

# PROCEDURES FOR MAINTAINING APICS CERTIFICATIONS

# 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 Production and Inventory Management (CPIM), Certified Supply Chain Professional (CSCP), Certified in Logistics, Transportation and Distribution (CLTD) and their fellow level designations to demonstrate ongoing knowledge in their field and commitment to lifelong learning through professional development activities. The growing number of individuals choosing to pursue professional development through APICS' prestigious certification programs indicates a strong awareness that continuing education and skills development are essential to meeting the information and technological challenges in today's rapidly evolving workplace and global marketplace. Exhibiting ongoing professional development not only opens doors to new career opportunities but is also regarded as a best practice standard to maintain the integrity of the professional credential.

The APICS Certification Maintenance program recognizes that individuals are at various levels in their careers, come from many industries, have different educational needs and career goals, and have varying degrees of access to continuing education. Requirements for maintaining certification can be met through multiple sources and a variety of professional development activities. 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

# Code of Ethics

## ***APICS 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.

## ***APICS Privacy Policy***

In applying for APICS Certification Programs, you consent to APICS disclosure of Certification Information to third parties. Moreover, in applying for APICS Certification Programs you acknowledge and waive any and 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 APICS Privacy policy, please click [here](#).

# Certification Maintenance Cycle

## ***How the Certification Maintenance program works***

Candidates 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, 2015

Maintenance due date: January 31, 2020

This candidate can begin earning points on January 10, 2015 and must submit their maintenance application by January 31, 2020.

- Seventy-five maintenance points are required for the APICS CLTD designation
- Seventy-five maintenance points are required for the APICS CSCP designation
- Seventy-five maintenance points are required for the APICS CPIM designation
- One hundred maintenance points are required for the APICS fellow-level designation

Candidates can start earning points once they become certified. Candidates can apply for maintenance at any time during their 5-year cycle. However, points must have been earned within the 5-year cycle for which the candidate applies. The new maintenance due date will be recalculated to 5 years past the current maintenance due date at the time the application is approved. Activities that occurred prior to becoming certified, including their initial certification exam, do not qualify as maintenance points. Points used during one maintenance cycle cannot be used during any other cycle for the same certification.

If a candidate does not maintain their certification or fails to provide the required number of points to maintain by their maintenance due date, APICS will suspend the certification. Candidates whose credentials have been suspended will not be permitted to use the designation. Additional maintenance points are required every year past the due date if the candidate does not maintain; i.e., 15 points (for CPIM, CSCP and CLTD) or 20 points (for fellows) per year up to 5 years past the original maintenance due date. If candidates do not maintain within those five years after the original maintenance due date, candidates lose the credential and will be required to retake and pass all necessary exams again. Fellow candidates will also be required to reapply.

Points are awarded based on the following activity categories:

1. Education
2. Service

**Note:** *Retaking and passing the 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

## ***Submitting the maintenance application***

- Candidates must log in to their [My APICS](#) account and scroll down to the “My APICS Certification” section. The application can also be accessed from the [Certification Maintenance](#) page.
- Candidates will receive onscreen confirmation and an automated email notifying them of the status of their application.

## ***Application fees***

- \$75 (USD) APICS PLUS and CORE member price
- \$150 (USD) nonmember price

The application fee is non-refundable and non-transferable. Member pricing will be determined by member status in the APICS system at the time the application is submitted.

## ***Audit process***

APICS may randomly audit candidates throughout the duration of their certification. If selected for an audit, candidates will receive immediate notification and an email with detailed instructions on how to proceed. Candidates should also review the [Maintenance Audit Guidelines](#) for information regarding acceptable documentation. Audited candidates 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 APICS with copies of acceptable, original documentation to verify information provided on the application form.

If the candidate does not provide the required documentation, APICS reserves the right to designate the certification audit as denied and the credential is 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 5 years from the maintenance deadline, candidates lose the credential and will be required to retake and pass all necessary exams again. If certification maintenance is denied, candidates should contact [certification@apics.org](mailto:certification@apics.org) for further instructions.

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

## ***Revoked credentials***

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

## ***Document retention***

APICS does not retain any supporting documents provided as part of the audit process. Candidates are required to maintain their own documentation throughout their five-year maintenance cycle. Candidates 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***

Candidates who currently hold an APICS Fellows designation (CPIM-F (formerly CFPIM), CSCP-F, CLTD-F) can maintain at the Fellows level or base level (CPIM, CSCP, 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.

To learn more about the Fellows designation, please visit: [apics.org/fellows](http://apics.org/fellows)

### ***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 5 years through the Certification Maintenance program and resets the certification expiration date to lifetime. Credential holders whose designations are inactive, suspended or expired are not eligible.

Individuals who meet lifetime requirements must notify APICS in writing at [certification@apics.org](mailto:certification@apics.org), of their interest in being converted to lifetime status and must provide proof of age (driver's license, birth certificate or passport). There is currently no fee for this status change. Once approved, candidates are no longer required to maintain the designation.

# Maintenance Points and Eligible Activities

## How to earn points

Points are obtained from core areas that are related to the APICS body of knowledge. Flexibility in selecting activities is built in to enable candidates 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:

- APICS Membership
- Educational programs sponsored by APICS or through APICS Partners
- Corporate training programs
- Membership in other professional societies
- Academic institutions
- and other providers

## Activity categories and point rubric

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

Category	Activity	Point rubric
<b>Education</b>		
	APICS certification exams passed (initial exams passed to earn certification are not eligible.)	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 (work-sponsored, etc.) Either taken or taught	1 point per hour - Taken 2 points per hour - Taught
	APICS conference attendance (International, S&OP etc.)	(8 pts per day / 3-day max)
	Professional development meetings, webinars, workshops, seminars, tours, or 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 such as 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)	Under 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
	APICS HQ volunteer work such as item writing, cut score, dictionary translations, JTA survey, etc. (Completion letter issued by APICS HQ)	1 point per hour



## ***Eligible and ineligible activity topics***

[Click here](#), for a full listing of eligible topic areas that can be counted towards maintaining your certification.

[Click here](#), for a full listing of ineligible activities that do not count towards maintaining your certification.

## **Additional information**

### ***Candidate notification***

Candidates may monitor their maintenance deadline(s), as well as how many points are needed to maintain, by accessing [My APICS](#). As a courtesy, APICS sends candidates reminder emails regarding maintenance. Since the primary method of communication used to remind individuals of their maintenance dates is email, candidates must ensure APICS has the most current email address in their [My APICS](#) account. Furthermore, it is recommended that the candidate does not opt-out of APICS communications and approves email maintenance reminders as a trusted source to avoid important status information about the credential being filtered by spam. Candidates may manage their subscriptions on the [APICS homepage](#).

Candidates are responsible for maintaining their own certification, regardless of undelivered APICS email notifications. Candidates who have multiple APICS 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 [certification@apics.org](mailto:certification@apics.org). APICS members receive notification of their maintenance due date on renewal notices. All candidates receive email notification if the credential is suspended.

Reminders are sent via email in advance at:

- one year
- 90 days
- 60 days
- 30 days

### ***APICS Maintenance Certificates***

Candidates who maintain their credentials are eligible to obtain a maintenance certificate. Notification will be sent via email to qualified candidates upon approval of their maintenance application.

Candidates can choose from two delivery options:

- An electronic certificate can be downloaded and printed locally at no charge.
- A printed certificate can be requested. The first requested certificate is complimentary; shipping fees may apply depending on candidate shipping selection.

Candidates who would like to download or request a hard copy of their certificate must visit [My APICS](#) and click "Download or Purchase Certificates".

### ***Appeals policy***

Candidates who would like to dispute an APICS Certification action, decision, or determination must request a formal appeal at [certification@apics.org](mailto:certification@apics.org). The appeals application fee is \$150.00 (USD) and is non-refundable.

### ***Credential Verification***

This online service located on the [Credential Verification](#) page will provide the public, prospective employers and other stakeholders with a way to verify an individual's certification status. Individual exam results or partial completion of a credential will not yield results on a verification search inquiry. Candidates may also view and print their own credential verification by accessing My APICS Certifications. 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 our designees.

## Whom should I contact?

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

Contact APICS Customer Service at 1-800-444-2742 or 1-773-867-1777 or [support@apics.org](mailto:support@apics.org) if you

- have a question about a payment method
- have a question about how to submit your certification maintenance application
- need to find out how many points are required to maintain your certification
- have problems downloading your APICS electronic certificate

Email the APICS certification department at [certification@apics.org](mailto:certification@apics.org) if you

- have a question about what qualifies for maintenance points

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



[apics.org](http://apics.org)

