

APICS Certification Maintenance Application Instructions

Application Submissions

- To apply for Certification Maintenance, candidates must submit
 - a completed and signed application
 - original Professional Development Journal
 - the application processing fee (\$75 APICS member/\$150 nonmember).
- Do not submit supporting documentation to substantiate points claimed at this time.
- Be sure to keep a photocopy of your application and Professional Development Journal.
- Applications must be postmarked no later than the last day of your anniversary month.
- Please print clearly in block lettering. APICS may not be able to process your application if your information is not legible.
- Application must be signed and dated.
- APICS will not be able to confirm receipt of applications. Candidates will receive written notification of their application status four to six weeks after the application is received by APICS. If you do not receive written notice from APICS after six weeks, please contact APICS Certification Maintenance at certmain@apics.org.
- Transfer point totals from your Professional Development Journal to the application within the appropriate category and year. Include your original Professional Development Journal with your application.

Application Information

- Provide your original Certification Maintenance Application deadline. This information will assist APICS in verifying your certification records. If you are unsure of your deadline date, please contact APICS Customer Support.
- If you do not know your APICS Member/Customer ID Number, please contact APICS Customer Support.
- The mailing address you enter on the application will be used for Certification Maintenance correspondence from APICS.
- At the top of each column, enter the year in which the points were earned for that category.
- Please provide an e-mail address if available. Confirmation of information or questions about your application may be communicated more efficiently if an e-mail address is supplied.
- Totals in excess of the required 75 points for CPIMs and 100 points for CFPIMs will not be carried over to your next Certification Maintenance cycle.

Payment Information

- **Full payment of the application processing fee is required.** Your application will not be processed and may be returned if payment is not included with your submission.
- No purchase orders or wire transfers will be accepted.

Professional Development Point Totals

- Please be sure to provide your full name, APICS Member/Customer ID Number, and original Certification Maintenance Application deadline at the top of page 3 of the application.
- Transfer point totals from your Professional Development Journal to the application within the appropriate category and year. Include a copy of your Professional Development Journal with your application.
- Totals in excess of the required 75 points for CPIMs and 100 points for CFPIMs will not be carried over to your next Certification Maintenance cycle.
- Full information on point values and eligible activities appears in the *Certification Maintenance Bulletin*. Refer to the reverse side of this document for general guidelines.

Additional Program Information

Visit the Certification section of www.apics.org to review answers to frequently asked questions and sample eligible activities and to download copies of the *Certification Maintenance Bulletin* and Certification Maintenance Application.

Call APICS Customer Support at (800) 444-2742 or (773) 867-1778 or send an e-mail to service@apicshq.org to request a copy of the Certification Maintenance Bulletin (stock #09033), ask questions about the program, or confirm your Certification Maintenance Application deadline or APICS Member/Customer ID Number.

Table 2. APICS CPIM/CFPIM Certification Maintenance Activity Categories and Point Allocations

Total Points Required: 75 CPIM or 100 CFPIM Every Five Years

I. Continuing Education (CE)

(Must relate directly to operations management to qualify)

Activity Points Earned (No maximum)

Conference, seminar, workshop, or APICS Webinar	1 point per full hour of instruction*
Certification item-writing workshop	1 point per full hour of instruction*
District meeting with an educational component	1 point per full hour of instruction*
Professional development program	1 point per full hour of instruction*
CPIM or CIRM review 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*
Educational plant tour	1 point per full hour of instruction*
Independent-study program (home study)	3 points per course completed
Independent-study program (college course)	3 credits = 48 points
APICS International Conference and Exposition	24 points for full registration and attendance
CPIM or CIRM exam	10 points per exam passed
CEU (continuing education unit) course	3 points per authorized CEU point

II. Presentations, Publications, and Educational Development (PPED)

(Must relate directly to operations management to qualify)

Activity Points Earned (Maximum: CPIM 60 points or CFPIM 80 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 Operations Management Profession (SOMP)

Activity Points Earned (No Maximum)

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	2 points per year of service

IV. Professional Membership (PM)

Activity Points Earned (No Maximum)

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

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.

APICS Customer Support: (800) 444-2742 or (773) 867-1778

APICS CERTIFICATION MAINTENANCE APPLICATION

Please print clearly

Application Information

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

Certification (check one) CPIM CFPIM _____ Certification Maintenance Deadline 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)

\$75 APICS member \$150 nonmember

To join APICS, visit www.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, original Professional Development Journal, and full payment to

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

Applications will not be accepted via e-mail, the Internet, or fax.

Questions may be submitted to service@apics.org or call APICS Customer Support at (800) 444-2742 or (773) 867-1778.



FOR APICS USE ONLY

Date received _____ Amount received _____

Credit Card Check Money Order

Batch # _____

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							
District meeting with an educational component							
Professional development program							
CPIM or CIRM 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 and Exposition							
CPIM or CIRM 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.