

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); 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
- 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 or fails to provide the required number of points to maintain it by their maintenance due date, ASCM will suspend the APICS certification. Certification holders 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 certificant does not maintain the certification. (For example, an additional 15 points will be required for CPIM, CSCP and CLTD certificants and an additional 20 points for fellows per year up to five years past the original maintenance due date.) If individuals do not maintain their certification within the five years after the original maintenance due date, they lose the credential and will be required to retake and pass all necessary exams again. Fellow certificants will also be required to reapply.

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.

Important notice: Upcoming change to APICS certification suspension period

Beginning January 31, 2022, the suspension period to maintain an APICS certification will be reduced to a 90-day suspension period, based upon the certificant's current certification maintenance due date. Please note, there will be no change to the five-year certification cycle. However, if a certification holder does not maintain their certification or fails to provide the required number of points to maintain by their certification due date, ASCM will suspend the APICS certification. Once placed in suspended status, the certificant will have 90-days to submit their maintenance application. After 90 days, the certification will expire, and the candidate must retake the exam(s) to be placed in good standing. When the change to the 90-day suspension period occurs, ASCM will no longer require the accumulation of an additional 15 maintenance points (for CPIM, CSCP and CLTD) or 20 maintenance points (for fellows) per year. Candidates who will submit a maintenance application prior to January 31, 2022, must meet the current point requirements. Claiming recognition of a certification in suspended or expired status in any way – including but not limited to – resume, business cards, LinkedIn profile and e-mail signature is prohibited.

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

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

The application fee is nonrefundable and nontransferable. 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 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 who have a current certification are eligible to convert to a lifetime certification. Holding a lifetime designation eliminates the need to renew the certification every five years through the certification maintenance program. Certification holders whose designations are inactive, suspended or expired at the time of their request are ineligible.

Individuals who meet lifetime requirements must notify ASCM customer relations in writing, at support@ascm.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.

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
Education		
	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
Service		
	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. Because 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](#).

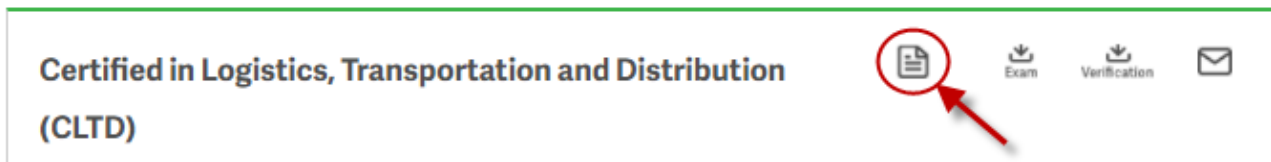
Certification holders are responsible for maintaining their own certification, regardless of undelivered ASCM email notifications. Certificants who have multiple ASCM accounts under the same email address may not receive reminder emails. If you believe multiple accounts have been created using your email address, please contact support@ascm.org. 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

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

- inability to satisfy an APICS credential eligibility requirement, including those related to education or experience
- inability to successfully pass the credential examinations
- inability to satisfy a credential maintenance requirement.

To request a formal appeal, email support@ascm.org. Provide a specific reason for the appeal. Appeals must be submitted within 30 days of the appealing incident or adverse ruling. The appeals application fee is \$150.00 (USD) and is nonrefundable. Institutional policies outlined in this document and certification standards may not be disputed.

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.

Contact ASCM customer relations at (800) 444-2742 or (773) 867-1777 or 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.