATION PROGRAM

Requirements/Continuing Education and Re-examination Options
CDMS Recertification allows you to extend your status as a Certified Disability Management Specialist (CDMS®) at five-year intervals from the valid-through date of your initial certification. It offers two recertification options:

Option 1: Recertification by Continuing Education
- Documentation of 80 clock hours of approved continuing education, of which 4 hours must be in ethics
- See pages 6-9 of this guide for complete details on recertification by Continuing Education and a breakdown of focus area/domain hour requirements.
- Continuing Education hours must be accumulated during the period of the current certification cycle
- **ALL continuing education credit must be earned and documented by December 31, of the year one is due to recertify**

Option 2: Re-examination
- Submit a completed recertification application online selecting Option 2 by the indicated deadline
- Achieve a passing score on the examination
- If you choose the re-examination option, you MUST take one of the
scheduled exam windows in the year you are due to recertify

- Recertification candidates are not allowed to defer taking the exam to a future date since their certification will have expired

Application Deadlines/Exam Windows for the 2016 exam:

<table>
<thead>
<tr>
<th>Application Packet Deadline (Applicant must submit application online no later than the dates identified below)</th>
<th>Exam Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 22, 2016</td>
<td>March 4-12, 2016</td>
</tr>
<tr>
<td>July 29, 2016</td>
<td>September 9-17, 2016</td>
</tr>
</tbody>
</table>

Recertification Process
Failure to recertify will result in the expiration of your credential status. Should you fail to recertify your CDMS, you will be required to re-apply, meet all current standards and criteria, and achieve a passing score on the certification exam.

Name and/or Contact Changes
IT IS YOUR RESPONSIBILITY to notify the CDMS Commission office of any change in name, email and/or mailing address. You can either contact the office at 847-375-6380 or access your account online at www.CDMS.org. Click the ‘Login’ button in the upper right-hand corner and enter your username and password. When you have successfully logged in, the button that previously said ‘Login’ will now say ‘Logout.’ To make updates to your contact information, click on ‘Update Info’ located on the top right of the page. To change your name, follow the ‘Profile & Demographics’ tab on the left. To change your email address, follow the ‘Contact Information’ tab. Finally, to change your mailing address, follow the ‘Addresses’ tab. Each of these areas will have the option to ‘Edit’ your information. Once complete, hit ‘Save’ after each tab you modify.

COMPLETING THE ONLINE APPLICATION
An online recertification application is available at www.CDMS.org. You may access this form on the Recertification page under CDMS Certification.

If you earned your CDMS or completed the recertification cycle in 2011, you are due to recertify by December 31, 2016. To complete the recertification process, follow these steps:

1. Visit www.CDMS.org and click ‘CDMS Certification’ and ‘Recertification’
2. IMPORTANT: Do NOT create a new account when prompted to log-in. Since you are due to recertify, you already have an account in our system. If you click create a new account, it will prevent you from being able to complete your recertification application. If you do not know your username and/or
password, please click on the links provided and an email will be sent to you to reset. If you have any questions regarding this, please contact Customer Service at 847-375-6380.

3. If you do not have an email address and need a username and password, contact Customer Service at 847-375-6380 for assistance.

4. Once you are logged in, please click ‘Apply for Recertification’.

5. Select your option for recertification

**Option 1 – Continuing Education**
Continuing education hours must fall within the four Domains/Focus Areas and include documentation of 80 clock hours, of which 4 are in Ethics. **ALL Continuing Education credit must be earned and documented by December 31, 2016.**

**Option 2 – Re-examination**

6. You will be taken to a page with a number of tabs at the top. If the tab is **green**, then all of the required fields are complete. If the tab is **red**, then required fields are incomplete. You have the ability to save your work at the bottom of the screen before moving to the next tab. **Please SAVE work often.**

7. You will have the ability to ‘Pay and Submit’ your recertification beginning on July 1 of your recertification year. This link will **only** become active when the application is complete.

**If submitting a paper application, you must fill out the online application, hit “Save & Print” and mail your completed application packet to:**

CDMS Recertification Program  
8735 W. Higgins Rd, Suite 300  
Chicago, IL 60631

Completing the CDMS Recertification Application indicates acknowledgement that the information provided by the applicant is accurate. If the CDMS Commission subsequently learns that a certificant was granted or recertified on the basis of false, misleading or inaccurate information, it has the right to revoke or suspend that certification.

**Note:** Information submitted as part of the application, certification and recertification processes becomes the property of the CDMS Commission and will not be released to outside parties unless authorized by the applicant/certificant or unless required by law. Individual pass/fail reports are released only to the candidate, not to any other institution or employer. For research and statistical purposes only, data resulting from the certification process may be used in an anonymous/unidentifiable manner.
APPLICATION AUDITS

Each year the CDMS Commission randomly selects 10% of applications to be audited. If your application is selected for audit you will be requested to send the documentation for all listed CE activities, within 21 days of notice of your audit. Be prepared to submit a photocopy of each of your CE certificates and written documentation of other activities (e.g., table of contents of journal showing you as author of an article; school transcript, etc.). If a CE program you attended does not meet the definition of an approved program, submit a copy of the behavioral objectives and an outline of the content (e.g., a program brochure) in addition to a copy of the CE certificate.

Documentation Required of Continuing Education Activities if selected for Audit

<table>
<thead>
<tr>
<th>Type of Training</th>
<th>Clock Hours Awarded</th>
<th>Proof of Attendance or Completion</th>
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<tbody>
<tr>
<td><strong>Attendance of conferences, workshops, seminars, in-service training programs and distance learning courses</strong></td>
<td>1 hour for each hour of training</td>
<td>Program agenda and certificate of attendance/completion. OR A letter from the sponsor stating you have completed the program, the dates of completion and the number of clock hours attended.</td>
</tr>
<tr>
<td><strong>Attendance of college/university courses</strong></td>
<td>15 hours for 1 semester credit OR 10 hours for 1 quarter credit</td>
<td>Original transcript or original grade report that documents credit earned. <strong>Photocopies of transcripts and internet verifications are not acceptable.</strong></td>
</tr>
<tr>
<td><strong>Authorship/Co-authorship of published articles</strong></td>
<td>15</td>
<td>Copy of the article developed. OR The internet citation for the article. <strong>Information submitted must reflect date of publication.</strong></td>
</tr>
<tr>
<td><strong>Authorship/Co-authorship of published book chapter</strong></td>
<td>15</td>
<td>Copy of the book chapter developed. OR A copy of the cover, title page and table of contents from the book where the chapter appears. <strong>Information submitted must reflect your name as the author/co-author and date of publication.</strong></td>
</tr>
<tr>
<td>Activity</td>
<td>Hours Requirement</td>
<td>Information Provided</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Authorship/Co-authorship of published book</td>
<td>40</td>
<td>Copy of the book developed. OR A copy of the cover, title page and table of contents from the book. <em>Information submitted must reflect your name as the author/co-author and date of publication.</em></td>
</tr>
<tr>
<td>Computer applications and technology</td>
<td>1 hour for each hour of training</td>
<td>Certificate of attendance or completion. OR A letter from the sponsor stating you have completed the program, the dates of completion and the number of clock hours attended.</td>
</tr>
<tr>
<td>Development of Legislation or Regulations</td>
<td>1 hour for each hour of service</td>
<td>Documentation of appointment to committee and information developed in relation to legislation or regulation.</td>
</tr>
<tr>
<td>Development of professional presentations OR Development of In-service training programs</td>
<td>2 hours for each hour of training</td>
<td>Outline of the training program or presentation AND a program agenda listing you as presenter which states the length and date of the program or presentation. OR A letter from the supervisor or training director stating you are the developer which includes the length and date of the program or presentation. <em>Credit is given on a one-time-only basis for the learning experience, which is the research and development of the program or presentation, not for the presentation itself.</em></td>
</tr>
<tr>
<td>Editorial review of disability management publication</td>
<td>15</td>
<td>Copy of page from publication listing you as editor. Must reflect date and title of the publication.</td>
</tr>
<tr>
<td>Research/Independent study</td>
<td>40</td>
<td>Copy of qualitative and/or quantitative research, including a list of source materials.</td>
</tr>
<tr>
<td>Service to professional disability management or health and productivity organization</td>
<td>1 hour for each hour of service provided to the organization</td>
<td>Letter from the president/director of organization documenting services performed, the number of hours served and the dates of service.</td>
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**NOTE:** The CDMS Commission reserves the right to request additional information to determine compliance with the documentation requirements outlined above for all continuing education.

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**Recertification by Continuing Education – Option 1**

The following sections provide guidelines for candidates choosing to recertify by continuing education.

**The Plan**

The CDMS Commission is committed to facilitating the professional development of its certified practitioners. It has instituted a plan to provide certificants with the flexibility to create a more personal experience for self-development. To ensure that CDMS certificants maintain their knowledge, skills and abilities in the field, the CDMS Commission requires that continuing education hours be taken in the focus areas that are found on the certification examination and which are continually validated through ongoing role and function studies.

**The Process**

To renew your certification through continuing education, a minimum of 80 clock hours of approved continuing education must be earned and completed within the five-year interval ending on December 31, 2016. This would include a minimum of 30 hours in the focus areas shown in this guide, a minimum of 4 hours in ethics, and a maximum of 40 hours in the area of professional development. Professional development (see page 9) is an option, not a requirement. You must also:

1. Complete the recertification application by the designated deadline of December 31, 2016.
2. If you choose to submit your application after the designated deadline, you may do so, from January 1, 2017 through January 31, 2017 and your application must include a late payment fee of $75. **All continuing education hours that you submit with your application, must have been earned during your current certification cycle and completed no later than December 31, 2016.**
3. If paying by check, add an additional $25 along with any other applicable fees to your remittance.
4. If selected for audit, provide paperwork to validate all continuing education activities listed on your recertification application. Your total clock hours must be at least 80 for the five-year interval.
5. Ensure that the 80 hours of continuing education activities you wish to use for recertification fall within the focus areas described in this guide.

**Criteria for Appropriate Continuing Education**

To qualify for approval of continuing education, a program must meet the following criteria:
Continuing education must be above and beyond your normal job duties. It must be at least one hour in duration. One clock hour of continuing education is equivalent to 60 minutes of instruction or participation. Clock hour credit is not given for opening/closing remarks, social hours, coffee breaks or meals during which instruction is not provided. The CDMS Commission reserves the right to determine the clock hours to be awarded. It must be held in an accessible, barrier-free location so that no one with a disability is excluded from participation. (Reference: Section 504, Rehabilitation Act of 1973, as amended.) It must include an evaluation by the participants to assess its effectiveness. The purpose of the program must be clearly defined in terms of its objectives or expected outcomes. It must increase the participant’s knowledge or skill regarding the practice of disability management in one or more of the focus areas listed in this guide.

Please refer to the following categories when developing your personalized plan for maintaining your knowledge, skills and abilities through continuing education.

Domains I-IV
The continuing education needed to maintain CDMS® status must fall within the following focus areas:

I. Disability and Work Interruption Case Management
Disability and Work Interruption Case Management involves ethical performance of necessary activities pertaining to an individual’s illness or injury to ensure quality of care, recovery and cost effectiveness. This entails planning, managing and advocating for that individual’s return to meaningful work, a process that includes coordination of benefits and services and implementation of return-to-work plans.

Possible coursework topics under this area may cover how to:

- Perform individual case analyses and benefits assessments
- Review disability case management interventions
- Promote collaboration among stakeholders
- Perform worksite/job analyses
- Develop return-to-work and work retention plans
- Implement interventions
- Coordinate benefits, services and community resources
- Monitor case progress
- Communicate in compliance with practice standards and regulations
- Develop solutions that optimize health and employment
- Communicate benefits and employment policies

II. Workplace Intervention for Disability Prevention
Workplace Intervention for Disability Prevention involves joint
labor/management collaboration in the identification of workplace safety and risk factors. It also covers the recommendation and implementation of prevention, health and wellness-intervention practices and strategies, such as ergonomics, job analyses and return-to-work programs.

Possible coursework topics under this area may cover how to:

- Implement disability prevention practices
- Develop a transitional work program
- Develop a process for worksite modification, job accommodations or task reassignment
- Recommend strategies to address ergonomic, safety and risk factors
- Recommend strategies that integrate benefits plan designs and related services
- Promote health and wellness interventions

III. Program Development, Management and Evaluation
Program Development, Management and Evaluation include identification of, need for and implementation of comprehensive disability management programs utilizing best practices and metrics.

Possible coursework topics under this area may cover how to:

- Establish program goals
- Design the program
- Design a financial plan
- Develop staff
- Select metrics for evaluating the program
- Implement cross-functional processes
- Offering education and training
- Manage program’s operational and financial performance
- Integrate data from all relevant sources
- Procure internal and external services
- Manage service providers

IV. Employment Leaves and Benefits Administration
Employment Leaves and Benefits Administration includes management of employment leaves, health and welfare plans, payroll and systems management and other risks associated with work interruption.

Possible coursework topics under this area may cover how to:

- Manage employment leaves
- Administer health and welfare plans
- Manage payroll and system data
- Identify risks associated with interruptions and leaves
Focus Areas

Ethics – *Possible coursework topics under this area may include:*

- Ethical Practice in Disability Case Management
- Ethical Practice in Disability Prevention and Workplace Intervention
- Ethical Practice in Program Development, Management and Evaluation

Professional Development Areas:
*Professional development is an option, not a requirement.* If you elect to participate in these activities, a maximum of 40 hours are allowed within the five-year period of certification. Professional development encompasses those activities intended to enhance a certified individual’s overall abilities with respect to his or her professional skills and the delivery of services to individuals with disabilities. This includes but is not necessarily limited to authorship or article, published books, or chapters in published books; computer applications and technology; development of in-service training programs; legislation; professional presentations or demonstrations of services to a professional organization serving the field of disability management or health and productivity.

Pre-Approved Continuing Education
The CDMS Commission has a process for sponsors of workshops, seminars, and courses to obtain pre-approval for their training programs.

If a sponsor has received pre-approval for a program you wish to attend, you will have a place in the online recertification application to note this.

To verify that a program you wish to attend has obtained pre-approval, you must contact the program sponsor directly. The CDMS Commission does not publish lists of pre-approved continuing education.

Continuing Education NOT Pre-approved - previously Post-Approval
The CDMS Commission will accept continuing education activities for individuals that have not been pre-approved by CDMS.

Such activities may include but are not limited to workshops, seminars, university courses, and similar activities, *as long as the subject matter falls into one of the domains.*

Process for Submitting Continuing Education Hours
An applicant will need to simply input the information into the online application. If selected for audit, the applicant must supply certificates of attendance and in some cases the outlines/transcripts of the courses.

Keep copies of all your documentation. If documentation of continuing education is submitted to the CDMS office, it will not be returned.
Extensions
CDMS will no longer be offering extensions. The deadline to recertify is December 31, 2016. There will be a late period that ends on January 31, 2017. All applications received between January 1, 2017 and January 31, 2017 will need to include a late fee of $75 in addition to the applicable recertification fee. Certificants may not earn continuing education hours towards their recertification after December 31, 2016.

Appeals

The Process
The CDMS Commission’s appeal process is available to any certificant who feels that the Commission inaccurately, inconsistently or unfairly applied the criteria for recertification.

Prior to an Appeal – Executive Committee Review
The Executive Committee has the responsibility to clarify existing recertification criteria and make periodic recommendations to the Commission regarding revisions or additions. The goal of such recommendations is to ensure that the standards used are appropriate when viewed in the context of the demands being placed upon disability management practitioners.

Recertification issues reviewed by this committee will include any that raise questions regarding the acceptability of the certificant’s recertification application or continuing education submissions.

Certificants who have been denied recertification will receive an explanation of the Executive Committee’s decision and a notice of their right to appeal.

Right to Appeal
The appeals process is designed to provide:

- Due process
- Complete review of the facts at issue
- A second, independent evaluation of the material presented to document the certificant’s eligibility for certification renewal.
- Fair, consistent application of the criteria for certification renewal

Requesting an Appeal
At the time a certificant is informed that continuing education or certification renewal documentation submitted has been denied by the Executive Committee, this individual will also receive information about his or her right to appeal, as well as the procedures, instructions and time schedules for making such appeals.

A certificant who chooses to exercise this right will have his or her continuing
education/certification recertification file presented to the Appeals Committee along with any other supporting documentation that was reviewed by the Executive Committee. The appeal process will only be heard on the basis of the existing record.

All decisions rendered by the Appeals Committee are final.

**Retirement Designation**
Certified individuals who are retiring from active practice may choose the retirement designation, which changes the CDMS® certification to an honorary designation. CDMS®/Retired status enables the individual to stay on the CDMS Commission’s mailing list to receive updates and newsletters from the field of disability management. This honorary designation is subject to a fee of $50. Individuals requesting the retirement designation must send a letter of intent with the $50 fee, to the CDMS Commission Administrative Office, 8735 W Higgins Rd, Suite 300, Chicago, IL 60631.

If an individual’s retirement status changes and he or she wishes to regain use of the CDMS® certification, he or she would need to re-apply, meet the criteria in effect at the time of re-application and achieve a passing score on the certification examination. Therefore, if an individual believes that he or she may provide consulting or other services in the future using their CDMS® certification, he or she should not select the retirement designation, but should continue to maintain the CDMS® certification.

**Certification Verification**
The CDMS Commission receives and responds to requests for information about the certification status of those holding its credential. Certification verification forms can be found at [www.cdms.org](http://www.cdms.org) under Quick Links on the homepage.

**Fees**
All fees are subject to change and are non-refundable. Payment may be made in the form of a check, money order or VISA/MasterCard charge.

**Recertification through Continuing Education** $300
This fee must be submitted in full with your recertification application.

**Recertification through Re-Examination** $485
This fee includes both a recertification and an examination charge. It must be remitted on the CDMS Recertification Application.

**Related Fees (Add all that apply)**
- Late Fee $75
- Retirement Designation $50
- Replacement Certificate (except at recertification) $25
- Remittance by Check $25
(Checks should be made payable to the CDMS Commission)

A handling fee of $35 will be assessed for any check returned for insufficient funds.

Frequently Asked Questions (FAQs)
The CDMS Commission office receives many inquiries about continuing education and recertification. Included are some of the more common questions that certificants ask.

How often must I recertify my CDMS?
Once an individual has been granted certification, that individual’s certification is valid for five years. The valid-through date that is printed on the certificate has now been extended to December 31st of the year that you are due. Under the CDMS Commission’s guidelines, a certificant must renew his or her certification every five years following the initial credentialing period.

How do I recertify?
The CDMS Commission offers two options for recertification:

1. Documenting 80 clock hours of approved continuing education accumulated during the period of the current certification, of which 4 clock hours must be in ethics; or

2. Re-taking the certification examination and achieving a passing score.

If I acquire more than 80 clock hours in a five-year period, may I apply the excess to the next recertification cycle?
No, since continuing education is intended to keep certificants current with emerging trends and technologies, it is applicable only for the current certification cycle.

What constitutes approved continuing education?
Any continuing education activities that a certificant wishes to use toward the renewal of his or her certification must fall into one of the prescribed focus areas (domains) listed in the recertification handbook, and must be above and beyond normal job duties.

May I submit my continuing education to CDMS Headquarters to enter?
No. CDMS will no longer be responsible for inputting your continuing education. You must track your own CEs in the online recertification application. You have access to this application throughout the entire 5-year cycle; therefore, you may enter your own information. This will help you keep track of how much approved continuing education you already have on file and how many hours are still needed prior to the valid-through date of your current certification.

How will I know if a workshop, seminar, conference, in-service training, webinar or webcast I attend qualifies as pre-approved continuing education?
Many organizations seek approval of their workshops, seminars, conferences, in-service trainings, webinars, or webcasts from the CDMS Commission. Such approval is given in advance of the activity. Ask the sponsor if the activity you are considering has received prior approval for continuing education credit from the CDMS Commission. When you complete the activity, the sponsor will provide you with a verification form that reflects the CDMS Commission approval number.

What if the workshop, seminar, conference, in-service training, webinar or webcast is not pre-approved by CDMS? (Previously known as Post-Approval)?

Previously, the CDMS Commission charged $15 in order to review the courses that had not been pre-approved by CDMS. CDMS is no longer charging this fee. We will still accept courses that are not pre-approved. You will simply just need to enter the information into the recertification application. In the event that you are audited, you will need to submit verification of attendance certificates as well as course outlines to ensure that the meet the domains listed in the recertification handbook.

How often should I report my continuing education activities?

You can report your continuing education activities in the online application as you complete them, monthly, or once a year. However, you are required to document the full 80 clock hours every five years at the time you apply for recertification. The CDMS Commission recommends that you report your activities at least once a year to ensure that you have sufficient credit to qualify for recertification.

How do organizations get pre-approval for their continuing education activities?

Any organization that wishes to have its continuing education activities pre-approved by the CDMS Commission should request an application form from the CDMS Commission office, or visit our web site at [www.CDMS.org](http://www.CDMS.org) and click on Continuing Education/For Providers. The form includes information on the criteria that must be met for the program to qualify.

If I submit my original certificates of attendance, will I get them back?

Continuing education documentation will not be returned with your updated report. Therefore, the CDMS Commission strongly suggests that you make copies of everything you send for your own records. Copies of certificates of attendance are acceptable as long as they are legible. Copies of transcripts and/or grade reports are NOT acceptable.