

# HOW TO MAINTAIN YOUR APICS CERTIFICATION

# MAINTENANCE

**APICS CERTIFICATION MAINTENANCE HANDBOOK**



# The APICS Certification Maintenance Handbook

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# Introduction

The APICS Certification Maintenance Program enables individuals with the APICS Certified in Planning and Inventory Management (CPIM); Certified Supply Chain Professional (CSCP); Certified in Logistics, Transportation and Distribution (CLTD); Certified in Transportation for Supply Chain (CTSC); and their fellow-level designations to demonstrate ongoing knowledge in their field and commitment to lifelong learning through professional development. Exhibiting ongoing professional development opens doors to new career opportunities and is regarded as a best practice to maintain the integrity of any professional credential.

This program helps individuals prepare for the challenges ahead and maintain a professional edge by

- preserving the currency of hard-earned certification credentials
- expanding knowledge of the latest industry practices
- exploring new technology solutions
- reinforcing skills
- improving job performance
- demonstrating commitment to excellence
- increasing competitive advantage

The APICS Certification Maintenance Program recognizes certification holders have different educational needs and career goals, as well as varying degrees of access to continuing education. Therefore, requirements for maintaining certification can be met in many ways.

The APICS Certification Maintenance Handbook outlines all the processes, policies and procedures regarding maintaining an APICS certification. It will guide you through the process of applying for maintenance and completing an audit (if required). APICS certification holders should read it in its entirety after being awarded an APICS certification and reference it periodically to remain cognizant of the current maintenance rules, policies, requirements, and application fees. Certification holders are encouraged to visit their [My Account](#) page frequently to remain aware of the status of their certification(s) and maintenance deadline(s).

All processes, policies, procedures, and related fees for the maintenance of an APICS certification are subject to change. ASCM makes every reasonable effort to communicate upcoming changes. However, certification holders are subject to the most recent policies, processes and requirements that are in effect. These policies and requirements are outlined in the most recent version of the APICS Certification Maintenance Handbook, which is made available to the public at no cost through the ASCM website.

# Code of Ethics

## **ASCM Code of Ethics**

- Maintain exemplary standards of professional conduct.
- Not misrepresent your qualifications, experience, or education to APICS or others you serve in a professional capacity.
- Respect and not violate the United States Copyright of all APICS materials, including but not limited to courseware, magazine articles and other APICS publications, APICS conference presentations, and examination resources. In this same spirit, you must not violate the copyright of other organizations and individuals in your professional capacity.
- Abide by all of APICS' published exam bulletins and exam procedures, including all of the rules and regulations of any third party that administers an APICS examination.
- Not engage in or sanction any exploitation of one's membership, company, or profession.
- Encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession.
- In your professional capacity, respect the fundamental rights and dignity of all individuals. You must demonstrate sensitivity to cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socio-economic status.
- In your professional capacity, not engage in behavior that is harassing or demeaning to others based on factors including, but not limited to, age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socio-economic status.
- Adhere to this Code of Ethics and its application to your professional work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.
- Contact APICS' Legal Department when uncertain whether a particular situation or course of action violates this Code of Ethics.
- Not to become the subject of public disrepute, contempt, or scandal that affects your image or goodwill.

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

## **ASCM Privacy Policy**

In applying for APICS certification programs, you consent to ASCM disclosure of certification information to third parties. Moreover, you acknowledge and waive all rights to opt out of our collection and distribution of your certification information, and you further agree that APICS has no liability for providing this information. To view the detailed ASCM Privacy policy, please click [here](#).

# Certification Maintenance Cycle

Certification holders are required to maintain their certification every five years. A cycle starts the date the certification is earned and ends five-years later, on the last day of the month the certification was earned. For example:

Date certified: January 10, 2022

Maintenance due date: January 31, 2027

This certificant must submit their maintenance application by January 31, 2027. The following explains how many points are required for each APICS designation:

- 75 maintenance points for APICS CPIM
- 75 maintenance points for APICS CSCP
- 75 maintenance points for APICS CLTD
- 75 maintenance points for APICS CTSC
- 100 maintenance points for the APICS fellow-level designation

Certification holders can start earning points the day they become certified. They can apply for maintenance at any time during their five-year cycle. However, points must have been earned within the five-year cycle for which the certificant applies. The new maintenance due date will be recalculated to five years past the current maintenance due date at the time the application is approved. Activities that occurred prior to becoming certified, including the initial certification exam, do not qualify for maintenance points. Points used during one maintenance cycle cannot be used during any other cycle for the same certification.

If a certification holder does not maintain their certification, they will be placed in suspended status. Once placed in suspended status, they will have a 90-days to submit their maintenance application. If an individual does not maintain their certification, they lose their certification and will be required to retake and pass all necessary exams again. Fellow certificants must reapply for designation after retaking and passing all necessary exams.

Points are awarded based on the activity categories of education and service. For more information on these categories, refer to the section on maintenance points and [eligible activities](#).

Note: Retaking and passing certification exams will not automatically renew your certification or extend your due date. However, candidates may wish to take the exam(s) again for additional maintenance points.

# Maintenance Application Process

Certification holders must log in to their ASCM online account and access the Certifications section of [My Account](#). The application can also be accessed from the [Certification Maintenance](#) page. Certificants will receive onscreen confirmation and an automated email notifying them of the status of their application.

The following restrictions will apply when accessing the maintenance application:

- The application cannot be accessed until 30 days after the start of a certification maintenance cycle.
- If a certification holder possesses multiple APICS credentials, any credentials that have a maintenance cycle that has begun within the past 30 days, or has not begun yet, will not appear as an option within the maintenance application.

## Application Fees

- \$100 (USD) Member
- \$200 (USD) Nonmember

The application fee is non-refundable and non-transferable. Pricing will be determined by member status in the ASCM system at the time the application is submitted. Prices are subject to change.

## Audit Process

ASCM may randomly audit individuals throughout the duration of their certification. If selected for an audit, you will receive immediate notification and an email with detailed instructions about how to proceed. Review the [Maintenance Audit Guidelines](#) for information regarding acceptable documentation. If audited, you will have 60-days to:

- submit the more detailed version of the application form, entering all the continuing education and service information and the points earned
- provide ASCM with copies of acceptable, original documentation to verify information provided on the application form.

If the certification holder does not provide the required documentation, ASCM reserves the right to designate the certification audit as denied and the credential will be considered inactive. Candidates are not permitted to use inactive credentials and additional maintenance points are required every year past the due date. If a credential is rendered inactive for five years from the maintenance deadline, certificants lose the credential and will be required to retake and pass all necessary exams. If certification maintenance is denied, candidates should contact ASCM customer relations at [support@ascm.org](mailto:support@ascm.org) for further instructions.

Please allow ASCM up to two weeks to review audit documentation.

## Revoked Credentials

ASCM shall revoke an individual's APICS credential if ASCM determines, at its sole discretion, that falsified documentation was provided during an audit. Candidates whose APICS credentials have been revoked will not be permitted to use the designation.

## Document Retention

ASCM does not retain any supporting documents provided as part of the audit process. Certification holders are required to maintain their own documentation throughout their five-year maintenance cycle. Certificants who are randomly chosen for audit are required to provide documentation. Failure to provide adequate and complete documentation may result in denial of certification maintenance. Credentials that are denied maintenance will be placed in inactive status.

## APICS Fellows Designation Maintenance Application

Certificants who currently hold an APICS fellows designation (CPIM-F (formerly CFPIM), CSCP-F and CLTD-F) can maintain at the fellows level or base level (CPIM, CSCP and CLTD). Maintaining at the base level will relinquish the fellows-level status, and the candidate must reapply for the fellows program. Please note, when an individual has an active base-level credential and is approved for a fellows designation, the new fellows maintenance due date will align with the existing base-level maintenance due date.

[Learn more about fellows designations.](#)

## Lifetime certification

Individuals at least 62 years of age or older who have a current certification are eligible to convert their certification to lifetime. Converting the certification to a lifetime designation eliminates the need to renew the certification every five years through the Certification Maintenance program and resets the certification expiration date to lifetime. Candidates whose certification is suspended or expired must bring their certification to good standing before lifetime certification is granted.

Lifetime certification is not an automated process. Certificants must notify ASCM in writing at [support@ascm.org](mailto:support@ascm.org) for each certification they wish to place in lifetime status. The certificant must provide proof of age with their request (driver's license, birth certificate or passport). There is no fee for this status change. Once approved, candidates are no longer required to maintain the designation.

## Certification Maintenance Dashboard

The [Certification Maintenance Dashboard](#) is a tool made available to certified ASCM members that enables self-tracking and storing of certification maintenance points.

The Dashboard is an optional member benefit available throughout an ASCM certification holder's five (5) year certification cycle.

If you are an ASCM certification holder, you should continue to refer to your ASCM [My Account](#) page as the primary source of your certification information such as certification status, certification expiration date, maintenance application, and audit application. Additionally, due to the supplemental nature of the Dashboard, ASCM recommends you keep all certification maintenance point documentation on file in case of an audit. Please note the following information that pertains to you as a qualifying user of the [Certification Maintenance Dashboard](#):

- You are responsible for maintaining your certification(s) and abiding by the ASCM Code of Ethics and Certification Maintenance policies outlined in the Certification Maintenance Handbook
- You may not use the Dashboard in place of submission of the Certification Maintenance Application or Audit Application
- If you let your ASCM membership lapse, you will lose access to the Certification Maintenance Dashboard page until you reactivate your ASCM membership
- ASCM recommends that you keep any original certification maintenance point documentation on file in case of an audit
- ASCM does not review or verify the information placed in the Dashboard

Certification Maintenance Dashboard Handbook: [ascm.org/certification-maintenance-dashboard-handbook](http://ascm.org/certification-maintenance-dashboard-handbook)

# Maintenance Points and Eligible Activities

Points are obtained from core areas that are related to the APICS body of knowledge. Flexibility in selecting activities is built in to enable certificants to design a continuing education plan that meets their unique needs and career goals. Points can be earned through multiple sources if the program content is related directly to operations management, supply chain, or logistics, including:

- ASCM Membership
- Educational programs sponsored by ASCM or through ASCM Partners
- Corporate training programs
- Membership in other professional societies
- Academic institutions
- Other relevant providers

## Activity Categories and Point Rubric

Certification maintenance activities fall under two main categories – Education and Service. There are no point maximums in the categories.

Category	Activity	Point rubric
<b>Education</b>		
	APICS certification exams passed (initial exams passed to earn certification are ineligible.)	20 points per exam; legacy CPIM exams (BSCM, DSP, ECO, MPR and SMR) earn 10 points each
	Completion of APICS certification learning system with 80% score or higher score, post assessment	30 points per learning system
	APICS endorsement exams passed	10 points per exam
	College/University course	Credit hours x number of weeks
	Education or training programs, either taken or taught	1 point per hour - Taken 2 points per hour - Taught
	APICS conference attendance	(8 pts per day / 3-day max)
	Professional development meetings, webinars, workshops, seminars, and tours, as well as non-APICS educational conferences relevant to certification, either taken or taught	1 point per hour - Taken 2 points per hour - Taught
	APICS home-study courses (MGI and Accenture) and/or online courses that do not award continuing education credits or provide timed instruction	3 points per course
	Reading relevant books (200-page minimum) or full articles	5 points per book, ½ point per article
	Professional organizational membership	6 points per year for APICS 2 points per year for other industry related organizations
	Relevant project management work (requires signed charter with name listed as project leader)	Less than 100 hrs. = 2 points 100-499 hrs. = 5 points 500 plus hrs. = 10 points
<b>Service</b>		
	Writing relevant books or articles (includes research time)	40 points per book, 5 points per article (divided by number of authors)
	APICS formal mentorship program	2 points per year per mentee
	Holding an APICS position such as governing board member, Chapter or channel partner officer, or APICS operational/functional committee member or Chair	5 points per year per position
	ASCM Headquarters volunteer work such as ASCM standing committee, task force or other (Completion letter issued by ASCM Headquarters)	1 point per hour

Eligible and ineligible activity topics

[View a full listing of eligible topic areas that can be counted toward maintaining your certification.](#)

[View a full listing of ineligible activities that do not count toward maintaining your certification.](#)

## Additional information

### Certificant Notification

Certification holders may monitor their maintenance deadline(s), as well as how many points are needed to maintain, by accessing [My Account](#). As a courtesy, ASCM sends candidates reminder emails regarding maintenance. As the primary method of communication used to remind individuals of their maintenance dates is email, certificants must ensure ASCM has the most current email address in their [My Account](#). Furthermore, it is recommended that individuals do not opt out of APICS communications and approve ASCM as a trusted email source. Individuals may manage their subscriptions on the [APICS homepage](#).

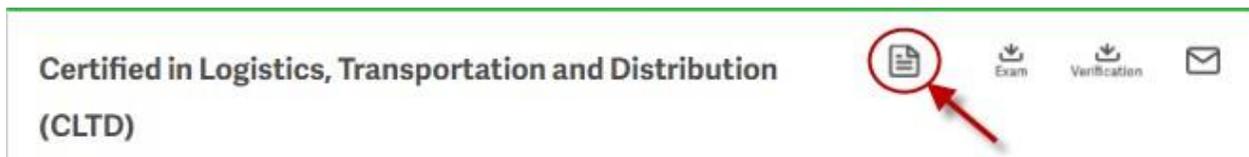
Certification holders are responsible for maintaining their own certification, regardless of undelivered ASCM email notifications. Certificants who have multiple ASCM accounts under the same email address may not receive reminder emails. If you believe multiple accounts have been created using your email address, please contact [support@ascm.org](mailto:support@ascm.org). ASCM members receive notification of their maintenance due date on renewal notices. All certification holders receive email notification if the credential is suspended.

Reminders are sent via email in advance at one-year, 90-days, 60-days and 30-days' time periods.

### Updated APICS Certificates

Individuals who maintain their credentials may download an updated certificate reflecting a new expiration date. Notification will be sent via email to candidates upon approval of their maintenance application.

Certification holders may download their certificate must visit [My Account](#) by clicking the icon shown below.



### Appeals policy

Candidates may dispute an APICS credential action, decision, or determination due to:

- an inability to successfully pass the credential examinations.
- A candidate may appeal if they believe the content of an exam item/answer is incorrect, which may have contributed to that candidate's failure to successfully pass the credential examination.
- an inability to satisfy a credential maintenance requirement outlined within the APICS Certification Maintenance Handbook.
- a disciplinary action taken by ASCM.

Candidates are not eligible to appeal based on external factors. External factors are reviewed under a non-appeal process requiring the candidate to contact Pearson VUE (<https://home.pearsonvue.com/apics/contact>) to generate an incident report for resolution. ASCM will not adjust your score based on external factors. "External factors" include, but are not limited to, activities such as technical difficulties during exam, equipment malfunction, internet instability, the candidate's inadvertent or intentional decision to leave the view provided by the candidate's computer's webcam or any personal matters.

Please note that ASCM does not release exam questions, exam answers or candidate responses, in order to protect the security of the exam.

### **Credential verification**

The [Credential Verification](#) page provides the public, prospective employers and other stakeholders with a way to verify an individual's APICS certification status. Individual exam results or partial completion of a credential will not yield results on a verification search inquiry. Certificants may also view and print their own credential verification by accessing [My Account](#). APICS credential verification is designed to

- elevate the credibility of APICS certification in the marketplace
- comply with industry best practice standards for publicizing certification credentials
- protect the value of the credential for all certificants.

### **Questions**

For frequently asked questions, please visit [apics.org/certification/faq](https://apics.org/certification/faq).

Contact ASCM customer relations at (800) 444-2742 or (773) 867-1777 or [support@ascm.org](mailto:support@ascm.org) to

- ask a question about a payment method
- ask a question about how to submit your certification maintenance application
- find out how many points are required to maintain your certification
- get help downloading your electronic certificate.

All policies, procedures, and pricing in this handbook are subject to change.