



Accredited Purchasing Practitioner Application for Original and Original Lifetime Accreditation



For use with applications beginning October 1, 2004.

ISM Offers Two Professional Designations

Both programs are designed for those working in any of the private, public, or nonprofit work sectors. The Accredited Purchasing Practitioner (A.P.P.) program is for entry-level buyers or others primarily engaged in the operational side of the supply 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 cross-functional supply activities and teams. The modules a candidate passes to receive the A.P.P. can be applied toward the C.P.M. designation.

The Certified Purchasing Manager (C.P.M.) program is designed for experienced supply managers focusing on managerial and leadership skills, plus a variety of specialized functions designed to enhance the value of procurement and supply management within an organization. Eligible individuals are encouraged to pursue their C.P.M. as soon as possible.

Original Accreditation Requirements

Applicants for Original accreditation must pass the two modules of the A.P.P. Exam and 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. Supply management experience maybe a secondary component of the applicant's job.

ISM administers the A.P.P. program for the profession and the public. Membership in ISM is NOT a requirement to earn or retain the A.P.P.

Original Lifetime Accreditation Requirements

All applicants must pass Modules 1 and 2 of the A.P.P. or C.P.M. Exam and document at least 18 years of full-time professional (non-clerical, non-support) work experience. Supply management can be a secondary component of the applicant's job.

A.P.P. Exam Information

- A.P.P. Exam Requirements — Any one of the following combinations: (a) Module 1 of the former C.P.M. Exam and Module 2 of the new A.P.P. Exam (or updated C.P.M. Exam); (b) Modules 1 and 2 of the A.P.P. Exam (or updated C.P.M. Exam).

Former = exam taken through December 31, 2000

New/updated = exam taken January 1, 2001 and thereafter

Age of Modules: modules must have been passed within five years of the postmarked date of the candidate's application for the A.P.P. (this supersedes previous policy for A.P.P.s).

A.P.P.s Applying for the C.P.M.: Current holders of the A.P.P. must pass Modules 3 and 4 of the updated C.P.M. Exam to meet the exam component required for the C.P.M. designation.

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

Note: This information supersedes all policies previously set by ISM. Issue date July 1, 2000.



Accredited Purchasing Practitioner Application for Original and Original Lifetime Certification

Application must be completed and signed to avoid delays in processing. Please use ink.

APPLICATION FOR:

- Original Accreditation Original Lifetime Accreditation
- Reinstatement (Accreditation lapsed more than one year)
- Dr. Mr. Mrs. Ms. Miss

How should your name appear on the certificate?*

First _____
 Middle _____
 Last _____

* Submit documentation of a name change.

DATE OF BIRTH _____

EMPLOYMENT INFORMATION:

Organization Name _____
 Title _____
 Address _____
 City _____ State _____
 Country _____ ZIP _____
 Telephone _____
 Fax _____ E-Mail _____

FEES (please check appropriate box):

- ISM Member* (Regular or Direct National) USD \$65
- Nonmember (Includes Associate Members) USD \$105
- Rush Service Fee (additional amount) USD \$50

* International Allied Association and CAPPO members, please provide proof of membership in your respective organizations.

- Check enclosed VISA MasterCard American Express Diners Club

Card # _____

Exp. Date ____/____/____

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 _____

ISM Use Only

Approved Date ____/____/____ Years' Exp. _____ Reg. No. _____

Orig. Date _____ Exp. Date _____ Life Date _____ DE _____

A.P.P. Examination — Please mark the testing method — computer or written. Provide the date (month/year) you passed each module, the city where you tested, and include a copy of your score report. You are responsible for providing a copy of the official score report received after testing. *Only exams passed within five years of the postmarked date of an application for Original accreditation or Original Lifetime accreditation will be valid.**

Module 1 computer ___ written ___ date passed ___/___ location _____

Module 2 computer ___ written ___ date passed ___/___ location _____

* To find out how modules already passed can be used toward accreditation, please see "A.P.P. Exam Information" on previous page of this application.

Experience — **Professional experience is usually evident in positions with decisionmaking authority where independent judgment is exercised.** Partial credit is not given for less than a six months of experience; however, movement from job to job without significant time interruption is treated as continuous experience. For samples of work experience, visit www.ism.ws, select "Certification," then "Online Forms." Please provide one letter per employer, on original organization letterhead, from a supervisor or human resources department verifying each year of professional (non-clerical, non-support) experience. Letters must include the dates of each job, job title, and a description of job responsibilities, including a clear outline of job elements that are purchasing and supply management related.

Employer _____ from mo./yr. _____ to mo./yr. _____

Employer _____ from mo./yr. _____ to mo./yr. _____

Employer _____ from mo./yr. _____ to mo./yr. _____

Employer _____ from mo./yr. _____ to mo./yr. _____

Note: Résumés and business cards do not meet the documentation requirements for experience.

Degree — A copy of your diploma or transcript is acceptable documentation for this category. Applicants outside of the United States who earned a degree from an institution not accredited in the United States must have the degree evaluated. This evaluation should be done before submitting the application to ISM. Contact ISM Certification with any questions about your degree or for the accreditation status of your school. If ISM cannot determine your school's accreditation, we recommend you use: Educational Credentials Evaluators (ECE), Inc., P.O. Box 92970, Milwaukee, WI 53202-0970. To contact ECE, call 414/289-3400, e-mail them at eval@ece.org, or visit www.ece.org. The cost for ECE's services is the responsibility of the applicant.

Degree _____

Institution _____

Graduation Date _____

Documentation of at least an associate's degree is only required if claiming less than two years of experience.

Other Comments and Information

Please provide any other information needed to process your application by attaching a letter with your completed application.

Appeals Process

Applicants may appeal decisions related to their application within 90 days of rejection. Mail written requests with your complete application package to:

ISM A.P.P. Program
P.O. Box 22160
Tempe, AZ 85285-2160.

ISM will make a final written decision based on existing policy.

ISM Web Site

Visit www.ism.ws and select Accreditation for additional information.

Regular or Rush Processing

- If you choose **regular** service, you will be notified in approximately four weeks.
- If you choose **rush** service, you will be notified by phone within two working days of receiving your application to advise you of the status of your application. A congratulations letter and certificate will

be mailed within five working days after approval of your application. Mark "rush service" on the front of this form and include both fees.

Questions

Questions regarding the program may be directed to the ISM Certification Department Information Line at 800/888-6276 or 480/752-6276, extension 3027, or you may write to us at:

ISM, Attn: Certification Department
P.O. Box 22160
Tempe, AZ 85285-2160
USA
E-Mail: certification@ism.ws

Documentation

Please submit all documentation with the application form. **DO NOT MAIL MATERIAL SEPARATELY.** All documents, letters, diplomas, transcripts, and other material must be in English.

Please **DO NOT** submit copies of your completed application. ISM requires your original application, typed or written in ink.

Application Checklist

- A.P.P. EXAMINATION — Are copies of test score reports attached?
- DEGREE — Is a copy of a transcript or diploma included? If your degree was earned outside of the United States, did you have it evaluated?
- EXPERIENCE — Did you include a letter from each employer? Are job titles and job duties clearly defined? Are the beginning and ending dates for each job title included? If applying for Lifetime designation, did you include evidence of at least 18 years of professional experience? To see samples of work experience documentation, visit our Web site at www.ism.ws, click on the "Certification" tab, then select "Online Forms," and then "Experience Documentation."
- APPLICATION FEES and SIGNATURE — Have you included the required application fee and additional fees, if any? If you are not an ISM member, but claimed membership in an International Allied Association or CAPPO, did you include evidence of your membership? Did you sign the application?
- DOCUMENT RETENTION — Did you make copies of all documents submitted? ISM will not return documents sent with applications.

Mail the application, documents, and all fees to:

If using U.S. Postal Service
(includes Express Mail, Certified Mail,
Registered Mail)

ISM A.P.P. Program
P.O. Box 22160
Tempe, AZ 85285-2160
USA

If using an independent carrier
(recommended for Rush Service)

ISM A.P.P. Program
2055 East Centennial Circle
Tempe, AZ 85284
USA

Save USD \$40 on your application fee when you become a member of ISM. Call ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401, to receive a membership application. Members of ISM are eligible for a full range of benefits including a subscription to Inside Supply Management® magazine featuring the Manufacturing and Non-Manufacturing ISM Report On Business®.