

2015

# CPIM

CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT

# CERTIFICATION MAINTENANCE BULLETIN

Procedures for maintaining the CPIM  
and CFPIM designations

The APICS logo features the word "APICS" in a white, sans-serif font. A white, curved line arches over the letters "A" and "P", extending from the top of the "A" to the top of the "S".

# The APICS CPIM and CFPIM Certification Maintenance Program

The APICS Certification Maintenance program enables individuals with the APICS Certified in Production and Inventory Management (CPIM) and Certified Fellow in Production and Inventory Management (CFPIM) designations to demonstrate ongoing knowledge in their field and commitment to lifelong learning through professional development activities. The growing number of individuals choosing to pursue professional development through the prestigious APICS CPIM and CFPIM programs indicates a strong awareness that continuing education and skills development are essential to meeting the information and technological challenges in today's rapidly evolving workplace and global marketplace. Exhibiting ongoing professional development not only opens doors to new career opportunities but is also regarded as a best practice standard to maintain the integrity of the professional credential.

The APICS Certification Maintenance 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. Requirements for maintaining certification can be met through multiple sources and a variety of professional development activities. This program helps individuals prepare for the challenges ahead and maintain a professional edge by:

- Preserving the currency of hard-earned certification credentials.
- Expanding knowledge of the latest industry practices.
- Exploring new technology solutions.
- Reinforcing skills.
- Improving job performance.
- Demonstrating commitment to excellence.
- Increasing competitive advantage.

## ***How the Certification Maintenance program works***

Candidates are required to maintain their certification every five years. A cycle starts the month the candidate became certified. For example,

Date certified: January 10, 2008

Maintenance due date: January 31, 2013

- Seventy-five maintenance points are required for the APICS CPIM designation.
- One hundred maintenance points are required for the APICS CFPIM designation.

Candidates can start earning points once they become certified. Candidates are able to apply for maintenance at any time during their 5 year cycle. However, points must have been earned within the 5 year cycle for which the candidate applies. The new maintenance due date will be recalculated to 5 years past the current maintenance due date at the time the application was submitted. Activities that occurred prior to becoming certified do not qualify as maintenance points. Points used during one maintenance cycle cannot be used during any other cycle.

If a candidate does not maintain their certification by their maintenance due date, the certification is suspended. Additional maintenance points are required every year past the due date if the candidate does not maintain; i.e., 15 points per year up to 5 years past the original maintenance due date. If candidates do not maintain within those five years after the original maintenance due date, candidates lose the credential and will be required to retake and pass the CPIM exams again.

Points are awarded based on the following activity categories:

1. Continuing education (CE)
2. Presentations, publications and educational development (PPED)
3. Service to the supply chain and operations management profession (SSCOMP)
4. Professional membership (PM)

**Note:** Retaking and passing the CPIM exams will not extend the due date. Candidates will be able to use the points earned by passing the exams and apply them towards the required maintenance points.

## ***APICS CFPIM maintenance application***

Candidates who currently are APICS CFPIM designees, but are maintaining as APICS CPIM designees due to a lack of points, must reapply for the APICS CFPIM program. Please note, when an individual has an active CPIM

credential and applies and is approved for CFPIM, the new CFPIM maintenance due date will align with the existing CPIM maintenance due date. Candidates can access [apics.org/certification](http://apics.org/certification) for complete details on the APICS CFPIM program and to download an application.

#### **Application fees**

- \$75 (USD) APICS member price
- \$150 (USD) nonmember price

The application fee is non-refundable and non-transferable.

#### **Lifetime certification**

Individuals at least 62 years of age or older who have a current certification are eligible to convert their certification to lifetime. Converting the certification to a lifetime designation eliminates the need to renew the certification every 5 years through the Certification Maintenance program and resets the certification expiration date to lifetime.

Individuals who meet lifetime requirements must notify APICS in writing at [certification@apics.org](mailto:certification@apics.org), of their interest in being converted to lifetime status and must provide proof of age. There is no fee for this status change. Once approved, candidates are no longer required to maintain the designation.

#### **Submitting the maintenance application:**

- Candidates must be logged in to their My APICS account.
- Candidates will have access to a streamlined new application that will request the following information:
  - The designation being maintained.
  - The total number of points per category earned in the maintenance cycle.
  - Acceptance of the APICS Code of Ethics.
  - Payment for the application.
- Candidates will receive an automated email notifying them that the application has been successfully processed, unless they have been randomly chosen for audit.
- Candidates who have been randomly chosen for audit will receive an email notification with audit instructions.

#### **Audit process**

APICS may randomly audit candidates throughout the duration of their certification. If selected for an audit, candidates will receive immediate notification and an email with detailed instruction on how to proceed. Candidates may also access the [Maintenance Guidelines](#) for additional information regarding documentation. Audited candidates will have 60 days to:

- Access the more detailed version of the application form.
- Enter all the continuing education information and the points earned.
- Provide APICS with copies of original documentation to verify information provided on the application form.

If the candidate does not provide the required documentation, APICS reserves the right to designate the certification as audit denied and the credential is considered expired. Please allow APICS up to two weeks to review audit documentation.

#### **Revoked credentials**

APICS shall revoke an applicant's credential if APICS determines, in its sole discretion that an applicant provided falsified documentation during an audit. Candidates whose credentials have been revoked will not be permitted to use the designation.

#### **Suspension of certification**

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

#### **Candidate notification**

Candidates are responsible for maintaining their own certification. As a courtesy, APICS sends candidates reminder emails regarding maintenance. Since the primary method of communication used to remind

individuals of their maintenance dates is email, candidates are encouraged to ensure APICS has the most current email address by accessing their My APICS account. Furthermore, it is recommended that the candidate approves email maintenance reminders as a trusted source to avoid important status information about the credential being filtered by spam.

- Reminders are sent via email in advance at:
  - o one year
  - o 90 days
  - o 60 days
  - o 30 days.
- APICS members receive notification of their maintenance due date on renewal notices.
- Candidates receive notification if the credential is suspended.

### ***My APICS Certifications***

Candidates may monitor their maintenance deadline, as well as how many points are needed to maintain, by accessing their My APICS account.

### ***How to earn points***

Points are obtained from core areas that are related to the APICS body of knowledge. Flexibility in selecting activities is built in to enable candidates to design a continuing education plan that meets their unique needs and career goals. Points can be earned through multiple sources as long as the program content is related directly to operations management or supply chain, including:

- APICS Membership
- Educational programs sponsored by APICS
- Educational programs offered through APICS partners
- Corporate training programs
- Membership in other professional societies
- Academic institutions
- and other providers

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

There is a point limit on category two. A maximum of 60% of the total CPIM maintenance points submitted or a maximum of 80% of the total CFPIM maintenance points submitted can be designated from category two to ensure individuals who teach or publish diversify their professional development activities.

Candidates may also visit the certification maintenance section of the APICS site for a listing of [eligible](#) and [ineligible](#) maintenance activities.

### ***Activity categories and point criteria***

#### ***1. Continuing education (CE)***

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

- A remote item-writing workshop (2 points for viewing the webinar and submitting 10 items).
- A remote item-writing workshop (1 point per approved item for a maximum of 10 points per year).
- A live certification item-writing workshop (16 points for a two-day workshop and webinar—full event attendance required).
- Passing cut score study (5 points per day).
- A conference, seminar, workshop, educational plant tour or webinar (live or recorded).
- A professional development program (for example, channel partners or district).
- Full APICS conference attendance (24 points). Partial points for part-time attendance are also accepted, and 1 point is awarded per educational or instructional hour.
- A training program sponsored by the candidate's company or another independent organization.
- A College or University course for credit (3 credit hours x 16 weeks = 48 hours or 48 points).
- Home-study courses (including APICS-MGI Management Institute and ISM home-study courses) (3 points).

- All other courses with approved continuing education units (CEUs) (3 points per CEU credit)
- APICS Certified in Production and Inventory Management (CPIM) participation (after obtaining initial CPIM certification):
  - Completion of APICS CPIM review course (1 point per hour)
  - Passing the APICS CPIM exam (10 points)
  - Obtaining the APICS CPIM Online Tool certification of completion (2 points)
- APICS Certified Supply Chain Professional (CSCP) program participation:
  - Completion of the APICS CSCP Learning System (30 points.) Learning System paired with an instructor-led course (40 points)
  - Passing the APICS CSCP exam (additional 20 points.)
- APICS Supply Chain Operations Reference-model Professional (SCOR-P) participation:
  - Completion of APICS SCOR-P training course (24 points)
  - Passing the APICS SCOR-P exam (10 points)

## 2. Presentations, publications and educational development (PPED)

(Maximum of 60% of total points for CPIM and 80% of total points for CFPIM)

Two points per instructional hour (half-hour increments are accepted for one point) for conducting the following programs directly related to supply chain and operations management:

- conferences
- courses (including certification review)
- meetings (instructional)
- seminars
- tutorials workshops
- other presentations

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

Two points are awarded for an article or contribution on a subject relating directly to operations management or supply chain that is published in a book, monograph, booklet, newsletter, magazine, or proceedings.

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

Five points are awarded for original supply chain management research that is published and distributed in publications such as the *Journal of Operations Management*, the *Production and Inventory Management Journal*, and other industry white papers.

Ten additional points are awarded for any published material noted above that is cited as an APICS certification reference. The points for certification reference materials are in addition to the points received for the actual publication.

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

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

Points awarded at the association level of APICS or another related national or international association:

- Five points per year are earned as an officer of a governing board (examples: chair, chair-elect, president, president-elect, past president, secretary/treasurer or vice president of chapter development).
- Four points per year are earned as a member of a governing board (examples: district director or district vice president); two points per year as a member.
- Four points per year are earned as the chair of a functional, standing council or committee (examples: Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee or District Manager Committee); two points per year as a member of these committees.
- Fifteen points per year are earned as a member of a Certification Committee, or individual APICS CPIM or CSCP committees, for a total of no more than 40 points per maintenance cycle.
- Two points per year are earned as a member of a standing council or committee (examples: APICS CPIM or CSCP program, Voice of the Customer Committee, Body of Knowledge Committee, Chapter Development Committee or District Manager Committee).

- Two points are earned for being the chair of a membership or education committee; one point as a member.

Points awarded at the channel partner or district level of APICS or another related national or international association:

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

#### 4. Professional membership (PM)

- Six points per year are earned as a qualifying member of APICS:
  - professional
  - international
  - student
  - lifetime
  - enterprise
  - e-membership
  - academic
- One point per year is earned for membership in other operations management or supply chain related national or international organizations.

#### **Document retention**

APICS does not retain any supporting documents provided as part of the audit process. Candidates are required to maintain their own documentation.

#### **APICS CPIM Maintenance Certificates**

Candidates who maintain their credentials are eligible to obtain a maintenance certificate.

Candidates can choose from two delivery options:

- An electronic certificate can be downloaded and printed locally by accessing their My APICS account.
- A printed certificate can be requested via a link located on My APICS Certification page. The first requested certificate is complimentary (shipping fees may apply) depending on candidate selection.

#### **Credential verification**

This online service located on the Credential Verification page will provide the public, prospective employers and other stakeholders with a way to verify an individual's certification status. Candidates may also view and print their own credential verification by accessing their My APICS account. APICS credential verification is designed to:

- Elevate the credibility of APICS certification in the marketplace
- Comply with industry best practice standards for publicizing certification credentials.
- Protect the value of the credential for all our designees.

#### **Appeals policy**

Candidates who would like to dispute an APICS Certification action, decision, or determination may contact APICS at [certification@apics.org](mailto:certification@apics.org) for additional information.

#### **APICS Privacy Policy**

In applying for APICS Certification Programs, you consent to APICS disclosure of Certification Information to third parties. Moreover, in applying for APICS Certification Programs you acknowledge and waive any and all rights to opt out of our collection and distribution of your Certification information, and you further agree that APICS has no liability for providing this information. To view the detailed APICS Privacy policy, please click [here](#).

For frequently asked questions, please visit [apics.org/certification/faq](http://apics.org/certification/faq).

## Whom should I contact?

Contact APICS Customer Service at 1-800-444-2742 or 1-773-867-1777 or [service@apics.org](mailto:service@apics.org) if you

- have a question about a payment method
- have a question about how to submit your certification maintenance application
- need to find out how many points are required to maintain your certification
- have problems downloading your APICS electronic certificate

Email the APICS certification department at [certification@apics.org](mailto:certification@apics.org) if you

- have a question about what qualifies for maintenance points

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



[apics.org](http://apics.org)