

APICS CFPIM APPLICATION SUBMISSION CHECK LIST

Only complete applications will be submitted to the APICS CFPIM committee for review. The quality of your submission is likely to affect the acceptance or rejection of your application. Please review the following checklist and be sure that your application is complete and you have provided proper documentation for the items checked. Please review each activity description, and documentation requirements located at the end of the application, before making your submission.

Complete?	Item
<input type="checkbox"/>	Personal information is complete and legible.
<input type="checkbox"/>	Payment/credit card information has been provided.
<input type="checkbox"/>	I have maintained my APICS CPIM credentials to apply for APICS CFPIM designation.
<input type="checkbox"/>	Mandatory letter of recommendation from an APICS CFPIM designee is included.

1. MANDATORY APICS CPIM EXAMS PASSED: Maximum of 75 points

<input type="checkbox"/>	I have earned my APICS CPIM designation.
<input type="checkbox"/> Or	If designation was earned after September 1, 2000, or you have taken and passed the CPIM Recertification exam required testing is complete. For the date APICS CPIM was earned, or exam dates and scores please refer to My APICS Certifications at apics.org/myapics .
<input type="checkbox"/>	If designation was earned before September 1, 2000 and the APICS CIRM designation is not also held the APICS Strategic Management of Resources (SMR) exam will need to be passed to show currency in the APICS CPIM body of knowledge. Additional points earned by successfully completing the SMR exam can be added to exam points. Please visit apics.org/cpim for information on preparing and registering for the SMR exam.

2. PRESENTATIONS: Maximum of 40 points

<input type="checkbox"/>	All presentations are between 30 minutes and two hours in length.
<input type="checkbox"/>	All presentations have been completed within 3 years of application date.
<input type="checkbox"/>	Required documentation is provided for all presentations.
<input type="checkbox"/>	I have adjusted the number of points for the number of presenters.
<input type="checkbox"/>	All presentations are clearly within the APICS CPIM body of knowledge.

3. PUBLICATIONS: Maximum of 40 points

<input type="checkbox"/>	All publications were completed within 3 years of application date.
<input type="checkbox"/>	Required documentation is provided for all publications. If publications are not in English, I have provided translations.
<input type="checkbox"/>	All publications are clearly listed on the application, and all documentation is clearly matched to listing on the application.
<input type="checkbox"/>	I have adjusted the number of points for the number of authors.
<input type="checkbox"/>	All publications are clearly within the APICS CPIM body of knowledge.

4. CLASSROOM INSTRUCTION: Maximum of 40 points

<input type="checkbox"/>	All instruction was completed within 3 years of application date.
<input type="checkbox"/>	Required documentation is provided for all instruction.
<input type="checkbox"/>	All instruction was clearly within the APICS CPIM body of knowledge.

5. VOLUNTEER AND PRACTITIONER ACTIVITIES: Maximum of 20 points

<input type="checkbox"/>	All activities were completed within 3 years of application date.
<input type="checkbox"/>	Required documentation is provided for all activities.

OVERVIEW PRIOR TO SUBMITTING APPLICATION

<input type="checkbox"/>	I have made a copy of my application and documentation prior to submitting them. (Documentation will NOT be returned.)
<input type="checkbox"/>	I have reviewed the date I received my APICS CPIM designation, and have completed the examination requirements to become an APICS CFPIM.
<input type="checkbox"/>	The application is signed.

APICS CFPIM APPLICATION

Application *Please print clearly.*

FIRST NAME _____ M.I. _____ LASTNAME _____

DATE OF BIRTH (OPTIONAL) _____ 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 _____

TELEPHONE _____ FAX _____

EMAIL _____



APICS CFPIM APPLICATION (CONTINUED)

1. APICS CPIM EXAMS PASSED (Date you earned your APICS CPIM designation _____). If you earned your APICS CPIM designation prior to September 1, 2000 and you do not hold either the APICS CIRM designation or you have not successfully completed the Recertification Exam, you will be required to take and successfully complete the SMR examination in order to attain the APICS CFPIM designation.

Title of APICS CPIM Exam	Scores of 319 or less, or scores of 84 or less prior to September 1, 2000 (5 points)	Scores of 320 or more, or scores of 85 or more prior to September 1, 2000 (15 points)

Category total (not to exceed 75 points) = _____

2. PRESENTATIONS: Please provide appropriate documentation. All activities must occur within 3 years of application.

Name of event	Sponsor association	Date of event	Unpublished (10 points)	Published (20 points)

Category total (not to exceed 40 points) = _____

3. PUBLISHED WORKS: Please provide appropriate documentation. All activities must have occurred within 3 years of application.

Title of article/work	Publication	Date published	Article (20 points) full book (40 points)

Category total (not to exceed 40 points) = _____

4. CLASSROOM INSTRUCTION: Please provide appropriate documentation. All activities must have occurred within 3 years of application.

Name of course	Sponsoring organization	Date(s)	Points (1 point/hour of instruction)

Category total (not to exceed 40 points) = _____

5. VOLUNTEER AND PRACTITIONER ACTIVITIES: Please provide appropriate documentation. All activities must have occurred within 3 years of application.

Name of project	APICS committee	Date(s)	Points (10 points)

Category total (not to exceed 20 points) = _____

GRAND TOTAL (MUST BE AT LEAST 100 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 submitting supporting documentation as evidence for points claimed. Furthermore I agree to abide by the rules and decisions of APICS and understand that falsification of this application is grounds for revoking certification.

SIGNATURE (REQUIRED)

DATE

NAME (PLEASE PRINT)

APICS ID NUMBER

APICS CFPIM ACTIVITY CATEGORIES AND POINT ALLOCATION EXPLANATION

100 CONFORMING POINTS ARE REQUIRED FOR ACHIEVING FELLOW

1. APICS CPIM EXAMS PASSED—MAXIMUM OF 75 POINTS

To assure currency in the APICS CPIM body of knowledge if your APICS CPIM designation was earned before September 1, 2000 and you have not either earned the APICS CIRM designations or you have not successfully completed the recertification exam, you will need to successfully complete the SMR exam to show currency in the APICS CPIM body of knowledge. Additional points earned by successfully completing the SMR exam can be added to exam points. Please see the APICS webpage for information on preparing and registering for the SMR exam.

Required Documentation

- None, exams and scores will be verified by APICS corporate office.

Earning points

- Scores of 319 or less, or scores of 84 or less prior to September 1, 2000 earn 5 points. Scores of 320 or more, or scores of 85 or more prior to September 1, 2000 earn 15 points.

Ineligible activities

- Points cannot be claimed for passing the APICS CSCP exam or exams taken for other certification programs.

2. PRESENTATIONS—MAXIMUM OF 40 POINTS

This category includes presentations that last for 30 minutes to 2 hours, such as presentations at conferences, professional development meetings, and workshops. All presentations must directly relate to the APICS CPIM body of knowledge and not be administrative in nature. Multiple presentations of the same material may be claimed as long as each was made to a separate eligible audience.

If you were a co-presenter with one or more individuals or if you spoke as part of a panel discussion, you should divide the total points equally by the number of presenters and claim only the proper share. You may claim fractions of points. Webinars are considered presentations.

Required documentation

- For a presentation that has not been published, provide a copy of the announcement, brochure, flyer, or newsletter that publicized the event. If the presentation was conducted for an organization, submit a letter from a manager on company letterhead attesting to your role. The announcement or letter must include the topic, date, and your name. For presentations that have been published, submit a copy of the published paper or article, or a copy of the cover, table of contents, and first page. If the publication is not in English a translation must be provided. Publications will not be returned.

Earning points

- 20 points are granted for published presentations from 30 minutes to 2 hours in length if they are made available to the general public. You must submit supporting documentation of the publication. PowerPoint slides, handouts, and web pages or postings are not considered published works.
- 10 points are granted for unpublished presentations from 30 minutes to 2 hours in length.

3. PUBLISHED WORKS—MAXIMUM OF 40 POINTS

This category includes any article in APICS magazine, the *Production and Inventory Management Journal*, the *Journal of Operations Management*, or an article relevant to the APICS CPIM body of knowledge published in another magazine or journal. Published works must relate directly to the APICS CPIM body of knowledge and must be authored by the applicant. Articles, books, white papers, scholarly research, and other works relating to production and inventory management that are specific to other countries are eligible. Business newspaper articles are eligible for points if they assist others in understanding the APICS CPIM body of knowledge, but the applicant must be the author of the article, not just quoted. In order to qualify for points, an article must be published in a magazine or journal with a large circulation and readership.

Required documentation

- Submit a copy of your article or published work, or a copy of the cover, table of contents, and first page. Publications will not be returned. If the publication is not in English a translation must be provided. For larger published works, such as books, copies of the title page and table of contents must be provided in the original language with an English translation.

APICS CFPIIM ACTIVITY CATEGORIES AND POINT ALLOCATION EXPLANATION

100 CONFORMING POINTS ARE REQUIRED FOR ACHIEVING FELLOW STATUS

Additional information on earning points

- If you were a coauthor with one or more individuals, you should divide the points equally by the number of authors and claim only your share. Published material must be available to the public or distributed nationally or internationally. Effective January 1, 2011, APICS CFPIIM points will be granted for virtual publications as long as materials are not self-published and they are peer reviewed and/or have editorial review.

Earning points

- 20 points are granted for any published article, book chapter, or other work directly related to the APICS body of knowledge where you are credited as the author. A doctoral dissertation on the APICS body of knowledge may be claimed for 20 points
- 40 points are granted if you are the author of a published book directly related to the APICS body of knowledge.
- 10 points are granted for a thesis on the APICS body of knowledge

Ineligible activities

- Articles published in chapter or regional newsletters are not eligible; nor are materials distributed via company newsletter or client publications. Conference proceeding articles should be claimed in the presentations category and cannot count for both. Papers written for a college course are not eligible because they have not been published, undergone peer review, and are not publicly available.

4. CLASS ROOM INSTRUCTION—MAXIMUM OF 40 POINTS, NO MORE THAN 20 POINTS FOR NON-APICS SPONSORED COURSES

This category includes programs of education relevant to the APICS CPIM body of knowledge in which you led the classroom instruction and the program was longer than two hours.

Required documentation

- Provide a copy of the announcement, brochure, flyer, or newsletter that publicized the event, or a letter signed by an appropriate official on the letterhead of the organization where the training was conducted. The letter must attest to your role and include the date(s) and hours of instruction and the names of the classes you taught.

Additional information on earning points

- Points for educational programs that lasted fewer than two hours should be claimed in the presentations category. Classroom instruction can be provided for a fee, as long as the instruction covers the APICS body of knowledge and contributes to the understanding of the topic by others. Instruction can be APICS-sponsored courses, using teaching materials provided by APICS, or non-APICS courses, as long as the material is part of the APICS CPIM body of knowledge.

Earning points

- One point is granted for each hour of instruction. If you shared the instructional duties, claim only those hours during which you delivered directly.

5. VOLUNTEER AND PRACTITIONER ACTIVITIES—MAXIMUM OF 20 POINTS

This section refers to activities in which the applicant has participated as a volunteer that contribute to the understanding by others of the APICS CPIM body of knowledge. For example, points may be claimed for service as a member of an APICS committee or as a subject matter expert for APICS corporate, or for participation in an official APICS CPIM item-writing workshop, exam passing score study, or pilot program. Other activities that contribute to the expansion of the APICS CPIM program (such as courseware review) may be eligible. Contact the APICS Certification Department at 1-800-444-2742 or +1-773-867-1777 for more information.

Required documentation

- On a separate sheet of paper, list the activity, including the date, location, chapter affiliation, and, if applicable, the exam or courseware module. A letter or certificate of participation is the preferred documentation; alternatively, a letter from the sponsor on letterhead can be submitted.

Additional information on earning points

- For those outside of North America, activities might include participation in a professional organization whose purpose is to advance education in production and inventory control or related subject areas. The activities claimed must be voluntary and contribute to the understanding by others of the APICS CPIM body of knowledge.

Earning points

- 10 points are granted for each qualifying activity.

Ineligible activities

- Serving on the local, regional, or national APICS board does not count unless the position is directly related to sharing the APICS CPIM body of knowledge (for example vice president of education). Administrative activities are not eligible to earn points.

Please note: Whenever documentation is not available in English translations must be provided.