

CERTIFICATION MAINTENANCE BULLETIN

Procedures for maintaining APICS Certifications



The APICS Certification Maintenance Program

The APICS Certification Maintenance program enables individuals with the APICS Certified in Production and Inventory Management (CPIM), Certified Fellow in Production and Inventory Management (CFPIM), Certified Supply Chain Professional (CSCP) and Logistics, Transportation and Distribution Certification (CLTD) 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, CFPIM, CSCP and CLTD 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

APICS Code of Ethics

- Maintain exemplary standards of professional conduct.
- Not misrepresent your qualifications, experience, or education to APICS or others you serve in a professional capacity.
- Respect and not violate the United States Copyright of all APICS materials, including but not limited to courseware, magazine articles and other APICS publications, APICS conference presentations, and examination resources. In this same spirit, you must not violate the copyright of other organizations and individuals in your professional capacity.
- Abide by all of APICS' published exam bulletins and exam procedures, including all of the rules and regulations of any third party that administers an APICS examination.
- Not engage in or sanction any exploitation of one's membership, company, or profession.
- Encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession.
- In your professional capacity, respect the fundamental rights and dignity of all individuals. You must demonstrate sensitivity to cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socio-economic status.
- In your professional capacity, not engage in behavior that is harassing or demeaning to others based on factors including, but not limited to, age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socio-economic status.
- Adhere to this Code of Ethics and its application to your professional work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.
- Contact APICS' Legal Department when uncertain whether a particular situation or course of action violates this Code of Ethics.
- Not to become the subject of public disrepute, contempt, or scandal that affects your image or goodwill.

Failure to abide by the APICS Code of Ethics policy may result in sanctions up to and including decertification.

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, 2015

Maintenance due date: January 31, 2020

- Seventy-five maintenance points are required for the APICS CLTD designation
- Seventy-five maintenance points are required for the APICS CSCP designation
- 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 (for CPIM, CSCP and CLTD) or 20 points (for CFPIM) 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 all necessary exams again. CFPIM candidates will also be required to reapply.

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, CSCP or CLTD 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.

Application fees

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

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

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 for complete details on the APICS CFPIM program and to download an application.

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, of their interest in being converted to lifetime status and must provide proof of age (driver's license, birth certificate or passport). 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 log in to [My APICS Certifications](#) and click “Certification Status”. The application can also be accessed from the [Certification Maintenance](#) page.
- Candidates will have access to a streamlined 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 onscreen confirmation and an automated email notifying them that the application has been successfully processed and approved, unless they have been randomly chosen for audit
- Candidates who have been randomly chosen for audit will receive onscreen confirmation and 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 instructions on how to proceed. Candidates should also review the [Maintenance Audit Guidelines](#) for information regarding acceptable 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 acceptable, 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 may monitor their maintenance deadline, as well as how many points are needed to maintain, by accessing [My APICS Certifications](#). 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 does not opt-out of APICS communications and approves email maintenance reminders as a trusted source to avoid important status information about the credential being filtered by spam. Candidates may manage their subscriptions on the [APICS homepage](#).

Candidates are responsible for maintaining their own certification, regardless of undelivered APICS email notifications. Candidates who have multiple APICS accounts under the same email address may not receive reminder emails. If you believe multiple accounts have been created using your email address, please contact certification@apics.org.

- Reminders are sent via email in advance at:
 - one year
 - 90 days
 - 60 days
 - 30 days

APICS members receive notification of their maintenance due date on renewal notices. All candidates receive email notification if the credential is suspended.

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).

To ensure individuals who teach or publish diversify their professional development activities, points in the continuing education, service to the supply chain and operations management profession and/or professional membership categories must account for 40% of the required minimum for CPIM, CSCP and CLTD or 20% of the required minimum for CFPIM.

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. Visit the certification maintenance section of the APICS site for a listing of [eligible](#) and [ineligible](#) maintenance topics.

- A remote item-writing workshop (20 points for viewing the webinar and submitting 25 items).
- A remote item-writing workshop (1 point per each additional 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 meeting/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 (credit hours x number of weeks = number of 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) program participation for current CSCP and/or CLTD designees. Current CPIM designees can earn points for CPIM program participation after obtaining initial CPIM certification.
 - Completion of APICS CPIM review course (1 point per hour)
 - Each APICS CPIM exam module passed (10 points)
 - Obtaining the APICS CPIM Online Tool certification of completion (2 points)
 - Passing the CPIM Exam Simulator final exam with 75% or higher (5 points)
- APICS Certified Supply Chain Professional (CSCP) program participation for current CPIM and/or CLTD designees. Current CSCP designees can earn these points for CSCP program participation after obtaining initial CSCP certification.
 - Completion of the APICS CSCP Learning System with 80% or higher (30 points) **OR**
 - Learning System paired with an instructor-led course (1 point per classroom hour up to 40 points maximum)
 - Passing the APICS CSCP exam (additional 20 points)

- APICS Certified in Logistics, Transportation and Distribution (CLTD) program participation for current CPIM and/or CLTD designees. Current CLTD designees can earn these points for CLTD program participation after obtaining initial CLTD certification.
 - Completion of the APICS CLTD Learning System with 80% or higher (30 points) **OR**
 - Learning System paired with an instructor-led course (1 point per classroom hour up to 40 points maximum)
 - Passing the APICS CLTD exam (additional 20 points)
- APICS Supply Chain Operations Reference-model Professional (SCOR-P) program 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)

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.

Four points are awarded for features published in the APICS magazine.

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.

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

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 member of APICS.
- 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 throughout their five year maintenance cycle. Candidates who are randomly chosen for audit are required to provide documentation. Failure to provide adequate and complete documentation may result in denial of certification maintenance.

APICS Maintenance Certificates

Candidates who maintain their credentials are eligible to obtain a maintenance certificate. Notification will be sent via email to qualified candidates upon approval of their maintenance application.

Candidates can choose from two delivery options:

- An electronic certificate can be downloaded and printed locally at no charge.
- A printed certificate can be requested. The first requested certificate is complimentary (shipping fees may apply) depending on candidate shipping selection.

Candidates who would like to download or request a hard copy of their certificate must visit [My APICS Certification](#) and click “Download or Purchase Certificates”.

Appeals policy

Candidates who would like to dispute an APICS Certification action, decision, or determination must request a formal appeal at certification@apics.org. The appeals application fee is \$150.00 (USD) and is non-refundable.

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 My APICS Certifications. 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.

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.

Whom should I contact?

Contact APICS Customer Service at 1-800-444-2742 or 1-773-867-1777 or 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 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