2013

APICS CERTIFICATION MAINTENANCE BULLETIN

Procedures for maintaining the APICS Certified in Production and Inventory Management (CPIM) and Certified Fellow in Production and Inventory Management (CFPIM) designations

APICS
The Association for Operations Management®

Certification maintenance enables individuals with the APICS Certified in Production and Inventory Management (CPIM) and Certified Fellow in Production and Inventory Management (CFPIM) designations to demonstrate ongoing knowledge in their fields and commitment to lifelong learning through professional development activities. The growing number of individuals choosing to pursue professional development through the prestigious APICS CPIM and CFPIM programs indicates a strong awareness that continuing education and skills development are essential to meeting the information and technological challenges in today's rapidly evolving workplace and global marketplace.

Professional development opens doors to individual career opportunities and organizational success. The decision to introduce the APICS Certification Maintenance program followed several years of careful consideration and intense market research. Information derived from surveys of certified members and nonmembers, and other benchmark data, showed not only that certification maintenance is standard among organizations, but also that individuals overwhelmingly support some form of ongoing certification requirements for maintaining the integrity of professional credentials.

The APICS Certification Maintenance program upholds both the objectives of the APICS CPIM and CFPIM programs to promote lifelong learning. These flexible programs recognize that individuals are at various levels in their careers, come from many industries, have different educational needs and career goals, and have varying degrees of access to continuing education. Requirements for maintaining certification can be met through multiple sources and a variety of professional development activities. This program helps individuals prepare for the challenges ahead and maintain a professional edge by
- preserving the currency of hard-earned certification credentials
- expanding knowledge of the latest industry practices
- exploring new technology solutions
- reinforcing skills
- improving job performance
- demonstrating commitment to excellence
- increasing competitive advantage.

How the certification maintenance program works
Candidates are required to maintain every five years:
- Seventy-five maintenance points are required for the APICS CPIM designation.
- One hundred maintenance points are required for the APICS CFPIM designation.
- Points are awarded based on the following activity categories:
    1. Continuing education (CE)
    2. Presentations, publications, and educational development (PPED)
    3. Service to the supply chain and operations management profession (SSCOMP)
    4. Professional membership (PM)

NOTE: *Examinations are NOT required to maintain certification unless your certification status lapses five years past your suspension date.*

APICS CFPIM application
Candidates who currently are APICS CFPIM designees, but are maintaining as APICS CPIM designees due to a lack of points, will have to reapply for the APICS CFPIM program. Access apics.org/certification for complete details on the APICS CFPIM program and to download an application.

APICS certification maintenance cycles
- Cycles run in five-year intervals.
- A cycle starts on the month the candidate became certified:

Example: Date certified   Maintenance due date
                        January 10, 2008   January 31, 2013
- Candidates can start earning points once they become certified and during the five-year cycle.
- Points earned prior to becoming certified will not qualify.
- Additional maintenance points are required every year past the due date if the candidate does not maintain:
    o   Fifteen points per year for the APICS CPIM program
    o   Twenty points per year for the APICS CFPIM program
- If candidates do not maintain five years past the due date, candidates lose the credentials.

Application fees
- $75 (USD) APICS member price
- $150 (USD) nonmember price

NOTE: *Application fee is non-refundable.*

Candidate notification
- Reminders are sent via email in advance at
  - one year
  - 90 days
  - 60 days
  - 30 days.
- APICS members receive additional notification on renewal notices.
- Candidates receive notification of suspension of credentials.
- Candidates receive periodic program updates.

New! Track your certification maintenance deadlines
To monitor your maintenance deadlines, use the My APICS Certifications tool by visiting apics.org/MyAPICS. Note: You will need to log in to apics.org to access My APICS Certifications.

Lifetime certification candidates
- must be at least 62 years old
- have certification credentials that are current
- notify APICS in writing and provide proof of age.

Suspension of certification
APICS will suspend the certification of candidates who failed to maintain or all candidates who failed to provide the required number of points to maintain. Candidates whose credentials have been suspended will not be permitted to use the designation.

Candidate information
It is the candidates' responsibility to update email and mailing addresses with APICS. To update your information, visit apics.org/MyAPICS. Once you are logged in, you can edit your information.

Submitting the application
- Candidates can apply at apics.org/maintain.
- Candidates can also download the application form and mail it.
  - The application must be complete and signed.
  - The professional development journal must be included.
  - The application fee must be included ($75 (USD) APICS member, $150 (USD) nonmember).
  - Applications that are not legible will not be processed.
- Candidates should keep a copy of the application for their records.
- Candidates do not need to submit backup documents verifying activities when submitting the application.
- APICS randomly selects candidates to be audited. When audited, the candidate must provide supporting documentation to APICS before the application can be approved.
- Candidates who apply online will receive notification that the application was received.

Sample professional development journal

Key to professional development activity codes
Continuing education (CE): no maximum points
Presentations, publications, and educational development (PPED): maximum points 60 APICS CPIM or 80 CFPIM
Service to the supply chain and operations management profession (SSCOMP): no maximum points
Professional membership (PM): no maximum points

2005	2006	2007	2008	2009	SUM	Activity	Point value	Activity code
6	6	6	6	6	30	APICS membership	6 points per year	PM
6	6	6	6	6	30	APICS channel partner development meetings	1 point per instructional hour	CE
24	0	24	6	24	78	APICS conference	24 points per full attendance	CE
0	12	0	16	8	36	IFS world customer summit	1 point per instructional hour	CE
4	4	4	0	0	12	SMR certification committee member	15 points per year	SSCOMP
3	3	3	0	0	9	Presente: APICS MPR workshop (1.5 hours each)	2 points per hour	PPED
Total					195			

Revocation of certification
APICS will revoke your certification for violating the APICS Code of Ethics by falsifying documents or information on the maintenance application.

Document retention
APICS does not retain any supporting documents provided as part of the audit process.

How to earn points
Points are obtained from core areas that are related to the APICS body of knowledge. Flexibility in selecting activities is built in to enable you to design a continuing education plan that meets your unique needs and career goals. Points can be earned through multiple sources as long as the program content is related directly to operations management, including
- educational programs sponsored by APICS
- employers
- other professional societies
- degree-granting institutions
- international organizations
- and other providers.

Points may be accumulated in any combination from any of the four categories. However, in keeping with the APICS educational mission to inspire lifelong learning, greater point emphasis is placed on category one (continuing education) and category two (presentations, publications, and educational development).

There are points limits on category two, a 60-point maximum for the APICS CPIM and an 80-point maximum for the CFPIM, to ensure individuals who teach or publish diversify their professional development activities.

Activity Categories and Point Criteria

1. Continuing education (CE)
One point is earned per instructional hour (half-hour increments are accepted half points) for attending any educational program or course that relates directly to supply chain and operations management.
- Remote item writing workshop (2 points for viewing the webinar and submitting 10 items).
- Passing cut score study (5 points).
- A conference, seminar, workshop, educational plant tour, or webinar.
- A live certification item-writing workshop (10 points for a 2-day workshop).
- A remote item-writing (APICS CPIM or CSCP maintenance: 1 point per approved item for a maximum of 10 points per year; APICS CFPIM maintenance: 1 point per approved item for a maximum of 10 points per maintenance cycle).
- A district or channel partner meeting with an educational component.
- A professional development program (for example, channel partners or district).
- An APICS CPIM review course.
- A course offered by a degree-granting institution of higher education (Note: failed courses do not earn points).
- A training program sponsored by your company or another independent organization, such as the Supply Chain Council (SCC), Council of Supply Chain Management Professionals (CSCMP), Institute for Supply Management (ISM), Society of Manufacturing Engineers (SME), and others.
- A college/university course that awards three credits will receive 48 points (3 hours x 16 weeks = 48 hours).
- Home-study courses (including APICS-MGI Management Institute and ISM home-study courses) will receive three points.
- All other courses with approved continuing education units (CEU) will receive 3 points per CEU credit (a course authorized for 3 CEUs receives 9 points).
- Twenty-four points may be claimed for full APICS conference attendance. Partial points for part-time attendance will also be accepted, and one point awarded per educational or instructional hour.
- Participating in the APICS Certified Supply Chain Professional (CSCP) program provides two new ways to earn certification maintenance points:
  - o Individuals who earn a certification of completion for the APICS CSCP Learning System will receive 30 maintenance points. Candidate will receive 40 maintenance points if the Learning System is paired with an instructor-led course.
  - o Those candidates who pass the APICS CSCP exam will receive an additional 20 points.

For information about the APICS CPIM program, visit www.apics.org/cpim.

2. Presentations, publications, and educational development (PPED)
(maximum of 80 percent of total points)
Two points per instructional hour (half-hour increments are accepted for one point) for conducting the following programs directly related to supply chain and operations management:
- conferences
- courses (including certification review)
- meetings (instructional)
- seminars
- tutorials workshops
- other presentations

NOTE: *Points are awarded only once per year for presentations on the same topic. The time required to prepare presentations is not eligible for points.*

Two points for an article or contribution on a subject matter relating directly to operations management that is published in the following:
- book
- monograph
- booklet
- newsletter
- magazine
- proceedings

NOTE: *The time required to research and develop material is not eligible for points.*

Five points for original supply chain management research that is published and distributed (for example, the *Journal of Operations Management,* the *Production and Inventory Management Journal,* and white papers).

Ten additional points for any published material noted above that is cited as an APICS certification reference. (Note: These points for certification reference materials are in addition to the points received for the actual publication.)

3. Service to the supply chain and operations management profession (SSCOMP)
NOTE: *At each level, for those holding multiple positions, only the highest service position can be claimed for points in any given year.*

Points awarded at the association level of APICS or another related national or international association:
- Five points per year are earned as an officer of a governing board (examples: chair, chair-elect, president, president-elect, past president, secretary/treasurer, or vice president of chapter development).
- Four points per year are earned as a member of a governing board (example: district director, district vice president); two points per year as a member.
- Four points per year are earned as the chair of a functional, standing council or committee (examples: Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee, or District Manager Committee and 2 points per year as a member).
- Fifteen points per year are earned as a member of a Certification Committee, or individual APICS CPIM or CSCP committees, for a total of no more than 40 points per maintenance cycle.
- Two points per year are earned as a member of a standing council or committee (examples:, Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee, or District Manager Committee).
- Two points are earned for being the chair of a membership or education committee and one point as a member.

Points awarded at the channel partners or district level of APICS or another related national or international association:
- Three points per year are earned as an officer of a governing board (examples: president, vice president, or secretary/treasurer).
- Two points per year are earned as a member of a governing board (examples: vice president of educational development, or membership and chapter development).
- Two points per year are earned as the chair of a standing committee (examples: membership or education committees).
- One point per year is earned as a member of a standing committee (examples: membership or education committees).

4. Professional membership (PM)
- Six points per year are earned as a qualifying member of APICS:
  - professional
  - international
  - student
  - honorary chapter
  - lifetime
  - enterprise
  - honorary member
  - e-membership
  - academic
- One point per year is earned for membership in another operations management related national or international organization.

FREQUENTLY ASKED QUESTIONS

When may I begin earning points toward certification maintenance?
You may begin accumulating points once you pass your last certification exam or are notified that your APICS CFPIM application has been approved.

Will I be notified if there are any changes to the APICS certification maintenance program?
Yes. APICS will send reminders about the program. It is the candidate's responsibility to keep APICS updated with any changes to an email or mailing address. Update your information at apics.org/MyAPICS.

May I apply for certification maintenance as soon as I have earned the necessary points?
The earliest a candidate can apply is one year in advance of the application deadline.

What is the processing fee for certification maintenance?
It is $75 (USD) for APICS members and $150 (USD) for nonmembers.

What is lifetime certification and how do I attain it?
Candidates must be at least 62 years old and have certification credentials that are current. Candidates must notify APICS in writing and provide proof of age. Lifetime candidates do not need to maintain.

May I attain most or all of the 75 points (100 points for APICS CFPIM) from one category?
You may accumulate points from any category in any combination. However, there is a limit of 60 APICS CPIM points or 80 CFPIM points in category two: presentations, publications, and educational development. This limitation ensures that individuals who teach or publish extensively diversify their point totals.

Will only APICS programs and activities count toward my certification maintenance?
No. APICS does not limit your continuing professional development activities to APICS-only events. The goal is to show that you are pursuing lifelong learning. You may collect points for attending operations management educational programs sponsored by other national or international organizations or educational institutions. You may also attain points for serving in leadership positions related to operations management organizations (national and international) other than APICS.

What type of documentation must I provide?
The application, points sheet, and professional development journal are the only documents that need to be provided. If you are audited you will be required to provide all original documents to substantiate your points.

May I simply retake the required APICS CPIM exams to maintain my designation?
The intent of the program is to promote lifelong learning through professional development beyond certification. You may also complete the full APICS CPIM exam process just as you did when you attained your original certification.

Can I earn points for pursuing the APICS CSCP designation?
Individuals who earn a certificate of completion for the APICS CSCP Learning System will receive 30 points and those who pass the APICS CSCP exam will receive an additional 20 points.

If I earn more than the required points for certification maintenance, may I carry the additional points over to my next cycle?
No. You may earn points only within your designated five-year maintenance cycle.

If I have an APICS CFPIM and I don't earn enough points to maintain my APICS CFPIM status, but I earn enough points to maintain my APICS CPIM status, may I maintain my APICS CPIM status?
Yes you may. You will need to submit a letter with your application requesting that it be processed for APICS CPIM status.

How will I know when my five-year certification maintenance deadline is approaching?
APICS will send you reminders that your application deadline is approaching. Candidates receive an email reminder one year, 90 days, 60 days, and 30 days before the due date.

What if I fail to submit my certification maintenance application by my deadline?
You are required to submit your application every five years by the due date. If you fail to submit your application with payment on time or fail to earn the necessary points, you will be notified in writing by APICS that your certification has been suspended. You will not be permitted to use the APICS CPIM or CFPIM designation or be credited with the designation in any publications or employment inquiries until you have met the certification maintenance requirements (including earning any additional points assessed).

How do I reinstate my certification after it has been suspended?

To reinstate your certification status, you are required to accumulate 75 APICS CPIM or 100 CFPIM core points plus an additional 15 APICS CPIM or 20 CFPIM points per year for every year past your certification maintenance deadline.

Can I claim the same maintenance points toward both my APICS CPIM and CSCP certification maintenance?
Yes, provided they meet the requirements outlined in the APICS CPIM Maintenance Bulletin and the APICS CSCP Maintenance Bulletin. You will not be able to claim points from the APICS CSCP Learning System toward your APICS CSCP maintenance.

If I apply late, will my new due date be five years from the date I apply?
No. If you apply late, your new due date will be five years from your last due date. For example, if your maintenance was due November 2008, you sent you application in May 2010, your new due date will be November 2013.

When will I receive my new APICS CPIM or CFPIM certificate?
Candidates will receive the new certificate within six weeks of approval.

I. Continuing education (CE)
(Must relate directly to supply chain and operations management to qualify.)

Activity points earned (No maximum)

Passing cut score study	5 points
Conference, seminar, workshop, educational plant tour, or webinar	1 point per full hour of instruction*
Live certification item-writing workshop	10 points for a 2-day workshop
Remote item-writing workshop	1 point per written and approved item for a maximum of 10 points per year
District meeting with an educational component	1 point per full hour of instruction*
Professional development program	1 point per full hour of instruction*
APICS CSCP Learning System certificate of completion	30 points
Course offered by a degree-granting institution	1 point per full hour of instruction*
Training program	1 point per full hour of instruction*
Independent-study program (home study)	3 points per course completed
Independent-study program (college course)	3 credits equals 48 points
APICS International Conference & Expo	24 points for full registration and attendance
APICS CSCP exam	20 points
CEU (continuing education unit) course	3 points per authorized CEU point

II. Presentations, publications, and educational development (PPED)
(Must relate directly to operations management to qualify.)

Activity points earned (maximum: APICS CPIM 60 points or CFPIM 80 points)

Instruction	2 points per full hour of instruction**
Presentation	2 points per full hour of presentation**
Published article or contribution	2 points per article or contribution†
Published original research	5 points per publication†
Published book	30 points per book†

III. Service to the supply chain and operations management profession (SSCOMP)

Activity points earned

National/international−Officer of a governing board	5 points per year of service
National/international−Member of a governing board	4 points per year of service
National/international−Chair of a standing committee	4 points per year of service
National/international−Member of a standing committee	2 points per year of service
Chapter/district−Officer of a governing board	3 points per year of service
Chapter/district−Member of a governing board	2 points per year of service
Chapter/district−Chair of a standing committee	2 points per year of service
Chapter/district−Member of a standing committee	1 points per year of service
Certification committee or individual APICS CPIM or CSCP committee member	15 points pear year of service for a total of no more than 40 points per maintenance cycle

IV. Professional membership (PM)

Activity points earned (no maximum)

APICS membership	6 points per year (.5 per month)
Membership in other professional organization	1 point per year directly related to supply chain and operations management

NOTES: * Half-hour increments are accepted for .5 point.   ** Half-hour increments are accepted for 1 point.
     † An additional 10 points are awarded if published material is cited as an APICS certification reference.

Questions? Contact APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 or certification@apics.org.

APICS CERTIFICATION MAINTENANCE APPLICATION

Please print clearly.

Application information

APICS member (check one) ○ Yes   ○ No

APICS ID

Certification (check one) ○ CPIM   ○ CFPIM
                           ○ CIRM   ○ CSCP

Certification maintenance deadline   MONTH / YEAR

FIRST NAME   M.I.   LAST NAME

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER   DATE OF BIRTH   MONTH / DAY / YEAR

CURRENT JOB TITLE

Mailing address (check one) ○ Work   ○ Home

COMPANY NAME (NOT REQUIRED IF YOU ARE PROVIDING YOUR HOME ADDRESS)

ADDRESS 1

ADDRESS 2

CITY   STATE / PROVINCE

ZIP / POSTAL CODE   COUNTRY

BUSINESS PHONE   BUSINESS FAX

EMAIL

Payment information

Payment amount (check one)

○ $75 APICS member   ○ $150 nonmember

*To join APICS, visit **apics.org/join** or contact APICS Customer Service at service@apics.org, 1-800-444-2742, or +1-773-867-1777.*

Payment type (check one)

○ VISA   ○ American Express   ○ MasterCard   ○ Discover

ACCOUNT NUMBER   EXPIRATION DATE

NAME AS IT APPEARS ON CARD   SIGNATURE (REQUIRED FOR ALL CREDIT CARD PURCHASES)

○ Check number _____   ○ Personal check   ○ Company check
(Make check payable to APICS in US dollars drawn on a US bank. Please include your APICS ID on your check.)

○ Money order
*Purchase orders and wire transfers will **not** be accepted.*

Return your completed application, original professional development journal, and full payment to

APICS Certification Maintenance
8430 West Bryn Mawr Avenue, Suite 1000
Chicago, IL 60631-3439 USA

Applications will not be accepted via e-mail, the Internet, or fax.

Questions? Contact **certification@apics.org** or 1-800-444-2742 or +1-773-867-1777.

APICS
*The Association for
Operations Management*

FOR APICS USE ONLY
Date received _____ Amount received _____
          ○ Credit card   ○ Check   ○ Money order
Batch # _____

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Enter points earned in each category in the applicable year(s).*

Continuing education (CE)							
Enter applicable year(s)							**TOTAL**
Conference, seminar, workshop, or APICS webinar							
Certification item-writing workshop							
Online item writing							
District meeting with an educational component							
Professional development program							
APICS CSCP Learning System certificate of completion							
Course offered by a degree-granting institution							
Training program							
Educational plant tour							
Independent-study program (home study)							
Independent-study program (college course)							
APICS International Conference & Expo							
APICS CSCP exam							
CEU (continuing education unit) course							
Other:							

Category total = _____

Presentations, publications, and educational development (PPED)†							
Enter applicable year(s)							**TOTAL**
Instruction							
Presentation							
Published article or contribution							
Published original research							
Published book							

†Maximum point value for this category is 60 for CPIM and 80 for CFPIM.

Category total = _____

Service to the Supply Chain operations management profession (SSCOMP)							
Enter applicable year(s)							**TOTAL**
National/International–Officer of a governing board							
National/International–Member of a governing board							
National/International–Chair of a standing committee							
National/International–Member of a standing committee							
Chapter/District–Officer of a governing board							
Chapter/District–Member of a governing board							
Chapter/District–Chair of a standing committee							
Chapter/District–Member of a standing committee							
Other:							

Category total = _____

Professional membership (PM)							
Enter applicable year(s)							**TOTAL**
APICS membership							
Membership in other professional organization directly related to operations management							

Note: You must submit your original professional development journal along with your application.

Category total = _____

GRAND TOTAL POINTS = _____

In keeping with the APICS Code of Ethics, I hereby attest that all information presented on this application is correct and complete. I understand that I am responsible for maintaining supporting documentation, which I may be required to submit as evidence for points claimed. I further understand that APICS conducts a random audit of submitted applications and professional development journals. Furthermore, I agree to abide by the rules and decisions of APICS and understand that falsification of this application is grounds for revoking certification.

PROFESSIONAL DEVELOPMENT JOURNAL

APICS MEMBER / CuSTOMER ID NuMBER

CERTIFICATION MAINTENANCE DEADLINE

FIRST NAME

LAST NAME

MIDDLE INITIAL

TITLE

COMPANY NAME

ADDRESS

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

COUNTRY

PhONE NuMBER (DAYTIME)

FAX NuMBER

E-MAIL ADDRESS

Retain a copy for your records. Information from this journal must be transferred to your official APICS CSCP certification maintenance application form, which will be sent to you separately a year before your APICS certification maintenance deadline. You must include the original Professional Development Journal with your APICS CSCP certification maintenance application. Points required every five years: 75.

Year						Sum	Activity	Point value	Activity code
				Total				

(May be photocopied)

Questions? Contact APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 or certification@apics.org.

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Whom should I contact?

Call APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 if you

- have a question about a payment method
- need to find out how many points you need to maintain your certification.

E-mail the APICS certification department at certification@apics.org if you

- have a question about how to submit your certification maintenance application
- have a question about what qualifies for maintenance points.

All pricing policies and procedures in this bulletin are subject to change.

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apics.org

September, 2012
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Advancing Productivity, Innovation, and Competitive Success