



Re-Issued: March 2019

APICS Instructor Development Program (IDP) Maintenance Requirements Document

The APICS Instructor Development Program (IDP) provides the resources you need to provide the highest-quality educational experience for your students. APICS initially introduced the APICS IDP Maintenance Program January 1, 2013 to maintain a quality instructional experience for the learner and the instructor.

General notes

- APICS IDP Instructors must maintain a valid endorsement from a recognized APICS partner. If a partner endorsement dissolves, the instructor will have 60 days to locate another partner endorsement.
- Maintenance cycles are every five years.
- All IDP instructors are required to maintain their credentials in their recognized APICS body of knowledge.
- Your IDP maintenance due date can be found in your My Account/APICS Account on the ASCM website.
- Requirements can be amended as new programs and instructor education and training are adapted and added to the APICS IDP offerings.
- Ongoing ASCM membership is a requirement for all APICS IDP participants. Any years without ASCM membership will result in a loss of IDP status.

Questions related to the APICS IDP Maintenance Program can be directed to idpapps@apics.org

APICS IDP Maintenance Key Terms and Definitions:

- **Designations:** Associate, Lead, or Master (the instructor level)
- **Certifications:** the credential earned and maintained for the body of knowledge (e.g., CPIM, CSCP, CLTD)
- **Recognitions:** the body of knowledge (BOK) subject matter area(s) for which the instructor is recognized in IDP
- **Classroom "Face Time:"** hours in front of any class (not including presentations). Includes both live (face-to-face) and online synchronous instruction time. Online asynchronous delivery is accepted at the equivalence of 4 hours per student in a 10-week course, up to a maximum of 40 hours per course. Please note that IDP Instructors are required to adhere to the terms of the [APICS Instructor Kit License Agreement](#) when delivering online synchronous/asynchronous courses.
- **Best Practices:** suggested instructor activities and experiences that are not required to maintain your APICS recognized instructor status.

Best Practices for IDP Instructors - Effective March 1, 2019, these activities are not required to maintain your APICS Recognized Instructor status. The APICS Instructor Subcommittee identifies the following activities and experiences to produce results that are desired for widespread adoption by IDP Instructors.

Activity	Best Practice
Exams	Taking/writing exams: if the APICS body of knowledge is new or has undergone changes since the instructor last took/wrote the exam.
	Keep informed of exam process, updates regarding test centers and how to obtain information regarding exam logistics.
Mentoring	Work with an IDP Instructor to enhance the ongoing elevation of his/her instructional skills.
Coaching	Work with IDP Instructor to support the individual in preparing him/her for teaching a particular body of knowledge or subject area.
Volunteer in the Profession	See Service to the supply chain and operations management profession in the APICS Certification Bulletins
Personal Development Plan (PDP)	Develop a Personal Development Plan to identify specific areas to target for self-improvement and growth
BOK Continuing Education	IDP Instructor Training Library Webinars, APICS Seminar Series (e.g., Supply Chain Risk Management, Principles Series), S&OP Best of the Best, ASCM International Conference
Instructor Skills Education	IDP Instructor Training Library Webinars, IDP Instructor webinars, ASCM International Conference - Leadership Summit Instructor Development Track

IDP Maintenance Chart

I. Membership	ASSOCIATE	LEAD	MASTER
A. Active APICS membership	Maintain current APICS membership (any type except student). <i>Any years without membership will result in loss of IDP status.</i>		
B. Active Endorsement	Partner/corporate endorsement must be active during any instruction. <i>If a partner endorsement dissolves, you will have 60 days to find another partner to endorse you.</i>		
	SCOR Instructors only: Maintain APICS SCC Affiliation or sponsorship and SCOR Instructor Agreement		

II. Practical instructional experience	ASSOCIATE	LEAD	MASTER
A.	Submit Instructor Evaluation Summary Worksheets for BOK recognition you wish to maintain		
B. Stand-and-deliver hours – minimum classroom "face time" hours in front of any class (not including presentations)	8 hours (as instructor or co-instructor)	75 hours (as instructor)	300 hours (as instructor)
C. Complete only if seeking maintenance for any or all of the following courses: CSCP; SCOR-P; CLTD	Co-instruct or instruct APICS course at least once per cycle.	Instruct entire APICS course twice per cycle.	Instruct entire APICS course three times per cycle.
D. Complete only if seeking maintenance for CPIM	Instruct or co-instruct one entire exam course – legacy or new.	In the previous 5 years, instruct: 1. any 3 different legacy exam courses, or 2. both new complete exam courses at least 1 time (Part 1 and Part 2) or 3. any combination of #1 and #2 (above)	In the previous 5 years, instruct either complete program twice – legacy or new.
E. Complete only if seeking maintenance for: Instructor Training (TTT/LDI/AIS)	APICS IDP recognition in either APICS CPIM or CSCP or CLTD		
	Co-instruct either TTT or LDI with a Master Instructor Trainer	Co-instruct any 2 TTT and/or LDI courses per cycle with a Master Instructor Trainer	Co-instruct any 3 TTT and/or LDI courses per cycle to complete at least one of each. For Master AIS: must co-instruct or mentor or coach AIS once per cycle.
F. Complete only if seeking maintenance for Principles	Co-instruct or instruct minimum one full APICS module (PMO, PDL, POP, PIM, or PMM) per cycle or 9 different Principles sessions per cycle	Instruct any three different APICS modules (PMO, PDL, POP, PIM, or PMM) per cycle or 25 different Principles sessions per cycle	Instruct all five APICS modules (PMO, PDL, POP, PIM, or PMM) per cycle or 41 different Principles sessions per cycle

III. Ongoing instructional development	ASSOCIATE	LEAD	MASTER
A. Complete only for the APICS IDP recognitions sought	Maintain valid APICS credential in BOK during each cycle year		
B. Attend an APICS Instructor Training class	Participate in Train the Trainer or Learning Dynamics for Instructors, or Applied Instructor Skills (AIS class prerequisite: participated in both TTT and LDI) during each five-year cycle (any 1 of the 3) Note: Master Instructor Training and AIS Master Instructors do not need to meet this requirement.		

	ASSOCIATE	LEAD	MASTER
Best Practices – these activities are not required to maintain your APICS recognized instructor status	<ul style="list-style-type: none"> • Develop a written instructor Personal Development Plan (PDP) • Review instructor evaluations and PDP progress with a mentor or coach instructor a minimum of once per cycle • BOK continuing education • Instructor skills education 	<ul style="list-style-type: none"> • Update your ongoing, written instructor PDP • Review PDP progress with a mentor or coach instructor a minimum of once per cycle • Mentor or coach at least one Associate or Lead instructor during five-year cycle • BOK continuing education • Instructor skills education 	<ul style="list-style-type: none"> • Retake APICS exams (CPIM, CSCP, SCOR-P, and/or CLTD, and be informed regarding the exam test-taking process) • Update your ongoing, written instructor PDP • Review PDP progress with a mentor or coach instructor a minimum of once per cycle • Mentor or coach at least one other instructor (any designation) during five-year cycle • Volunteer in the profession • BOK continuing education • Instructor skills education