

Certified Floodplain Manager Program
Exam Takers' Instructions

1. All beepers and cell phones must be turned off.
2. Please have two pencils and your test materials only on your desk at this time. Scratch paper will be provided. Any other belongings should be placed on the floor. No books, references, papers, rulers, engineer's scales, calculators, or electronic equipment are allowed in the exam room. These tools are not necessary to answer exam questions.
3. The time allowed for the exam is 3 hours.
4. Cheating is not permitted and will jeopardize eligibility for inclusion in the CFM[®] Program.
5. This examination consists of 120 questions in four sections:

Section 1. True/false questions on general knowledge
Section 2. Multiple choice questions on general knowledge
Section 3. A Flood Insurance Rate Map exercise
Section 4. An exercise on the new FEMA Elevation Certificate

*Please keep in mind that you must get 84 questions out of the total of 120 questions correct to pass this exam.

6. Everything you need to take the exam is in the exam packet:
 - Exam Answer Sheet
 - Exam booklet
 - FIRM Panel 38
 - Flood Insurance Study (FIS) excerpts (5 pages)
 - FEMA Elevation Certificate
 - Scratch Paper

The FIS, and FEMA Elevation Certificate sections are stapled. You may take them apart, but all pages must be returned in the envelope.

7. Common acronyms used in this exam:

FEMA	Federal Emergency Management Agency
ASFPM	Association of State Floodplain Managers
NFIP	National Flood Insurance Program
BFE	Base Flood Elevation
FIRM	Flood Insurance Rate Map

8. Read the questions carefully! On past exams easy questions were missed simply because the exam taker did not read the question carefully.

9. Mark your answers only on the exam answer sheet by circling the correct answer.
10. There is only one answer to each question. Any answers left blank will be counted against your total score. Make sure that your answers are marked clearly and that there is only one answer per question. Unclear or multiple answers will be counted as incorrect.
11. If you are currently sitting next to someone, please move now so that you are not sitting next to someone else (if possible).
12. Do not to talk to anyone except a proctor during the course of the exam.
13. If a bathroom break is necessary during the exam, please close your exam, turn answer sheet over and leave all test materials on the top of your desk.
14. If a fire drill or bomb threat occurs, take your exam with you. Meet outside of the building and turn over all test materials to the proctor immediately. Remember, do not discuss the exam during the classroom absence. The exam time will be adjusted accordingly.
15. If you would like to dispute any question or make comments or recommendations, please utilize the Comment Section on Page 3 of the answer sheet. Reference the question number for any specific comment or recommendation.
16. When you complete your exam, return all materials to the proctor, including the scratch paper. The proctor will check that all the materials are included in the envelope.
- 17. Don't forget to write your name on all 3 pages of your exam answer sheet.**