

A.P.P.

Exam Information and Registration

09/04 — Replaces all previous exam registration brochures



ISM is a member of the International Federation of Purchasing and Materials Management (IFPMM).

What Is ISM?

As the oldest and largest supply management institute in the world, the mission of the Institute for Supply Management™ (ISM) is to lead supply management. By executing and extending its mission through education, research, standards of excellence, influence building and information dissemination — including the renowned monthly ISM Report On Business® report — ISM continues to extend the global impact of supply management. ISM's membership base includes more than 43,000 supply management professionals in 75 countries. Supply management professionals are responsible for trillions of dollars in the purchases of products and services annually. ISM is a member of the International Federation of Purchasing and Materials Management (IFPMM).

What Are the Accredited Purchasing Practitioner (A.P.P.) and Certified Purchasing Manager (C.P.M.) Programs?

The A.P.P. program is for entry-level professionals primarily engaged in the operational side of the supply management function, such as identifying requirements, preparing solicitations and agreements, negotiations, technology, quality and maintaining relationships. The A.P.P. is also relevant for those involved in professional purchasing and supply support activities and supply teams.

The C.P.M. program is designed for experienced purchasing and supply managers. It focuses on managerial and leadership skills, plus a variety of specialized functions (e.g., sourcing analysis, supply and inventory management, forecasting) designed to enhance the value of procurement and supply management within an organization. It also covers the operational aspects of the purchasing and supply function, such as identifying requirements, preparing solicitations and agreements, negotiations, technology, quality and maintaining relationships.

Both programs are designed for individuals working in any of the private, public or nonprofit work sectors.

Who Should Take the A.P.P. Exam

Only those candidates working toward their accreditation or taking modules to meet the continuing education requirements for reaccreditation are eligible to take the A.P.P. Exam. Testing for any other reason is strictly prohibited.

A.P.P. Requirements

ISM administers the A.P.P. program for the profession. Membership in ISM is not required to apply for accreditation; however, members receive substantial discounts on exam fees, study materials and application fees. Basic program parameters are discussed below. Please see the appropriate application form for details.

An individual wanting to attain the Accredited Purchasing Practitioner (A.P.P.) designation must pass the two modules of the A.P.P. Exam. In addition, the applicant must have (a) two years of full-time professional (non-clerical, non-support) work experience or (b) an associate's degree from an accredited institution and one year of full-time professional work experience. To be eligible for the A.P.P. designation, purchasing and supply management can be a SECONDARY component of the candidate's job.

How to Apply A.P.P. Modules Toward the C.P.M.

Applicants may substitute Modules 1 and 2 of the new A.P.P. Exam (January 1, 2001) for Modules 1 and 2 of the updated C.P.M. Exam (January 1, 2001). Individuals who are eligible are encouraged to pursue the C.P.M. as soon as possible.

How to Get Started

Decide which modules to take — 1 or 2 or both, and the study method and materials you want to use for preparation. You may take as many modules as you like at one time — you decide what is best for you.

To register for the exam, you must first contact ISM. Registration is available online at www.ism.ws, select "Certification," then "Online Forms." You may also register by mail, fax (480/752-2299), or phone (800/888-6276 or 480/752-6276, extension 401). If registering by mail or fax, a registration form is enclosed in the back of this brochure for your convenience. Registrations are valid for one full year from the date of your registration with ISM. Once you have registered with Customer Service, there is a 48-hour waiting period before you may schedule an appointment with a Prometric Testing Center.

Once you have passed the exams and have the required experience, the next step is to apply for your accreditation. If you have questions about the program, visit www.ism.ws or call the certification information line at 800/888-6276 or 480/752-6276, extension 3027.

Studying for the Exam and Exam Preparation Materials

While ISM does not make recommendations on which study materials you should buy, the *A.P.P. Study Guide* and *A.P.P. Diagnostic Kits* are our best-selling study aids for candidates preparing to take the A.P.P. Exam.

The *Study Guide* offers information on test specifications, examples of the testing format and question styles. The *Guide* is an overview of the typical materials covered on the exams and is not meant to substitute for any of the major textbooks in the field. Candidates are strongly urged to read at least one major supply management text when preparing for the exams.

Supplements to these may include any books you have from previous schooling or perhaps one of the many publications available through ISM.

Regardless of the study methods selected, each candidate should be aware of the need to use an assortment of resources for study. Candidates can prepare for the exams in a variety of ways, such as:

- Review exam preparation materials available from ISM. The ISM *Diagnostic Kits* offer practice exams and are a great opportunity to determine your areas of strength and weakness. ISM's *Online Review Courses* are organized by job analysis tasks that correspond with actual exam material. The ISM *Knowledge Series* is an excellent exam preparation tool. Each volume in the four-book series supports the corresponding exam module.
- Use ISM exam preparation materials in conjunction with at least one supply management college text. ISM offers a great selection of the latest supply management texts.
- Consider reviewing ISM's *Online Review Courses* and/or *Self-Study Courses*. Use them separately or together depending on your learning style.
- Take an *Onsite Testing and Review Course* sponsored by your company.
- Take review courses offered by ISM affiliates.
- Attend supply management courses at a local college or university.
- Read various purchasing, supply, business, human resources, economics and trade publications.

A.P.P. and C.P.M. Scores

Module scores may be no more than five years old at the time the candidate applies for the C.P.M. or A.P.P. designation (see below for the Module 4 exception). The date the application is postmarked is used as the application date.

Only Module 4 of the updated C.P.M. Exam (offered after January 1, 2001) can be used toward the C.P.M. designation. Module 4 of the C.P.M. Exam taken through December 31, 2000, is no longer valid.

A.P.P.s applying for the C.P.M.: Current holders of the A.P.P. must also pass Modules 3 and 4 to complete the C.P.M. Exam requirements.

Modules 1 and 2 of the A.P.P. Exam may be substituted for Modules 1 and 2 of the C.P.M. Exam and vice versa.

Exam Construction and Development Process

The content of the A.P.P. Exam is based on a job analysis completed in 1999, which determined the important tasks or duties of the typical supply manager and buyer, along with the knowledge, skills and abilities needed to perform those tasks. The study involved the use of questionnaires, job descriptions, interviews, and a survey of supply management professionals selected nationwide from the following sectors: *U.S. Government, State/Local Government, Institutions, Manufacturing, Service, Retail and Food*. The study found a substantial amount of overlap among these sectors in terms of job duties. Data from this investigation was also used to distinguish those task areas relevant to the supply manager's position.

Based on the job analysis results, exam specifications were constructed by a committee of prominent purchasing academicians and distinguished purchasing and supply experts sampled from the above-listed sectors. The primary focus of this group was on the "common ground" of procurement knowledge for the above-mentioned sectors — that is, the topics that are of importance to all or most of the sectors. Not all of the content appearing in the specifications is applicable to all aspects of the profession. In spite of the large degree of overlap among the sectors, certain concepts and topics remain specific to certain sectors. However, the primary focus of the exam is on the areas common to the major private, public and nonprofit sectors. As a result, the candidate who earns either the A.P.P. or C.P.M. designation demonstrates ample knowledge of the common, fundamental concepts required to adequately perform the work of a supply manager, but will also be able to meet the special needs of the major public, private and nonprofit sectors.

The A.P.P. Exam

The A.P.P. Exam is a professional qualifications test. The exam will NOT indicate how "good" a supply manager you are or will be. It also does not indicate whether one candidate is a better supply manager than another candidate. It is not designed to rank candidates against each other.

The likelihood of passing the exam is in no way affected by the performance of other candidates. Your standing on the exam remains the same regardless of how well the other candidates score on the test. There are no quotas or "curves" used on this exam. All exams are administered in English.

Diversity and Inclusion

For ISM, diversity is valuing and respecting individual strengths, viewpoints and contributions. Diversity is a positive asset in the growth and success of the supply management profession.

In principle and in practice, the Institute for Supply Management™ values and seeks a diverse membership. Individual viewpoints and contributions are pursued and

HOW EXAM QUESTIONS ARE WRITTEN

Exam questions are written by C.P.M.s with a variety of supply management backgrounds. Before actually appearing on the exam, all questions are reviewed by a test development specialist for psychometric properties, by committees of supply management experts for content, and by copy editors for spelling and grammar. Consideration is given to the composition of these committees with regard to purchasing practice, gender and race as well as the input of educators within the field of supply management.

Sample Exam Questions

Questions appearing in the exam are multiple-choice, with four options per item (labeled A, B, C and D), only one of which is correct. The most common formats are presented here:

CLOSED STEM: In this type of question, the examinee is asked a question and given four possible answers from which to choose.

Which of the following parties is ultimately responsible for ensuring that the correct freight classification rates are used in shipment?

- (A) The buyer
- (B) The carrier
- (C) The freight auditor
- (D) The seller

ANSWER: A

SENTENCE COMPLETION: This type of question is characterized by an incomplete sentence, followed by options that represent conclusions to that sentence.

In formal bidding procedures, a bid submitted by a supplier is considered to be

- (A) an offer to sell
- (B) a counteroffer to sell
- (C) an acceptance of an offer to buy
- (D) an acknowledgment of an offer to buy

ANSWER: A

EXCEPT: In this type of question, an examinee is required to recognize that there are three correct responses within the four options provided. The examinee must identify the incorrect option. A variation on this type of question is to use the word NOT instead of EXCEPT in the stem, in the form of "Which one of the following is NOT..."

All of the following are considerations in establishing freight rates EXCEPT

- (A) distance
- (B) density
- (C) stowability
- (D) reliability

ANSWER: D

MOST/LEAST/BEST: This type of question requires the examinee to identify which option is better or worse than the others.

Which of the following forms of payment for international purchases is generally MOST favorable to the buying organization?

- (A) Cash in advance
- (B) Draft
- (C) Letter of credit
- (D) Open account

ANSWER: D

respected. There are no barriers to full participation in ISM on the basis of ethnic background, gender, creed, age, sexual orientation, national origin or disability.

Number of Questions and Length of Time Allotted for Each Module

Modules 1 and 2 contain 95 questions, 90 of which are used to determine your score. The remaining five questions in Modules 1 and 2 are sample items that are used to obtain data on future exam questions. Candidates are given 105 minutes each to complete Modules 1 and 2.

Important Score Report Information

Equating

There are several versions, or forms, of the exam. While the content of the exam remains constant, the actual questions used in the exam will change. Because different forms of the exam use different questions, the level of difficulty will vary slightly from test to test. To

compensate for these variations, a statistical procedure known as equating is used to account for differences in test difficulty.

For example, let's suppose we have two test forms of Module 2 — Test A and Test B. Now suppose it is established that in order to pass Test A, a person must correctly answer 32 out of 60 questions. Furthermore, suppose that Test B is somewhat easier than Test A. To compensate for this difference, the passing score for Test B is adjusted to prevent any "bonus" being given to the candidates taking Test B. Thus, it may be established that a candidate must get a score of 34 out of 60 on Test B in order to pass. This is test equating. It holds candidates to the same standard in terms of difficulty, regardless of which version is taken.

Scaling and Score Reporting

To maintain consistency in scoring, a second statistical procedure called "scaling" is used. Scaling converts all scores to a scale ranging from 25 to 75, with a passing

EXAM PROCESS LEVELS

In addition to the variety of question formats described, the A.P.P. Exam presents test questions at varying levels of difficulty or learning. These levels range from questions that require the mere recall of material, to questions that require the examinee to apply his or her knowledge to a novel situation. Descriptions of each of these levels, along with sample questions, appear below.

RECALL: This is the lowest, or easiest, level of learning. Questions written at this level are those that demand the recall of ideas, material or phenomena related to the topic of interest. The process used to correctly answer such questions is the examinee's memory of the material. Questions in this category ask individuals to define, identify and select information.

The type of document used to enter into an interim agreement pending a definitive contract, so as to permit the start of delivery, is called a

- (A) letter of intent
- (B) purchase order
- (C) customized contract
- (D) standard contract

ANSWER: A

To correctly respond to the question above, the examinee has to recall the definition of a letter of intent.

COMPREHENSION: The second level deals with questions that test for comprehension. Questions in this category require the examinee to grasp the meaning of material that is presented in some novel way. The question testing for comprehension describes some principle or fact in words different from those used in textbooks, and often uses some novel situation as a way to present an idea. In order to answer the question correctly, the examinee must recognize the principle demonstrated — memory alone will not be sufficient.

A buyer decides to issue a separate purchase order for each of several items, instead of combining the items on a single purchase order. The probable result of this policy will be a decrease in the

- (A) overall number of purchases made by the organization
- (B) average cost of processing a purchase order
- (C) number of purchasing errors
- (D) amount of staff needed by purchasing

ANSWER: B

To correctly answer the question in the example above, the examinee must recognize the consequences of using separate purchase orders. The examinee is asked to make an estimate or prediction based upon the circumstances described in the question.

APPLICATION: Application questions measure the understanding of ideas or content to a point where the examinee can apply it to a situation entirely new to him or her. The objective of these questions is to test whether the examinee can use the knowledge in an appropriate manner in a real-life situation.

Smith is a buyer for an automobile manufacturer. She is currently purchasing certain components for the engine of a brand-new, eagerly awaited line of cars that the company is counting on to lift it out of its current business slump. Two weeks before production is set to begin, XYZ, Inc., a major supplier of one of the engine components, calls Smith and states that a fire at its only manufacturing facility has caused a cessation in production, and that all orders will be delayed at least 30 but not more than 45 days. Smith checks her records and finds that the part is available from other suppliers, but at a substantially higher price. Given this situation, which of the following would be the BEST course of action for Smith to take?

- (A) Cancel the shipment with XYZ and pay the higher price to another supplier
- (B) Cancel all orders with XYZ, reorder the part from a different source, and undertake legal action against XYZ for the difference in costs
- (C) Order adequate supplies from a different source, absorb the excess costs, and accept delayed shipment of the balance from XYZ
- (D) Notify manufacturing to delay production of the line until the shipment is received from XYZ

ANSWER: C

The distinguishing characteristic of application questions is that they present specific situations that the examinee has not encountered previously and cannot solve on the basis of general knowledge alone. The problem presented in the question above is a novel situation, and rather than rely on memory or comprehension alone to answer it, the examinee is required to draw on his or her knowledge and experience to identify the solution to the problem.

MODULE 1: PURCHASING PROCESS

(95 QUESTIONS, 90 of which are used to determine your score. The remaining five questions are sample items and are used to obtain data on future exam questions.)

Part A. Identifying Requirements (23 questions)

- 101 Establish procurement plans and make decisions necessary to purchase products or services in congruence with organizational objectives and sourcing strategies (6 questions)
- 102 Review purchase requisitions in accordance with organizational requirements and/or budgetary constraints (3 questions)
- 103 Determine appropriate methods of procurement (6 questions)
- 104 Perform cost/benefit analyses on planned acquisitions (5 questions)
- 105 Review supplier samples and/or demonstrations with the buying organization management and/or user departments (3 questions)

Part B. Preparation of Solicitations (22 questions)

- 106 Develop/review specifications, statements of work, performance terms and/or acceptance criteria (7 questions)
- 107 Locate and select potential sources of materials or services (6 questions)
- 108 Prepare and solicit competitive bids, quotations and proposals with pertinent specifications, terms and conditions (6 questions)
- 109 Manage and develop lists of recommended sources (3 questions)

Part C. Supplier Analysis (19 questions)

- 110 Evaluate competitive offerings to determine the overall best offer for a product/service (8 questions)
- 111 Conduct supplier visits/evaluations to determine suitability (6 questions)
- 112 Measure supplier performance using rating systems and/or predetermined standards (5 questions)

Part D. Contract Execution, Implementation and Administration (26 questions)

- 113 Prepare and/or issue contracts/purchase orders (4 questions)
- 114 Obtain legal review and approval of a contract when required (5 questions)
- 115 Administer contracts/purchase orders from award to completion (3 questions)
- 116 Expedite deliveries and conduct follow-up procedures when necessary (2 questions)
- 117 Resolve contract/purchase order differences with suppliers (4 questions)
- 118 Resolve payment problems with suppliers and user departments (2 questions)
- 119 Review and revise purchasing practices to ensure their conformance with established laws, policies and ethical principles (4 questions)
- 120 Manage files of agreements, equipment records and/or specifications (2 questions)

Module 1 is timed at 105 minutes.

MODULE 2: SUPPLY ENVIRONMENT

(95 QUESTIONS, 90 of which are used to determine your score. The remaining five questions are sample items and are used to obtain data on future exam questions.)

Part A. Negotiations (13 questions)

- 201 Prepare for and develop strategies and tactics for negotiations (7 questions)
- 202 Conduct negotiations with potential and/or current suppliers to obtain maximum value (6 questions)

Part B. Information Technology (16 questions)

- 203 Develop/utilize a computerized purchasing system (e.g., online buying, EDI, Web-based electronic commerce) (6 questions)
- 204 Develop/implement/maintain a database of specifications, suppliers, products and/or services (5 questions)
- 205 Develop/utilize a computerized inventory and/or capital equipment tracking system (5 questions)

Part C. Quality Issues (12 questions)

- 206 Resolve quality problems with suppliers and user departments (6 questions)
- 207 Develop measurements for quality improvement and target setting (e.g., "best in class" benchmarks) (6 questions)

Part D. Internal Relationships (22 questions)

- 208 Develop/manage/evaluate relationships with other internal departments (6 questions)
- 209 Participate in cross-functional and/or multifunctional teams (e.g., project management, process improvement) (6 questions)
- 210 Recommend/implement changes to the organization's purchasing, supply management, and material usage policies as needed (5 questions)
- 211 Disseminate information and provide training related to purchasing and supply management policies and procedures (5 questions)

Part E. External Relationships (27 questions)

- 212 Develop/manage effective relationships with suppliers, utilizing such techniques as supplier partnerships, strategic alliances, supply chain management and supplier training programs (7 questions)
- 213 Review product availability and/or pricing information with suppliers (6 questions)
- 214 Conduct interviews with current and prospective supplier sales personnel (3 questions)
- 215 Coordinate/review/respond to supplier inquiries, protests and appeals (3 questions)
- 216 Develop/implement a small-business/disadvantaged supplier development program (5 questions)
- 217 Represent the buying organization in meetings with corporations, government agencies, professional associations, media and other organizations (3 questions)

Module 2 is timed at 105 minutes.

score set at 55. Thus, the scores you receive from ISM are actually scaled scores. If the scaled score on any particular module ranges from 25 to 54, this means you failed that module. If the scaled score is in the range of 55 to 75, you passed that module.

All score reports are confidential. ISM does not send score reports to third parties. Test results will not be given out over the telephone.

Task Scores and Weighting Process for Tasks

A group of practitioners and subject-matter experts determined the weight of each task area compared to all other task areas in a particular module. The final weight assigned to each task determines the number of questions on the exam from each task.

Value of Each Exam Question

Candidates receive one point for a correct answer and zero points for incorrect answers. Sample questions are not used to determine scores. These questions are given strictly for research purposes.

When Are Score Reports Available?

For computer exams, you will receive a score report immediately upon completion of testing.

How Can I Use Task Scores for Additional Study Purposes?

The score report will indicate “pass” or “fail” for each module taken. The score report includes a scaled score and the number of questions answered correctly out of the total number related to each task. Reviewing the number of questions answered correctly for each task for a module failed will provide a general idea of the areas that gave the candidate the most trouble. This may help in planning a course of study before retesting.

ISM recommends waiting 30 days before retesting.

Cancellation of Scores

The candidate hereby agrees and understands that accreditation may be denied or revoked, or A.P.P. Exam scores may be invalidated by the Certification Committee of ISM in the event that the Committee determines that an individual has (1) falsified or misrepresented information on the application, or information provided is in error, including documentation of continuing education, for reaccreditation or Lifetime accreditation; (2) participated in an unauthorized disclosure of exam materials; (3) plagiarized questions and/or answers on the A.P.P. Exam; (4) mailed, received or used copies of the A.P.P. Exam materials, questions, or answers without authorization from ISM; (5) retained the A.P.P. Exam materials after the exam; (6) engaged in other unprofessional behavior or dishonesty with respect to taking, administering or preparing others to take the A.P.P. Exam which results in compromising the integrity of the exam; or (7) failed to adhere to the ISM *Principles and Standards of Ethical Supply Management Conduct* as modified from time to time.

The candidate grants ISM authority to make any and all inquiries, investigations or other communications that

may be necessary for the Committee to grant, deny, revoke or invalidate exam scores. The candidate agrees to be bound by the terms and conditions set forth herein, and by any and all policies and procedures of ISM applicable to the Accredited Purchasing Practitioner program.

Retention of Score Reports

Candidates are responsible for retention of their original score reports. Score reports are required when applying for accreditation. They are also required for using exam modules to earn reaccreditation hours.

As previously announced, and effective January 1, 2001, only exams passed within five years of an application date for Original/Original Lifetime A.P.P. accreditation will be valid.

Scores Appeals Process

Written requests for rescoring may be made to ISM if the candidate wishes to dispute the results of an examination score. Results of rescoring will be final. All requests for rescoring must be made within six months of the test date and must be submitted in writing. Rescoring provides verification of score accuracy and does not change the determination of the correctness of a question(s).

Computer Exam Testing Information

Prometric is a leading provider of technology-based solutions for testing and certification needs of business, industry, government and associations. Prometric has a worldwide network of Prometric Testing Centers.

Computer Exam Confirmation

Note: *Prometric conducts other tests unrelated to ISM. Prometric experiences heavy volume during the months of June, July, August, October, November and December — plan to schedule well in advance for tests occurring in these months. If you are planning to take all four modules in one day, scheduling must take place well in advance.*

Registrations received by ISM will receive a confirmation letter containing the following:

1. Prometric appointment scheduling instructions
2. Your candidate ID number
3. Instructions for items to take with you to the exam

Making Your Appointment

Once you are registered with ISM, we recommend scheduling your appointment as soon as possible to get your desired test date. Appointment dates are given on a first-come, first-served basis.

To schedule your exam, please visit Prometric's Web site at www.prometric.com. Select “Professional Licensure and Certification” from the “Area of Study” pull-down menu and the country and state/province where you will test. Next, click on “Schedule an Exam,” then select “Institute for Supply Management™” from the pull-down menu. Follow the on-screen directions. You will be asked for your ISM ID number. Once you schedule your appointment, you will be able to print a confirmation. Prometric will also e-mail you a confirmation.

Another way to schedule is to call Prometric's Contact Center at 800/360-EXAM (3926) from 8 a.m. to 8 p.m. EST Monday-Friday. Prometric does not give written confirmations of appointments made via telephone. ISM recommends you get a written confirmation from www.prometric.com.

Appointments are made on a space available basis. Please plan to arrive at the testing center about 30 minutes prior to your test appointment time. Prometric will consider you as a late/cancel/no-show if you do not meet the notification requirements for appointment change or cancellation, or if you arrive more than 30 minutes late for your scheduled appointment time.

Test Center Procedures and Regulations

The test center administrator will provide you with scratch paper that may be replaced as needed during testing. You may not bring your own scratch paper to the test. You may not remove the scratch paper from the testing room at any time.

Eating, drinking (including water) or smoking is prohibited during testing. If at any time during the test you believe you have a problem with your computer, need more scratch paper or need the administrator for any reason, you should raise your hand.

All testing sessions are videotaped.

Note: *In rare instances, technical problems may require late starts and/or rescheduling of your test.*

Rescheduling Your Appointment

To RESCHEDULE your test appointment, have your test appointment confirmation number handy and call Prometric at 800/360-EXAM (3926) to access its 24-hour automated system. You must do this by noon EST, two business days (including Saturday) prior to the scheduled testing time. If you do not reschedule your appointment in time, all funds are forfeited.

Canceling Your Appointment

To CANCEL your test appointment, see above policy ("Rescheduling..."). Only cancel your appointment if you do not yet know when you will reschedule, since you will need to wait one full business day before you can reschedule your exam. If you do not cancel your appointment in time, all funds are forfeited.

Note: *When rescheduling, canceling or confirming your appointment, you always have the option of speaking with a live person.*

Computer Exam Test Sites

There are nearly 250 domestic and 2,000 international computer exam sites. Saturday, Sunday or evening hours are available at some locations. For more information on all Prometric Testing Center locations, go to www.prometric.com and select the "Find a Test Center" tab.

Computerized Testing

Q: How much computer experience is needed to test?

A: No experience is necessary. Candidates receive a 15-minute online tutorial on the testing process. The test center administrator is also available. Candidates may use the keyboard or mouse.

Q: Can I review my answers during the test?

A: Yes, candidates may review questions and mark questions for review. If time remains, candidates may return to "questions marked for review" or any other questions to change answers. Marked and unmarked questions are graded when the test ends, even if the candidate has not marked a response to each question.

For more information regarding computerized testing, visit the Certification area of the ISM Web site at www.ism.ws.

ISM provides candidates two methods to take the A.P.P. Exam in written format based on the following guidelines:

Written Exam Testing Information

- ISM Annual International Supply Management Conference:** ISM provides a written exam each year prior to the start of the international Conference. Registration information is included in the Conference registration brochure. (Available in December of the year preceding the Conference, ISM members automatically receive a brochure. Nonmembers may request a brochure from ISM Customer Service.)
- Onsite:** Onsite written exams can be arranged for organizations.

For more information about onsite exams, contact the ISM Sales Department at 800/888-6276 or 480/752-6276, extension 3049, or by e-mail at curbaytis@ism.ws.

To keep expenses at a minimum, the following individuals may supervise or proctor the A.P.P. Exam:

- A human resources representative or training coordinator from the organization taking the exam. Trainers teaching a review course may not proctor the exam for those they have instructed.
- Certified Purchasing Managers (C.P.M.s) meeting required conditions and in good standing may serve as proctors for the A.P.P. Exam. C.P.M.s teaching a review course may not proctor the exam for those they have instructed.

A signed confidentiality agreement is required of those individuals who supervise or proctor the exam.

Special Accommodations

If you have a disability that would prevent you from taking the written or computer version of the exam under standard conditions, you may request special accommodations. Please indicate your request when completing the registration form or when registering by telephone with ISM.

After registering with ISM, contact the Prometric "Special Conditions Department" at 800/967-1139 to schedule an appointment to test.

College Credit for the Exam

Some colleges grant credit for completion of the exam. For more information, go to www.ism.ws and select "Online Forms" in the Certification area.

Dismissal From the Exam

A candidate may be dismissed from the exam, at the discretion of the proctor, for improper or disruptive behavior. Grounds for dismissal include:

- Creating a disturbance
- Giving or receiving help
- Attempting to remove test materials or notes from the examination room
- Impersonating another candidate
- Falsifying identification

What to Bring to the Test

Required:

Your ISM Candidate ID Number.

Two current and valid forms of ID are required to test: a signed valid picture ID (driver's license, passport, employee ID, military ID or photo credit card) and a second ID with signature (second picture ID not required). The name and signature on your ID must exactly match the name used to register for the exam.

Recommended:

A non-programmable calculator (with the exception of paper tapes) is allowed in the room; no other aids, such as scratch paper, are allowed. The computer center will provide scratch paper or an erasable board. Please request before exam begins.

Personal digital assistants (PDAs) are prohibited.

Dress comfortably in layers. Exam room temperatures may vary, as do individual preferences.

Candidates may not bring personal items into the room. A locker will be provided for purses, briefcases and heavy coats.

Note on name changes: *Should your name change during the testing process (i.e., from the time you register to take the first exam to the date you submit your application for the A.P.P. to ISM), you must contact ISM so that we can update our records.*

IT'S EASY TO REGISTER

ONLINE: Visit us online at www.ism.ws, select "Certification," then "Online Forms."

FAX: Transmit completed registration form with credit card information to 480/752-2299.

MAIL: Complete the registration form and mail with check or credit card information to ISM Exam Registration, P.O. Box 22160, Tempe, AZ 85285-2160.

TELEPHONE: Call the ISM Customer Service Department at 800/888-6276 or 480/752-6276, extension 401. Please have your credit card number and ISM ID number ready.

RETESTING MODULES — ISM encourages candidates to wait at least 30 days to study before retesting, but you may retest when you feel ready (based on appointment availability).

TEST CENTER ISSUES — If you have a complaint about the center at which you tested, please contact the ISM Customer Service Department at 800/888-6276 or 480/752-6276, extension 401.

COMPUTER EXAM FEES

Domestic Fees: USD \$160 per module/**ISM members USD \$120 per module**

International Fees: USD \$200 per module/**ISM members USD \$165 per module**

Notes: *Domestic fees are for the United States, Canada, Puerto Rico, Guam and the U.S. Virgin Islands. International fees apply to all other countries. Payment must be received in advance of testing. Rates subject to change without notice.*

For information on how to become a member of ISM, visit our Web site, www.ism.ws, or call ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401.



A.P.P. COMPUTER AND WRITTEN EXAM REGISTRATION FORM



ONLINE

Register online at www.ism.ws, select "Certification," then "Online Forms."



MAIL

Mail completed registration form with check or credit card number to: ISM, P.O. Box 22160, Tempe, AZ 85285-2160.



TELEPHONE

With credit card ready, call 800/888-6276 or 480/752-6276, extension 401, to register.



FAX

Fax completed registration form with credit card information to: 480/752-2299 (24 hours).

Member Type: ISM Nonmember ISM ID # _____
(if known)

Social Security Number _____

Dr. Mr. Mrs. Ms. Miss _____
First Name MI Last Name

(Please enter your name as it should appear on your membership or, if nonmember, as it should appear on your certificate once certified/accredited.)

Title _____ Organization _____

Home Mailing Address:

City _____ State _____ ZIP _____

Country _____ Postal Code _____

() _____ () _____
Business Phone** Fax Number** E-Mail _____

FOR COMPUTER EXAM ONLY *(Confirmation letters will be sent approximately one week after receipt of registration.)*

Test Center City: _____

A.P.P. Modules (circle):

Module 1 Module 2

FOR WRITTEN EXAM ONLY *(For confirmation, send a self-addressed, stamped envelope with this form.)*

Special Test Date _____ Date _____
City _____ Sponsor _____

A.P.P. Modules (circle):

Module 1 Module 2

**For international phone numbers, please include country and city codes.

Please check here if you have any special needs that require accommodation.

Include a daytime phone number: () _____

Ethics Statement:

I certify that because of the confidential nature of this examination, I will not copy, retain examination questions or disclose or transmit them in any form to any other person. I hereby state that I am working toward my C.P.M. and/or A.P.P. designation or taking modules to meet the continuing education requirements for recertification/reaccreditation. I understand that taking the exam for any other purposes is strictly prohibited. I understand and agree that ISM expects review course instructors to refrain from taking exams for the purpose of preparing students to take the Exam and/or for the creation of their course materials. I further hereby agree and understand that certification/accreditation may be denied or revoked, or C.P.M. or A.P.P. Examination (the "Exam" scores may be invalidated by the Certification Committee of ISM (the "Committee") in the event that the Committee determines that an individual has (i) falsified or misrepresented information on the registration form or information provided is in error, including documentation of C.P.M. Points for either recertification, or Lifetime certification; (ii) participated in an unauthorized disclosure of examination questions, information or materials; (iii) plagiarized questions and/or answers on the Exam; (iv) mailed, received, relayed in any fashion, or used copies of the Exam materials, questions, or answers without authorization from ISM; (v) retained the Exam materials after the examination; (vi) engaged in other nonprofessional behavior or dishonesty with respect to taking, administering, or the preparation of others to take the Exam which results in compromising the integrity of the examination; or (vii) failed to adhere to the *Principles and Standards of Ethical Supply Management Conduct*. I agree to abide by the ISM *Principles and Standards of Ethical Supply Management Conduct*, whether or not I am a member of ISM. I grant ISM permission to make any and all inquiries, which are necessary to evaluate my credentials for certification/accreditation, recertification/reaccreditation, or Lifetime certification/accreditation and agree to respond to requests for information related to any of the above. I further authorize ISM to publish (via e-mail, website, or print) information about my certification/accreditation and to make any and all inquiries, investigations, or other communications, which may be necessary for the Committee to grant, deny or revoke certification/accreditation, or to invalidate examination scores. I hereby certify that the information submitted on or with this form is true and accurate to the best of my knowledge, and I agree to be bound by the terms and conditions set forth herein and by any and all policies and procedures of ISM applicable to the C.P.M. and/or A.P.P. Program as may be amended from time to time.

Signature: _____ Date: _____

Method of Payment (U.S. funds drawn on a U.S. bank only)

Personal Check Organization Check Amount \$ _____ Organization Name _____

Credit Card: VISA MasterCard American Express Diners Club

Cardholder Signature _____ Number _____ Exp. ____/____

ISM Use Only

P/C Ck # _____ Amount \$ _____ A/C _____ / _____

Approval # _____ Date Entered ____/____/____ Initials _____