



# APICS CPIM Recertification Eligibility Application Guidelines

## APICS CPIM Recertification Exam Requirements

To be eligible for the APICS CPIM Recertification Exam, an individual must have been certified before the year 2000 and not have followed the maintenance process. APICS has recognized that due to the state of the economy and employment conditions, it has become more crucial than ever for individuals to have current credentials. The APICS CPIM Recertification Exam is being offered as a service to help individuals with expired credentials to renew via a more streamlined process. This program is not intended to replace the certification maintenance program which will continue to uphold the importance of continuing education and maintaining skill relevancy.

## Application Process

APICS will review all applications and candidates will be notified within two weeks if they qualify for the exam. Candidates whose applications are approved will receive notice of authorization to test. Candidates whose applications are not approved will receive notice that they are not eligible to test. Please note that the application fee is nonrefundable.

- You must provide an e-mail address. The e-mail address you enter on the application will be used for APICS CPIM Recertification Exam correspondence. If an e-mail address is not provided, APICS will not be able to notify you of your approval or denial.
- Please print clearly in block lettering. APICS may not be able to process your application if your information is not legible.
- Applications must be signed and dated.
- APICS will not be able to confirm receipt of applications. Candidates will receive written status of their application within two weeks of receipt.
- If you do not know your APICS Member/Customer ID number, please contact APICS Customer Support at (800) 444-2742 or (773) 867-1777 or send an e-mail to [service@apics.org](mailto:service@apics.org).
- Send an e-mail to [certification@apics.org](mailto:certification@apics.org) if you have questions about applying for the APICS CPIM Recertification exam.

- Do not send the application form via e-mail. USA laws prohibit APICS from receiving credit card information via e-mail. Application forms can be faxed to the number listed below send via the postal service or courier.
- Candidates who pass this exam will have their CPIM credentials reinstated. To reinstate a CFPIIM credential, individuals must first pass the CPIM Recertification exam and then apply for CFPIIM status using the standard CFPIIM application form. You can contact APICS Customer Support at (800) 444-2742 or (773) 867-1777 or e-mail [service@apics.org](mailto:service@apics.org) and request a CFPIIM Application Form.
- For complete details on the CPIM Recertification exam and to review all applicable deadlines, please access the APICS Web site at [apics.org/recertification](http://apics.org/recertification).

## Return completed applications to

APICS CPIM Recertification Exam Application  
8430 West Bryn Mawr Avenue  
Suite 1000  
Chicago, IL 60631  
USA  
Fax: (773) 639-3171

**Note:** Candidates whose eligibility application has been approved will receive a free electronic copy of the *2010 CPIM Exam Content Manual*.



# APICS CPIM Recertification Eligibility Application

Complete the following information to document your eligibility to take the APICS CPIM Recertification Exam. Incomplete or illegible applications will not be processed. Applications must be received by and approved by APICS before candidates can register for the APICS CPIM Recertification Exam.

**Please print clearly.**

## Application Information

First Name _____	Initial _____	Last Name _____
Date of Birth (Month/Date/Year(optional)) _____		Social Security # (Last 4 digits(optional)) _____
APICS Member <input type="checkbox"/> Yes <input type="checkbox"/> No		APICS Member/Customer ID # _____
Preferred Mailing Address <input type="checkbox"/> Home <input type="checkbox"/> Work		Company Name _____
Address 1 _____		
Address 2 _____		
City _____	State/Province _____	Zip/Postal Code _____
Country _____	Telephone _____	
Fax _____	E-mail _____	

When did you first become certified? (Month/Year) \_\_\_\_\_  
Were you (Check one)  CPIM  CFPIM

APICS will review your historical records, make a determination, and respond to you within two weeks of receiving the application. Once a candidate is approved, the information will be forwarded to the test vendors so that registrations can be accepted.

## Payment Information

Full payment must accompany this form.

**Fee \$150 USD**

### Check Payment

Amount \$ \_\_\_\_\_

Check Number \_\_\_\_\_

Personal Check  Company Check

Note: Checks must be payable to APICS in U.S. dollars and drawn on a U.S. bank. Be sure to include your member/customer ID # on the check.

### Credit Card Payment

Amount \$ \_\_\_\_\_

Visa  MasterCard  American Express  Discover

Account No. \_\_\_\_\_

Exp. Date \_\_\_\_\_

Name \_\_\_\_\_

(As it appears on card)

Signature \_\_\_\_\_

