



IDP Maintenance FAQs - 1Q 2019

Questions	Answers
When does the IDP maintenance take effect?	Instructor's IDP Maintenance due date is calculated from the time they are accepted into IDP. The IDP Maintenance date due date is 5 (five) years after the date of their instructor acceptance letter.
Where can I find my IDP maintenance due date?	Login to the APICS website, open your "My ACCOUNT." The IDP Maintenance date is in the box with your name, company, email, and IDP maintenance due date.
What is the time frame to update my IDP profile [designation]?	<p>If you wish to transition from Associate to Lead or Lead to Master, there is not a set "due date." However, you should consider the IDP Maintenance requirements for the target designation and your IDP Maintenance due date.</p> <p><i>Example:</i> It is 1 October 2017, you are an Associate and wish to transition to Lead. Your IDP Maintenance due date is 1 Jan 2018. You may wish to consider whether you have met / are in the position to meet all the IDP Maintenance requirements for the Lead designation in the particular BOK before you update your designation.</p>
Can we submit earlier than the year required if we've completed the requirements?	Instructors can start submitting their IDP Maintenance application 90 before their due date.
Is there a spreadsheet available to help us keep track of the classes we have taught?	<p>You may use the Courses Taught Log. The log is in the APICS Instructor Development Community library in the IDP Maintenance folder.</p> <p>4Q 2017 Update: For IDP Instructors who instruct with the Learning System, you can also view all the open sessions that you taught and export them to a CSV file. To view all your open sessions in the Learning Analytics Center (LAC), you:</p> <ol style="list-style-type: none"> 1. Go to Access Manager 2. Click on "view sessions" (make sure to view ALL sessions, not just open ones for a full list) 3. Export the sessions list to a CSV file. The file includes session information, including which instructors were assigned to that session. <p>If a session is closed, the administrator who sets up the sessions can re-open the session so instructors can access their information or pull a report for all their instructors.</p>



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Please explain how to get to the folders in the APICS Instructor Development Community.	<p><u>Directions to get into the APICS Instructor Development Community:</u></p> <ol style="list-style-type: none"> 1. Login to the APICS website 2. Scroll down to the bottom of the page to the menu. Click on the APICS Supply Chain Channel. 3. Click on "Go to APICS Supply Chain Channel today" 4. Locate the drop down tab labeled "Communities" 5. Select "My Communities" from the drop down 6. Click on APICS Instructor Development 7. Click on the library tab. <p>Or here is a link: APICS Instructor Development Community</p>
Where can I get access to the updated IDP Maintenance Requirements documents?	<p>The current IDP Maintenance documents are in the APICS Instructor Development Community library in the IDP Maintenance subfolder. See the files:</p> <ul style="list-style-type: none"> • <i>IDP Maintenance Chart and Maintenance Requirements Document – Reissued April 2019</i> <p>The documents are also posted to the IDP Maintenance area of the APICS website.</p>
If instructors take the exams again (as a best practice), do they pay for the exam? What is the cost?	<p>Check with the partner that endorsed you to see if they are willing to pay for the exam. Exam prices occasionally change, so we encourage you to check with the partner regarding exam costs.</p>
Do the IDP courses (TTT/LDI/AIS) still have the requirement of a minimum of 6 attendees?	<p>Yes, the TTT/LDI/AIS classes still have a minimum requirement of 6 learners to hold the class.</p>
Does "participate" in TTT include co-presenting?	<p>To "participate" in TTT means to be a learner/student in the class.</p>
Regarding II.B Practical Instructional Experience requirement ("stand and deliver hours"), is the requirement for the total overall hours or per each specific BOK recognition that I hold?	<p>It is a cumulative hour requirement for all your BOK recognitions. You may also count general supply chain courses that you may have taught. This requirement has not changed since the IDP Maintenance program began.</p>
Did the substitute "stand and deliver" hours stay the same for people on Certification committees?	<p>Yes. However, if an IDP instructor is on one of the Certification Committees during his/her 5-year maintenance cycle, he/she is exempt from having to teach that course.</p>



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Regarding the requirement for “stand and deliver” hours, will instructional experience in online environment be counted?	<p>Yes. “Face time” hours include live (face-to-face) and online synchronous instruction time.</p> <p>As of 1Q 2018, online asynchronous delivery is also accepted at the equivalence of 4 hours per student in a 10 week course, up to a maximum of 40 hours per course taught.</p> <p>Please note that IDP Instructors are required to adhere to the terms of the APICS Instructor Kit License Agreement and get specific approval from APICS when delivering online synchronous/asynchronous courses.</p>
Is the recap file (Instructor Evaluation Summary Worksheet) enough to submit for IDP Maintenance? Or do we need to provide each student evaluation form or course attendance sheet?	On the IDP Maintenance application instructors will be required to upload their Instructor Evaluation <i>Summary</i> Worksheets. You will not be asked to provide each student evaluation form or course attendance sheet.
For CPIM and CSCP one can get a certification for life after his/her 62nd birthday. Is there a time fence like this for IDP maintenance?	IDP Maintenance doesn’t offer a “lifetime” term. APICS encourages instructors to continue their development of BOK and instructional skills.
If I do not meet all the IDP Maintenance requirements, will I lose my IDP status?	<p>Not necessarily. There are three possible options when requirements are not met:</p> <ol style="list-style-type: none"> 1. If you met the requirements for a lower designation you would move back in designation (from Master to a Lead or Associate, or from Lead to an Associate) 2. If you do not meet the Associate designation for one of the recognitions, you might lose that particular designation, but not any others. 3. If you only had one recognition and you failed to meet the minimum requirements (Associate) for that recognition, then you would lose your IDP recognition. <p>Should you subsequently meet the maintenance requirements for a particular recognition/designation that you once held, you can be reinstated at the designation provided that you meet all the maintenance requirements for that designation.</p>



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What happens to an Associate Instructor who only holds one recognition (e.g., CSCP) and does not meet the II.A Practical Instructional requirement (8 hours as instructor or co-instructor)?	As an Associate, if you hold one designation and recognition (i.e., Associate in CSCP) and you do not meet your Practical Instructional requirement, you would lose your IDP status. To be re-instated as an Associate, you would need to re-apply to IDP once you have secured the opportunity to instruct or co-instruct (that would allow you to meet the 8-hour requirement) and have met all other IDP requirements.
Since this is a 5-year process and some of us have just over 2 years left, will there be any “exceptions” made to things that are required for all 5 years?	APICS has heard instructor’s feedback and listened carefully to their comments regarding the IDP Maintenance. As a result, the 2019 IDP Maintenance revisions reflect this feedback. APICS will not be making any additional “exceptions” to the requirements.
Because I am a Master CPIM Instructor, am I also a Master <i>Principles</i> Instructor?	No. There are other requirements instructors need to meet to become an APICS recognized Master Principles Instructor. The requirements are listed on the most current APICS Instructor Application.

Added February 2017

<p><i>Section II.E states “complete only if seeking maintenance for Instructor Training (TTT/LDI/AIS).” Is this required for all IDP instructors?</i></p> <p><i>If an associate instructor has taken both TTT and LDI in the past 5 years, must s/he re-attend either course?</i></p>	<p>No, it is not required for all IDP instructors – just if the instructor wants to maintain his/her “APICS Instructor Training” BOK. Instructors who are APICS Recognized – Instructor Training must complete this requirement.</p> <p>No, the associate instructor does not have to attend both courses if s/he has taken TTT and LDI during their 5-year IDP Maintenance cycle.</p> <p>4Q 2017 Update: Associate Instructors may now take AIS during their 5-year IDP Maintenance period if they have completed TTT and LDI.</p>
<p><i>Would APICs recognize a non-APICS TTT course in lieu of re attending TTT or LDI?</i></p>	<p>The Instructor Subcommittee would prefer that its IDP/APICS Recognized Instructors take the APICS Instructor Training courses. Recognition/equivalency to meet the IDP Maintenance requirement would not be acceptable at this time.</p>



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Added October 2017

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<p><i>I have not completed all my IDP Maintenance requirements. May I extend my IDP Maintenance due date?</i></p>	<p>Unfortunately, no. You have the following options:</p> <ol style="list-style-type: none"> 1. Choose to maintain at a less rigorous designation and complete the online application (including payment of the filing fee); 2. Do not maintain and re-apply when you can meet the program requirements.
<p><i>Can I send my documents to mdpapps@apics.org or IDPmaintenance@apics.org and have someone upload documents or complete update my records for me?</i></p>	<p>Unfortunately, no. The APICS Recognized Instructor is responsible for completing his/her IDP Maintenance online application.</p>
<p><i>Where do I file my IDP Maintenance application?</i></p>	<p>You will file the application online. You can access the application link and application 90 days before your due date from:</p> <ol style="list-style-type: none"> 1. IDP Maintenance section of apics.org 2. Reminder emails from the Instructor Development Program <p>NOTE: The application will be filed completely online via a secured portal.</p>
<p><i>What are the hours for support if I have questions?</i></p>	<p>The hours are <i>Mon – Fri 8:30 a.m. – 4:30 p.m. (US)</i>. APICS will not be available during weekends or U.S. holidays.</p> <p>During weekends and holidays, you can submit questions to IDPmaintenance@apics.org and we will do our best to respond within 1-3 business days.</p>



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<p><i>Will I receive a new IDP Maintenance due date if I file my application early (e.g., the 90-days before my due date)?</i></p>	<p>No, the date (month, day) is static. An IDP Instructor's due date is similar to his/her birth date. Submitting your online application before or after your IDP Maintenance due date, will not change the due date.</p> <p><i>Example:</i> John Doe's due date is 2/1/2018. He files his application on or before 2/1/2018. His IDP Maintenance application is accepted. His new IDP Maintenance due date is 2/1/2023.</p>
<p><i>If I file earlier than my due date, will I get my decision before my due date?</i></p>	<p>No. While early filing is strongly encouraged, early filing does not always guarantee that review will be completed <i>before</i> your IDP Maintenance due date.</p>
<p><i>Will I receive a notification of my due date?</i></p>	<p>Yes, APICS Recognized Instructors will receive the following reminders:</p> <ul style="list-style-type: none"> • <i>Monthly:</i> beginning 120 days before your due date • <i>Weekly:</i> the week of your due date • <i>Daily:</i> on your due date <p>You will also receive an email to advise that you have been removed from the IDP because you did not file your application.</p> <p>Best Practice:</p> <ul style="list-style-type: none"> • Make sure that your email address is updated in your APICS profile • Check MY APICS for your IDP Maintenance due date • Check your SPAM/clutter/junk folders. The emails are sent from APICS Instructor Development Program and IDP Maintenance
<p><i>If my IDP Maintenance application is audited, will I be able to instruct while my application is being audited?</i></p>	<p>Yes, you will. If your application is selected for audit, you will have 30 days from your IDP Maintenance due date to submit the requested information. APICS IDP is using best efforts to complete your review within 120 days of your IDP Maintenance due date.</p> <p><u>See</u> <i>IDP Maintenance Application Decision Flows</i> at the end of this FAQ document.</p>



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<p><i>What if my IDP Maintenance application is denied?</i></p>	<p>If you submit your application and it is denied. You have 30 days from the denial notification to complete the IDP Maintenance Appeals Form.</p> <p>APICS IDP will use its best efforts to review the appeal within 120 days of your IDP Maintenance denial notification date. Your APICS Recognized Instructor status will be suspended until a final decision is rendered. You will not be able to instruct while your status is suspended. <u>See IDP Maintenance Application Decision Flows</u> at the end of this FAQ document.</p>
<p><i>What if I don't file my IDP Maintenance application?</i></p>	<p>If you do not complete your IDP Maintenance application, you will be removed from the IDP and the roster of APICS Recognized Instructors. This will impact your eligibility to instruct for APICS Corporate and for APICS partners and chapters.</p> <p>APICS will notify the partner /chapter that endorsed you that you have been removed from the IDP and the roster of APICS Recognized Instructors.</p>
<p><i>How do I know which types of documents are required to upload for my IDP Maintenance application?</i></p>	<p>Review the Maintenance Application step-by-step webinar and the <i>Key IDP Maintenance Documents Chart</i> that is available in the IDP Maintenance area of the APICS website.</p>
<p><i>Why is there a fee to file my online IDP Maintenance application?</i></p>	<p>The fee covers the administrative and service costs associated with processing your application. The fee is for the entire five-year IDP Maintenance period.</p>



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CPIM Timeline for IDP Maintenance

No Change: Stand and deliver (instruction hours) for IDP Application and for IDP Maintenance. CPIM Certification is required for APICS Recognized Instructors

If your maintenance year is: 2019 - 2020		If your maintenance year is: 2021	
Associate	Instruct or co-instruct 1 entire exam course – legacy or new.	Associate	Instruct or co-instruct 1 entire new exam course – either Part 1 or Part 2.
Lead	In the previous 5 years, instruct: <ol style="list-style-type: none"> all 5 different legacy exam courses or both new complete exam courses at least 1 time (Part 1 and Part 2); or any combination of #1 and #2 (above) 	Lead	Instruct both new complete exam courses at least 1 time during 5-year maintenance cycle (2017-2021)
Master	In the previous 5 years, instruct: either complete program twice - legacy or new.	Master	Instruct both new complete exam courses at least 2 times during the 5-year maintenance cycle (2017-2021)