



NACD  
DIRECTORSHIP  
CERTIFICATION®

NACD Directorship Certification®

# HANDBOOK





# NACD DIRECTORSHIP CERTIFICATION® HANDBOOK

(Updated March 2025)

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The policies and prices presented in this candidate handbook are subject to change without prior notice.

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# Introduction



# Introduction

Congratulations on your decision to pursue the NACD Directorship Certification® program. The NACD Directorship Certification® credential is the leading credential in the United States for high-performing directors and boards—and we're glad you're here. Once you have successfully earned the credential, you will be able to proudly display the NACD.DC® post-nominal after your name.

Use this handbook as your complete and detailed guide to the program. It contains the critical information you need to get started—including information about eligibility, pricing, the exam process, and more—to help make your certification journey a success.

We have organized this handbook into the five-step process that you follow to become certified:

- ▶ Apply
- ▶ Prepare
- ▶ Exam
- ▶ Certified
- ▶ Recertification

## CRITERIA FOR EARNING THE NACD DIRECTORSHIP CERTIFICATION® (NACD.DC®) CREDENTIAL:

- ▶ **Membership:**
  - You must be an active member of NACD.
- ▶ **Experience and Education:**
  - Pathway 1: At least three years of directorship experience on a public, private, or nonprofit board within the last five years or you've previously completed an NACD foundation course.
  - Pathway 2: Less than three years of directorship experience on a public, private, or nonprofit board within the last five years. You must complete the Virtual Directorship Professionalism course.
  - Pathway 3: No directorship experience. You must enroll in the NACD Accelerate program and the Virtual Directorship Professionalism course before taking the exam.
- ▶ **Examination:**
  - Pass the NACD Directorship Certification examination.



## PROGRAM INVESTMENT

The NACD Directorship Certification® (NACD.DC®) is an investment based on your membership status and your bundle selection. NACD reserves the right to update pricing at any time.

	WHAT IS INCLUDED?	WHO IS IT BEST FOR?	NACD INDIVIDUAL MEMBERS	NACD FULL BOARD MEMBERS	NONMEMBER
<b>Certification Bundle</b>	<ul style="list-style-type: none"> <li>▶ Virtual Director Professionalism + NACD.DC® examination</li> <li>▶ Nonmembers receive a 15% discount for individual membership</li> </ul>	<ul style="list-style-type: none"> <li>▶ Suitable for candidates at all levels of directorship experience</li> </ul>	\$4,900	\$3,750	\$5,400
<b>Certification Exam Only</b>	<ul style="list-style-type: none"> <li>▶ Access to the NACD.DC® examination only</li> </ul>	<ul style="list-style-type: none"> <li>▶ Experienced directors with three or more years of experience</li> </ul>	\$3,000	\$1,500	Not Available

Individuals have six months to complete their certification journey from the time the application is submitted. If you enroll in the Virtual Director Professionalism course, you will have six months to complete the course, and then 6 months to complete your certification process for a total of one year in this case.

## ANCILLARY FEES

Based on your individual needs and situation, additional fees may apply.

WHAT	INCLUDES	HOW LONG DO I HAVE?	FEES
<b>NACD Accelerate™</b> Geared to current and retired senior executives seeking corporate board service in the future, and emerging directors looking for first-time positions on small, nonprofit boards.	<ul style="list-style-type: none"> <li>▶ NACD membership</li> <li>▶ Enrollment in the NACD Accelerate program</li> <li>▶ NACD Directorship Certification® Study Guide</li> <li>▶ Virtual Director Professionalism® (VDP) course</li> <li>▶ Application Fee</li> <li>▶ Exam</li> </ul>	<ul style="list-style-type: none"> <li>▶ A maximum of two years</li> <li>▶ Six months to complete the VDP course</li> <li>▶ Six months to complete the exam after successfully completing the VDP course</li> </ul>	\$6,500
<b>Virtual Director Professionalism Reinstatement</b>	Renews access to the VDP course if the course was not completed within six months	A six-month extension to complete the course	\$1,500
<b>Exam Retake</b>	<ul style="list-style-type: none"> <li>▶ For candidates who are unsuccessful at an exam attempt, you may retake the exam two more times</li> <li>▶ A mandatory 30-day waiting period applies from the date of an unsuccessful exam attempt</li> </ul>	<ul style="list-style-type: none"> <li>▶ A six-month eligibility period begins after the retake fee is paid</li> <li>▶ Payment for a retake MUST be made within three months of the previous exam attempt</li> </ul>	\$250

WHAT	INCLUDES	HOW LONG DO I HAVE?	FEES
<b>Application Reinstatement</b>	<ul style="list-style-type: none"> <li>▶ Reapplication for certification after three failed exam attempts</li> <li>▶ A mandatory one-year waiting period applies from the date of the third unsuccessful exam attempt</li> </ul>	<ul style="list-style-type: none"> <li>▶ A new six-month eligibility period begins after the retake fee is paid</li> </ul>	\$1,500
<b>Exam Eligibility Extensions</b>	<ul style="list-style-type: none"> <li>▶ Extend your six-month exam eligibility window by an extra three months.</li> </ul>	<ul style="list-style-type: none"> <li>▶ An additional three-month eligibility period begins after the extension fee is paid.</li> </ul>	\$250
<b>Missed Exam Appointment Eligibility Reinstatement</b>	<ul style="list-style-type: none"> <li>▶ If you miss your scheduled exam appointment due to one of the following reasons . . . <ul style="list-style-type: none"> <li>• Not showing up</li> <li>• Arriving 30 minutes late for an exam appointment (test center or online)</li> <li>• Canceling a <i>test center</i> exam appointment within 48 hours of the scheduled date and time</li> <li>• And/or canceling an <i>online</i> exam appointment within 15 minutes of the scheduled date and time</li> </ul> </li> <li>▶ . . . and you wish to still complete your exam.</li> </ul>	<ul style="list-style-type: none"> <li>▶ You must complete your exam in the original <b>time frame</b></li> </ul>	\$250
<b>Recertification</b>	Complete 32 NACD Credits during the two-year Certification Maintenance Cycle.	Every two years to maintain your credential	\$195
<b>Reinstatement of Lapsed NACD.DC® credential</b>	If your NACD.DC® credential has been lapsed for 90 days or longer, you may retake the exam to reinstate your credential.	Maximum of six months to complete	\$499

## PAYMENT, TRANSFER, AND REFUND POLICY

Once your Certification fees are processed, you'll receive confirmation via email. An automatic receipt will be available to print or download from your NACD account. Certification and application fees are nonrefundable and nontransferable.



# STEP ONE APPLY



# Step One: Apply

This is the first of five steps to becoming NACD.DC® credentialed. Here you'll explore the eligibility requirements, determine whether you meet the directorship experience, and find out if a prerequisite course is required before taking the exam.

## ELIGIBILITY

- ▶ The first step to becoming certified is to be a member of NACD. Only members are able to join the certification program. If you want more information on becoming a member of NACD, follow this link: [Become a Member](#).
- ▶ Next, determine which pathway is right for you. There are three options:
  - Pathway 1 is for active NACD members, with at least three years of directorship experience or individuals who've previously completed an NACD foundation course:
    - NACD Director Professionalism (in-person or virtual, delivered in 2017 or later)
    - From Battlefield to Boardroom
  - Pathway 2 is for directors with less than three years of directorship experience.
  - Pathway 3 is for candidates who do not have directorship experience.

For details, please see below:



Directorship Experience is defined as serving or having served as a director on a public, private, or other board of a legal entity.


Corporate directors represent the interest of the shareholders in a public company or stakeholders in non-public companies. They provide guidance and oversight to management on a wide range of strategic and financial issues and analyze and challenge management's assumptions. They ensure corporate compliance with regulatory requirements and corporate policies and monitor the organization's risk exposure.

Corporate directors have a working understanding of fiduciary, governance, succession planning, risk, strategy, and financial corporate governance requirements of a business entity. They also have the integrity and courage required to challenge management and to ensure the appropriate direction for the company.

## APPLYING FOR THE EXAM

Follow these steps to [apply online](#) for your NACD Directorship Certification® exam:

If you have an active NACD membership, enter your login information. If you do not have an active NACD membership, click [Become a Member](#). Whether you have an existing account or are creating a new one, make sure the name on your account matches your current government-issued ID (e.g., driver's license or passport). If the name on your existing account does not match, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) to update your profile.



### Login to your Account

**Thank you for your interest in NACD Directorship Certification® (NACD.DC™)**  
An active NACD membership is required to apply for the NACD.DC designation.

**Already an NACD member?**  
Enter your NACD login credentials below to begin the application process.

**New to NACD?**  
[Become a Member](#)  
Join more than 23,000 corporate directors and gain access to exclusive governance resources, events and NACD Directorship Certification.


**Need Assistance?**  
Please call us at 571-367-3822 or view our [Contact Us](#) page for additional information.

\*NACD is committed to protecting and respecting your privacy. To know more about it, please review our [NACD Privacy Policy](#).

**Username\***

**Password\***

How you answer your first application question will determine your path.



Are you currently serving as an active director on a board of a legal entity?

☐ Yes

☐ No

As you fill out the application, you'll be asked to read and electronically acknowledge the NACD Candidate's Attestation and Nondisclosure Agreement. You can also request reasonable accommodation for testing if needed.

The price you pay is determined by your membership type, Fellowship status, and/or the prior completion of a foundation course.

Once the application is complete and fees paid, an automated receipt will be available for printing and/or download from your account. Confirmation will be sent via email within five minutes of your payment completion. The confirmation email includes access to your Certification Status page, where you'll find exam preparatory materials.


If your application includes the Virtual Director Professionalism® foundation course, you'll receive an email from **NACD Virtual Learning** (virtual@nacdonline.org) within 48 hours to confirm your enrollment, provide instructions for accessing the course, and reminding you of your six-month access period.

## AUTHORIZATION TO TEST

Pathway 1 candidates will receive an Authorization to Test notification from Pearson VUE within 48–72 hours of completing your application. For candidates testing under Pathways 2 and 3, you'll receive your Authorization to Test email within 48–72 hours after the Virtual Director Professionalism® foundation course has been completed. The Authorization to Test email will be sent by [pearsonvueconfirmation@pearson.com](mailto:pearsonvueconfirmation@pearson.com). Please add this address to your email safelist so Pearson VUE communications don't go to your spam/junk folders.

The authorization to test email acts as your approval to set up a Pearson VUE account. It also includes this important information:

- Your individual NACD ID number, six-month eligibility window exam dates, and information on how to schedule your exam appointment.



**\*\*PLEASE DO NOT RESPOND TO THIS E-MAIL\*\***

### Authorization to Test

Congratulations! You are now authorized to schedule your NACD Directorship Certification® exam and have access to the practice exam. Both of these items are available through our testing partner, Pearson VUE.

- Please review your candidate details carefully and note the spelling of your name. It must match the name on the government-issued ID you plan to use for exam admission.\* If you require any updates to your name, please contact the NACD at [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) immediately before scheduling an exam date.
- Your six (6) month exam window is listed below. The exam must be scheduled and completed before this time expires. If you do not take your exam within this six (6) month window, you will forfeit any fees paid, and will be required to submit a new reauthorization request and pay a \$250 fee.
- During the six (6) month exam window, you are allotted:
  - one attempt to complete the certification exam and
  - access to the practice exam, a valuable resource to enhance your readiness and confidence.

\*For more information about ID acceptance, please see the information available from the "View ID requirements" link on [Pearson VUE's site for online testing](https://www.pearsonvue.com) for the NACD Directorship Certification exam.

---

Authorized Candidate: Candidatefirst Candidatemiddle Candidatelast Suffix

NACD ID: 123456

Client Authorization ID: 333333

Exam: Exam Series - Exam Title

Number of Attempts Authorized: 1

Authorized Dates: 07 May 2024 - 07 June 2024

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#### INSTRUCTIONS FOR SCHEDULING YOUR EXAM

1. Set up a [Pearson VUE](https://www.pearsonvue.com) account to access the practice exam and schedule your exam: To set up your account, visit [pearsonvue.com/nacd](https://www.pearsonvue.com), click "Create Account," and follow the onscreen prompts. Note: You will need the NACD ID number listed above to create your account. After creating your account, you will find the credentialing exam on the account dashboard in the list of "Pre-approved Exams." The practice exam can be found by clicking

"View online exams". For more information on the Practice Exam, please click [here](https://www.nacdonline.org/files/NACD-Certification-Practice-Exams-User-Guide.pdf) (<https://www.nacdonline.org/files/NACD-Certification-Practice-Exams-User-Guide.pdf>).

2. Once your account is complete, you may use it to access the practice exam and schedule, review, and modify your certification exam appointment details. After scheduling your certification exam, you will receive a confirmation email from [pearsonvueconfirmation@pearson.com](mailto:pearsonvueconfirmation@pearson.com) testing appointment details and other pertinent information. Please add this email address to your email safelist so that the confirmation email does not end up going to spam.

#### CERTIFICATION EXAM PREPARATION

NACD provides various preparation resources for registrants, including the practice exam, Discussion Groups, and materials.

- Be sure to access and download the exam preparation materials, including the NACD Directorship Certification Study Guide, from your [Certification Status Page](#). Note: NACD Certified Directors report spending at least 25–50 hours of preparation with the NACD Directorship Certification Study Guide and other preparation items.
- Familiarize yourself with the Pearson VUE test center and online testing experiences. Please view Pearson VUE's ["helpful resources for test-takers"](#) and the [NACD Directorship Certification Frequently Asked Questions](#). Other helpful links include these:
  - [Tips for taking your exam online](#)
  - [OnVUE - Test with confidence and convenience](#)
  - [Things to know before sitting for the Pearson VUE OnVUE \(online\) exam](#)

Please save this email to reference your NACD ID in the future. If you have any further questions about your NACD Directorship Certification experience, please do not hesitate to contact the NACD Credentialing team at [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

[www.pearsonvue.com](https://www.pearsonvue.com)

<http://www.pearsonvue.com/legal/privacy/>



## STEP TWO

# Prepare




# STEP TWO: Prepare

You are now a candidate for certification! This important step will help get you prepared for your exam. Here you will learn about the resources available to you. Your experience and education, combined with these resources, will prepare you for success on your exam.

## CERTIFICATION STATUS PAGE

The [Certification Status page](#) is where you access preparatory items like the study guide, practice exam, exam specifications, test-taker FAQs, and additional resources. This page is only accessible to you after your application has been approved.

The preparation materials are accessible by clicking on the hyperlink for each item. Please note these items are confidential and should not be shared, distributed, or uploaded into any artificial intelligence programs (i.e. Chat GPT, Claude, Gemini, etc.), exam preparation software, or any third-party systems without the approval of NACD.



## Certification Status

Thank you for your participation in the NACD Directorship Certification® (NACD.DC™) program. Whether you have earned or are preparing to earn the NACD.DC designation, the information below will provide you with the most up-to-date instructions to guide you in the process.

**Do you hold the NACD.DC designation?**

Maintain your NACD.DC credential and remain an NACD.DC in good standing by:

1. Keeping your NACD membership active.
2. Completing 32 NACD credits of continuing education every two years. **Any NACD credits above 32 cannot be applied to future maintenance cycles.**

[Click here](#) to access your NACD.DC Transcript.

**Are you preparing to earn the NACD.DC designation?**

1. To sit for the exam, you must be an active NACD member (review the [Eligibility Criteria](#) page)
2. Review the [Exam Preparation Resources](#) for additional support offerings, including how to register for a Certification Discussion Group.
3. Download and review the exam preparation materials below:
  - [Study Guide \(Second Edition\)](#)
  - [Practice Exam Cases](#)
  - [Candidate Handbook](#)
  - [Things to Know Before Sitting for the PearsonVUE OnVUE \(online\) exam](#)
  - [Exam Content and Specifications with links to helpful resources](#)
  - [Frequently Asked Questions](#)

If you have any additional questions, please reach out to your Board Advisor or email [boardadvisor@nacdonline.org](mailto:boardadvisor@nacdonline.org).

**These items are required to achieve and/or maintain your certification. Please track your progress below.**

Term Ends: 05/08/2025

Requirement Title	Status
Accommodations Requested	<a href="#">Download</a>
Attestation and Non Disclosure Agreement Accepted	Complete
Director Professionalism or Director Experience	Complete
Pass Exam	<a href="#">Exam Portal</a>

## NACD DIRECTORSHIP CERTIFICATION® STUDY GUIDE

The *NACD Directorship Certification® Study Guide* is a comprehensive resource of leading corporate governance practices and board responsibilities for both new and experienced directors. The content is available for download to candidates only.

The *Study Guide* is developed independently of the NACD Certification Exam and does not guarantee success on the exam.

## EXAM SPECIFICATIONS (EXAM OUTLINE)

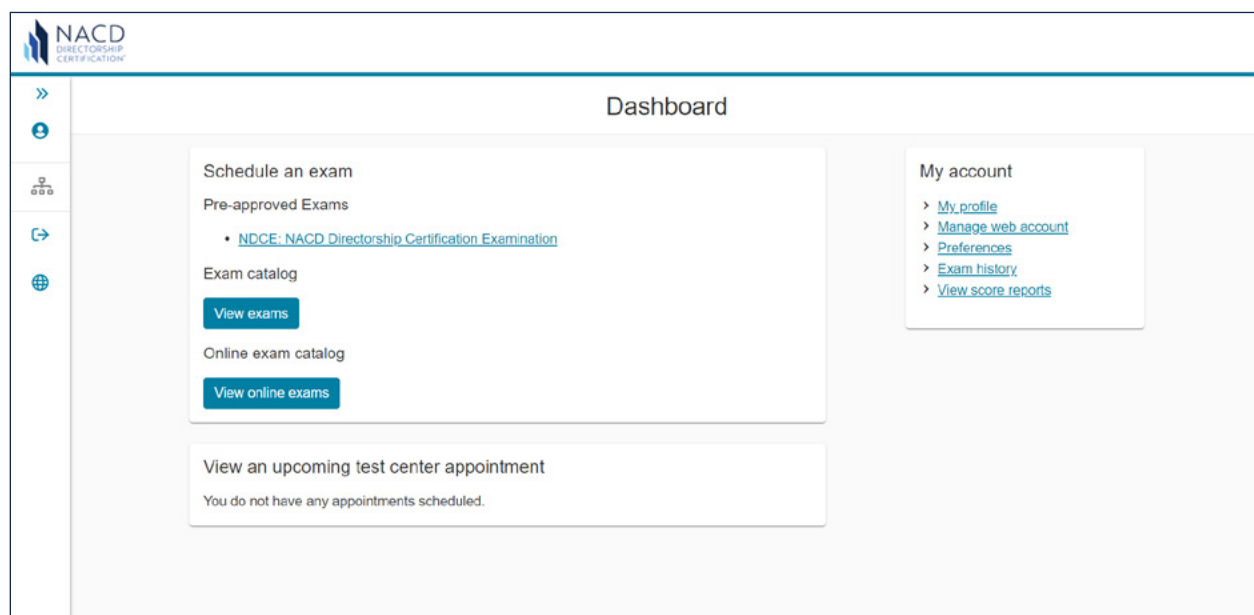
The NACD.DC® exam is based on the results of a Job-Task Analysis (JTA) study, which examines the core competencies and responsibilities of corporate directors. The study helps define the key knowledge, skills, and abilities needed to perform these tasks. As a result of the JTA, the Exam Specifications and Exam Syllabus documents form the basis of the exam's content. Please see the following documents for information and suggested materials aligned with the content outline:

- ▶ [Exam Syllabus and Resources](#) (relevant to the exam version launched in March 2025)
- ▶ [Exam Specifications and Resources](#) (relevant to the current exam version)

## PRACTICE EXAM

The practice exam is only accessible through your [NACD/Pearson VUE dashboard](https://home.pearsonvue.com/nacd) (<https://home.pearsonvue.com/nacd>). After you login, you'll see your account Dashboard, which serves as an entry point for all things Pearson VUE related, such as accessing the practice exam, scheduling your exam, viewing an upcoming appointment, and test scores.

Click on the NDCE-Practice: NACD Directorship Practice Examination under "View or launch an online exam" to launch the Practice Exam. For more information on navigating the Practice Exam, please visit the [NACD Certification Practice Exams User Guide](#).





## DISCUSSION GROUPS

NACD offers a complementary exam readiness program where candidates learn more about the exam and how to navigate Part 2 of the exam, the Cases. [Click here](#) to register for a Discussion Group.

## PAIRING WITH AN NACD CERTIFIED DIRECTOR

Some candidates find it helpful to speak with an NACD Certified Director before testing. If you'd like to find out more, see below for guidelines on what can and cannot be discussed.

### What can be discussed

- ▶ Helpful ways to prepare for the exam
- ▶ What to expect at the test center, or during the remote proctoring experience
- ▶ Focus on the best answer even if there is another correct answer that is not presented

### What cannot be discussed

- ▶ Content of the test questions
- ▶ Number of questions related to any specific topics
- ▶ Recalling and sharing questions

# STEP THREE

## Exam



# STEP THREE: Exam

You are doing great, and you are more than halfway there. Now it is time to learn about scheduling your exam with our testing partner, Pearson VUE, and the different testing options you have available. Additionally, we will cover things like rescheduling, getting assistance, and what to expect on exam day.

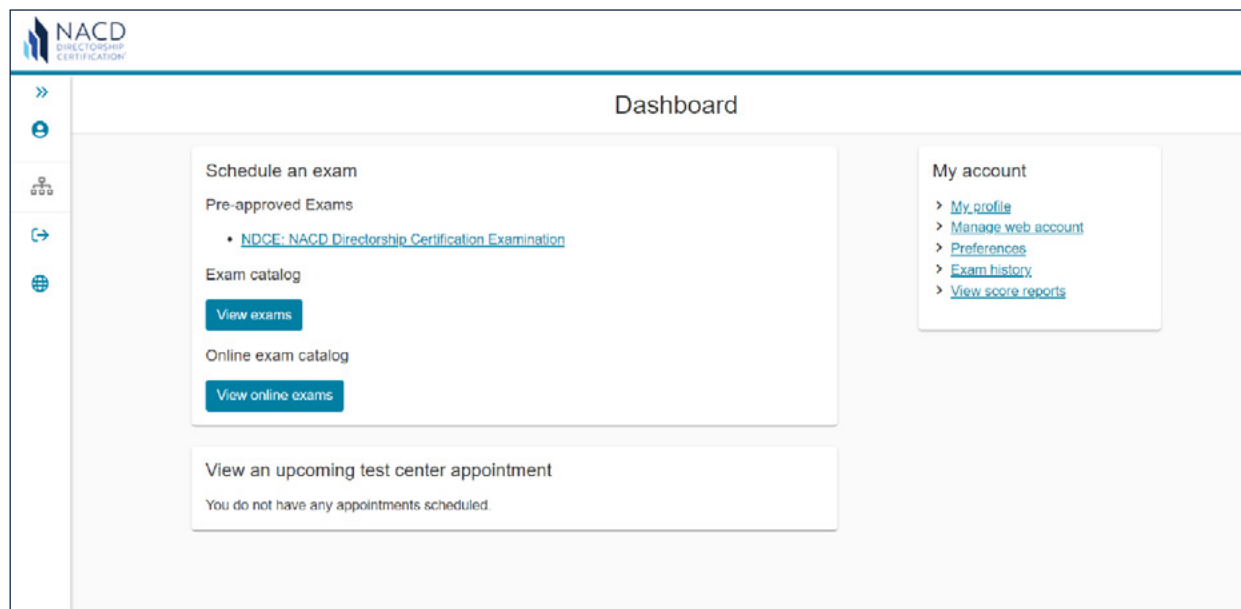
## SCHEDULE, RESCHEDULE, OR CANCEL AN EXAM APPOINTMENT

Pearson VUE is the authorized test delivery provider who will be conducting the NACD.DC® certification exam. Their nationwide test center network includes more than 300 locations throughout the United States, plus a remote proctored online exam platform for secure testing.

Before scheduling your exam, confirm receipt of your Authorization to Test email and familiarize yourself with the testing platforms by watching these videos:

- ▶ [Testing at a Pearson VUE test center](#)
- ▶ [Testing Using OnVUE](#)

To begin scheduling, log into your [Pearson VUE account \(https://home.pearsonvue.com/nacd\)](https://home.pearsonvue.com/nacd). Once in your account, you'll see your Dashboard, which gives you access to the practice exam, scheduling your exam, viewing an upcoming appointment, and viewing test scores.



Follow these steps to schedule your exam: Click on NDCE: NACD Directorship Certification® Examination (under "Schedule an exam.") We suggest scheduling as soon as you receive your Authorization to Test email to secure a preferred testing date, time, and location. Waiting to schedule an exam could affect availability of an appointment that accommodates your preference.

If you can't take the test during your six-month eligibility period, a maximum of two (2) three-month eligibility extensions are available. There is a \$250 fee for each extension payable to NACD before acquiring the extension.

For questions on the application process or an eligibility extension, contact an advisor at [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

## SCHEDULE A TEST CENTER EXAM APPOINTMENT

- ▶ Sign in to your [Pearson VUE account](#).
- ▶ Click the exam link under "Schedule an exam."
- ▶ Select "Test Center."
- ▶ Type your address to search for a test center near the location you entered.
- ▶ Select up to three locations.
- ▶ Once you've chosen a test center location, select an appointment time from the available appointments. Select "Explore more times" to see additional appointments.
- ▶ Once you've chosen your preferred appointment, select "Book this appointment."
- ▶ Review and verify the appointment details.
- ▶ Click "Submit order" to complete scheduling.
- ▶ You'll receive the following confirmation within minutes:

**NACD**  
DIRECTORSHIP  
CERTIFICATION

**You are booked!**  
Order #: 0071-7562-8236

An email confirmation has been sent to: [alanford@nacdonline.org](mailto:alanford@nacdonline.org)

[Return to Dashboard](#)

Description	Details	Order information
<b>Exam</b> NDCE: NACD Directorship Certification Examination  Language: English Length: 225 minutes ⓘ	<b>Appointment</b> Friday, October 4, 2024 Start time: 8:00 AM America/New_York - EDT  <a href="#">Add to your calendar</a> ▼  <b>Location</b> Pearson Professional Centers-Alexandria VA <a href="#">Test Center Information</a>	<b>Order Number/Invoice</b> 0071-7562-8236 <b>Registration ID</b> 479841202 <b>Status</b> Scheduled

- ▶ Also look out for a confirmation email from [Pearson VUE](#). If you don't receive a confirmation email, your appointment may not be finalized. Please contact Pearson VUE directly at (844) 914-0561, Monday through Friday, 7:00 a.m. to 7:00 p.m., central standard or central daylight-saving time, if you have not received your confirmation.

## INCLEMENT WEATHER AND LOCAL OR NATIONAL EMERGENCIES

If there is severe weather or a local/national emergency near the testing center on the day of your scheduled exam, contact the exam call center at (844) 914-0561 for updates on closures or delays. If an exam is canceled due to severe weather or a local/national emergency, you'll be able to reschedule and waive the rescheduling fee. Note: site closures will also be shared via email if you opt to include an email address during the online registration process at [www.PearsonVUE.com/NACD](http://www.PearsonVUE.com/NACD).

## SCHEDULE AN ONLINE EXAM APPOINTMENT

- ▶ Sign in to your [Pearson VUE account](#).
- ▶ Click the exam link under “Schedule an exam.”
- ▶ Select “OnVUE.”
- ▶ Confirm your preferred time zone and select a date.
- ▶ Select an appointment time from the available appointments. Select “Explore more times” to see additional appointments.
- ▶ Once you’ve chosen your preferred appointment, select “Book this appointment.”
- ▶ Review and verify the appointment details.
- ▶ Click “Submit order” to complete scheduling.
- ▶ You’ll receive the following confirmation within minutes:

The screenshot shows the NACD Pearson VUE online exam appointment confirmation page. The header includes the NACD logo and the text "It's time to test your system" with the order number "Order #: 0071-7562-2975". A green box contains the message: "Your appointment is confirmed! An order confirmation containing important exam day information has been sent to: alanford@nacdonline.org". Below this, a section titled "What's next?" features a blue button labeled "Run a system test". To the right, a message states: "We need to verify that the computer and internet connection you plan to use on exam day meet the [minimum requirements](#) for online testing. It'll just take 5 minutes to run:". Below this message are two icons: "Equipment and internet connection checks" and "Exam simulation". At the bottom, there is a table with three columns: "Description", "Details", and "Order Information".

Description	Details	Order Information
<b>Exam</b> NDCE: NACD Directorship Certification Examination  Language: English Length: 225 minutes ⓘ	<b>Appointment</b> Saturday, June 29, 2024 Check-in time: 7:45 AM America/New_York - EDT Start time: 8:15 AM America/New_York - EDT  <a href="#">Add to your calendar</a> ▼	<b>Order Number/Invoice</b> 0071-7562-2975 <b>Registration ID</b> 479840890 <b>Status</b> Purchased

- ▶ Also look out for a confirmation email from [Pearson VUE](#). If you don't receive a confirmation email, your appointment may not be finalized. Please contact Pearson VUE directly at (844) 914-0561, Monday through Friday, 7:00 a.m. to 7:00 p.m., central standard or central daylight-saving time, if you have not received your confirmation.

## RESCHEDULE OR CANCEL EXAM APPOINTMENTS

You may reschedule or cancel a scheduled exam appointment within the six-month exam eligibility window through your [Pearson VUE](#) account (<http://www.pearsonvue.com/NACD>) or by calling NACD's toll-free registration number, (844) 914-0561, Monday through Friday, 7:00 a.m. to 7:00 p.m., central standard or central daylight-saving time.

- ▶ Test Center exam appointments may be rescheduled or canceled up to 48 hours before the scheduled appointment.
- ▶ Remote proctored online exam appointments through OnVUE may be rescheduled or canceled up to 15 minutes before the scheduled appointment.

When rescheduling or canceling an exam appointment through your Pearson VUE account, please click “Submit order” at the end of your transaction. If you don’t receive a confirmation email, your changes may not be finalized. Please contact Pearson VUE directly at (844) 914-0561, Monday through Friday, 7:00 a.m. to 7:00 p.m., central standard or central daylight-saving time, if you have not received your confirmation.

If exam appointments are not rescheduled or canceled within the required period listed above, the missed exam appointment will be treated as a forfeited exam attempt, and a new authorization to test will be needed. A new authorization to test fee of \$250 must be paid before scheduling your next exam.

## TESTING

All test sessions are video and audio recorded. Candidates cannot request that a test session is not recorded.

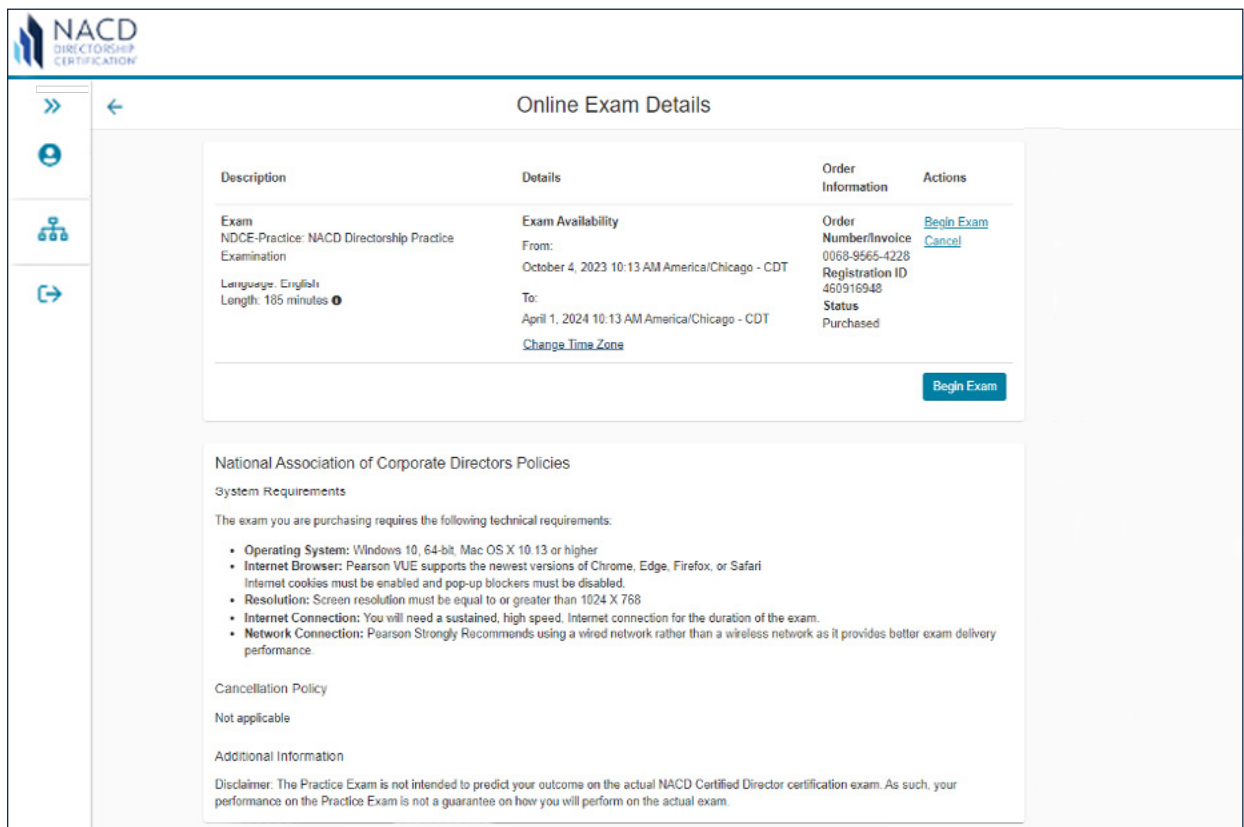
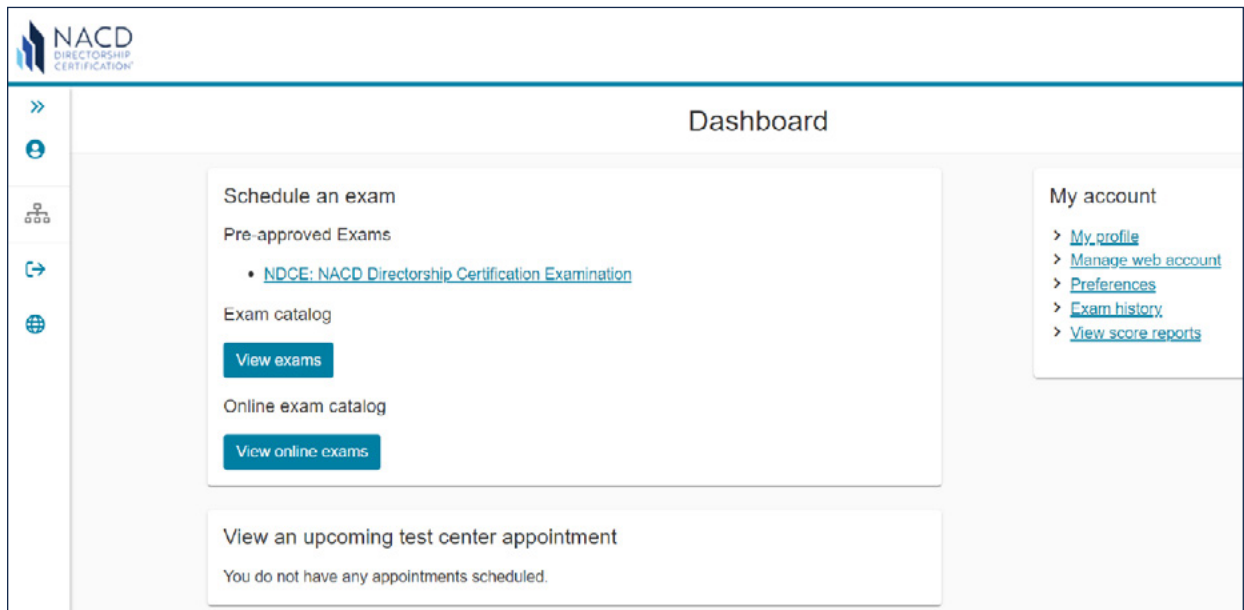
## WHAT TO EXPECT WHEN TAKING THE TEST AT A TEST CENTER

Arrive at the testing center at least 30 minutes before your scheduled appointment time to accommodate check-in time. Late arrivals (30 minutes or more after the scheduled appointment time) will not be admitted. Pearson VUE will provide lockers to store your personal belongings (notes, phones, watches, coats, food, medication, etc.).

During check-in, you must have a valid signed, government-issued, photo ID with the same name as the name on your Authorization to Test email. You’ll also be asked to empty and turn out your pockets. You may be checked with a security wand or asked to go through a metal detector. Eyeglasses and other accessories will be inspected. Additionally, note-taking and the use of audible beepers, mobile phones, or memory-capable devices are prohibited in the testing room. You cannot leave the testing facility during a scheduled or unscheduled break, nor will you be permitted to access mobile phones or study materials. Smoking is prohibited at the testing center and during breaks.

## WHAT TO EXPECT WHEN TAKING THE REMOTE PROCTORED ONLINE EXAM THROUGH ONVUE

1. Sign in to your appointment at least 30 minutes before your scheduled appointment time to accommodate check-in time. Late arrivals (30 minutes or more after the scheduled appointment time) will not be admitted.
2. Use this [link](https://www.pearsonvue.com/NACD/OnVUE) to access the login page and start the check-in process: <https://www.pearsonvue.com/NACD/OnVUE>.
3. Click “Sign in now” to sign into your account.
4. Select the exam link under “View or launch an online exam” and then select “Begin Exam.”  
Important: if the “Begin Exam” button is not visible, you may be too early or too late for your exam. Please check your appointment details to make sure you start at the accurate time.



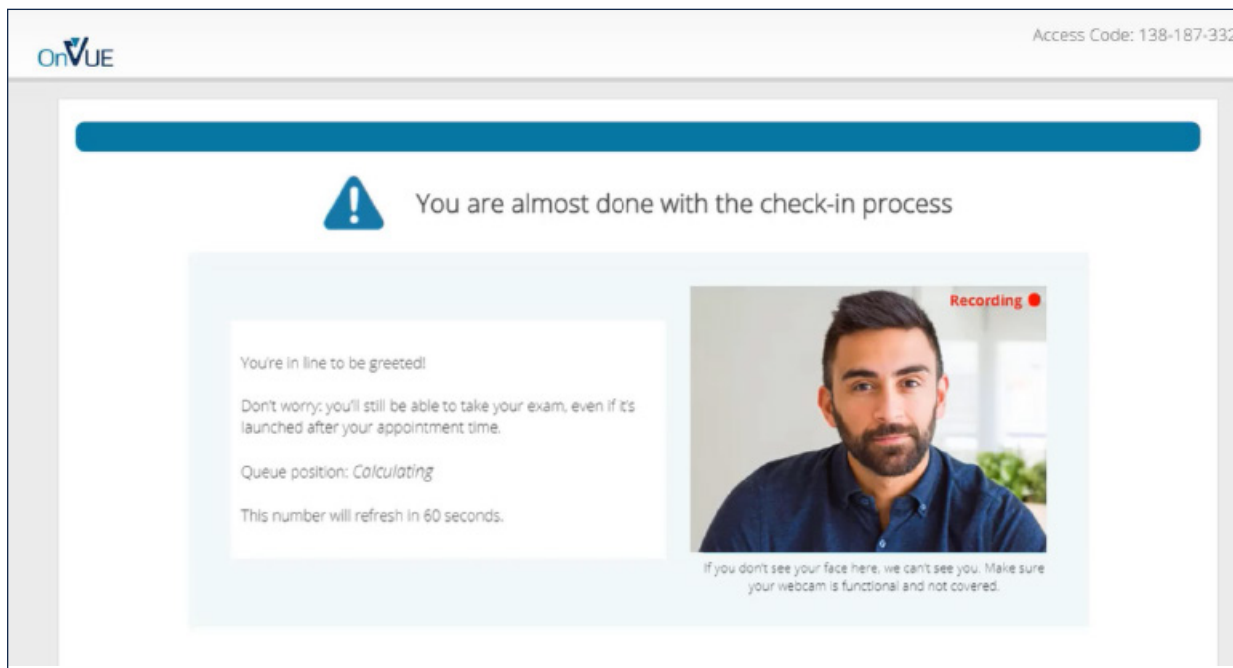
During check-in, you'll need your cell phone to complete the first steps of the process. You'll also need to present a valid signed, government-issued, photo ID with the same name as the name on your Authorization to Test email.



While it may be convenient to test from the privacy of your home or office, make sure to choose a separate, quiet, and distraction-free room in which to test. To help you create a secure testing environment that meets the necessary standards to take the exam, review the information and links below:

- ▶ Please review all the [technical requirements](#) and ensure that you understand the following:
  - Use either Windows 10 or 11, or macOS 10.15 or higher. Linux/Unix and Chrome-based Operating Systems are not supported.
  - Disconnect from any VPN and close all running browsers and programs—including firewalls. Use your Task Manager ([Windows](#) or [Mac](#)) to identify programs that are running in the background and “End Task” for these programs.
  - Confirm you have sufficient Internet signal. We strongly encourage using a wired Internet connection.
  - Use a personal computer and not your work computer (company issued computers have firewalls that will prevent OnVUE from running). Use only approved hardware (monitors, keyboards, webcams, microphones) and other devices.
- ▶ Remember to always remain in camera view.

When the exam is started, if you either leave the webcam view or are using your mobile phone while waiting, your exam will be revoked



- ▶ Make sure to review these resources for critical information on taking your remote proctored online exam through OnVUE:
  - [Pearson VUE Online Testing Guide](#)
  - [Tips for taking your exam online](#)
  - [OnVUE – Test with confidence and convenience](#)
  - [What to expect during your exam](#)
  - [Things to know before sitting for the Pearson Vue OnVUE \(online\) exam](#)
  - [NACD Directorship Certification® FAQs](#)
  - [Troubleshooting guide for the OnVUE system test](#)

## EXAM STRUCTURE

The exam is divided into the following sections:

SECTION	TIME
Tutorial: Optional but recommended	15 minutes
Part I: 75 single-response multiple-choice questions	90 minutes
Scheduled Break: Optional	15 minutes
Part II: 10 Case Studies	95 minutes
Survey: Optional but recommended	5 minutes

The updated version (2025) of the exam is divided into the following sections:

SECTION	TIME
Non-Disclosure Agreement: Required	3 minutes
Tutorial: Optional but recommended	8 minutes
Part I: 50 single-response multiple-choice questions	60 minutes
Scheduled Break: Optional	8 minutes
Part II, Section I: 8 Case Studies	75 minutes
Scheduled Break: Optional	8 minutes
Part II, Section II: 8 Case Studies	75 minutes
Survey: Optional but recommended	3 minutes

### Part I: Multiple Choice

Multiple choice questions require one answer selection from the four provided options.

After completing Part I, you'll have the opportunity to review and update your responses before leaving this section. Once you submit Part I, your answers are final, and you won't be able to access Part I of the exam.

### Part II: Case Studies Case-Management Problems

Case studies require using your **best judgment** based on the fiduciary duties and responsibilities of a corporate director.

Each case study is based on a narrative situation

that a director might encounter. It is developed over three to four steps, and there will be one question related to each step.

As you approach each step in Part II, please keep this in mind:

- ▶ Unlike the single-response multiple-choice questions of Part I, each step of each case may have more than one appropriate response. Choose *all options* that you think represent the director's fiduciary responsibilities at that moment in the narrative.
- ▶ Once you move to the next step, the previous one is no longer available for your review. Because information is presented chronologically from step to step, you cannot revise answers based upon new information presented in the next step.
- ▶ Choose responses that apply to what is revealed in the current and previous steps and that represent essential actions demonstrating
  - the Duty of Care,
  - the Duty of Loyalty, and
  - the Business Judgment Rule.
- ▶ Avoid trying to predict the narrative and next steps in the case study.
- ▶ Don't choose responses that represent unnecessary actions at that point in the narrative.

## EXAM BREAKS

The exam has optional breaks integrated in the timing. If testing at a Pearson VUE Test Center, you cannot leave the testing facility. If testing through OnVUE, you can leave the camera view but may be asked to complete a new room and workstation scan when you return. Whether you're testing at a Pearson VUE Test Center or through OnVUE you are not allowed to access your cell phone or study materials during breaks.

Additional breaks are only available during a test center exam appointment and are considered “unscheduled.” During an unscheduled break, the exam clock will continue to run. If you need an unscheduled break, please raise your hand to notify the test center administrator. Additional breaks are not allowed during the remote proctored online exam through OnVUE.

## EXAM RESULTS

Here’s how the exam is scored, so you can make the best decisions on how to answer each question.

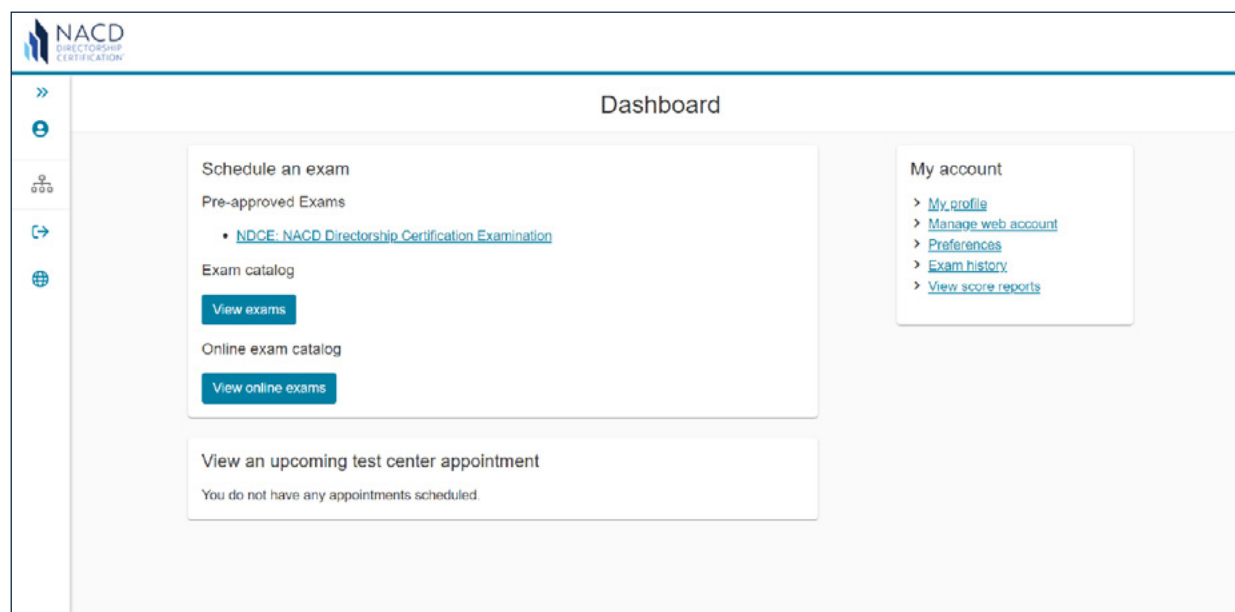
### Part I: Single-response multiple-choice questions.

Correct response selected	+ 1 Point
Incorrect response selected	0 Points
No response selected	0 Points

### Part II: Case studies.

Correct response selected	+ 1 Point
Correct response NOT selected	0 Points
Incorrect response selected	- 1 Point
Incorrect response NOT selected	+ 1 Point

Within two hours after completing the exam, candidates will receive a notice from [pearsonvueconfirmation@pearson.com](mailto:pearsonvueconfirmation@pearson.com) on the readiness of their score report. The notice includes a link to access the report. Exam results are also available through the dashboard. Once signed in, click the “View score reports” link.



## UNDERSTANDING YOUR SCORE REPORT

An exam result of “Pass” on your score report indicates that you passed the exam. Please note that a score is not provided.



**NACD**  
DIRECTORSHIP  
CERTIFICATION

**SCORE REPORT**

Candidate Name: Candidate Name  
Candidate ID #: 100587  
Registration #: 200260261  
Validation #: 1001248084

Exam: NACD Directorship Certification®  
Exam Date: 4/20/23  
Exam Site: 678

**EXAM RESULT: Pass**

Congratulations!

We are pleased to inform you that you have successfully passed the examination for the NACD Directorship Certification, which confers the NACD.DC credential.

Shortly, you will receive an email from the NACD Credentialing Team with next steps for accessing a variety of benefits exclusive to NACD Certified Directors, including instructions for showcasing your achievement and important details for maintaining your NACD.DC credential. If you have any questions, please contact your Board Advisor, or email the NACD Credentialing Team at [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

You can authenticate this score report at [www.pearsonvue.com/authenticate](http://www.pearsonvue.com/authenticate), using the information at the top of this score report.

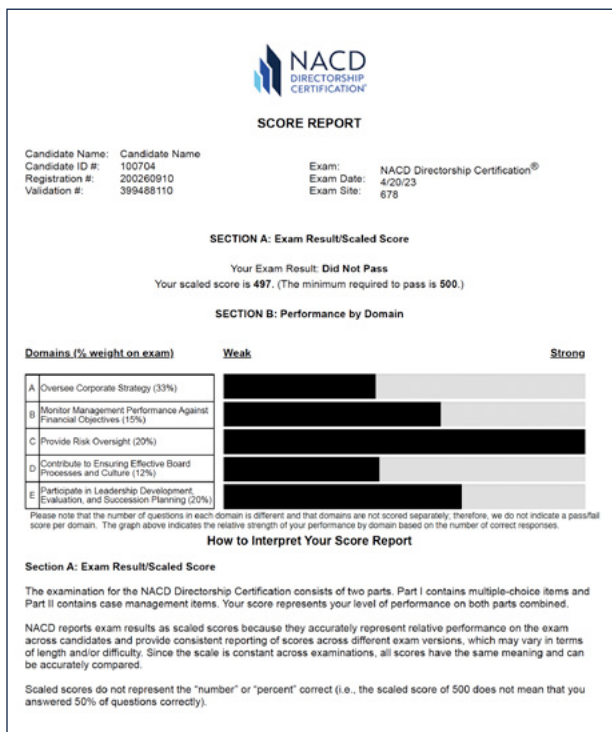
An exam result of “Did Not Pass” indicates that you were not successful in passing the exam.

In this situation, you will receive a “scaled score.” NACD reports exam results on a scale to provide consistent reporting of scores across different exam versions, which may vary in terms of length and/or difficulty. Scaled scores represent relative performance on the exam across candidates. Since the scale is constant across exams, all scores have the same significance and can be accurately compared.

The passing scaled score for the exam is 500, based on a range from 200–800.

Scaled scores do not represent the “number” or “percent” correct, i.e., the scaled score of 500 does not mean that a candidate has answered 50 percent of questions correctly.

Along with the scaled score, the report shows the relative strength of a test taker’s performance by domain. It’s important to note that the number of questions in each domain is different and the domains are not scored separately; as a result, there is no pass/fail score per domain.



**NACD**  
DIRECTORSHIP  
CERTIFICATION

**SCORE REPORT**

Candidate Name: Candidate Name  
Candidate ID #: 100704  
Registration #: 200260910  
Validation #: 399488110

Exam: NACD Directorship Certification®  
Exam Date: 4/20/23  
Exam Site: 678

**SECTION A: Exam Result/Scaled Score**

Your Exam Result: **Did Not Pass**  
Your scaled score is **497**. (The minimum required to pass is 500.)

**SECTION B: Performance by Domain**

Domains (% weight on exam)	Weak	Strong
A. Oversee Corporate Strategy (33%)	[Bar chart showing performance level]	
B. Monitor Management Performance Against Financial Objectives (15%)	[Bar chart showing performance level]	
C. Provide Risk Oversight (20%)	[Bar chart showing performance level]	
D. Contribute to Ensuring Effective Board Processes and Culture (12%)	[Bar chart showing performance level]	
E. Participate in Leadership Development, Evaluation, and Succession Planning (20%)	[Bar chart showing performance level]	

Please note that the number of questions in each domain is different and that domains are not scored separately; therefore, we do not indicate a pass/fail score per domain. The graph above indicates the relative strength of your performance by domain based on the number of correct responses.

**How to Interpret Your Score Report**

**Section A: Exam Result/Scaled Score**

The examination for the NACD Directorship Certification consists of two parts. Part I contains multiple-choice items and Part II contains case management items. Your score represents your level of performance on both parts combined.

NACD reports exam results as scaled scores because they accurately represent relative performance on the exam across candidates and provide consistent reporting of scores across different exam versions, which may vary in terms of length and/or difficulty. Since the scale is constant across examinations, all scores have the same meaning and can be accurately compared.

Scaled scores do not represent the “number” or “percent” correct (i.e., the scaled score of 500 does not mean that you answered 50% of questions correctly).

## RETAKE THE EXAM

Candidates can take the exam a total of three times but are required to wait 30 days before each retest.

After an unsuccessful exam attempt, you can purchase a retest **72 hours after testing**. Once the retest fee is paid, a new authorization to test with a six-month eligibility period will be sent to you.

After three unsuccessful exam attempts, you will no longer be eligible to take the exam. You must wait a year before trying to obtain the NACD.DC® credential again. A \$1,500 Account Reinstatement Fee will be payable ahead of the process.

### 1. NACD Homepage

- ▶ Access the NACD Homepage <https://www.nacdonline.org/>
- ▶ From the dropdown menu click on the **NACD Directorship Certification®** tab

### 2. Access the log in Page

- ▶ While on the NACD Directorship Certification® page, scroll down and click the **LOGIN** tab

### 3. NACD Log In

- ▶ Enter your NACD credentials to log into the system and access the Certification Status page.

Note: Use the same sign-in details used to access the member portal.

### 4. View the Certification Status Page

- ▶ Scroll to the bottom of the page.
- ▶ Select the **PURCHASE** tab next to the **Purchase Retake Exam** requirement.

### 5. Payment

- ▶ The certification Exam Retake item is prepopulated.
- ▶ Click the **NEXT** tab to proceed to the payment page to enter credit card payment details.

The image shows a sequence of five screenshots from the NACD website, illustrating the steps to retake the exam. The first screenshot shows the NACD homepage with the 'NACD Directorship Certification' tab highlighted in the dropdown menu. The second screenshot shows the login page with the 'LOGIN' button highlighted. The third screenshot shows the login form with the 'LOG IN' button highlighted. The fourth screenshot shows the 'Certification Status' page with the 'PURCHASE' tab highlighted next to the 'Purchase Retake Exam' requirement. The fifth screenshot shows the payment page with the 'NEXT' button highlighted.



STEP FOUR  
**Certified**



# STEP FOUR: Certified

Congratulations! You have earned the NACD.DC® credential. The NACD.DC® credential demonstrates your commitment to the directorship profession; your mastery of the necessary knowledge, skills, and abilities to be a director in these ever-changing times; and ultimately your credibility as a professional director. This section provides guidance on correctly displaying your designation after your name, showcasing it on social media, volunteering as a subject matter expert, and more.

## THE NACD.DC® DESIGNATION

NACD Directorship Certification® (NACD.DC®) is an official acknowledgment of your achievement. Use the NACD.DC® designation on your LinkedIn profile or anywhere you'd like to share your professional accomplishment. Only directors who have passed the exam and actively maintain their certification status can use the NACD.DC® post-nominal designation. There are many ways to share your achievement with your respective network.

## CREDLY DIGITAL BADGING

Digital badges serve as proof of your professional credentials and offer easy, instant verification. Display it on your LinkedIn profile and across a variety of applications as a mark of recognition, affiliation, and accomplishment.

## PDF CERTIFICATE

Credly also provides PDF certificate to recognize your NACD Directorship Certification® credential. Like the badge, this portable competency can be easily shared on social media and other referral platforms.

## EQUILAR BOARDEDGE PROFILE

NACD.DC® directors are highlighted in the Equilar BoardEdge database. The trusted digital platform is used by hundreds of companies sourcing executive intelligence and new board talent. When you pass your exam, you'll receive an email from Equilar on how to set up your personal profile.

## SAMPLE PROXY STATEMENT

Update your professional biography and regulatory filings with your new designation, so investors and other stakeholders know about your commitment to strong governance.

## VOLUNTEER AS A SUBJECT MATTER EXPERT

As an NACD.DC®, you can help shape the future of the NACD Directorship Certification® by volunteering as a subject-matter expert (SME). Submissions for test development volunteers are welcome [here](#).



# STEP FIVE

# Recertification



# STEP FIVE: Recertification

Maintaining your NACD Directorship Certification®(NACD.DC®) requires ongoing training to keep up to date on important governance policies.

## MAINTAINING YOUR NACD.DC® CREDENTIAL

Your two-year recertification cycle begins the day after you pass the exam. To keep an active NACD.DC® credential, you must complete the following every two years:

1. Maintain an active NACD Membership
2. Earn 32 NACD Credits (credits beyond 32 will not carry over)
3. Pay the \$195 Recertification Fee at the end of the cycle

## NACD CREDIT REQUIREMENTS

NACD offers hundreds of hours of continuing education each year through events hosted by our Chapter Network and the National Office, both in-person and virtually. Additionally, our education library provided 24/7 access to courses on a wide range of governance topics.

Here are some ways to earn your 32 credits:

- ▶ Through [NACD courses and events](#),
- ▶ Volunteer as a Subject Matter Expert (SME) in exam development activities,
- ▶ [NACD Board Advisory Services® education and coaching](#), and
- ▶ [NACD Education Network events](#).

## GIVING BACK TO THE BOARD DIRECTOR COMMUNITY

A combined maximum of 16 NACD Credits can be earned by volunteering for NACD.DC® exam development activities or serving as NACD faculty.

ACTIVITY	EXAMPLES
Volunteer during your maintenance cycle	Exam development activities (1 hour = 1 NACD Credit, 2 hours = 2 NACD Credits, etc.)
Serve as NACD faculty during your maintenance cycle	<ul style="list-style-type: none"><li>▶ 4 NACD Credits for delivery of survey findings, interviews, and in-boardroom delivery</li><li>▶ 3 NACD Credits for delivery of survey findings and either interviews or in-boardroom delivery</li><li>▶ 2 NACD Credits for delivery of survey findings only</li><li>▶ Present material and/or facilitate discussions on a range of governance issues to a full board (1 hour = 1 NACD Credit, 2 hours = 2 NACD Credits, etc.)</li></ul> Email <a href="mailto:basprograms@nacdonline.org">basprograms@nacdonline.org</a> to learn more.

## NACD DIRECTORSHIP CERTIFICATION® CODE OF CONDUCT

All NACD.DC® credential holders must adhere to the NACD Directorship Certification® Code of Conduct (See Appendix B) signed during the initial application process. Failure to do so may result in investigations and/or disciplinary measures up to and including the revocation of the certification.

## NACD.DC® CREDENTIAL REVOCATION AND LAPSE

### Revocation

The Corporate Directors Institute™ (CDI) (the governance body that oversees the NACD.DC® credential) can revoke the certification and use of the NACD.DC® designation if the credential holder fails to satisfy the NACD Directorship Certification® Code of Conduct. The CDI may consider other conditions for revocation appropriate, and additional reasons may include, but are not limited to, the credential holder

- ▶ misrepresenting and providing false information about the scope of the NACD.DC® designation, and/or
- ▶ being convicted of a crime or misdemeanor that represents a violation of the fiduciary or ethical responsibility of a director, or other disciplinary action (including but not limited to termination of employment or removal from the board) resulting from improper behavior or violations of the organization's corporate policy.

In these cases, credential holders will be notified by email and standard mail that they are no longer allowed to represent themselves as NACD Directorship Certified®. Candidates will have 30 days from the date of notification to appeal the decision. Appeals will be reviewed by members of the Certification Review Committee, composed of two board members and one staff member of the CDI, and a determination will be made within 60 days of receipt of the appeal.

## Lapse

Credential holders are required to maintain their credential by holding an active NACD membership and fulfilling 32 NACD Credits as described above. Failure to satisfy all requirements during the maintenance cycle and as outlined in this Policy will result in lapsed status and possible termination of the NACD.DC® designation. During the maintenance cycle, the lapsed status may be due to

1. a lapse in NACD Membership,
2. not achieving the required 32 NACD credits, and/or
3. not satisfying the required maintenance fee.

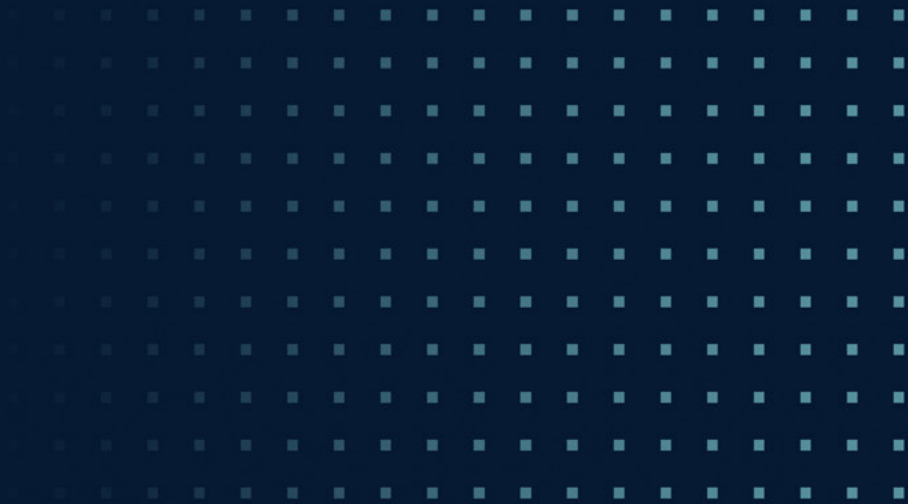
## TERMINATION OF NACD.DC® USE

Credential holders whose certification has been terminated through revocation or lapse must discontinue:

- ▶ using the NACD.DC® postnominal,
- ▶ using the NACD.DC® electronic badge, and
- ▶ identifying themselves as NACD.DC®, NACD Directorship Certified®, and/or as an NACD certified director in board bios, regulatory filings, proxy statements, event materials, etc.

Additionally, the NACD.DC® designation will be disengaged in Equilar, Credly, and other third-party platforms as necessary.

# Appendices



# APPENDIX A – NACD ADA Accommodations Policy

## REASONABLE ACCOMMODATIONS FOR TESTING

During the application process, you can request reasonable accommodations for testing. NACD is committed to ensuring that every eligible candidate who would like to take the NACD Directorship Certification® examination can. Download the NACD ADA Accommodations Policy and Request Form (see Appendix A) from the application and follow the instructions. Please submit the form before scheduling your exam appointment; not all accommodations are available at all testing centers. Please allow up to 14 days for review and implementation of requests accommodations.

With respect to the Americans with Disabilities Act (ADA), you may request the following accommodations:

- ▶ Extended testing time (up to double the normal time)
- ▶ Access to medical supplies
- ▶ Access to food or drink
- ▶ Wheelchair access
- ▶ A separate testing room
- ▶ A reader and/or scribe
- ▶ Use of adaptive technology

Please note:

- ▶ NACD and Pearson VUE are not obligated to accommodate candidates with language limitations unrelated to a documented disability (e.g., English as a second language, literacy).
- ▶ Not all the above accommodations are available with the online proctored exam.
- ▶ Pearson VUE also approves the use of [Comfort Aids](#), which do not require ADA accommodations. The list includes medicine, medical, and mobility devices candidates can use during the exam.

Any ADA accommodation may impact your unique testing experience according to circumstances.

## NACD ADA ACCOMMODATIONS POLICY AND REQUEST FORM

NACD fully complies with the Americans with Disabilities Act (ADA) and provides eligible individuals with documented disabilities as defined under the ADA with accommodations for taking NACD's Directorship Certification examination, consistent with the requirements of the law. Accommodations may also be approved for candidates with documented qualifying medical conditions that may be temporary or are not otherwise covered by the ADA, such as pregnancy or a temporary impairment following surgery, including conditions that require the use of medical devices or medication during the examination. The decision as to whether a medical condition that is not covered by the ADA is a "qualifying medical condition" for purposes of an exam accommodation is at the sole discretion of NACD. NACD has partnered with Pearson VUE, our authorized test provider, to deliver an exceptional exam experience to testing candidates. Together, NACD and Pearson VUE provide reasonable and appropriate exam accommodations to individuals with documented disabilities who demonstrate a need for the accommodations.

Exam accommodations are individualized and considered on a case-by-case basis and do not guarantee improved performance or test completion. Accommodations depend on the nature of the disability or medical condition and documentation provided. NACD and Pearson VUE will make reasonable efforts to provide the requested accommodations to candidates provided the functional impairment



has been demonstrated through adequate documentation, and the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not jeopardize examination integrity and security, are compatible with the nature and purpose of the examination or assessment program, and do not result in an undue burden to NACD. Accommodations cannot be made to the actual content of the examination. A range of available accommodations are considered to assist candidates with disabilities or qualifying medical conditions.

The request for ADA accommodations must be reviewed and approved prior to receiving your authorization to test notification from Pearson VUE. Please allow up to 60 days for the review. Reasonable accommodations may include:

- ▶ Extended testing time (up to double the testing time allowed)
- ▶ Access to medical supplies
- ▶ Access to food or drink
- ▶ Wheelchair access
- ▶ A separate testing room
- ▶ A reader and/or scribe
- ▶ Use of adaptive technology
- ▶ Screen magnifier

Please note that not all the above accommodations are available with the online proctored exam. English as a second language is not defined as a disability under the ADA; that a candidate's primary language is not English is not a basis for NACD to provide a testing accommodation. Demonstrating that an individual meets the criteria for a specific disability does not mean that the individual will automatically be granted requested test accommodations; the candidate must submit supporting documentation that specifically supports the need for the requested accommodation.

## **Instructions for Completing the NACD ADA Accommodations Request Form**

### **Section 1 – Candidate Information**

Complete Section 1 by filling in the following information:

- ▶ Full name (as it appears on your government issued ID)
- ▶ Address and contact information
- ▶ The type of impairment(s) you have and the functional limitations
- ▶ Specific accommodation(s) you are requesting
- ▶ History of any prior testing accommodations received for the impairment and supporting documentation.
- ▶ Sign and date at the bottom of Section 1
- ▶ Candidates may attach additional pages as needed.

### **Section 2 – To Be Completed by an Appropriate Qualified Professional**

Requests for accommodation require the submission of documentation of a formally diagnosed ADA-recognized disability or qualifying medical condition from a qualified medical professional who has provided the evaluation and/or treatment. The submitted documentation must be verifiable and meet the documentation requirements in this policy. A qualified medical professional is someone with the credentials, training, and expertise to diagnose the reported disability or qualifying medical condition. The primary relationship of the attesting professional to the individual must be that of a treating or evaluating medical professional to a patient; there must be no familial, intimate, or other close relationship between the qualified professional and the individual requesting the accommodation(s). Be sure to discuss the nature of the certification examination with the professional to ensure the professional can complete the form on your behalf.



The designated professional should complete Section 2 by filling in the following information:

- ▶ Length of time they have treated you for your medical condition
- ▶ Their role and professional title
- ▶ Recommendation of the type of accommodation that should be given (see list of ADA accommodations above)
- ▶ Name, signature, date, and professional details (title, license number and state, name and address of practice, and work contact information)
- ▶ Attach supporting documentation that provides a clear explanation of the applicant's current disabling condition and functional limitations that are likely to affect the candidate's ability to take the exam under standard conditions. Supporting documentation must not be older than 3 years. Examples of supporting documentation include but are not limited to a medical or psychologist's report. The report must:
  - Include a clear diagnosis AND explanation for the requested accommodation(s)
  - Be printed on official letterhead
  - Be signed and dated by the designated professional
- ▶ Sign and date the NACD Directorship Certification® Code of Conduct

#### **Form Submission**

Once Sections 1 and 2 are complete, please submit the form along with all supporting documentation to [NACD\\_ADA@nacdonline.org](mailto:NACD_ADA@nacdonline.org). You may also mail the form and documentation to NACD Certification Dept., 1100 Wilson Boulevard, Suite 2500, Arlington, VA 22209.

#### **Section 3 – NACD Staff Only**

This section is reserved for NACD staff to complete after your request has been determined. Once Section 3 is completed, the form will be returned to you along with the results of the review.

#### **Section 4 – Candidate Acceptance**

Once a determination has been made and NACD has informed you of it, please confirm your acceptance by providing your signature and date. You may also appeal the decision. If you appeal, please provide additional support and information within 30 days of the date of this notification.

Once Section 4 is complete, please email the completed form back to NACD at [NACD\\_ADA@nacdonline.org](mailto:NACD_ADA@nacdonline.org).

# NACD ADA Accommodations Request Form

## Section 1 (To be completed by applicant)

PLEASE TYPE OR PRINT CLEARLY (\*denotes a required field)

Full Name\*

Address\*

City\*

State:

Zip\*

Phone Number\*

Email\*

Disability or Qualifying Medical Condition, and functional limitations:

Testing accommodation(s) requested:

History of any similar prior accommodations received. List the educational institution/testing organization, the nature of the tests for which you received accommodations, and the dates of accommodation. Attach verifiable documentation from the institutions or organizations that granted the previous testing accommodations:

By signing below, I attest that the information I have provided on this application as well as any attached documentation is true and accurate to the best of my knowledge. I attest that the medical documentation from my qualified professional still accurately describes my current impairments and need for accommodation. Furthermore, I understand and agree that my failure to provide true and accurate information shall constitute grounds for rejection of my application, and denial of my request for this accommodation in testing.

Signature\*

Date\*

## Section 2 (To be completed by an appropriate qualified professional)

PLEASE TYPE OR PRINT CLEARLY (\*denotes a required field)

I have examined and/or treated\* (full name of applicant) since\* (date)  
in my role as\* (professional title)

My response ☐ is ☐ is not (check one) based in part on review of the applicant's prior medical records.

The applicant has discussed with me the nature of the NACD Directorship Certification® examination. It is my opinion that because of this applicant's disability as detailed in the attached documentation, the applicant should be accommodated by providing the following (please check all that apply):

☐ Wheelchair accessible test center

☐ Screen magnifier

☐ Glucose testing supplies

☐ Reader

☐ Scribe

☐ Extended time

☐ Time-and-a-half

☐ Double time

☐ Separate testing area

☐ Adaptive technology  
(please specify)

☐ Other  
(please specify)

Full Name\*

Signature\*

Date\*

Title\*

License # & State\*

Name of Practice\*

Address of Practice\*

City\*

State\*

Zip\*

Work email\*

Work Phone\*

Fax\*

Please attach supporting documentation that provides a clear explanation of the applicant's current disabling condition and functional limitations that are likely to affect the candidate's ability to take the exam under standard conditions. Supporting documentation must not be older than 3 years, unless the

documentation reflects that the condition is permanent. Examples of supporting documentation include but are not limited to a medical or psychologist's report. The report must:

- ▶ Include a clear diagnosis of the nature of the impairment AND rationale for the requested accommodation(s)
- ▶ Be printed on official letterhead
- ▶ Be signed and dated by the designated professional

PROFESSIONAL ATTESTATION: By signing below, I attest that the information I have provided on this application as well as any attached documentation is true and accurate to the best of my knowledge. Furthermore, I understand and agree that my failure to provide true and accurate information shall constitute grounds for rejection of the applicant's request for accommodations, and denial of that request.

Signature\*

Date\*

Please submit all application materials to: [NACD\\_ADA@nacdonline.org](mailto:NACD_ADA@nacdonline.org)

or Mail the information to: NACD Certification Dept.  
1100 Wilson Boulevard, Suite 2500  
Arlington, VA 22209

### Section 3 (To be completed by NACD Staff)

The above requested accommodations have **been** **not been** approved.

The following accommodation(s) will be made at the time of testing:

If the requested accommodation has not been approved, the reason is provided here:

### Section 4 (To be completed by candidate)

I confirm and accept the ADA accommodation determination.

I appeal against the decision and have provided additional information.

Signature\*

Date\*

# APPENDIX B – NACD Directorship Certification® Code of Conduct

## INTRODUCTION

To meet the needs of the profession, the NACD Corporate Directors Institute® (CDI), an independent sister organization to the National Association of Corporate Directors® (NACD®), created the NACD Directorship Certification® program in consultation with experienced board members. The CDI confers the NACD.DC® credential on those who meet the eligibility requirements; pass a fair, valid, and reliable exam; adhere to this Code of Conduct; and participate in ongoing certification maintenance.

NACD Directorship Certification is a commitment to advancing the highest standards of directorship. In an increasingly complex business and governance landscape, NACD Directorship Certification sets the bar for high-performing boards, helping directors to maintain their edge and meet every challenge with confidence and conviction, both now and in the future.

### 1. Principles

All those applying for or holding the NACD Directorship Certification® credential must uphold this Code of Conduct.

The Code of Conduct is built on the following principles as they relate to the professional conduct of directors and those aspiring to be directors. Individuals who are NACD Directorship Certified®, applicants, and candidates aware of any violations of this code must promptly report the unethical behavior directly to [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for review and investigation.

- a. Integrity and honesty
  - i. NACD.DC® credential holders and candidates must
    1. be a person of high moral character;
    2. be honest and accurate when completing the application for the credential;
    3. disclose any history of moral turpitude;
    4. disclose any occupation or employment, or director-related legal indictments, convictions, civil suits, government investigations, and any pending or adjudicated proceedings that would cause a person to question their fitness to serve on a board of directors; and
    5. not engage in any fraudulent behavior, such as sharing test questions / or test resources with any individual, organization, third-party outlet, person, generative AI platforms, large language learning models, or websites.
- b. Objectivity and fairness
  - i. NACD.DC® credential holders and candidates must
    1. make decisions impartially and objectively that are free from undisclosed conflicts of interest, nondiscriminatory, and in good-faith compliance with all laws and regulations applicable to directors; and
    2. hold themselves accountable for their actions and decisions made while carrying out directorship duties.
- c. Competence and professionalism
  - i. NACD.DC® credential holders and candidates must
    1. endeavor to properly exercise fiduciary responsibilities including the Duty of Care and Duty of Loyalty;

2. raise standards of excellence;
3. adhere to applicable laws and regulations;
4. act with honesty, fairness, and mutual respect; and
5. safeguard trust.

## 2. Enforcement

The CDI has the right to

- deny or revoke the application,
- bar a candidate from testing,
- invalidate an exam result,
- revoke the certification and use of the NACD.DC® post-nominal, and/or
- take legal action against any candidate or credential holder who fails to satisfy this Code of Conduct to enforce CDI's rights as described herein.

Examples of failing to comply with this Code of Conduct include but are not limited to

- misrepresenting and providing false information about the scope of the NACD.DC® designation;
- being convicted of a crime or misdemeanor that represents a violation of the fiduciary or ethical responsibilities of a director or other disciplinary action (including but not limited to termination of employment or removal from the board) resulting from improper behavior or violations of the organization's corporate policy;
- being convicted of a crime or misdemeanor that represents a lack of high moral character;
- failing to disclose a history or current indictment of moral turpitude;
- engaging in dishonest or fraudulent behavior such as cheating;
- providing candidates, test prep organizations, blogs, or other Internet sites with answers to test questions or
- copyrighted study guide material;
- representing themselves falsely as an NACD.DC® certified director while being a candidate or having a lapsed credential;
- sharing, disclosing, publishing, reproducing, or transmitting the exam questions or study materials, in whole or part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose; and
- supplying false information on the application or failing to abide by the attestations.

In cases where there is proof of a violation of the Code of Conduct, credential holders will be notified by email and standard mail that their certification will be terminated and revoked. Candidates will have 30 days from the date of notification to appeal the decision. Appeals will be reviewed by members of the Certification Review Committee, which consists of two CDI board members and the senior director of Credentialing. A determination will be made within 60 days of receipt of the appeal.

Individuals whose certification has been terminated through revocation must cease

- using the NACD.DC® postnominal,
- using the NACD.DC® electronic badge, and
- identifying themselves as NACD.DC®, NACD Directorship Certified, and/or as an NACD certified director in board bios, regulatory filings, proxy statements, event materials, etc.

Further, as necessary, the NACD.DC® designation will be dissociated in Equilar, Credly, and other third-party platforms.

Though rare, NACD reserves the right to revoke the membership of any individual or Company member that acts in a manner inconsistent with the ethical and collegial norms of the NACD community, including but not limited to the use of membership privileges to sell products or services for the member's own commercial purposes. Membership dues are not refundable. Memberships are subject to [NACD's Privacy Policy](#) and website [Terms of Use](#).

Questions regarding this code may be sent to [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).



# APPENDIX C – Frequently Asked Questions

## TROUBLESHOOTING

**You're applying for the NACD Directorship Credential and you are getting an error message.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and include a screenshot of the error message so we can resolve the issue efficiently.

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**You're applying for the NACD Directorship Credential but have a question about which eligibility path to take.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and a Membership Engagement Team advisor will review your options.

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**You're a Primary Board Contact and would like to register a group for the NACD Directorship Certification® program.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and a Membership Engagement Team advisor will contact you directly to finalize any necessary actions and process payment.

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**You would like more information on the Accelerate™ Program.**

Email [accelerate@nacdonline.org](mailto:accelerate@nacdonline.org) to speak with an NACD Advisor about next steps.

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**You're enrolled in Pathway 2 or 3 and need an extension.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) to request an extension. If you do not finish after the extension, you will need to pay a \$1,500 course reinstatement fee and will get an additional six months to complete the course.

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**You have applied for the NACD.DC® credential through Pathway 1 and have not received your authorization to test notification from Pearson VUE.**

Please check your spam/junk email folder for any communications from [pearsonvueconfirmation@pearson.com](mailto:pearsonvueconfirmation@pearson.com). If you are still unable to locate the Authorization to Test, email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance.

**You have applied for the NACD.DC® credential through Pathway 2 (or 3) and have not received your authorization to test notification from Pearson VUE.**

The authorization to test notification is sent one to two days after the Virtual Director Professionalism® course is completed. If you've completed the course and haven't received your authorization to test, please check your spam or junk email folder. For more assistance, contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

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**Your name on your authorization to test notification from Pearson VUE does not match your government-issued ID.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and ask us to update your name in your NACD account to match your government-issued ID. Please provide a picture or scan of the ID in your request and allow up to 48 hours for the change to show.

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**You would like to update your address and/or phone number in your member portal.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and ask us to update your address and/or phone number.

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**You're having problems accessing your study materials.**

Check that you have an Authorization to Test notification from Pearson VUE and that it has not expired. Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance.

**You would like to take a board readiness course that is not provided by NACD in place of enrolling in the VDP or DP course.**

Only Virtual Director Professionalism® and From Battlefield to Boardroom are acceptable foundation courses for those enrolled in Pathways 2 and 3.

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**You'd like to learn more about the practice exam.**

Review the [Practice Exam](#) user guide. Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for further assistance.

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**You'd like to register for a Discussion Group.**

[Click here](#) to register for an upcoming Discussion Group session.

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**You'd like to talk with an NACD.DC® director prior to taking your exam.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance.

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**You'd like to request an exam eligibility extension.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) to process a three-month extension for \$250.

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**You'd like to schedule your exam but cannot find your authorization to test notification from Pearson VUE.**

If you know your NACD ID number, you may go directly to <https://home.pearsonvue.com/nacd> to schedule, reschedule, cancel, or access the practice exam. Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for further assistance.

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**You're unable to schedule or reschedule your exam or access the practice exam.**

Check that you have an Authorization to Test notification from Pearson VUE and that it has not expired. Please contact Pearson VUE directly at (844) 914-0561, Monday through Friday, 7:00 a.m. to 7:00 p.m., central standard or central daylight-saving time, for assistance.

**You did not cancel your exam within the appropriate period, or you missed your appointment.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance. If you did not cancel or reschedule your appointment at least 15 minutes before the set time for an OnVUE exam appointment or 48 hours before a Pearson VUE exam appointment, your exam will be considered missed. Upon rescheduling your missed exam, you will be required to pay the \$250 retest fee and the missed exam appointment will be considered an exam attempt.

If there are extenuating circumstances for missing your exam appointment, please provide this information in your email. Reviewing the details of the extenuating circumstance does not guarantee that the \$250 missed exam fee will be waived or that the missed exam attempt will be reinstated.

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**You experienced an issue taking your exam at a Test Center.**

Make sure you file a report at the Pearson VUE Test Center and ask for the report number. Contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) and provide the report number and any other details so that we can present your issue to our Pearson VUE account manager and work toward a resolution.

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**You're experiencing/have experienced an issue with your OnVUE remote proctoring exam.**

Most issues are attributed to user error. For example, using a work computer that has a hidden firewall, not having enough bandwidth available when testing, or hidden background programs that were still running.

For more information regarding technical and other requirements needed to run an OnVUE exam, please visit these web pages:

- ▶ [Technical requirements](#)
- ▶ [Tips for taking your exam online](#)
- ▶ [OnVUE – Test with confidence and convenience](#)
- ▶ [What to expect during your exam](#)
- ▶ [Things to know before sitting for the Pearson Vue OnVUE \(online\) exam](#)

Please note that NACD is unable to assist you during your scheduled exam appointment.

If your OnVUE exam has been aborted, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) after your session has terminated with as much information as possible so that we can investigate the situation.

If it is determined that the failed exam attempt was due to user error, a credit for your exam will not be given.

**You failed your exam and would like additional details on your exam performance.**

The Score Report is designed to provide information on your overall performance on the exam and in each domain. Use the bar graph to inform you if your knowledge in each domain favors a weak or strong standing. Domains that favor a weak standing should be areas on which you should concentrate.

If you have additional questions, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

---

**You would like to schedule a retake exam but do not see the retake button.**

After failing your exam, allow up to 48 hours before trying to pay for your retake. If you do not have the ability to pay for your retake, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance.

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**You have successfully paid for your retake exam, but you're unable to schedule the exam.**

There is a 30-day waiting period before you'll receive your new authorization to test notification from Pearson VUE with instructions on scheduling the retake. If you have not received your authorization to test notification after 30 days, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

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**You've failed your exam three times and would like to reinstate your application.**

You must wait a year before applying for your next exam. Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) with your request. Once the year has passed, you can reinstate your application after paying the \$1,500 fee.

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**You've passed your exam but do not see your record in Equilar, and haven't received information on accessing your Credly Badge.**

Allow seven to 10 days for your records to be uploaded to Equilar and Credly. Once they're successfully transferred, you'll receive more information via email from Equilar and Credly.

If you have not received any updates from Equilar or Credly after 10 days, please contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

**You're an active NACD Certified Director, but your membership has lapsed.**

Please email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) with your membership renewal request.

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**You're maintaining your NACD.DC® credential but do not see the events you attended represented in your transcript.**

Allow seven to 10 days for your transcript to show the event(s) you attended. If after 10 days it does not reflect the event(s) you attended, please email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for assistance.

**You have a question on an education event outside of NACD or the Education Network.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) with the information you'd like us to check.

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**You'd like to receive NACD credits (continuing education credits) for an Education Network event you attended.**

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) with a Certificate of Completion and the date(s) that you attended the event.

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**Your NACD.DC® certification has lapsed.**

There are three ways that your NACD.DC® Certification can lapse:

- ▶ 32 NACD credits have not been attained within your two-year certification cycle,
- ▶ 32 NACD credits have been attained but you have not paid the \$195 recertification fee, or
- ▶ your NACD membership has expired.

Email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) to resolve the issue.

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**You'd like to report cheating, fraud, misconduct, misrepresentation, or any other ethics violation.**

Contact [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) with the information, and a Certification team member will reach out to you directly.

## ADDITIONAL QUESTIONS

### **If I'm an NACD Fellow, can I apply for Certification?**

NACD encourages members who are recognized as a Board Leadership Fellow to become an NACD Certified Director.

For more information, or to discuss how Certification can support your board work, contact your board advisor or email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org) for more information.

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### **Can I become an NACD Certified Director if I live in a country outside of the United States?**

Yes.

Because the NACD Directorship Credential is US-based, it draws on rulings made by the US legislature, US regulations, and US board practices.

If you're on a US-based board or plan to be, or would benefit from competency on US governance frameworks, the NACD.DC® credential is relevant.

Please note that if you plan to take the test outside the United States, you'll only be able to test using the remote proctored online platform, OnVUE.

Also note that the NACD Directorship Credential is not delivered in Quebec.

### **Do I need to be an NACD member to become NACD Directorship Certified®?**

Yes, NACD membership is a prerequisite for the NACD Directorship Certification® and is also required as part of the Certification Maintenance program.

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### **Can I enroll as an NACD Individual Member to maintain my Certification if my company board is no longer offering an NACD Full-Board membership?**

Yes, for more information, or to discuss how to maintain your Certification, email [credentialing@nacdonline.org](mailto:credentialing@nacdonline.org).

# APPENDIX D – Data Confidentiality, Terms of use, and Privacy Policy

## DATA CONFIDENTIALITY

NACD believes in protecting the privacy of our members, and safeguarding personal information is a top priority. To read more about how NACD protects the privacy of your personal data related to Certification procedures, visit the NACD [Terms of Use](#), including the [Privacy Policy](#).



► [nacdonline.org/certification](https://nacdonline.org/certification)