



2013

APICS CERTIFICATION MAINTENANCE BULLETIN

Procedures for maintaining the Certified Supply Chain Professional (CSCP) designation



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. The program also provides you with the knowledge to effectively manage the integration of these activities to maximize a company's value chain.

The APICS Certification Maintenance program upholds the objectives of the APICS CSCP program 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. The requirements for maintaining certification can be met through multiple sources and a variety of professional development activities intended to help 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 APICS Certification Maintenance Program Works

Candidates are required to maintain certification every five years:

- Seventy-five maintenance points are required for the APICS CSCP 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: Examinations are NOT required to maintain certification unless your certification status lapses five years your suspension date.

APICS certification maintenance cycles

- Cycles run in five-year intervals.
- A cycle starts the month the candidate became certified.

Example:

Date certified	Maintenance due date
January 10, 2008	January 31, 2013

- Candidates can start earning points once they become certified and during the five-year cycle. Points earned prior to becoming certified will not qualify.
- Additional maintenance points are required every year past the due date if the candidate does not maintain (15 points per year).
- If candidates do not maintain within five years after the due date, candidates lose the credentials.

Application fees

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

NOTE: Application fee is non-refundable.

Candidate notification

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

New! Track your certification maintenance deadlines

To assist you in monitoring your maintenance deadline, APICS has released a new tool: My APICS Certifications. Visit apics.org/MyAPICS to learn more. Note: You will need to log in to apics.org to access My APICS Certifications.

Lifetime certification

Lifetime certification candidates

- must be at least 62 years old
- have certification credentials that are current
- notify APICS in writing and provide proof of age.

Suspension of certification

APICS will suspend the certification of candidates who failed to maintain or all candidates 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 information

It is the candidates' responsibility to update email and mailing addresses with APICS. To update your information, visit apics.org/MyAPICS. Once you are logged in, you can edit your information.

Submitting the application

- Candidates can apply at apics.org/maintain.
- Candidates can also download the application form and mail it.
 - o The application must be complete and signed.
 - o A professional development journal must be included.
 - o The application fee must be included (\$75 (USD) APICS member, \$150 (USD) nonmember).
 - o Applications that are not legible will not be processed.
- Candidates should keep a copy of the application for their records.
- 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 approved.
- Candidates who apply online will receive notification that the application was received.

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 and operations management profession (SSCOMP): no maximum points								
Professional membership (PM): no maximum points								
2005	2006	2007	2008	2009	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 meetings	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 - APICS MPR workshop (1.5 hours each)	2 points per hour	PPED
Total					195			

Revocation of certification

APICS will revoke your 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.

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 you to design a continuing education plan that meets your 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 is a 60-point limit on category two to ensure individuals who teach or publish extensively diversify their professional development 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.

- 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 (10 points for a 2-day workshop).
- A remote item-writing workshop (APICS CPIM or CSCP 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 your 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 college or university course that awards 3 credits will receive 48 points (3 hours x 16 weeks = 48 hours).
- Home-study courses (including APICS-MGI Management Institute and ISM home-study courses) will receive 3 points.
- All other courses with approved continuing education units (CEU) will receive 3 points per CEU credit (a course authorized for three CEUs receives 9 points).
- APICS Conference attendance (24 points for full attendance at an APICS conference; 1 point per educational or instructional hour for partial attendance).
- APICS CPIM exams (10 points for each exam passed after the APICS CSCP designation was earned).
- APICS CPIM Study Tools (2 points with a letter of completion of a full APICS CPIM online course).

For information about the APICS CSCP program, visit apics.org/cscp.

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 are awarded for an article or contribution on a subject matter relating directly to operations management that is published in a

- book
- monograph
- booklet
- newsletter
- magazine
- proceeding.

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 (for example, in the *Journal of Operations Management* or in the *Production and Inventory Management Journal*, and white papers).

Ten additional points are awarded for any published material noted above that is cited as an APICS certification reference. (Note: 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 award 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 (example: district director, 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 and 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 and one point as a member.

Points awarded at the channel partners 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:
 - o professional
 - o international
 - o student
 - o honorary chapter
 - o lifetime
 - o enterprise
 - o honorary member
 - o e-membership
 - o academic
- One point per year is earned for membership in another operations management related national or international organization.

FREQUENTLY ASKED QUESTIONS

When may I begin earning points toward certification maintenance?

You may begin accumulating points once you pass your exam.

Will I be notified if there are any changes to the APICS certification maintenance program?

Yes. APICS will send reminders about the program. It is the candidate's responsibility to keep APICS updated with any changes to his or her email or mailing address. Update your information at apics.org/MyAPICS.

May I apply for certification maintenance as soon as I have earned the necessary points?

The earliest a candidate can apply is one year in advance of the application deadline.

What is the processing fee for certification maintenance?

It is \$75 (USD) for APICS members and \$150 (USD) for nonmembers.

What is lifetime certification and how do I attain it?

Candidates must be at least 62 years old and have certification credentials that are current.

Candidates must notify APICS in writing and provide proof of age. Lifetime candidates do not need to maintain.

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 80 percent (60 points) in category two: presentations, publications, and educational development. This limitation ensures that individuals who teach or publish extensively diversify their point totals.

Will only APICS programs and activities count toward my certification maintenance?

No. APICS does not limit your continuing professional development activities to APICS-only events. The goal is to show that you are pursuing lifelong learning. You may collect points for attending operations management educational programs sponsored by other national or international organizations or educational institutions. You also may attain points for serving in leadership positions related to operations management organizations (national and international) other than APICS.

What type of documentation must I provide?

The application, points sheet, and professional development journal are the only documents that need to be provided. If you are audited you will be required to provide all original documents to substantiate your points.

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

The intent of the program is to promote lifelong learning through professional development beyond certification. You may take the APICS CSCP exam as an option.

Can I earn points for pursuing the APICS CPIM designation?

Individuals who take an APICS CPIM training course can apply those educational points towards the APICS CSCP maintenance. Those candidates who pass an APICS CPIM exam can claim 10 points towards the APICS CSCP maintenance.

If I earn more than the required points for 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 certification maintenance deadline is approaching?

APICS will send you reminders that your application deadline is approaching. Candidates receive an email reminder one year, 90 days, 60 days, and 30 days before the due date.

What if I fail to submit my certification maintenance application by my deadline?

You are required to submit your application every five years by the due date. If you fail to submit your application with payment on time or fail to earn the necessary points, you will be notified in via email by APICS that your certification has been suspended. You will not be permitted to use the APICS CSCP designation or be credited with the designation in publications or employment inquiries until you have met the 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 are required to accumulate 75 core points plus an additional 15 points per year for every year past your certification maintenance deadline, up to five years past your deadline.

Can I claim the same maintenance points toward both my APICS CPIM and CSCP certification maintenance?

Yes, provided they meet the requirements outlined in the APICS CSCP maintenance bulletin.

If I apply late, will my new due date be five years from the date I apply?

No, if you apply late, your new due date will be five years from your last due date. For example, if your maintenance was due November 2008, you sent your application in May 2010, your new due date will be November 2013.

When will I receive my new APICS CSCP certificate?

Candidates will receive the new certificate within six weeks of approval.

Table 2. APICS CSCP Certification Maintenance Activity Categories and Point Allocations

Total points required for APICS CSCP: 75 every five years

I. Continuing education (CE)

(Must relate directly to operations management to qualify)

Activity points earned (no maximum)

Passing cut score study	5 points
Conference, seminar, workshop, educational plant tour, or webinar	1 point per full hour of instruction*
Live certification item-writing workshop	5 points per day for a 2-day workshop
Remote item-writing workshop	1 point per written and approved item for a maximum of 10 points per year
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 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*
Independent-study program (home study)	3 points per course completed
Independent-study program (college course)	3 credits equals 48 points
APICS International Conference & Expo	24 points for full registration and attendance
APICS CPIM exam	10 points per exam passed
CEU (continuing education unit) course	3 points per authorized CEU point
APICS CPIM Study Tools	2 points for completing an APICS online course using APICS CPIM Study Tools

II. Presentations, publications, and educational development (PPED)

(Must relate directly to supply chain and operations management to qualify.)

Activity points earned (maximum: APICS CSCP 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 and operations management profession (SSCOMP)

Activity points earned

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	1 points per year of service
Certification committee or individual APICS CPIM or CSCP committee member	15 points per year of service for a total of no more than 40 points per maintenance cycle

IV. Professional membership (PM)

Activity points earned (no maximum)

APICS membership	6 points per year (.5 per month)
Membership in other professional organization	1 point per year directly related to operations management

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.

Questions? Contact APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 or certification@apics.org.

APICS CERTIFICATION MAINTENANCE APPLICATION

Please print clearly.

Application information

APICS member (check one) Yes No APICS ID _____

Certification (check one) CPIM CFPIM
 CIRM CSCP Certification maintenance deadline MONTH / YEAR _____

FIRST NAME _____ M.I. _____ LAST NAME _____

LAST FOUR 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 _____

EMAIL _____

Payment information

Payment amount (check one)

\$75 APICS member \$150 nonmember

To join APICS, visit apics.org/join or contact APICS Customer Service at service@apics.org, 1-800-444-2742, or +1-773-867-1777.

Payment type (check one)

VISA American Express MasterCard Discover

ACCOUNT NUMBER _____ EXPIRATION DATE _____

NAME AS IT APPEARS ON CARD _____ SIGNATURE (REQUIRED FOR ALL CREDIT CARD PURCHASES) _____

Check number _____ Personal check Company check
(Make check payable to APICS in US dollars drawn on a US bank. Please include your APICS ID 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? Contact certification@apics.org or 1-800-444-2742 or +1-773-867-1777.



FOR APICS USE ONLY	
Date received _____	Amount received _____
<input type="radio"/> Credit card <input type="radio"/> Check <input type="radio"/> Money order	
Batch # _____	

(cut)

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							
Online item writing							
District meeting with an educational component							
Professional development program							
APICS CPIM 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 & Expo							
APICS CPIM 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 for CPIM and 80 for CFPIM.

Category total = _____

Service to the operations management profession (SOMP)

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 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

APICS MEMBER / CUSTOMER ID NUMBER				CERTIFICATION MAINTENANCE DEADLINE			
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)

Whom should I contact?

Contact APICS Customer Service at 1-800-444-2742, +1-773-867-1777, or service@apics.org if you

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

E-mail the APICS certification department at 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 policies and procedures in this bulletin are subject to change.



APICS The Association for Operations Management
8430 West Bryn Mawr Avenue, Suite 1000
Chicago, IL 60631 USA

P +1-773-867-1777
T 1-800-444-2742
F +1-773-639-3008

apics.org