

APICS Certification Maintenance Application Instructions

2003 Candidates Only

Application Submissions

- To apply for Certification Maintenance, candidates must submit
 - a completed and signed application
 - original Professional Development Journal (found in the Certification Maintenance Bulletin).
 - the application processing fee (\$75 APICS member/\$150 nonmember).
- Do **not** submit supporting documentation to substantiate points claimed at this time.
- Be sure to keep a photocopy of your application and Professional Development Journal.
- Applications must be postmarked no later than the last day of your anniversary month in 2003.
- Please print clearly in block lettering. APICS may not be able to process your application if your information is not legible.
- Application submissions via e-mail, the Internet, or fax will not be accepted.
- APICS will not be able to confirm receipt of applications. Candidates will receive written notification of their application status in four to six weeks after the application is received by APICS. If you do not receive written notice from APICS after six weeks, please contact APICS Customer Support.

Application Information

- Provide your original Certification Maintenance Application deadline even if you are applying early. This information will assist APICS in verifying your certification records. If you are unsure of your deadline date, please contact APICS Customer Support.
- If you do not know your APICS Member/Customer ID Number, please contact APICS Customer Support.
- The mailing address you enter on the application will be used for Certification Maintenance correspondence from APICS.
- Please provide an e-mail address if available. Confirmation of information or questions about your application may be communicated more efficiently if an e-mail address is supplied.

Payment Information

- Full payment of the application processing fee is required. Your application will not be processed and may be returned if payment is not included with your submission.
- No purchase orders or wire transfers will be accepted.

Professional Development Point Totals

- Please be sure to provide your full name, APICS Member/Customer ID Number, and original Certification Maintenance Application deadline at the top of page 2 of the application.
- Transfer point totals from your Professional Development Journal to the application within the appropriate category and year.
- Candidates who were certified before 1998 may begin accumulating points as of August 18, 1997. If you became certified after January 1, 1998, you may begin accumulating points once you pass your last certification exam or are notified that your CFPIM application is approved.
- Totals in excess of the required 75 points for CPIMs and 100 points for CFPIMs will not be carried over to your next Certification Maintenance cycle.
- Full information on point values and eligible activities appears in the *Certification Maintenance Bulletin*. Refer to the reverse side of this document for general guidelines.

Additional Program Information

Visit <http://www.apics.org/Certification/Maintenance/maintenance.asp> to review answers to frequently asked questions and sample eligible activities and to download copies of the *Certification Maintenance Bulletin* and Certification Maintenance Application.

Call APICS Customer Support at (800) 444-APICS (2742) or (703) 354-8851 or send an e-mail to service@apicshq.org to request a copy of the *Certification Maintenance Bulletin* (stock #09033) or Certification Maintenance Application (stock #09032), to ask questions about the program, or to confirm your Certification Maintenance Application deadline or APICS Member/Customer ID Number.



**APICS CPIM/CFPIM Certification Maintenance
Activity Categories and Point Allocations**
Total Points Required: 75 CPIM or 100 CFPIM Every Five Years

I. Continuing Education (CE)
(Must relate directly to resource management to qualify)

Activity Points Earned (No maximum)

Conference, seminar, workshop, or symposium	1 point per full hour of instruction*
Certification item-writing workshop	1 point per full hour of instruction*
Region meeting with an educational component	1 point per full hour of instruction*
Professional development program	1 point per full hour of instruction*
CPIM or CIRM review course	1 point per full hour of instruction*
Course offered by a degree-granting institution	1 point per full hour of instruction*
Training program	1 point per full hour of instruction*
Independent-study program (home study)	3 points per course completed
Independent-study program (college course)	3 credits = 48 points
CPIM or CIRM exam	10 points per exam passed
CEU—Continuing Education Unit Course	3 points per authorized CEU point

II. Presentations, Publications, and Educational Development (PPED)
(Must relate directly to resource management to qualify)

Activity Points Earned (Maximum: CPIM 60 pts or CFPIM 80 pts)

Instruction	2 points per full hour of instruction**
Presentation	2 points per full hour of presentation**
Published article or contribution	2 points per article or contribution†
Published original research	5 points per publication†
Published book	30 points per book†

III. Service to the Resource Management Profession (SRMP)

Activity Points Earned (No maximum)

National/International—Officer of a governing board	5 points per year of service
National/International—Member of a governing board	4 points per year of service
National/International—Chair of a standing committee	4 points per year of service
National/International—Member of a standing committee	2 points per year of service
Chapter/Region—Officer of a governing board	3 points per year of service
Chapter/Region—Member of a governing board	2 points per year of service
Chapter/Region—Chair of a standing committee	2 points per year of service
Chapter/Region—Member of a standing committee	1 point per year of service

IV. Professional Membership (PM)

Activity Points Earned (No maximum)

APICS Membership	6 points per year (.5 per month)
Membership in other professional organization directly related to resource management	1 point per year

*Notes: * *Half-hour increments are accepted for .5 point.*
 ** *Half-hour increments are accepted for 1 point.*
 † *An additional 10 points are awarded if published material is cited as an APICS certification reference.*

APICS CERTIFICATION MAINTENANCE APPLICATION

FOR 2003 APPLICANTS ONLY

APPLICATION INFORMATION

Please print

FIRST NAME _____ M.I. _____ LAST NAME _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER _____ DATE OF BIRTH _____ MONTH / DAY / YEAR _____

CURRENT JOB TITLE _____

Certification (check one) CPIM CFPIM Certification Maintenance Deadline _____ MONTH / YEAR _____

APICS Member (check one) Yes No APICS Member / Customer ID Number _____

Mailing Address (check one) Work Home

COMPANY NAME (not required if you are providing your home address) _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____ STATE / PROVINCE _____

ZIP / POSTAL CODE _____ COUNTRY _____

BUSINESS PHONE _____ BUSINESS FAX _____

E-MAIL _____

PAYMENT INFORMATION

Amount Enclosed (check one) \$75 (Members) \$150 (Nonmembers) *Full payment must accompany this form.*

Payment Type (check one)

Charge to VISA American Express MasterCard Discover

ACCOUNT NO. _____ EXP. DATE _____

NAME AS IT APPEARS ON CARD _____ SIGNATURE (required for all credit card charges) _____

Check No. _____ Personal Check Company Check

(Make check payable to APICS in U.S. dollars drawn on a U.S. bank. Please include your APICS member/customer ID number on your check.)

Money Order

Purchase orders and wire transfers will not be accepted.

Return your completed application, original professional development journal, and full payment to

APICS Certification Maintenance
PO Box 75515
Baltimore, MD 21275
U.S.A.

Applications will not be accepted via e-mail, the Internet, or fax.

Questions may be submitted to service@apichq.org or call APICS Customer Support (800) 444-APICS (2742) or (703) 354-8851.

FOR APICS USE ONLY

Date received _____ Amount received _____

Credit Card Check Money Order

Batch # _____

Enter points earned in each category in the appropriate year(s).

Continuing Education (CE)								
YEAR	Aug-Dec 1997	1998	1999	2000	2001	2002	2003	TOTAL
Conference, seminar, workshop, or symposium								
Certification item-writing workshop								
Region meeting with an educational component								
Professional development program								
CPIM or CIRM review course								
Course offered by a degree-granting institution								
Training program								
Independent-study program (home study)								
Independent-study program (college course)								
CPIM or CIRM exam								
CEU—Continuing Education Unit Course								
Other:								

Category Total = _____

Presentations, Publications, and Educational Development (PPED)*								
YEAR	Aug-Dec 1997	1998	1999	2000	2001	2002	2003	TOTAL
Instruction								
Presentation								
Published article or contribution								
Published original research								
Published book								

*Maximum point value for this category is 60 for CPIM and 80 for CFPIM.

Category Total = _____

Service to the Resource Management Profession (SRMP)								
YEAR	Aug-Dec 1997	1998	1999	2000	2001	2002	2003	TOTAL
National/international officer of a governing board								
National/international member of a governing board								
National/international chair of a standing committee								
National/international member of a standing committee								
Chapter/region officer of a governing board								
Chapter/region member of a governing board								
Chapter/region chair of a standing committee								
Chapter/region member of a standing committee								
Other:								

Category Total = _____

Professional Membership (PM)								
YEAR	Aug-Dec 1997	1998	1999	2000	2001	2002	2003	TOTAL
APICS membership								
Membership in other professional organization								

Category Total = _____

GRAND TOTAL = _____

In keeping with the APICS Code of Ethics, I hereby attest that all information presented on this application is correct and complete. I understand that I am responsible for maintaining supporting documentation, which I may be required to submit as evidence for points claimed. I further understand that APICS conducts a random audit of submitted applications and professional development journals. Furthermore, I agree to abide by the rules and decisions of APICS and understand that falsification of this application is grounds for revoking certification.

DATE

SIGNATURE

NAME (PLEASE PRINT)