APICS Certified in Production and Inventory Management

[CPIM]

APICS Certified Fellow in Production and Inventory Management

[CFPIM]

Certification Maintenance Bulletin

APICS
The Association for Operations Management®

The APICS CPIM Program

The APICS Certified in Production and Inventory Management (CPIM) program is recognized worldwide as the standard of professional competence in production and inventory control and supply chain management. Obtaining an APICS certification shows a commitment to the profession that leads to a sense of accomplishment, demonstrates value to the employer, enhances earning potential, and provides a path to career advancement. More than 90,000 professionals have earned their APICS CPIM, and nearly 3,000 have achieved Fellow status. The APICS CPIM program is divided into five process-oriented topic areas to provide participants with the best possible educational assessment and knowledge base.

After completing the CPIM or CFPIM program, designees must participate in the Certification Maintenance program. This bulletin contains all the information needed to successfully maintain the CPIM and CFPIM designations.

APICS CODE OF ETHICS

- To maintain and improve sound business practices and foster high standards of professional conduct
- To hold in professional confidence any information gained of the business of a fellow member's company and to refrain from using such information in an unethical manner
- To seek success without taking unfair advantage or using questionable acts that would compromise one's self-respect
- To neither engage in nor sanction any exploitation of one's membership, company, or profession
- To encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession
- To be careful with one's criticisms and liberal with one's praise—to build and not to destroy
- When a doubt arises as to the right or ethics of one's position or action, to resolve such doubt according to generally accepted standards of truth, fair dealing, and good taste
- To maintain high personal standards of moral responsibility, character, and business integrity
- To uphold the high ideals of the association as outlined in the bylaws

APICS THE ASSOCIATION FOR OPERATIONS MANAGEMENT

APICS The Association for Operations Management is the global leader and premier source of the body of knowledge in operations management, including production, inventory, supply chain, materials management, purchasing, and logistics. Since 1957, individuals and companies have relied on APICS for its superior training, internationally recognized certifications, comprehensive resources, and worldwide network of accomplished industry professionals. To learn more about the APICS community, visit **apics.org.**

OBTAINING YOUR CFPIM DESIGNATION

After earning an APICS CPIM designation, individuals are eligible to advance to the Certified Fellow in Production and Inventory Management (CFPIM) designation. The distinguishing characteristic of a CFPIM is the willingness to share acquired knowledge with others through presenting, publishing, teaching, and participating in professional development activities.

JOIN APICS AND SAVE

APICS members pursuing an APICS certification enjoy savings up to 25 percent on certification review courses, review materials, and testing fees. Members also save on certification materials, multimedia, courseware, and training aids available through the APICS Bookstore.

To join APICS today, call APICS Customer Support at (800) 444-2742 or (773) 867-1777 M-F, 8:00 a.m. - 5:00 p.m. CT, or visit the APICS Web site at **apics.org/membership/join**.

THE IMPORTANCE OF CERTIFICATION MAINTENANCE

The growing number of individuals choosing to pursue professional development through APICS' prestigious Certified in Production and Inventory Management (CPIM) and Certified Fellow in Production and Inventory Management (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.

APICS' decision to introduce its Certification Maintenance program followed several years of careful consideration and intense market research. Information derived from surveys of certified members and nonmembers, as well as other benchmark data, showed not only that certification maintenance is standard among comparable organizations, but also that individuals overwhelmingly support some form of ongoing certification requirements for maintaining the integrity of their professional credentials.

The Certification Maintenance program upholds both the objectives of the CPIM and CFPIM programs and APICS' vision to promote lifelong learning. This flexible program recognizes 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. Thus, requirements for maintaining certification can be met through multiple sources and a variety of professional development activities intended to help individuals prepare for the challenges ahead and maintain a professional edge by

- preserving the currency of hard-earned certification credentials
- expanding their 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

In August 1997, the APICS Board of Directors approved the implementation of the Certification Maintenance program applicable to APICS' Certified in Production and Inventory Management (CPIM) and Certified Fellow in Production and Inventory Management (CFPIM) programs. Certification maintenance enables individuals with the CPIM and CFPIM designations to demonstrate ongoing knowledge in their field and commitment to lifelong learning through professional development activities. Every five years following initial certification, participants in these programs will maintain their certification status through a system of points (75 for CPIM and 100 for CFPIM) based on their involvement in the following four activity categories:

I. Continuing education (CE)
II. Presentations, publications, and educational development (PPED)
III. Service to the operations management profession (SOMP)
IV. Professional membership (PM)

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

CONTENTS

The Importance of Certification Maintenance **1**
How the Certification Maintenance Program Works 1
Certification Maintenance Cycles 2
Application Deadline Notification 2
Lifetime Certification 2
Suspension of Certification 2
Address Change 2
Submitting Your Application **3**
Application Information 3
Processing Fee 4
Revocation of Certification 4
Suspension Appeals Process 4
Document Retention 4
How to Earn Points **4-6**
Activity Categories and Point Criteria 4-6
Frequently Asked Questions **7-8**
Certification Maintenance Application **9**
Activity Summary Form 10
Professional Development Journal 11
Information Update Form 12

Table 1. Certification Maintenance Cycle Compliance Dates		
Original Date Certified	Must submit a certification maintenance application five years from the same month that your initial certification was received.*	***All exams must be retaken if you are not recertified within 5 years of your original suspension date.***
January 1, 2000	January 31, 2005	
November 17, 2005	November 30, 2010	
April 24, 2007	April 30, 2012	

**Note: Failure to attain sufficient points or to apply on time will result in suspension, upon which an additional 15 CPIM or 20 CFPIM points will be assessed immediately and every year thereafter on the anniversary date of suspension, until certification maintenance requirements are fulfilled.*

Certification Maintenance Cycles

Certification maintenance cycles run in five-year intervals, commencing from the date of initial certification and ending on the last day of the month that initial certification was received. If you became certified on or after January 1, 1999, you may begin accumulating points once you pass your last certification exam or are notified that your CFPIM application is approved. **See Table 1 above.**

For instance, you initially became CPIM on April 21, 2000; you began accumulating your 75 points as of April 21, 2000. Your first certification deadline was April 30, 2005. If you missed this deadline or failed to earn the required points, your certification was suspended as of May 1, 2005. To reinstate your certification, you were required to earn the 75 core points plus an additional 15 points each year for every year that your certification maintenance lapsed. In other words, if you did not apply by April 30, 2005, you were required to earn 90 points by April 30, 2006. If you did not apply by April 30, 2006, you were required to earn 105 points by April 30, 2007, and so on. If your certification status continues to lapse for five years past your suspension date, and you have not applied for certification maintenance by April 30, 2010, you must take and pass the required certification exams again. There are no exceptions to this requirement.

Application Deadline Notification

APICS stores your initial certification date and certification maintenance dates in its database. Thus, once you become certified, you automatically receive from APICS the following certification maintenance materials:

- application deadline reminders
- periodic program updates

Your certification maintenance application deadline will be indicated on the reminders sent by APICS.

Lifetime Certification

As an APICS-certified professional, you are eligible to become certified for life at age 62. No further reporting of continuing professional development activities for certification maintenance is required. However, you must notify APICS in writing with supporting documentation of proof of age (e.g., a copy of driver's license or birth certificate) on or before your certification maintenance deadline. Once documentation is received, APICS will send you confirmation of your lifetime certification status. Note that if your certification status is suspended, you are not eligible for lifetime certification until you renew your certification.

Suspension of Certification

To maintain the integrity and consistency of the certification designation and the validity of the certification maintenance process, APICS reserves the right to suspend your certification for failure to acquire sufficient points within your designated five-year cycle or for failure to submit your application with payment by your deadline. Accordingly, you will not be permitted to use the CPIM or CFPIM designation or be credited with such in any APICS publication or employment inquiry until such time as you either

1. Acquire an additional 15 CPIM or 20 CFPIM points per year, over the core 75 or 100 points, for each year past your certification maintenance deadline **OR**
2. Complete the full CPIM exam process or the full CFPIM process (which requires taking and passing the required CPIM exams and submitting a CFPIM application).

If you fail to maintain your certification status within five years past your suspension date, you must complete the full CPIM or CFPIM process.

Note: The full 15 CPIM or 20 CFPIM points are assessed immediately upon suspension and every year thereafter on the anniversary date of the suspension until certification maintenance requirements are fulfilled.

ADDRESS CHANGE

It is a candidate's responsibility to update e-mail and mailing addresses with APICS to ensure receipt of all certification maintenance notifications. To update the information, please visit **apics.org** or contact APICS Customer Support.

SUBMITTING YOUR APPLICATION

- To apply for certification maintenance, candidates must submit
  - a completed and signed application
  - original Professional Development Journal
  - the application processing fee ($75 APICS member/$150 nonmember).
- Do not submit supporting documentation to substantiate points claimed at this time.
- Be sure to keep a photocopy of your application and Professional Development Journal.
- Applications must be postmarked no later than the last day of your anniversary month.
- Please print clearly in block lettering. APICS may not be able to process your application if your information is not legible.
- Application must be signed and dated.
- APICS will notify you via e-mail once your application is received. Candidates will receive written notification of their application status four to six weeks after the application is received by APICS. If you do not receive written notice from APICS after six weeks, please contact APICS Certification Maintenance at **certification@apics.org.**
- Transfer point totals from your Professional Development Journal to the application within the appropriate category and year. Include your original Professional Development Journal with your application.

Application Information

- Provide your original certification maintenance application deadline. This information will assist APICS in verifying your certification records. If you are unsure of your deadline date, please contact APICS Customer Support.
- If you do not know your APICS Member/Customer ID Number, please contact APICS Customer Support.
- The mailing address you enter on the application will be used for certification maintenance correspondence from APICS.
- At the top of each column, enter the year in which the points were earned for that category.
- Please provide an e-mail address. Confirmation of information or questions about your application will be communicated via e-mail.
- Totals in excess of the required 75 points for CPIMs and 100 points for CFPIMs will not be carried over to your next certification maintenance cycle.

Professional Development Journal: The journal enables you to record and track your activities and points. Each entry must contain all relevant information, including

- program or course title
- number of hours
- dates attended
- location
- program or course description.

Note: You must submit your original Professional Development Journal along with your certification maintenance application. However, you need not submit

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 CPIM/80 CFPIM)
Service to the Operations Management Profession = SOMP (No Maximum Points)
Professional Membership = PM (No Maximum Points)

Year

2000	2001	2002	2003	2004	Sum	Activity	Point Value	Activity Code
6	6	6	6	6	30	APICS Membership	6 points/yr.	PM
6	6	6	6	6	30	APICS Chapter Professional Development Meeting (6/year for 1 hour each)	1 point/ instructional hr.	CE
24	0	24	6	24	78	APICS Conference Attendance	24 points for full attendance	CE
1	1	1	1	1	5	SME Membership	1 point/yr.	PM
4	4	4	0	0	12	Chair of APICS Curricula and Certification Committee	4 points/yr.	SOMP
3	3	3	0	0	9	Presenter, APICS Master Planning of Resources Workshop (1.5 hours each)	2 points/hr.	PPED
				Total	164			

backup documents verifying your activities when you apply for certification maintenance. APICS will conduct random audits of applications, at which time verification will be required. It is therefore important that you keep brochures, receipts, certificates, employer letters, presentation outlines, published works, and so forth, as verification of your activities.

Certification maintenance application: The application and Professional Development Journal are located at the back of this bulletin and are available for download from the Certification Maintenance section of **apics.org.** All information from your Professional Development Journal must be transferred to this application form. The form must be signed, dated, and sent together with your original Professional Development Journal to APICS with a postmark by your deadline (the last day of your anniversary month). By signing this form, you affirm that you have provided complete and accurate information. You are responsible for submitting full documentation within 30 days only if your application is audited. A certification maintenance application is on page 9 of this document.

Processing Fee

The application processing fee for certification maintenance is $75 for APICS members and $150 for nonmembers. Payment may be made by credit card or by check or money order made payable in U.S. dollars to APICS. Applications will not be processed without payment.

Revocation of Certification

APICS reserves the right to revoke your certification for violating the APICS Code of Ethics by willfully falsifying documents or information on the certification maintenance application.

Suspension Appeals Process

You may appeal decisions related to your certification maintenance application within 60 days of receiving official written notification of suspension from APICS. Appeal requests must be submitted in writing and will be reviewed by APICS. APICS will make a final decision based on established program policy as outlined in this bulletin and any program updates. Your certification designation will not be suspended until after the determination has been made and you have been officially notified in writing.

Document Retention

APICS maintains records of certification exam scores and certification maintenance dates indefinitely. However, certification maintenance applications and supporting documents submitted to APICS upon request for audit purposes are retained for one year only and then destroyed.

HOW TO EARN POINTS

Points are obtained from core areas that are part of, or 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 educational needs and career goals. Thus, points can be earned through multiple sources, including educational programs sponsored by APICS, employers, other professional societies, degree-granting institutions, and other providers, as long as the program content relates directly to operations management.

Points may be accumulated in any combination from any of the four activity categories that occur following the original certification date. No points are awarded for professional development activities that have occurred previously to becoming certified. In keeping with APICS' educational mission to inspire lifelong learning, greater point emphasis is placed on Category I (Continuing Education) and Category II (Presentations, Publications, and Educational Development); however, an 80 percent limit (60 points for CPIM or 80 points for CFPIM) is placed on Category II to ensure that individuals who teach or publish extensively diversify their professional development activities.

Note: Certification maintenance does NOT require that you take and pass any exams UNLESS your certification status lapses for five years past your suspension date.

Activity Categories and Point Criteria

I. Continuing Education (CE)

One point per instructional hour (half-hour increments are accepted for .5 point) for attending any educational program or course that relates directly to operations management.

- a conference, seminar, workshop, or APICS Webinar*
- a certification item-writing workshop
- a district meeting with an educational component
- a professional development program (e.g., chapter or district)
- a 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 Council of Supply Chain Management Professionals (CSCMP), Institute for Supply Management (ISM), Society of Manufacturing Engineers (SME), etc.

*webinars must be accredited to receive credit

APICS CSCP

- With the launch of the APICS Certified Supply Chain Professional (CSCP) program in 2005, APICS added two ways to earn certification maintenance points. Individuals who earn a certification of completion for the APICS CSCP Learning System will receive 30 points

and those who pass the CSCP exam will receive an additional 20 points. For information about the APICS CSCP program, visit **apics.org/CSCP**.

Independent Study

- A college/university course that awards 3 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 3 points.
- All other courses having approved CEUs will receive 3 points per CEU credit (a course authorized for 3 CEUs would receive 9 points).

APICS International Conference and Exposition

A total of 24 points may be claimed for full conference attendance. Partial points for part-time attendance will also be accepted with one point awarded per educational or instructional hour.

APICS Exams

Ten points will be awarded for each CPIM and CIRM exam passed. Twenty points will be awarded for passing the CSCP exam. Only the exams passed after original certification is earned are eligible for points.

II. Presentations, Publications, and Educational Development (PPED)

(Maximum activity points earned: CPIM 60 points or CFPIM 80 points)

Two points per instructional hour (half-hour increments are accepted for 1 point) for conducting the following programs directly related to 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 per article or contribution on a subject matter relating directly to operations management published in the following:

- book
- booklet
- magazine
- monograph
- newsletter
- proceedings

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

Five points for original operations management research that is ultimately published and distributed (e.g., *Journal of Operations Management*, *Production and Inventory Management Journal,* white papers).

Thirty points for each written and published book that relates directly to operations management.

Ten additional points for any published material noted above that is cited as an APICS certification reference. (Note: These 10 points for certification reference materials are in addition to the points received for the actual publication.)

III. Service to the Operations Management Profession (SOMP)

Note: At each level, for those holding multiple positions, only the highest service position can be claimed for points in any given year.

At the association level of APICS or another related national or international association:

- Five points per year 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 as a member of a governing board (example: district director, region vice president)
- Four points per year as the chair of a functional, standing council or committee (examples: CPIM/CSCP program, individual certification committee, Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee, or District Manager Committee)
- Two points per year as a member of a standing council or committee (examples: CPIM/CSCP program, individual certification committee, Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee, or District Manager Committee).

At the chapter or district level of APICS or another related national or international association:

- Three points per year as an officer of a governing board (examples: president, vice president, or secretary/treasurer)
- Two points per year as a member of a governing board (examples: vice president of educational development, or membership and chapter development)
- Two points per year as the chair of a standing committee (examples: membership or education committees)
- One point per year as a member of a standing committee (examples: membership or education committees).

IV. Professional Membership (PM)

Six points per year as a qualifying member of APICS

- professional
- student
- lifetime
- honorary member
- international
- honorary chapter
- enterprise
- e-membership

One point per year for membership in another operations management–related national or international organization.

Table 2. APICS CPIM/CFPIM Certification Maintenance Activity Categories and Point Allocations

Total Points Required: 75 CPIM or 100 CFPIM Every Five Years

I. Continuing Education (CE)

(Must relate directly to operations management to qualify)

Activity Points Earned (No maximum)	
Conference, seminar, workshop, or APICS Webinar	1 point per full hour of instruction*
Certification item-writing workshop	1 point per full hour of instruction*
District meeting with an educational component	1 point per full hour of instruction*
Professional development program	1 point per full hour of instruction*
CPIM or CIRM review course	1 point per full hour of instruction*
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*
Educational plant tour	1 point per full hour of instruction*
Independent-study program (home study)	3 points per course completed
Independent-study program (college course)	3 credits = 48 points
APICS International Conference and Exposition	24 points for full registration and attendance
CPIM or CIRM exam	10 points per exam passed
CSCP Exam	20 points for exam passed
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: 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 Operations Management Profession (SOMP)

Activity Points Earned (No Maximum)	
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	2 points per year of service

IV. Professional Membership (PM)

Activity Points Earned (No Maximum)	
APICS membership	6 points per year (.5 per month)
Membership in other professional organization directly related to operations management	1 point per year

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.*

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 CFPIM application has been approved.

Will I be notified if there are any changes to the Certification Maintenance program?
Yes. APICS will send you reminders about the Certification Maintenance program. It is therefore important that you inform APICS of any changes to your home, work, or e-mail addresses to ensure that you receive all current information regarding certification maintenance. To submit a change of address, please use the Information Update Form on page 12, contact APICS Customer Support, or visit **apics.org** to update your personal information. You also may obtain program information by visiting the APICS Web site at **apics.org/certification.**

May I apply for certification maintenance as soon as I have earned the necessary points?
You may not apply until one year in advance of your application deadline. Once you have a copy of your application and have fulfilled the point requirements, you have until the end of your certification anniversary month of that fifth year to submit your application, along with payment, to APICS (see Table 1 on page 2).

What is the processing fee for certification maintenance?
The application processing fee for certification maintenance is $75 for APICS members and $150 for nonmembers. Payment may be made by credit card or by check or money order made payable in U.S. dollars to APICS. (Applications will not be processed without payment.) To become a member, visit **apics.org/membership** or contact APICS Customer Support.

What is lifetime certification and how do I attain it?
Upon reaching age 62, an APICS-certified professional qualifies to be certified for life. No further reporting is necessary, except to send written notification to APICS with supporting documentation of proof of age (e.g., copy of birth certificate or driver's license) on or before your certification maintenance deadline. Once received, APICS will send you a letter confirming your lifetime certification status. If your certification status is suspended, you are not eligible for lifetime status until you renew your certification.

May I attain most or all of the 75 points (100 points for CFPIM) from one category?
You may accumulate points from any category in any combination. However, there is a limit of 60 CPIM points or 80 CFPIM points in Category II: Presentations, Publications, and Educational Development. This limitation ensures that individuals who teach or publish extensively diversify their point total.

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

What type of documentation must I provide?
The Professional Development Journal on page 11 will help you track and document progress toward your certification maintenance. You should list in the journal your specific educational activities and their point value, including all relevant information such as

- program or course title
- number of hours
- dates attended
- location
- program or course description.

Transfer information from your journal to the application and submit the application, along with your original journal and processing payment, by your deadline. You will not be required to provide backup material to substantiate your points at that time; however, APICS will conduct random audits of applications. Thus, you should keep receipts, certificates, brochures, employer letters, outlines of speeches and presentations, copies of published works, and so forth, to substantiate your activities in case your application is audited.

May I simply retake the required CPIM exams to maintain my CPIM designation?
The Certification Maintenance program is not designed to replicate the certification test-taking process. Rather, the intent of the program, as embodied in the APICS Vision and Code of Ethics, is to promote lifelong learning through professional development beyond certification. However, as an option, you may complete the full CPIM exam process just as you did when you attained your original certification. Once you complete the full CPIM process, the date upon which you pass your last exam becomes your new "initial" certification date and your five-year certification maintenance cycle will commence from that date. For CFPIM certification maintenance, you may choose to complete the full CFPIM process, which includes passing the CPIM exams and submitting the CFPIM application.

If your certification status is suspended and continues to lapse for five years past your suspension date, you must take and pass the required certification exams.

Can I earn points for pursuing the APICS CSCP designation?

With the launch of the APICS Certified Supply Chain Professional (CSCP) program in 2005, APICS added two ways to earn certification maintenance points. Individuals who earn a certificate of completion for the APICS CSCP Learning System will receive 30 points and those who pass the CSCP exam will receive an additional 20 points. For information about the APICS CSCP program, visit **apics.org/CSCP.**

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 am CFPIM and I don't earn enough points to maintain my CFPIM status, but I earn enough points to maintain my CPIM status, may I maintain my CPIM status?

Yes. If you do not have enough points to maintain your CFPIM status by your application deadline, but you do have enough points to maintain your CPIM status, you must submit a letter with your application requesting that your application be processed for CPIM status.

How will I know when my five-year certification maintenance deadline is approaching?

APICS stores your initial certification date and certification maintenance dates in its database. Your certification maintenance deadline will be listed on certification maintenance program reminders. APICS will send you reminders that your application deadline is approaching. You may also contact APICS Customer Support at (800) 444-2742 or (773) 867-1777 to obtain your deadline.

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 end of the anniversary month of your initial certification. 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. Accordingly, you will not be permitted to use the APICS CPIM or CFPIM designation or be credited with such in any APICS publication or employment inquiry 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 will be required to accumulate 75 CPIM or 100 CFPIM core points plus an additional 15 CPIM or 20 CFPIM points per year for every year past your certification maintenance deadline. If you do not meet these certification maintenance requirements within five years past your suspension date, you will be required to pass all CPIM exams or complete the full CFPIM process.

Note: The full 15 or 20 points are assessed immediately upon suspension and every year thereafter on the anniversary date of your suspension until 5 years after your original due date at which time you will be required to take and pass all the CPIM exams again.

Can I claim the same maintenance points toward both my APICS CSCP and APICS CPIM certification maintenance?

Yes. If you have points earned toward your APICS CSCP maintenance program, they may be applied to your APICS CPIM maintenance provided they meet the requirements outlined in the APICS CPIM Maintenance Bulletin. Only the exams passed after the original certification is earned are eligible for points.

If I apply late with the correct number of additional points, will my certification due date remain the same?

No. If you apply late, your maintenance due date will be adjusted to reflect five years from your last due date. For example, your certification maintenance was due on November 2005, you sent your application in January 2007, your new due date is November 2010, not January 2012.

When will I receive my new CPIM/CFPIM certificate?

Candidates will receive their new certificates within six to eight weeks upon approval.

Which exam modules from the AST&L certification program can I waive if I have an APICS certification?

APICS designees can obtain the AST&L Certification in Transportation and Logistics (CTL) on a fast track using their APICS certifications to waive some of the CTL requirements. APICS CSCP designees can waive the elective Supply Chain Management module, and APICS CPIM/CFPIM designees can waive the required Logistics Management module. For more information about the AST&L CTL program, visit the AST&L Web site.

APICS CERTIFICATION MAINTENANCE APPLICATION

Please print clearly.

Application Information

APICS Member (check one) ❍ Yes ❍ No APICS Member / Customer ID Number

Certification (check one) ❍ CPIM ❍ CFPIM ❍ CIRM ❍ CSCP Certification Maintenance Deadline MONTH / YEAR

FIRST NAME M.I. LAST NAME

LAST 4 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

E-MAIL

Payment Information

Payment Amount (check one)

❍ $75 APICS member ❍ $150 nonmember

*To join APICS, visit **apics.org/membership** or contact APICS Customer Support.*

Payment Type (check one)

❍ Charge to ❍ VISA ❍ American Express ❍ MasterCard ❍ Discover

ACCOUNT NO. EXP. DATE

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

❍ Check No. _____ ❍ Personal Check ❍ Company Check

(Make check payable to APICS in U.S. dollars drawn on a U.S. bank. Please include your APICS member/customer ID number 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 may be submitted to **certification@apics.org** or call APICS Customer Support at (800) 444-2742 or (773) 867-1777.

FOR APICS USE ONLY
Date received _____ Amount received _____
❍ Credit Card ❍ Check ❍ Money Order
Batch # _____

NAME (REQUIRED) APICS MEMBER/CUSTOMER ID NUMBER CERTIFICATION MAINTENANCE DEADLINE

*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							
District meeting with an educational component							
Professional development program							
CPIM or CIRM review course							
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 and Exposition							
CPIM or CIRM exam							
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 Operations Management Profession (SOMP)							
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.

SIGNATURE (REQUIRED) DATE NAME (PLEASE PRINT)

(cut)

PROFESSIONAL DEVELOPMENT JOURNAL

(cut)

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 certification maintenance application form, which will be sent to you separately a year before your certification maintenance deadline. You must include the original Professional Development Journal with your certification maintenance application. Points required every five years: 75 CPIM/100 CFPIM.

Year						Sum	Activity	Point Value	Activity Code
					Total				

(May be photocopied)

INFORMATION UPDATE FORM

Keep us informed... so we can keep you informed!

Personal Information

1. Personal Information *(Please print clearly)*

APICS MEMBER / CUSTOMER ID NUMBER

Please print your legal name and address as they should appear on a mailing label.

❍ Mr. ❍ Mrs. ❍ Ms. ❍ Miss ❍ CPIM ❍ CFPIM ❍ CIRM ❍ CSCP

FIRST NAME M. I. LAST NAME

For APICS Members

Please transfer my chapter affiliation to_____chapter.

Membership Type

❍ Professional ❍ Academic ❍ Student ❍ Enterprise

Please check your preferred mailing address. ❍ Work ❍ Home

JOB TITLE COMPANY NAME

BUSINESS ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

COUNTRY

BUSINESS PHONE BUSINESS FAX

BUSINESS E-MAIL

HOME ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

COUNTRY

HOME PHONE

HOME E-MAIL

The following information is requested for identification purposes only.

❍ Female ❍ Male

DATE OF BIRTH SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

APICS
The Association for Operations Management

Profile

2. Business Environment ***(Check one)***

❍ a. Manufacturing
❍ b. Service
❍ c. Consulting
❍ d. Academic
❍ e. Government

3. Industry Type of This Division ***(Check all that apply)***

❍ a. Automotive
❍ b. Aviation/Aerospace
❍ c. Communications
❍ d. Defense
❍ e. Distribution
❍ f. Education
❍ g. Electrical
❍ h. Electronics
❍ i. Healthcare/Med. Devices
❍ j. Food/Beverages
❍ k. Furniture
❍ l. Glass
❍ m. Graphic Arts
❍ n. Mining
❍ o. Transportation
❍ p. Retail
❍ q. Maint./Repair & Oper.
❍ r. Metal Fabrication
❍ s. Pharm./Chemicals
❍ t. Plastics/Rubber
❍ u. Textile/Apparel
❍ v. Lumber/Paper
❍ w. Software/Hardware
❍ x. Utilities
❍ y. Biotechnology
❍ 2. Machinery
❍ z. Other

4. Industry Classification of This Division ***(Check all that apply)***

❍ a. Job shop
❍ b. Process
❍ c. Remanufacturing
❍ d. Assembly
❍ e. Repetitive
❍ f. Discrete
❍ g. Nonmanufacturing

5. Key Areas of Responsibility ***(Check all that apply)***

❍ a. Distribution
❍ b. Inventory Control
❍ c. Operations
❍ d. Materials Mgmt.
❍ e. Engineering
❍ f. Sales/Marketing
❍ g. Finance/Acctg.
❍ h. Professional Services
❍ i. Shipping/Receiving
❍ j. Production Control
❍ k. Purchasing
❍ l. Quality/Service
❍ m. Human Resources
❍ n. Management Info. Systems
❍ o. Research & Dev.
❍ p. Training/Education
❍ q. Supply Chain
❍ r. Self-Employed
❍ s. Planning/Scheduling
❍ t. Forecasting
❍ u. Logistics
❍ z. Other

6. Your Role in Product Acquisition ***(Check all that apply)***

❍ a. Recommend ❍ b. Specify ❍ c. Authorize ❍ d. Buy ❍ e. None

7. Your Job Title/Function ***(Check one)***

❍ a. Senior Management (CEO/VP/General Manager/Plant Manager)
❍ b. Departmental/Division Management (Materials Manager/Operations Manager/Director)
❍ c. Functional Management (Systems Analyst/Scheduler/Planner)
❍ d. Other Professional Level

8. Number of Employees at Your Location ***(Check one)***

❍ a. Under 100 ❍ b. 100–249 ❍ c. 250–499 ❍ d. 500–999 ❍ e. 1,000+

9. Why Did You Join APICS? ***(Check all that apply)***

❍ a. Networking
❍ b. Career enhancement/ professional development
❍ c. Certification
❍ d. Recommended by _____
❍ e. Discounts on educational offerings
❍ f. Keeping up with industry developments
❍ g. APICS publications/magazine
❍ h. Chapter activities
❍ i. Recommended by employer
❍ j. All of the above
❍ z. Other

10. Membership Involvement ***(Check all that apply)***

Please indicate the chapter activity in which you participate.

❍ a. Education
❍ b. Publicity
❍ c. Programs
❍ d. Membership
❍ e. Employment
❍ f. Seminars
❍ g. Treasurer
❍ h. Secretary
❍ i. Newsletter

11. How many years have you been in the operations management field? ***(Check one)***

❍ a. 4 yrs. or fewer ❍ b. 5–8 yrs. ❍ c. 9–14 yrs. ❍ d. 15+ yrs.

RETURN TO:
Fax: (773) 639-3001
Mail: APICS Customer Support, 8430 West Bryn Mawr Avenue
Suite 1000
Chicago, IL 60631-3439

Campaign Code: MGJ15A
8/09

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Whom should I contact?

Call APICS Customer Support at (800) 444-2742 or (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 obtain an extension
- have a question about how to submit your certification maintenance application
- have a question on what qualifies for points

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

APICS
The Association for Operations Management®

8430 West Bryn Mawr Avenue
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USA

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F (773) 639-3008

apics.org

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