

2014

# 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", starting above the "A" and ending above the "P".

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

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

The APICS Certification Maintenance program upholds the objectives of both the APICS CPIM and CFPIM programs to promote lifelong learning. These flexible programs recognize that individuals are at various levels in their careers, come from many industries, have different educational needs and career goals, and have varying degrees of access to continuing education. Requirements for maintaining certification can be met through multiple sources and a variety of professional development activities. This program helps individuals prepare for the challenges ahead and maintain a professional edge by

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

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

Candidates are required to maintain 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 and during their five-year cycles. Points earned prior to becoming certified do not qualify. Points used during one maintenance cycle cannot be used during any other cycle.

If a candidate does not maintain 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.

If candidates do not maintain within five years after the maintenance due date, candidates lose the credentials and must retake all current CPIM exams to regain the credentials. Candidates who hold the CFPIM credential will lose the designation.

Points are awarded based on the following activity categories:

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

**Note:** 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.

Candidates can access [apics.org/certification](https://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.

### 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.

Requests can be sent to [certification@apics.org](mailto:certification@apics.org). Once approved, candidates are longer required to maintain the designation.

### Submitting the maintenance application

- Candidates must apply at [apics.org/maintain](https://apics.org/maintain). An email notification with status information is sent to the candidate within two weeks of APICS receiving the application.
- Candidates must be logged in to the APICS website to access the application.
- Candidates do not need to submit backup documents verifying activities when submitting the application.
- APICS randomly selects candidates to be audited. When audited, the candidate must provide supporting documentation to APICS before the application can be reviewed. If candidate is audited after application submission APICS reserves the right to change the status if candidate does not provide supporting documentation or it does not match the points provided on the application form.

### 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

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

### My APICS Certifications

To monitor their maintenance deadline, as well as how many points are needed to maintain, candidates should visit My APICS Certifications at [apics.org/MyAPICS](https://apics.org/MyAPICS).

**Note:** Candidates must log in to [apics.org](https://apics.org) to access My APICS Certifications.

### Candidate information

It is the candidates' responsibility to update their email and mailing addresses with APICS. To update information, candidates should visit [apics.org/MyAPICS](https://apics.org/MyAPICS). Once logged in, personal information can be edited.

### 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, including

- educational programs sponsored by APICS
- employers
- other professional societies
- degree-granting institutions
- international organizations
- and other providers.

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

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

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

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

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

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

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

(Maximum of 80 percent of total points)

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

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

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

Two points for an article or contribution on a subject relating directly to operations management that is published in a

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

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

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

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

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

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

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

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

### 4. Professional membership (PM)

- Six points per year are earned as a qualifying member of APICS:
  - professional
  - international
  - student
  - honorary chapter
  - lifetime
  - enterprise
  - honorary member
  - e-membership
  - academic

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

### Sample criteria point allocation

Continuing education (CE): no maximum points Presentations, publications and educational development (PPED): maximum points 60 APICS CPIM or 80 CFPIM Service to the supply chain and operations management profession (SSCOMP): no maximum points Professional membership (PM): no maximum points								
2008	2009	2010	2011	2012	Sum	Activity	Point Value	Activity Code
6	6	6	6	6	30	APICS membership	6 points per year	PM
6	6	6	6	6	30	APICS Channel Partner Development meeting	1 point per instructional hour	CE
24	0	24	6	24	78	APICS Conference	24 points per full attendance	CE
0	12	0	16	8	36	IFS world customer summit	1 point per instructional hour	CE
4	4	4	0	0	12	Strategic Management of Resources certification committee member	15 points per year	SCC OMP
3	3	3	0	0	9	Presenter for APICS MPR workshop (1.5 hours each)	2 points per hour	PPED
Total					195			

### Revocation of certification

APICS will revoke a candidate's certification for violating the APICS Code of Ethics by falsifying documents or information on the maintenance application.

### Document retention

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

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

## Whom should I contact?

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

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

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

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

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



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