

# APICS Certification Maintenance Application Instructions

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## 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.
- Please print clearly in block lettering. APICS may not be able to process your application if your information is not legible.
- Application must be signed and dated.
- 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. 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.
- At the top of each column, enter the year in which the points were earned for that category.
- 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. Include a copy of your Professional Development Journal with your application.
- 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 the Certification section of [www.apics.org](http://www.apics.org) 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](mailto:service@apicshq.org) to request a copy of the *Certification Maintenance Bulletin* (stock #09033), ask questions about the program, or 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)*

#### Points Earned (No maximum)

Conference, seminar, workshop, or APICS Webinars	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 GIRM 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*
Educational plant tours	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 GIRM 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)*

#### 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)

#### 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)

#### 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

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@apicshq.org](mailto:service@apicshq.org) or call APICS Customer Support (800) 444-APICS (2742) or (703) 354-8851.



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Date received \_\_\_\_\_ Amount received \_\_\_\_\_

Credit Card  Check  Money Order

Batch # \_\_\_\_\_

\* Enter points earned in each category in the applicable year(s).

Continuing Education (CE)							
Enter Applicable Year(s)							TOTAL
Conference, seminar, workshop, or APICS Webinars							
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							
Educational plant tours							
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)*							
Enter Applicable Year(s)							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)							
Enter Applicable Year(s)							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)							
Enter Applicable Year(s)							TOTAL
APICS membership							
Membership in other professional organization directly related to resource management							

Note: You must submit a copy of your Professional Development Journal along with your application.

Category Total = \_\_\_\_\_

**GRAND TOTAL POINTS = \_\_\_\_\_**

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.