Submitting a Certification Maintenance Application
About the Certification Maintenance Program

To keep an APICS certification active, candidates must demonstrate continuous learning or service to the supply chain profession by maintaining their certification every five years based on the month in which the certification was earned.

Each time that a maintenance application is submitted and approved, the maintenance deadline for the corresponding APICS certification is extended by five years. Within each five-year “maintenance cycle”, candidates must earn a predetermined number of “maintenance points” by completing eligible activities and then submitting those points to APCIS through an online maintenance application; satisfying the requirements of that maintenance cycle and extending the validity of the certification.

For more information about requirements and policies for maintaining APICS certifications, please read through the APICS Certification Maintenance Handbook.
When should I submit my maintenance application?

- You should only complete the maintenance application when you have acquired enough points to maintain a certification. Submitting a maintenance application signifies that a candidate has satisfied the point requirement needed to maintain an APICS certification and possesses original documentation required to verify the activities.

- The maintenance cannot be submitted for APICS certifications that:
  - You have earned within the past 30 days
  - Have a maintenance cycle that began in the past 30 days
  - Have a maintenance cycle that begins in the future
  - Have expired (not suspended)

- The maintenance application itself cannot be accessed unless you have at least one APICS certification for which maintenance can be submitted.
Step 1: Login

You will first need to be logged in to your ASCM account.

To do so:

1. Go to ascm.org
2. Click on Login on the menu bar
3. Enter your username and password
4. Click LOGIN
Step 2: Access My Account

1. Go to My Account
2. Click Certifications from the left side of your screen
Step 3: Check your certification and launch the application

1. Scroll down to Your Certification

2. Review the status, point requirement, and expiration date (i.e. maintenance deadline) for your certification

3. Click Submit Maintenance Application to launch the certification maintenance application
Step 4: Verify information and select certification

1. Verify that your name and information is correct

   *Note: If your information is not correct, you may edit it in My ACCOUNT*

2. Choose the certification that you are maintaining

3. Click the checkbox to verify that all selections and information on the page is accurate
Step 5: Enter points

1. Input the total number of points earned for each category

2. Click the checkbox to attest to the accuracy of the points you have entered

   Note: you will be required to provide supporting documentation if your application is randomly selected for audit.

3. Click Next to proceed

   The following errors were found:
   - You do not have sufficient points to continue

   Note: If you see this error, you will need to enter or earn more points. The maintenance application is submitted cumulatively only when you meet or exceed the total points required to maintain the certification.
1. Read carefully through the APICS Code of Ethics

2. Click the checkbox to agree to the terms of the APICS Code of Ethics

3. Click Next
Step 7: Enter payment and submit application

1. Enter the appropriate billing and payment information into the form

2. Click Review Order

3. On the next page, review the information and submit the order
Have I been audited?

▪ Upon submitting the certification maintenance application, you will receive an immediate on-screen notification indicating whether your application was approved, or if it was randomly selected for audit. A confirmation email is also sent that confirms the approval of the application or – if audited – provides instructions for completing the audit.

▪ If your application is approved, your maintenance deadline is immediately extended by five years from the last deadline; this is regardless of whether the application was submitted early or late. If the certification was suspended, it is immediately reinstated and valid though the next maintenance deadline; this will not necessarily be five years from the date that the application was submitted.
Support & Troubleshooting

If you encounter any issues, we recommend completing the following steps:

1. Check your internet connection
2. Ensure that you are using either Mozilla Firefox or Google Chrome as your web browser
3. Clear your internet cache
4. If you are using a company computer and/or network, try using a different network or computer.
5. Ensure that you login to your online account
6. Read all information carefully. Some parts of the scheduling process require you to read and agree to terms and policies. Please ensure that the required checkboxes are selected where applicable.
7. Check to make sure that you have entered enough points into the application
8. Read the APICS Certification Maintenance Handbook for information about testing policies and procedures.
Help Resources

Below is a list of support resources available if you have questions or need help.

1. Rules, policies, and procedures for maintaining an APICS certification are outlined in the APICS Certification Maintenance Handbook

2. For all other questions, contact ASCM Customer Relations