

APICS
CSCP
2009

Certification Maintenance Bulletin

The APICS CSCP Program

The APICS Certified Supply Chain Professional (CSCP) program provides professionals with the knowledge necessary to understand and manage the integration and coordination of activities within today's supply chains. The APICS CSCP program takes a broad view of the field, extending beyond internal operations to encompass all the steps throughout the supply chain from the supplier, through the company, to the end consumer and provides you with the knowledge to effectively manage the integration of these activities to maximize a company's value chain.

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.

MAINTAINING YOUR CREDENTIALS

After completing the CSCP program, designees must participate in the Certification Maintenance program. This bulletin contains all the information needed to successfully maintain the APICS CSCP designation.

ADD VALUE OF YOUR APICS CSCP DESIGNATION

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.

Statistics show that individuals with certifications experience greater recognition from employers and receive higher salaries and better job security. Take advantage of this valuable opportunity to build upon your APICS credentials and keep your career on the fast track.

For more information about the AST&L CTL program, visit the AST&L website.

THE IMPORTANCE OF APICS CSCP CERTIFICATION MAINTENANCE

The growing number of individuals choosing to pursue professional development through APICS' prestigious Certified Supply Chain Professional (CSCP) program 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.

Although APICS CSCP certification and APICS CSCP certification maintenance are voluntary programs, they equally demonstrate one's commitment to achieving the highest level of professional development and standards of excellence.

The APICS CSCP Certification Maintenance Program upholds both the objectives of the APICS CSCP program 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 prepare for the challenges ahead and maintain a professional edge by

- preserving the currency of hard-earned certification credentials
- expanding your knowledge of the latest industry practices
- exploring new technology solutions
- reinforcing skills
- improving job performance
- demonstrating commitment to excellence
- increasing competitive advantage.

HOW THE APICS CSCP CERTIFICATION MAINTENANCE PROGRAM WORKS

APICS CSCP certification maintenance will enable individuals with the APICS CSCP designation to demonstrate ongoing knowledge in their field and commitment to lifelong learning through professional development activities. Every five years following initial certification, APICS CSCP designees will maintain their certification status through a system of points (75 for APICS CSCP) 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 supply chain profession (SSCP)
- IV. Professional membership (PM)

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

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Table 1. APICS CSCP 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 APICS CSCP exams must be retaken if you have not maintained your certification within five years of your original suspension date.
March 2006	March 2011	
June 2007	June 2012	
December 2007	December 2012	

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

APICS CSCP Certification Maintenance Cycles

APICS CSCP 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. See Table 1 above.

For instance, if you initially became an APICS CSCP on March 11, 2006, you may begin accumulating your 75 points as of March 11, 2006. Your first APICS CSCP certification maintenance deadline would be March 31, 2011. If you miss this deadline or fail to earn the required points, your certification would be suspended as of March 31, 2011.

To reinstate your certification, you would be required to earn the 75 core points plus an additional 15 points each year for every year that your APICS CSCP certification maintenance lapses. In other words, if you do not apply by March 31, 2011, you then would be required to earn 90 points by March 31, 2012. If you do not apply by March 31, 2012, you would be required to earn 105 points by March 31, 2013, and so on. If your certification status continues to lapse for five years past your suspension date and you have not applied for APICS CSCP certification maintenance by March 31, 2016, you must take and pass the required APICS CSCP exam again.

Application Deadline Notification

APICS stores your initial APICS CSCP certification date and APICS CSCP certification maintenance dates in its database. Thus, once you become certified, in addition to receiving this *APICS CSCP Certification Maintenance Bulletin*, you automatically will receive from APICS the following APICS CSCP certification maintenance materials:

- application deadline reminders
- periodic program updates

Your APICS CSCP Certification Maintenance Application deadline will be indicated on the mailing label of or within all maintenance program materials.

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 APICS CSCP 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 APICS CSCP 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 APICS CSCP designation and the validity of the APICS CSCP 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. APICS will notify you in writing of your suspension. Accordingly, you will not be permitted to use the APICS CSCP designation or be credited with such in any APICS publication or employment inquiry until such time as you either

1. Acquire an additional 15 APICS CSCP points per year, over the core 75 points, for each year past your APICS CSCP certification maintenance deadline **OR**
2. Retake and pass the APICS CSCP exam.

If you fail to maintain your certification status within five years past your suspension date, you must recertify by passing the APICS CSCP exam.

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

ADDRESS CHANGE

To ensure that you receive all APICS CSCP certification maintenance materials, it is vital that you notify APICS of any changes to your address. To submit a change of address, please visit apics.org to update your personal information, complete and return the Information Update Form on page 12, or contact APICS Customer Support.

SUBMITTING YOUR APPLICATION

- To apply for APICS CSCP Certification Maintenance, candidates must submit
 - a completed and signed application
 - the 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 not be able to confirm receipt of applications. 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 Department at certmain@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 APICS CSCP 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 APICS CSCP 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 if available. Confirmation of information or questions about your application may be communicated more efficiently if an e-mail address is supplied.
- Totals in excess of the required 75 points will not be carried over to your next APICS CSCP 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 APICS CSCP Certification Maintenance Application. However, you

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)
 Service to the Supply Chain Profession = SSCP (No Maximum Points)
 Professional Membership = PM (No Maximum Points)

Year

2006	2007	2008	2009	2010	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.	SSCP
3	3	3	0	0	9	APICS Master Planning of Resources Workshop	2 points/hr.	PPED
				Total	164			

need not submit backup documents verifying your activities when you apply for APICS CSCP 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.

APICS CSCP 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. This method of documentation relies on your professional integrity and will enable efficient processing of APICS CSCP certification maintenance information. An APICS CSCP Certification Maintenance Application is on page 9 of this document.

Processing Fee

The application processing fee for APICS CSCP 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 APICS CSCP Certification Maintenance Application.

Suspension Appeals Process

You may appeal decisions related to your APICS CSCP 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 APICS CSCP exam scores and APICS CSCP certification maintenance dates indefinitely. However, APICS CSCP 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 the supply chain.

Points may be accumulated in any combination from any of the four activity categories. 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) is placed on Category II to ensure that individuals who teach or publish extensively diversify their professional development activities.

Note: APICS CSCP certification maintenance does NOT require that you take and pass the exam 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 supply chain 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 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

Exams for APICS Certifications

APICS offers two world-renowned certifications besides the APICS CSCP designation. Individuals who earn an APICS CPIM or an APICS CIRM will receive 10 points for each exam passed. Only the exams passed after the original certification is earned are eligible for points. For more information on APICS certification, visit apics.org/certification.

Independent Study

- A college/university course that awards 3 credits will receive 48 points (3 hours x 16 weeks = 48 hours).
- Home-study courses (such as APICS-MGI Management Institute) 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 any CPIM or CIRM exam passed. Only the exams passed after original certification is earned are eligible for points.

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

(maximum of 80 percent of total points)

Two points per instructional hour (half-hour increments are accepted for 1 point) for conducting the following programs directly related to supply chain 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 supply chain management 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 ultimately published and distributed (e.g., *Journal of Operations Management*, white papers).

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

Ten additional points for any published material noted above that is cited as an APICS certification reference. (Note: These ten points for certification reference

materials are in addition to the points received for the actual publication.)

III. Service to the Supply Chain Profession (SSCP)

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 executive 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/CIRM program, individual certification committee, Voice of the Customer Committee, Body of Knowledge Committee, or Chapter Development Committee, District Manager Committee)
- Two points per year as a member of a standing council or committee (examples: CPIM/CIRM program, individual certification committee, Voice of the Customer Committee, Body of Knowledge Committee, or Chapter Development Committee, 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
- international
- student
- honorary member
- lifetime
- honorary chapter
- enterprise

Note: Corporate associate members do not qualify for points in this category; however, they qualify for the member rate for application submission.

One point per year for membership in another supply chain management-related national or international organization.

**Table 2. APICS CSCP Certification Maintenance
Activity Categories and Point Allocations**
Total Points Required: 75 CPIM 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*
APICS CPIM or APICS CIRM review course	1 point per full hour of instruction*
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 CSCP Learning System	30 points for earning a certificate of completion
APICS International Conference and Exposition	24 points for full registration and attendance
APICS CPIM or APICS CIRM exam	10 points per 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)

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 Profession (SSCP)

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 supply chain	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 APICS CSCP certification maintenance?

You may begin accumulating points as soon as you pass your APICS CSCP exam.

Will I be notified if there are any changes to the APICS CSCP Certification Maintenance Program?

Yes. APICS will send you reminders about the APICS CSCP Certification Maintenance Program. It is therefore important that you inform APICS of any changes to your home or work address to ensure that you receive all current information regarding APICS CSCP 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 APICS CSCP 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 APICS CSCP certification maintenance?

The application processing fee for APICS CSCP 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 is 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 APICS CSCP 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 from one category?

You may accumulate points from any category in any combination. However, there is a limit of 60 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 APICS CSCP certification maintenance?

No. The goal of APICS CSCP 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 supply chain management or 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 supply chain management or 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 APICS CSCP 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.

When will I receive my new CSCP certificate?

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

May I simply retake the required APICS CSCP exam to maintain my designation?

The APICS CSCP 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 take the APICS CSCP exam just as you did when you attained your original certification. Once you pass the exam, the date upon which you pass the exam becomes your new "initial" certification date and your five-year APICS CSCP certification maintenance cycle will commence from that date.

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 exam.

Can I earn points for pursuing the APICS CPIM or APICS CIRM designation?

Individuals who earn an APICS certification other than APICS CSCP will receive 10 points per exam passed. For information about the APICS certification programs, visit apics.org/certification.

If I earn more than the required points for APICS CSCP 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.

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

APICS stores your initial APICS CSCP certification date and APICS CSCP certification maintenance dates in its database. Your APICS CSCP certification maintenance deadline will be listed on the mailing label of or within any APICS CSCP 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) 867-1778 to obtain your deadline.

What if I fail to submit my APICS CSCP 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 CSCP designation or be credited with such in any APICS publication or employment inquiry until you have met the APICS CSCP 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 core points plus an additional 15 points per year for every year past your APICS CSCP 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 the APICS CSCP exam.

Note: The full 15 points are assessed immediately upon suspension and every year thereafter on the anniversary date of your suspension.

If my certification is suspended, will employers be informed of my suspension during a reference check?

Yes. Should you decide not to maintain your certification status or fail to meet the necessary requirements, employers who inquire will be informed that your certification status has been suspended.

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 stop date be current to the month and year?

No, if you apply late your maintenance will be brought up current to 5 years from your last stop date. For example, your certification maintenance was due on November 2005, you send your application in January 2007, your new due date will be November 2010, not January 2012.

APICS CSCP 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 certmain@apics.org or call APICS Customer Support at (800) 444-2742 or (773) 867-1778.



FOR APICS USE ONLY

Date received _____ Amount received _____

Credit Card Check Money Order

Batch # _____

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							
APICS CPIM or APICS CIRM review course							
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							
APICS CSCP Learning System							
APICS CPIM or APICS CIRM 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.

Category Total = _____

Service to the Supply Chain Profession (SSCP)							
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 supply chain management or 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

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APICS MEMBER / CUSTOMER ID NUMBER				CERTIFICATION MAINTENANCE DEADLINE (FROM YOUR MAILING LABEL)			
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)

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) _____

Commercial Third-Party Mailing List Exclusion Policy

APICS respects and protects your privacy. The contact and profile information that you provide will be used by APICS and its affiliated chapters to communicate with you about your membership and related programs, products, and services. You may also be invited to participate in surveys and research studies that enable us to better meet your needs as an APICS member and promote the profession. On occasion, APICS may provide limited contact information to third parties that offer programs, products, and services that our members may find of interest. The contact information includes name, job title, company, and preferred address, but does not include phone, fax, or e-mail address.

Exclude me from commercial third-party mailing lists.

Profile

2. Business Environment (Check one)

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

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

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

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

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

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

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

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 f. Keeping up with industry developments
 b. Career enhancement/professional development g. APICS publications/magazine
 c. Certification h. Chapter activities
 d. Recommended by _____ i. Recommended by employer
 e. Discounts on educational offerings 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 d. Membership g. Treasurer
 b. Publicity e. Employment h. Secretary
 c. Programs f. Seminars 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

1/09

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Who should I contact?

Call APICS Customer Support at (800) 444-2742 or (773) 867-1778 if you

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

E-mail the APICS certification maintenance department at certmain@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.



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