



APICS CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)

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



THE APICS CPIM PROGRAM

The APICS CPIM program is recognized worldwide as the standard in production and inventory control. An APICS certification shows a commitment to the profession that leads to a sense of accomplishment, demonstrates value to an employer, enhances earning potential, and provides a path to career advancement. The APICS CPIM program is divided into five process-oriented topics to provide participants with the best possible educational assessment and knowledge base.

More than 95,000 professionals have earned the APICS CPIM, and nearly 3,000 have advanced to the APICS Certified Fellow in Production and Inventory Management (CFPIM) designation. After earning an APICS CPIM designation, you can begin the process toward the CFPIM. The distinguishing characteristic of a CFPIM is the willingness to share acquired knowledge with others through presenting, publishing, teaching, and participating in professional development activities.

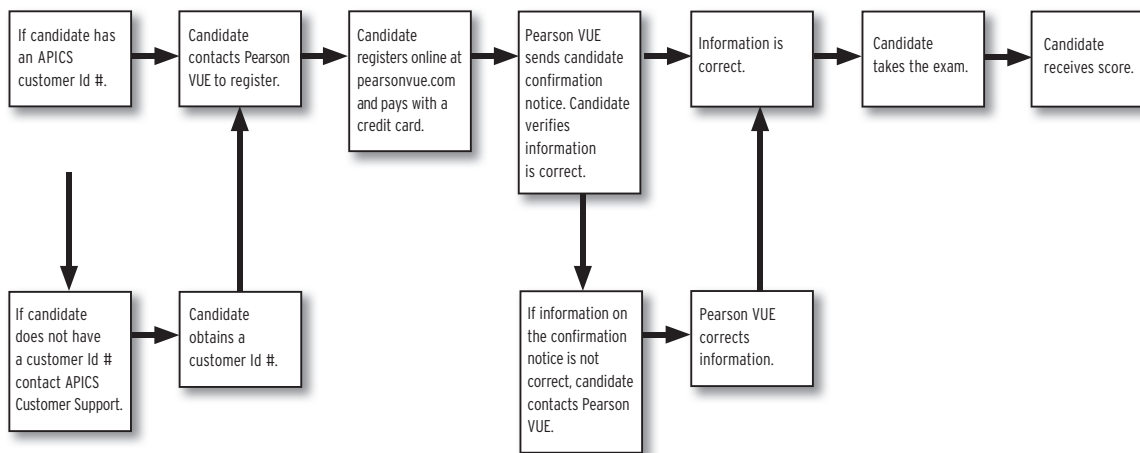
Certification maintenance

To promote professional growth and lifelong learning, APICS CPIM and APICS CFPIM designees must complete the certification maintenance program every five years. Visit apics.org/certification for more information about the program. Questions? Contact certification@apics.org.

NOTE: Change starting in 2013

All APICS CPIM exams will be valid for 10 years from the time a candidate passes a particular module. This means that candidates have 10 years from the time they pass the first exam to complete the certification requirements.

Registration Flowchart for CBT Exam



GENERAL INFORMATION

Exam Fees

Member \$145 (USD) per exam
Nonmember \$175 (USD) per exam

Candidates taking the exam in Canada must add the 5 percent Goods and Services Tax (GST) or the 13 percent Harmonized Sales Tax (HST).

To qualify for the member rate a candidate must be an active APICS member at the time of registration.

Exam Dates

APICS exams are available throughout the year.

Number of exam questions

- APICS CPIM Basics of Supply Chain Management (BSCM) module—105 questions (80 operational and 25 pretest)
- APICS Master Planning of Resources (MPR), Detailed Scheduling and Planning (DSP), Execution and Control of Operations (ECO), Strategic Management of Resources (SMR)—75 multiple-choice questions (60 operational and 15 pretest)

NOTE: Pretest questions do not contribute to your total score but are necessary for research purposes. Pretest questions are randomly distributed among the scored items and are used for statistical purposes only. Candidates should answer all exam questions.

APICS CPIM score range

The APICS CPIM score range is from 265-330.

Fail = 265-299

Pass = 300-330

Length of the exam

All candidates have 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 the following:

- Creating a disturbance.
- Giving or receiving help.
- Using notes, books, wristwatch calculators, digital assistants, electronic dictionaries or other aids.
- Using electronic devices, including mobile 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, at a minimum your exam will not be scored, your fees will not be refunded, and you will be prevented from retaking the exam for 6 months. Furthermore, acts of misconduct will be brought to the attention of the APICS 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.

No-show policy

No-show candidates forfeit the exam fees. 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.
- You choose not to keep your exam appointment.
- You do not have an acceptable reason for your absence.
- The name on your identification does not match the name you registered with and/or the name APICS has on file and you are not allowed in the testing room.
- You arrive late for the exam.

Medical or other emergencies on test day

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

- A serious illness (either candidate or an immediate family member*)
- The death of an immediate family member
- 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 the 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 are not penalized as a no-show.

Rescore policy

You have 90 days from the receipt of your score to challenge the results. If you would like to request a rescore, call APICS

Customer Service at 1-800-444-2742 or +1-773-867-1777 and an associate will be happy to discuss the rescore process and related fees.

APICS CPIM qualifications

Candidates must pass all five APICS CPIM exams and receive a total scaled score of 300 or higher on each exam to earn the APICS CPIM designation.

APICS CPIM certificates

Candidates who pass the first APICS CPIM Basics of Supply Chain Management module will receive a certificate of completion in the mail approximately six weeks after passing the exam. Candidates who pass all five APICS CPIM exam modules have achieved APICS CPIM certification status and are awarded a personalized certificate within six weeks of receiving a passing score on the final APICS CPIM exam.

REGISTERING FOR THE EXAM

Scheduling the exam

Candidates must access the Pearson VUE at www.pearsonvue.com/apics.

- If you have never registered with Pearson VUE, you must create an account. Follow the online instructions.
- You must have an APICS ID to register. If you do not have your APICS ID contact APICS Customer Service at 1-800-444-2742 or +1-773-867-1777.
- Candidates need to add APICS in front of their ID numbers to register (example: APICS1234567).
- Candidates who have a six-digit APICS ID must add a leading zero (example: APICS0123456).
- When creating your account or registering for the exam you must enter your name as shown on your identification. If your name does not match your identification, you will not be able to access the test center and you will forfeit all exam fees.
- Find the testing location convenient to you.
- Check the calendar for seat availability.
- Schedule the exam.
- Pay for the exam.

All registrations done via the Pearson VUE call center at 1-866-583-8949 have a scheduling fee of \$10 (USD).

Confirmation notices

- Candidates receive an email confirmation within 24 hours of registering.
- It is the candidate's responsibility to review the confirmation and ensure all the information is correct.
- If the information on the confirmation notice is not correct, contact Pearson VUE at 1-866-583-8949.

Receipts

You can print a receipt from the Pearson VUE web site at www.pearsonvue.com

- You need to be logged into your account.
- Select "view schedule" from the website.
- Select the appropriate exam name.
- Print your receipt.
- If you register over the phone, ask a customer service representative to provide you with a receipt.

Cancellations

- You must contact Pearson VUE at least two business days prior to the scheduled exam date.
- A cancellation fee of \$50 (USD) will apply.
- Cancellations can be done at www.pearsonvue.com/apics.
- All cancellations done via the Pearson VUE call center will incur an additional \$10 (USD) fee.

Reschedules

- Contact Pearson VUE at least two business days prior to your scheduled exam date.
- There is a rescheduling fee of \$15 (USD).
- Candidates can also reschedule at www.pearsonvue.com/apics
- All reschedules done via the Pearson VUE call center incur an additional \$10 (USD) fee.

Inclement weather

- Exams will be delayed or canceled only in emergencies.
- If severe weather or natural disasters make the test site inaccessible, the exam will be canceled.
- You can call Pearson VUE Customer Care to check the onsite status on the day of the exam.
- Exams cancelled due to the above conditions can be rescheduled at no additional cost.

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 take an examination. If you need special arrangements for testing because of a disabling condition, you may ask for special testing services.

If you need special arrangements, 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 cost. Contact the APICS Certification Department at certification@apics.org or call 1-800-444-2742 or +1-773-867-1777.

PREPARING TO TAKE THE EXAM

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

- The APICS CPIM Exam Content Manual (stock #09051-2012) provides an overview of the curriculum with test specifications, key terminology, and questions with answers.
- The *APICS Dictionary* (stock # 01102).

For a complete list of certification resources including review courses, study tools, and descriptions of the reference books, visit the APICS Bookstore at apics.org/bookstore.

ON THE DAY OF THE EXAM

What you must bring

A valid primary identification that must include a recent photograph and signature:

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

A valid secondary identification which must include your signature:

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

No temporarily issued identification will be accepted. If you do not bring these items on exam day or the name on your registration does not match your IDs, you will be denied admission to the examination. You will be considered a no-show and forfeit the full exam fee.

What may I bring to the exam?

- 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-Native language dictionaries are the only written materials that you may bring into the exam room. These dictionaries should only contain the literal translation of English words, but should not include a description of the meaning of the word. The test center manager will inspect these dictionaries before you are admitted to the testing room.

You may not bring the following to the exam:

- the *APICS Dictionary* in any language
- books or papers of any kind (dry erase boards are provided by the test center)
- protractors, compasses, rulers, stencils, digital assistants, or other aids
- electronic devices of any kind, including cell phones and electronic dictionaries
- food, drinks, or tobacco
- visitors.

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; you will be considered no-show and will forfeit the full exam fee.

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 in the room. Testing sessions may be photographed or videotaped to ensure the integrity of the APICS certification process.

Score report information

At the end of the exam, you will receive a printed score report that includes your name, the exam title, total score, and whether you passed or failed.

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.

Retaking exams

If you fail an APICS CPIM exam, you must wait 14 days before retaking the exam. There are no exceptions to this policy.

APICS CFPIM qualifications

Individuals looking to obtain the APICS CFPIM distinction must complete and submit an application. Points are awarded based on the following criteria: APICS CPIM exams, presentations, published works, classroom teaching, and volunteer/practitioner activities. To receive an APICS CFPIM application and detailed instructions, visit apics.org/certification or contact APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 and request stock # 09052-1.

NOTE: The application form for the APICS CFPIM designation has been streamlined. Visit apics.org to download the updated version.

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.

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

FREQUENTLY ASKED QUESTIONS

Do I have to be an APICS member to become certified?

No, but you will save money if you are a member. APICS members receive discounts on exam fees, reference materials and educational programs. Nonmembers may register, but they must first call APICS Customer Service at 1-800-444-2742 or +1-773-867-1777 to obtain an APICS ID number.

Can I become an APICS member and register for an 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.

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

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 the reason for your absence. Once your documentation is reviewed, you will be notified if the cancellation was approved.

How many computer-based APICS CPIM exams may I take in one day?

You may take as many different exams in one day as time and space permit, as long as they are different modules.

If I have an unexcused absence from my 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 each exam?

- APICS CPIM Exam Content Manual (ECM)
- APICS CPIM References: For a complete list of the APICS CPIM references, visit apics.org/certification.

What may I bring to the exam?

- 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 -Native language dictionaries are the only written materials that you may bring into the exam room. These dictionaries may only contain the literal translation of English words, but may not include a description of the meaning of the word. The test center manager will inspect these dictionaries before you are admitted to the testing room.

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 computer-based testing (CBT) technology before I take my exam?

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

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

Yes. All US test centers meet federal and state requirements under the Americans with Disabilities Act and Title VII of the Civil Rights Act.

Is there a waiting period to retake an APICS CPIM examination?

Yes. You must wait 14 days before retaking an APICS exam.

Can candidates do a brain dump during the exam?

Yes. You can 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 paper or a white board given by the test center staff. Any brain dumping that has occurred prior to the start of the test is considered an outside resource and is not allowed at the test site.

Test center complaints

Call Pearson VUE Customer Care at 1-866-583-8949 during regular business hours (7:00 a.m.-11:00 p.m. ET, Monday through Friday) or write to:

Pearson VUE

Attn: APICS

PO Box 8259

Philadelphia, PA 19101-8259

Fax: 1-888-204-6288 (from the United States or Canada) or 1-610-617-9303 (from Mexico).

Contact Pearson VUE at www.pearsonvue.com/apics or 1-866-583-8949:

- Register for the exam.
- Cancel or reschedule the exam.
- Correct your confirmation notice.
- Request a receipt.
- Emergencies on test day.
- Test site issues.

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

- Request an APICS ID number.
- To order reference material.
- Need special accommodations for an exam.
- Need to take your exam outside of North America.

Whom should I contact?

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