

APICS Certified in Production and
Inventory Management
[CPIM]

APICS CPIM Recertification Exam Bulletin

Procedures for taking computer-based-testing (CBT) exams in North America

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 93,000 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 APICS CPIM or APICS CFPIM program, designees must participate in the Certification Maintenance program.

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 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.

JOIN APICS AND SAVE

APICS members pursuing an APICS certification enjoy savings up to 25 percent on certification review courses and review materials. 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 (773) 867-1777 M-F, 8:00 a.m. - 5:00 p.m. CT, or visit the APICS Web site at apics.org/join.

ABOUT PEARSON VUE

APICS has retained the services of Pearson Vue to deliver the APICS CPIM exams. With the world's leading test center network, Pearson Vue delivers more than four million high-stakes exams a year for clients in licensure, certification, regulatory testing, and academic admissions.

APICS CPIM RECERTIFICATION EXAM

APICS is pleased to announce a new certification product was developed this year: the APICS Certified Production and Inventory Management (CPIM) Recertification Exam. The APICS Board of Directors approved the launch of product, given today's job market where credentials are an important factor in retaining a job.

The APICS CPIM Recertification Exam provides a unique opportunity to individuals whose CPIM credentials have expired and previously were required to retake all five APICS CPIM exams to renew their credential. Instead, candidates now can renew their certification by taking one exam. This exam is a limited-time offering and will be available only through **December 31, 2011**.

APPLYING FOR ELIGIBILITY

Eligibility Requirements

To be eligible for the APICS CPIM Recertification Exam, an individual must have:

- Previously achieved APICS CPIM or APICS CFPIM certification.
- Not maintained the APICS CPIM or APICS CFPIM certification for the past ten years or more.

The nonrefundable eligibility application fee is \$150 (USD).

When applying for eligibility, you must use the APICS customer number you had when you originally became certified. If you do not have your APICS customer number, please contact APICS Customer Support for assistance at (800) 444-2742 or (773) 867-1777. It is imperative that you use the same number so that your record can be verified correctly. Complete the form found on page 7 and submit it along with payment to

APICS

Attn: Certification Maintenance

8430 West Bryn Mawr Avenue

Suite 1000

Chicago, IL 60631 USA

If paying by credit card, the form can also be faxed to (773) 639-3171. APICS will review applications and notify candidates of their eligibility status within two weeks of receipt.

APICS will retain the application fee of \$150 (USD) for all denied applications.

Make sure to provide correct address, phone number, and e-mail address.

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FEES AND PAYMENT METHODS

Fees for taking the exam in the United States, Canada, and Mexico

| | |
|-----------|-------------|
| Member | \$425 (USD) |
| Nonmember | \$575 (USD) |
| Retake | \$350 (USD) |

Canadian Candidates

Please add the 5% Goods and Services Tax (GST) to your registration fee if you are taking the test in Canada. If you are taking the test in any Maritime Province, please add the 13% Harmonized Sales Tax (HST) to your registration fee.

Payment Methods

Candidates will be charged a \$10.00 fee if they make their reservation via the Pearson VUE Call Center. To avoid this fee, you can register online at pearsonvue.com/apics.

Payment information is required to complete an exam registration. Acceptable forms of payment are the following credit cards - VISA, MasterCard, American Express, and Discover.

SCHEDULING YOUR EXAM

Testing Locations

To find the testing location nearest to you, visit the APICS Web site at apics.org/certification to access a link to the Pearson VUE Web site.

Exam Dates

The APICS CPIM Recertification Exam will be offered via computer-based testing (CBT) through Pearson VUE with availability through December 31, 2011. Specific hours and dates vary by site. A candidate may register to take the APICS CPIM Recertification Exam at any time from 90 days to 4 days before the chosen exam date.

Must Use Your APICS Customer Number

If you are already an APICS member, your membership number is your APICS customer number. If you are not an APICS member, make sure to use the same APICS customer number you used when you originally became certified. If you do not remember your APICS customer number, please contact APICS Customer Support (800) 444-2742 or (773) 867-1777.

Your APICS customer number remains the same throughout the certification process. Please keep it on file and use it whenever you register for exams or order materials. Pearson VUE requires APICS ID in the format APICS0000000. Candidates with a six digit APICS ID number should add a 0 to the front of their ID number. For example, if your ID number is 123456, you will need to enter it as APICS0123456.

To qualify for the member rate, you must be an APICS member at the time you register, no exceptions. Your APICS customer number remains the same from the time you took your first APICS exam and throughout the certification process. Please keep it on file and use it whenever you register for exams or order materials.

Schedule the Exam

Visit the APICS Web site at apics.org/certification to access a link to the secure Pearson VUE online registration site. The registration deadline for all CBT exams is four days before the exam date. You may also call Pearson VUE Customer Care at (866)-583-8949.

The name with which you registered for the exam must match your identification card and what APICS has on record. If your name does not match, you will not be allowed to enter the testing room and you will forfeit your fees. If your name has changed, you need to bring documentation that shows the change.

Have the following information ready when you call Pearson VUE or enter its online registration site.

- Your APICS customer number
- Your method of payment
 - Credit card (MasterCard, VISA, American Express, or Discover). Please note: Credit cards will be charged the day of registration—not the exam date.
- Your choices
 - Name of the exam (APICS CPIM Recertification exam)
 - Date of the exam
 - Location of the testing center
- Your location
 - Mailing address
 - Fax number
 - E-mail address

Note: No on-site payment will be accepted. Advance payment is required for all exam registrations.

Check Your Confirmation Notice When It Arrives

Pearson VUE Customer Care will provide a confirmation notice via e-mail within 24 hours of registration. If you would like your confirmation via mail, please inform a Pearson VUE Customer Care representative. If any information on the confirmation notice is incorrect, call Pearson VUE Customer Care immediately.

Receipts

Candidates can print receipts from the Pearson VUE registration Web site. If you have scheduled and paid for the exam, you can log on to the Pearson VUE Web site, select "view schedule," and select the appropriate exam name (APICS CPIM Recertification Exam). You will be able to print out a copy of your receipt at this point. If you do not have access to the Web site, request a receipt while scheduling your exam with a Pearson VUE Customer Care representative by telephone.

Accommodations for Candidates with Disabilities or Special Needs

Pearson VUE will comply with the provisions of the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) and Title VII of the Civil Rights Act as amended (42 U.S.C. 2000e et seq.) to accommodate candidates who, because of disability or religious reasons, need special arrangements to enable them to take an examination. If you need special arrangements for testing, you may ask for special testing services.

To request special testing services, submit a written request that includes a current letter from a licensed physician, optometrist, social worker, clergy, nurse practitioner, or psychologist (including title, address, and phone number on professional letterhead) describing the nature of your functional limitation as it applies to taking a standardized, multiple-choice examination and the specific accommodations needed for testing.

These arrangements, if approved, will be provided at no additional fee. Contact the APICS Certification Department at certification@apics.org or call (800) 444-2742 or (773) 867-1777.

PREPARING TO TAKE THE EXAM

APICS CPIM Recertification Exam Preparation Overview

APICS offers a variety of resources to build your knowledge of the APICS CPIM subject matter and to support APICS CPIM Recertification Exam preparation.

- Content for the APICS CPIM Recertification Exam directly maps to the 2010 APICS CPIM Exam Content Manual (stock #09051V2010) with focus on the DSP, MPR, ECO, and SMR modules. Thirty questions are taken from each module.
- The Datachem Skill Gap Assessment Tool (stock #01690) will help candidates determine their individual strengths and weaknesses for study concentration in weak areas.
- The Brian Willcox Study Notes Series (stock #09250) provides a high level overview of all CPIM modules in a concise format.
- It is also highly recommended that candidates obtain the *APICS Dictionary* (stock # 01102-1).

Visit the APICS Bookstore at apics.org/bookstore for detailed descriptions of the reference books.

FREE Subscription!

The APICS CPIM electronic mailing list benefits all those who have attained or who are seeking their APICS CPIM designation. This APICS list offers a discussion forum about the APICS body of knowledge as it relates to the APICS CPIM program. To join the APICS CPIM electronic mailing list, please send an e-mail message to join-cpim@lists.apics.org.

AFTER YOU'VE REGISTERED

Cancellations

To cancel your scheduled exam, you must contact Pearson VUE at least 24 hours before your scheduled exam date. There is a cancellation fee of \$200 (USD) that will apply. Candidates will be refunded their exam fee minus the cancellation fee to the credit card that was used to pay for the exam.

No-Show Policy

You are considered a no-show on the day of your scheduled exam if

- you fail to reschedule your exam appointment within the appropriate time frame (four days before exam date)
- you choose not to keep your exam appointment
- you do not have an acceptable reason for your absence.

Reschedules

To reschedule your exam, contact Pearson VUE at least 24 hours before your scheduled exam date. There is a reschedule fee of \$15 (USD).

Medical or Other Emergencies on Test Day

Only the following are acceptable reasons for missing your scheduled exam:

- a serious illness (either you or an immediate family member*)
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty

*NOTE: Definition of immediate family member

Spouse
Children
Siblings
Parents
Grandparents

If you miss an exam for any of these reasons, call Pearson VUE Customer Care immediately. The Pearson VUE representative will tell you how to submit written documentation of your emergency so that you will not be penalized as a no-show.

If you are not able to reschedule your exam because the program is ending and there is no space available to sit for the exam in your area, APICS will not be able to extend the program to make accommodations.

Inclement Weather

Pearson VUE will delay or cancel the APICS CPIM Recertification exam only in emergencies. If severe weather or a natural disaster makes the testing center inaccessible or unsafe, the exam will be canceled.

You may call Pearson VUE Customer Care to check on the status of the day's exam. Exams that are canceled because of bad weather can be rescheduled—without additional charge to you—by calling Pearson VUE Customer Care.

ON THE DAY OF THE EXAM

What You Must Bring

A valid primary identification, which must include a recent photograph and signature such as a:

- driver's license
- passport
- military ID
- state ID
- company ID

A valid secondary identification which must include your signature, such as a:

- credit card
- check cashing card
- citizenship card
- APICS membership card

If you do not bring these items on exam day, you will be denied admission to the examination. You will be considered absent or as failing to appear for the exam, and you will forfeit the full exam fee. There are no exceptions to this policy.

What You May Bring

- An online computer calculator is available during each computer-based exam, but you may also bring a simple, nonprogrammable calculator into the exam room.
- English-to-native foreign language dictionaries are the only written materials that you may bring into the exam room. The test center manager will inspect these dictionaries before you are admitted to the testing room.

What You May Not Bring

- You may not bring the *APICS Dictionary* into the exam room.
- You may not bring books or papers of any kind into the exam room. Scratch paper and pencils are provided by the test center.
- Protractors, compasses, rulers, stencils, digital assistants, and other aids are not permitted.
- Electronic devices, including cell phones, are not allowed.
- You may not eat, drink, or use tobacco during an exam.
- Visitors are not permitted at the test center.

Reporting to the Test Center

You should arrive at the test center at least 30 minutes before your scheduled appointment to allow time for check-in procedures. If you are late in arriving, you risk forfeiting the exam appointment and you will be considered absent or as failing to appear for the exam; thus, you will forfeit the full exam fee. There are no exceptions to this policy.

TAKING THE EXAM

Test Format

The APICS CPIM Recertification exam will be administered using a linear testing approach. Linear testing is based on the same concept as paper-and-pencil testing. Candidates answer a predetermined number of questions to assess their knowledge in key areas.

APICS Code of Ethics

Before you take an exam, you will be required to pledge to abide by the 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

Number of Questions on the Exam

The exam consists of 120 multiple-choice questions. There are no pretest questions on this exam.

Length of the Exam

All candidates will be given three hours to complete the exam.

Breaks

No breaks are scheduled during the exam. If you must leave the room during the exam, notify the test center manager before doing so. Timing will not stop during a break.

Misconduct

The test center manager is authorized to dismiss you from a test session for

- creating a disturbance
- giving or receiving help
- using notes, books, wristwatch calculators, digital assistants, or other aids
- using electronic devices, including cell phones
- attempting to remove scratch paper from the testing room
- attempting to tamper with the computer
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test center manager's directions.

If you engage in any of these forms of misconduct, your exam will not be scored and your fees will not be refunded. Furthermore, acts of misconduct will be brought to the attention of the APICS Curricula and Certification Committee and the APICS Ethics Committee, which may result in

- cancellation of your prior or current exam scores
- revocation of your certification
- discontinuation of your membership.

In addition, because the entire question data bank, the exam form, and all exam materials are copyrighted and are the legal property of APICS, legal action will be taken against anyone who violates the copyright laws by distributing examination content or materials through any form of reproduction. Oral, written, or electronic communication during the exam is strictly prohibited and punishable by law.

Test Security

Testing is monitored through the use of one or more of the following: a viewing window, a video monitor, or a sound-monitoring device within the room. Testing sessions may be photographed or videotaped to ensure the integrity of the APICS certification process.

WHEN THE EXAM IS OVER

Score Report Information

At the end of the exam, you will receive a printed score report that includes your name, the title of the exam (APICS CPIM Recertification Exam), total score, and whether you passed or failed. All candidates receive diagnostic information on test performance. If you failed an exam, use this information to guide your study as you prepare to retake the exam. Results of the tests and all personal information collected during registration are confidential. Sensitive information will not be disclosed to a third party without your written consent.

Note: The examination answer sheets, worksheets, and/or any other test or test-related materials remain the sole

and exclusive property of APICS. These materials are confidential and are not available for review by any person or agency for any reason. APICS staff is not allowed to address specific exam question issues, and to do so would impair the confidentiality and validity of the APICS examinations.

Rescore Policy

All candidates have 90 days from the receipt of their score to challenge their score results. If you would like to request a rescore, please call APICS Customer Support and an associate will be happy to discuss the rescore process and related fees. Please retain your score report.

APICS CPIM Recertification Score

Candidates will need to obtain a score of 300 to pass the APICS CPIM Recertification Exam.

Retaking Exams

If you fail the APICS CPIM Recertification exam, you must wait 14 days before retaking the exam. There are no exceptions to this policy. Please note this exam is currently available only through December 31, 2011.

APICS CPIM Qualifications

Candidates must pass the APICS CPIM Recertification exam and receive a total scaled score of 300 or higher to renew the APICS CPIM designation.

APICS CPIM Certificates

Candidates who earn the APICS CPIM designation by taking the APICS CPIM Recertification exam, will receive a maintenance certificate within two to three weeks of receiving a passing score on the exam.

APICS CFPIM Qualifications

Individuals looking to renew their CFPIM credentials must first pass the APICS CPIM Recertification Exam and then complete an APICS CFPIM application form. Points are awarded based on the following criteria: APICS CPIM exams, presentations, published works, classroom teaching, and various volunteer/practitioner activities. To receive an APICS CFPIM application and detailed instructions, visit the Certification section of apics.org or contact APICS Customer Support and request stock # Stock #09052-1.

FREQUENTLY ASKED QUESTIONS

Do I have to be an APICS member to qualify for the APICS CPIM Recertification Exam?

No, but you will save money if you are a member. APICS members receive a discount of more than 25 percent on exam registration fees and receive valuable savings on reference materials and educational programs. Nonmembers may register, but they must first call APICS Customer Support to obtain an APICS customer number.

Can I become an APICS member and register for the recertification exam at the same time?

No. Your membership status must be active at the time you register to ensure that you receive the member rate. To allow adequate time for your membership information to be transferred to Pearson VUE, you should wait until you have received your membership card before attempting to register. APICS members should keep their membership current and renew it promptly to avoid a lapse in benefits. When registering for the recertification exam, you must have your APICS member number available to ensure that you receive the APICS member rate.

What happens if I have an emergency and can't take the scheduled recertification exam?

If you notify Pearson VUE Customer Care four days or more before the CBT exam date, you will be able to reschedule your exam. Please note that you will need to pay a rescheduling fee. If you have a medical or other emergency on the day of the exam, call Pearson VUE Customer Care immediately. You will be asked to supply written documentation verifying your reason for absence. No refunds are given for candidates who are absent from the exam without an acceptable reason. See page 3 for more details.

If I have an unexcused absence from the recertification exam and have not canceled, why do I forfeit my fee?

The exam space has been reserved for you and is held until cancellation is received. APICS pays the test vendor for all reserved seats, whether or not a candidate takes the exam.

How should I prepare for the recertification exam?

How you study and the amount of time you spend studying will depend upon your knowledge of the concepts being tested. It is recommended candidates take advantage of the Datachem Skill Gap Assessment Tool, stock #01690. The Brian Willcox Study Notes Series, stock # 09250, is also available through the APICS Bookstore. Candidates can also purchase the CPIM Exam Content Manual, stock #09051V2010, and the APICS Dictionary, stock #01102.

Call APICS Customer Support to order any of these resources.

Can I take the recertification exam instead of submitting my maintenance application?

If you qualify to take this exam, it means that you do not qualify to submit a maintenance application. Candidates who have let their maintenance expire for more than 11 years would be required to take all five CPIM exams. However, for a limited time APICS is offering the APICS CPIM Recertification Exam. Candidates who can still maintain by submitting a maintenance application should do so, as they would not qualify for this exam.

How long will the recertification exam be available?

Currently the exam is available through December 31, 2011.

Why do I need to apply to take the recertification exam?

This exam is only available to those candidates who meet the required criteria, see page 1, therefore, APICS must review and provide authorization to those who qualify.

Why is the recertification exam only offered to candidates who have let their maintenance lapse?

Due to the state of the economy and employment conditions, the APICS Board of Directors has authorized this limited-time program as a service to help individuals regain their credentials and become more marketable in the industry.

What may I bring to the recertification exam?

Only an English-to-native language dictionary and a nonprogrammable calculator are permitted.

What if my name has changed since registration?

Bring appropriate documentation of this change, for example a marriage license, to the exam site. If you do not bring the appropriate documentation, you will not be permitted to test.

Will I have a chance to practice using CBT technology before I take the recertification exam?

Yes. A tutorial at the beginning of each exam provides practice answering questions using testing tools and a mouse. You will have up to 20 minutes to use the tutorial. Your test begins when you exit the tutorial.

Can the CBT centers accommodate candidates with disabilities or other special needs?

Yes. All U.S. test centers meet federal and state requirements under the Americans with Disabilities Act and Title VII of the Civil Rights Act. See page 2 for more details.

Is there a waiting period to retake the recertification exam?

Yes. You must wait 14 days before retaking the APICS recertification exam. There are no exceptions to this policy. Please note this exam is currently available only through December 31, 2011. If you fail the exam on or after December 17, 2011, it will not be possible for you to retake it, unless APICS decides to extend the program. APICS encourages candidates who do not pass the exam to use this time to review all the content areas, particularly those in which they received low diagnostic ratings.

Can candidates do a brain dump during the exam?

Yes, candidates are allowed to do a brain dump after the exam has officially started. This activity must be part of the total time allocation for the test and done on dry erase boards given by the test center staff. Any brain dumping that has occurred prior to the start of the test is considered an outside resource being brought in and will not be allowed at the test site.

APICS CPIM RECERTIFICATION ELIGIBILITY EXAM 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.

Application Information

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

Certification Maintenance DeadlineDate 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)

\$150

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 and full payment to

APICS Certification Maintenance
8430 West Bryn Mawr Avenue, Suite 1000
Chicago, IL 60631-3439 USA

If paying with a credit card, applications can be sent via fax to (773) 639-3171

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.

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 # _____

Whom should I contact?

Wondering if you should call Pearson VUE or APICS Customer Support?

Call Pearson VUE Customer Care at (866) 583-8949

- want to register to take the recertification exam
- want to change, cancel, or reschedule your recertification exam test date
- have a question about or correction to your confirmation card/receipt
- have a question about a payment method
- missed the scheduled recertification exam
- wonder if the exam has been canceled because of bad weather
- want to register to retake the recertification exam (you must wait 14 days)
- assistance with unresolved registration problems
- help with a complaint about a test center or a testing experience
- answers to questions about credit card charges

Call APICS Customer Support at (800) 444-2742 or (773) 867-1777 if you need

- an APICS customer number
- to order the *APICS CPIM Exam Content Manual* or other publications
- information about the APICS CPIM Recertification program
- information about taking the APICS CPIM Recertification exam internationally (stock #09062)
- help with any unresolved testing problem
- special accommodations for an exam

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



8430 West Bryn Mawr Avenue
Suite 1000
Chicago, IL 60631-3439
USA

P (773) 867-1777
T (800) 444-2742
F (773) 639-3008

apics.org

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Advancing Productivity, Innovation, and Competitive Success