

APICS CERTIFICATION FELLOW HANDBOOK



The APICS Certification Fellow Program Handbook

Table of Contents

| | |
|---|---|
| Introduction:..... | 2 |
| What is a Fellow Designation? | 2 |
| Certifications that are Eligible for Fellow Status:..... | 2 |
| Who Can Apply? | 2 |
| Pricing:..... | 2 |
| Letter of Recommendation: | 2 |
| Completing the Application: | 3 |
| What is Fellow-Level Scoring? | 3 |
| Points Allocation & Supporting Documentation Required by Category:..... | 3 |
| Certifications: | 3 |
| Presentations & Webinars: | 4 |
| Published Works: | 4 |
| Classroom Instruction: | 5 |
| Volunteer Activities: | 5 |
| Uploading Supporting Documentation:..... | 6 |
| Payment Information:..... | 6 |
| Review and Approval: | 6 |
| Printing a New Certificate: | 6 |
| Maintenance:..... | 6 |

Introduction:

This document serves as the Handbook for the APICS Certification Fellow Program. This document is intended to provide an overview of the Fellow program and give insight into the process and requirements.

What is a Fellow Designation?

Fellow designations are used throughout the association industry to honor individuals who exhibit outstanding leadership, commitment and impact to a particular field and/or mastery in specific subject area(s).

The APICS Fellow designation is awarded to an elite group of certified professionals who have demonstrated their commitment to the advancement of the supply chain industry by sharing their knowledge with others through presenting, publishing, teaching and participating in volunteer activities that promote the APICS Body of Knowledge.

Certifications that are Eligible for Fellow Status:

- Certified in Logistics, Transportation and Distribution (CLTD)
- Certified in Planning and Inventory Management (CPIM)
- Certified Supply Chain Professional (CSCP)

Who Can Apply?

Anyone holding one or more of the qualifying Certifications listed above can apply for Fellow status for each certification held. In addition to having earned APICS Certification(s), certification holders can earn points toward achieving Fellow status through a variety of activities, including presentations, published works, teaching engagements and participation in volunteer activities that promote the APICS Body of Knowledge. If a candidate holds multiple APICS certifications, they may apply for multiple Fellow designations on one application using the same qualifying activities; however, they must pay a separate processing fee per each designation. The applicant must submit a minimum of 100 points from qualifying activities that occurred within 3 years of the application date. The applicant must have points from certification(s) earned and at least two other categories to qualify.

Pricing:

Administrative processing fees are as follows:

- ASCM Members - \$200 per Fellow certification applied for
- Non-Members - \$250 per Fellow certification applied for

Letter of Recommendation:

A letter of recommendation must accompany all Fellow applications. The letter must be written by an individual who meets the following requirements:

- An existing APICS Fellow
- A person serving in an ASCM leadership position at an ASCM Chapter, Partner or Forum
- A person serving in a leadership position at ASCM Headquarters
- A faculty member working in supply chain subject matter at an academic institution

The writer should have experience in the supply chain management field and be able to speak to the applicant's supply chain knowledge and operations experience. The letter should indicate why the writer feels that the applicant should be considered for the Fellow designation and which designation(s) they are recommending. If applying for more than one Fellow designation on one application, only one letter is required.

Completing the Application:

Fellow applications must be submitted online at www.ascm.org/fellow. A completed application with all applicable supporting documentation must be received by ASCM before the candidate will be considered for the designation. Before submitting an application, all prospective applicants should review the following information and ensure that applications are complete, including proper documentation for all qualifying activities and the letter of recommendation. Please review each activity description and documentation requirements located within this handbook before making a submission.

What is Fellow-Level Scoring?

Applicants may earn additional points toward their Fellow application for APICS exams on which they've earned a score at or above 320. These additional points are only applicable if the applicant has earned a Fellow-level score on the base certification for which the Fellow application is submitted. For example, if a candidate earned a score of 321 on their CSCP exam and is applying for Fellow status for both CSCP and CLTD, the additional points are only applicable toward the CSCP Fellow. More information regarding the points an applicant may earn through passing certification exams are outlined below.

Points Allocation & Supporting Documentation Required by Category: Certifications:

- Requirements:
 - All applicants are required to hold an active certification in the program for which they are applying.
 - The applicant's base certification must be in good standing and not in audited, revoked, denied or suspended status.
- Supporting Documentation Required:
 - None, exams and scores will be verified by ASCM Certification staff.
- Points:

Note: Applicants may apply 20 points for each Certification held to any Fellow application. Fellow-level points may only be applied if earned in the program from which the Fellow application is being submitted.

| Certification Earned | CPIM Legacy* (5 module exams) | CPIM | CSCP | CLTD |
|--|----------------------------------|--------------------------------|------|------|
| Points Earned | 20 | 20 | 20 | 20 |
| Additional Fellow Points (Exams with 320+ Scores) | 8 per exam | 20 for Part 1 20 for Part 2 | 40 | 40 |

* Please note that since the Legacy CPIM Exams (5 modules) were introduced over 20 years ago, the CPIM program has evolved and has undergone significant content changes through regularly scheduled Job Task Analyses. For this reason, these older exams no longer fully reflect the content of the current CPIM Body of Knowledge. Therefore, ASCM has discontinued granting additional points for receiving Fellow-level scores on CPIM exams that were passed before 2000. Regardless of test date, though, applicants will still earn 20 points toward their Fellow application for holding the CPIM certification.

Presentations & Webinars:

- Requirements:
 - All presentations/webinars must be clearly within the APICS Body of Knowledge and not administrative in nature, company specific or software application orientated.
 - All presentations/webinars must be one hour long at minimum. This includes presentations at conferences, professional development meetings, recorded webinars, other professional societies and workshops.
 - All presentations/webinars must have been completed within three years of the application date.
 - Required documentation must be provided for all presentations/webinars. If the presentation/webinar is not in English, a translation must be provided.
- Supporting Documentation: Documentation must indicate when and where each activity took place, list the applicant as the presenter and give detailed information of its content. This may require more than one file be uploaded for each activity.
 - Acceptable documentation for when and where a presentation took place along with evidence includes:
 - A conference or event program
 - Agenda
 - Advertisement
 - A letter or email from the sponsoring organization listing the applicant as a presenter and noting when and where the presentation took place.
 - To verify the content of the presentation or webinar, it is also required that applicants upload any slides or presentation tools used for each activity.
- Points: All points in this category will be divided by the number of total presenters.

| Presentations/Webinars | 1 Presenter | 2 Presenters | 3 Presenters | 4 or more Presenters |
|---|-------------|--------------|--------------|----------------------|
| ASCM Sponsored Presentations/Webinars | 20 | 10 | 7 | 5 |
| Non-ASCM Sponsored Presentations/Webinars | 10 | 5 | 3.5 | 2.5 |

Published Works:

This category includes articles/book chapters, books, theses, white papers and dissertations. The applicant must be the author. Please note that blog posts and self-published works are not acceptable.

- Requirements:
 - All publications must be clearly within the APICS Body of Knowledge (not software application or marketing specific).
 - All publications must be published or available by a 3rd party.
 - All publications must have been completed within three years of the application date.
 - Required documentation must be provided for all submissions. If the publication is not in English, a translation must be provided.
- Supporting Documentation: Documentation must indicate that the applicant is an author of each published work claimed, show where the work was published and verify the work's content.
 - For articles, book chapters, white papers or theses, this should include a .pdf copy of the document itself and information on when and where it was published.
 - For books and dissertations, this can include copies of the front and back cover and table of contents if the topic of the book is summarized and the applicant is listed as an author. A link or screenshot of the book's page on the publisher's website or online retailer is also acceptable (ex. the book's Amazon page).

- Points: All points in this category will be divided by the number of total authors.

| Published Works | 1 Author | 2 Authors | 3 Authors | 4 or more Authors |
|--|----------|-----------|-----------|-------------------|
| Articles/Book Chapters, White Papers or Theses | 20 | 10 | 7 | 5 |
| Books or Dissertations | 40 | 20 | 13.5 | 10 |

Classroom Instruction:

This category includes programs of education relevant to the APICS Body of Knowledge in which the applicant led the classroom instruction.

- Requirements:
 - All instruction must have been completed within 3 years of the application date.
 - Required documentation must be provided for all classroom instruction. If the documentation is not in English, a translation must be provided.
- Supporting Documentation: Documentation must verify that the applicant was the instructor, show when and where each classroom instruction activity took place and give detailed information of its content and timeline. This may require more than one file be uploaded for each activity.
 - Acceptable documentation includes:
 - A letter or email from sponsoring organization
 - Course catalog
 - Complete course syllabus
 - Student evaluations
- Points: (20 points max per course)

| Classroom Instruction | |
|-----------------------|------------------|
| Main Instructor | Co-Instructor |
| 1 Point Per Hour | ½ Point Per Hour |

Volunteer Activities:

This category includes participation as an ASCM/APICS volunteer in an activity that contributes to the understanding by others of the APICS Body of Knowledge.

- Requirements:
 - Service must be to ASCM HQ, ASCM Chapters, Partners or Forums to qualify, and activities must be non-paid.
 - Qualifying activities include: Cut Score Studies, Item Writing Activities, APICS Certification Committees, ASCM Board of Directors, Instructor Development, Courseware Committees, Job Task Analysis (JTA), APICS SCOR development, any APICS Task Force, APICS workshop development, Chapter, Partner, or Forum Board position or ASCM Mentors.
 - All volunteer activities must have been completed within 3 years of the application date.
 - Required documentation must be provided for all volunteer activities. If the documentation is not in English, a translation must be provided.
- Supporting Documentation: Documentation must be provided that indicates that each volunteer activity took place at ASCM headquarters, District or Chapter/Partner/Forum level.
 - Acceptable documentation includes: A letter or email from an ASCM Staff liaison or Chapter, Partner or Forum officer verifying the activity claimed.

- Points:
 - Service to ASCM HQ or ASCM Chapter/Partner/Forum = 1 point per hour (maximum 10 points per activity per year)

Uploading Supporting Documentation:

File types are limited to the following:

Doc, .docx, .xls, .xlsx, .ppt, .pptx, .pps, .ppsx, .pdf, .txt, .rtf, .jpg, .jpeg, .png and .gif

Payment Information:

Payment must be completed before the applicant can submit their application. An electronic payment can be submitted via American Express, Discover, Visa and Mastercard. Application fees are non-refundable. ASCM Staff cannot take payment by phone.

Review and Approval:

ASCM Certification staff will do a preliminary review of all applications and will contact applicants for any additional supporting documentation needed. The application will then be submitted to the Review Committee for review and approval. At this time, additional documentation may be requested if the committee deems it necessary. Once approval is received from the Committee, ASCM staff will update the designation to Fellow status and contact the applicant via email with approval notification and instructions to print an updated Certificate. Please note that this process can take up to 8 weeks from the date of the application's submission.

Printing a New Certificate:

Once a Certification record is updated, new Fellows can access their new Fellow e-certificate by logging into www.ascm.org and following the path below:

- Click on My Account and then My Account
- Certifications
- Click the request digital certificate icon to the right of the certification name
- Scroll down and click the e-certificate link
- Click the Download E-Certificate link

Maintenance:

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, if a Certification is earned on January 10, 2015, the Maintenance due date is January 31, 2020. The Fellow designation date certified will line up with the date certified of the base certification. One hundred points are required to maintain APICS Fellow-level designations. For more information on maintaining the Fellow designation please see the [Maintenance Handbook](#).

For questions regarding the APICS Certification Fellow Program, contact ASCM Customer Relations at 1-800-444-2742 or 1-773-867-1777 or support@ascm.org.

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

About APICS and ASCM

For more than 60 years, APICS certifications and training have demonstrated a commitment to global supply chain excellence – achieved one person at a time. APICS CPIM, CSCP and CLTD are now part of the Association for Supply Chain Management (ASCM), the largest non-profit association for supply chain professionals. ASCM is proud to offer the globally recognized certification programs you've come to trust.

