



Accredited Purchasing Practitioner Application for Reaccreditation and Lifetime Accreditation



For use with applications beginning October 1, 2004.

ISM offers two professional designations. The **Accredited Purchasing Practitioner (A.P.P.)** program is for entry-level buyers or others primarily engaged in the operational side of the purchasing and 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 purchasing and 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 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 those working in any of the private, public, or nonprofit work sectors.

Reaccreditation Requirements

Individuals seeking reaccreditation must accumulate at least 42 hours of continuing education since the issue date of their current certificate. At least 28 hours must be educational in nature. Up to 14 hours may be earned in the professional contributions category. Please submit your application for reaccreditation no earlier than 120 days prior to the expiration date on your current certificate. Continuing education can be earned in the following categories:

1. College Courses (Taken or Taught)
2. Continuing Education (Taken or Taught)
3. Contributions to the Profession
4. C.P.M. Exam (Module 1, 2, 3, or 4)
5. A.P.P. Exam (Module 1 or 2)

Note: Applications must be complete and all documentation must be submitted in English.

ISM administers the program for the profession and the public. Membership in ISM is not a requirement to earn or retain the A.P.P. Direct questions about membership to ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401.

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. Purchasing and supply management experience can be a secondary component of the applicant's job.

Note: *Résumés do not meet the documentation requirements for experience.*

A.P.P.s meeting Lifetime accreditation criteria in a current certificate period need only earn the total number of hours through the year in which they meet the requirements for Lifetime accreditation, regardless of when they apply for the designation.

Applicants for Lifetime accreditation should apply as soon as they are eligible. Applicants must submit documentation of

Continuing Education Hours earned, determined on a prorated basis, since their last certificate date.

Years since current Accreditation began	Required Lifetime Accreditation Hours
1 year or less	8 hours
1 but less than 2 years	17 hours
2 but less than 3 years	25 hours
3 but less than 4 years	34 hours
4 but less than 5 years	42 hours

Requirements for C.P.M. Certification

An applicant seeking C.P.M. certification must have passed all four modules of the C.P.M. Exam. If you have a current A.P.P. accreditation, you need to pass only Modules 3 and 4 of the C.P.M. Exam. (Applicants may substitute Modules 1 and 2 of the A.P.P. Exam for Modules 1 and 2 of the C.P.M. Exam.)

In addition, the applicant must (a) have five years of full-time professional (non-clerical, non-support) supply management experience, or (b) have a four-year degree from an accredited institution and three years of full-time professional supply management experience.

Age of Modules: modules must have been passed within five years of the postmarked date of the candidate's application for the C.P.M.

Module 4 Exception to the Age of Modules Rule: only the updated version of Module 4, taken after December 31, 200 can be used toward C.P.M. certification.

Application Process

Please apply for A.P.P. reaccreditation no sooner than 120 days prior to the expiration of your current certificate. 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.



Accredited Purchasing Practitioner Application for Reaccreditation and Lifetime Accreditation

For use with applications beginning October 1, 2004.

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

APPLICATION FOR:

Reaccreditation Lifetime Accreditation (check one)

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 _____

Address _____

City _____ State _____

Country _____ ZIP _____

Telephone _____

Facsimile _____

E-Mail Address _____

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 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

Signature _____ Date _____

FEES (please check appropriate box):

ISM Regular or Direct national Member* USD \$50

Nonmember (includes Associate members) USD \$80

Rush Service Fee (additional amount) USD \$75

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

ISM ID No. (if known): _____

HOME MAILING ADDRESS:

Address _____

Address _____

City _____ State _____

Country _____ ZIP _____

Telephone _____ Unlisted

MAIL MY CERTIFICATE TO (check one):

(Note: If mailing preference is not specified, your C.P.M. certificate will be mailed to your home address.)

Employer Home

ISM Affiliate (include affiliate name, if checked)

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.

ISM Use Only

Approved Date ____/____/____ Years' Exp. ____ Reg. No. _____ Orig. Date ____ Exp. Date ____ Life Date ____ DE ____

Please submit all material with this application.
DO NOT MAIL MATERIAL SEPARATELY.
You may attach additional sheets for any section if needed.

College Courses (Taken or Taught)

Semester-long university courses in purchasing, materials management, supply management, management, or other business-related subject matter are worth 42 Continuing Education Hours (CEHs) each. Most other semester-long university courses are worth 7 CEHs each. Instructors may earn points only once for each course taught, regardless of the number of times taught.

Use the information below to determine the number of CEHs corresponding to such coursework.

- 14 CEHs per semester credit hour for courses in purchasing, materials management, supply management, management, or other business-related subject matter (e.g., accounting, management, marketing, computers, economics, law, engineering, traffic management, communications, finance, statistics, physical sciences, and behavioral sciences).
- 7 CEHs each for most other three semester credit hour courses.

The applicant must document coursework using a transcript issued by the educational institution from which the course was taken. Please make sure transcripts include an explanation of the unit (e.g., semester hours, trimester hours, quarter hours).

If claiming courses taught, obtain a letter, signed by your supervisor from the appropriate institution, which includes all of the information necessary to determine points.

Quarter hours are 2/3 of a semester hour. Other units of time need to be carefully documented and explained (by the institution) so ISM can determine the equivalent number of points for each course.

College Course Title	Institution	Dates	Points

TOTAL Points _____

Examination Scores

You may retake Module 1, 2, 3, or 4 of the C.P.M. Exam or Module 1 or 2 of the A.P.P. Exam. Each module is worth 42 hours of continuing education. Please mark the testing method — computer or written. Provide the date (month/year) you passed, the city where you tested, and your score report. You are responsible for providing the official score report received after testing.

MODULE 1 taken by computer written date passed: _____ location: _____ MODULE 2 taken by computer written date passed: _____ location: _____

MODULE 3 taken by computer written date passed: _____ location: _____ MODULE 4 taken by computer written date passed: _____ location: _____

Continuing Education (Taken or Taught)

Public seminars (AMA, APICS, etc.), ISM seminars, seminars offered by your organization, conferences, and other educational programs are eligible for CEHs points. Educational events are eligible for consideration if (a) the subject matter was purchasing, materials management, supply management, management, or other business-related subject matter; and (b) the event was at least one hour in length. Documentation for each continuing educational event submitted by the applicant must include: (1) applicant's name, (2) title of program, (3) date(s) of program, (4) name of sponsoring institution, (5) length of event in educational contact hours, and (6) signature of program director/instructor, or supervisor.

If credit is being sought for teaching a course, obtain a letter, which includes all of the pertinent information as described, from your supervisor at the institution. Only claim hours once for teaching a course regardless of the number of times you may have taught it. Lunch and break periods may not be used as part of the educational content hours claimed.

Programs that use Continuing Education Units (CEUs) will convert to ISM CEHs as follows: One CEU = Ten CEHs. If both CEU credit and ISM CEHs have been assigned for a particular course, the ISM assignment prevails.

NOTE: Hours not used for the current reaccreditation period, and earned within 120 days of the current certificate expiration date, may be applied toward the next recertification/Lifetime certification period.

Program Title (attach additional sheet if necessary)

Dates

Hours*

*Excluding lunch or breaks

TOTAL Hours

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- Articles published in refereed journals (include copies with application) 14 Hours
- Earning Allied Association certification 7 Hours

Substantive, well-developed articles published in established purchasing or trade magazines (those that have an editorial review board identified in the magazine), exceeding one page in length, as well as articles published in conference proceedings, are eligible for 7 hours per article. Include a copy of each article being claimed for hours and a copy of the editorial review board page when applicable.

Contributions to the Profession

Individuals who hold office in ISM or Allied Associations may claim CEHs in this section. Each annual job assignment as an officer, director, group chair, or chair of a committee, other than social or recreational, for an ISM affiliate or Allied Association earns seven continuing education hours. At the discretion of the ISM affiliate leadership, hours may be awarded to all deserving volunteers, whether or not they are chairpersons, officers or directors.

Documentation consists of a completed Service Award form or a letter from an appropriate officer certifying the organization, position, and dates the office was held.

Organization

Position

Dates

Hours

TOTAL Hours _____

Regular or Rush Processing

Once you have met the qualifications, you may apply for A.P.P. accreditation. Complete the application form and select regular service or rush service.

- 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.

Documentation

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

Appeals Process

Applicants may appeal decisions related to their application. Appeals must be submitted no more than 90 days after the application’s date 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.

Questions

For answers to the most frequently asked questions

Call: ISM Certification Department Information Line at 800/888-6276 or 480/752-6276, extension 3027.

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

Visit us online at www.ism.ws

Reinstatement Requirements

Certificate lapsed less than one year from the postmarked date of your application:

Reinstatement process: Complete and sign a Reaccreditation and Lifetime Reaccreditation application documenting 42 CHEs. Certificate Dates: Dates will appear on the certificate as if the accreditation had been completed prior to expiration of your previous certificate.

Certificate lapsed more than one year from the postmarked date of your application:

Reinstatement process: Pass all current exam modules required for the C.P.M. Complete and sign only the front portion of the Original and Original Lifetime Accreditation application and include (i) a copy of your score reports and (ii) the year you were first accredited. Certificate dates: Your certificate dates will reflect a new five-year period calculated from the date that the application is approved.

Application Checklist

- Sign and date the form.
- Attach payment and relevant proof of membership.
- Attach documentation of all required courses and experience.
- OTHER DOCUMENTATION — If applying for Lifetime accreditation, have you included sufficient documentation of at least 18 years’ relevant work experience? To see samples of work experience documentation, visit our Web site at www.ism.ws.
- DOCUMENT RETENTION — Did you make copies of all documents submitted? ISM will not return documents sent with applications.

Please submit all documentation with the application form. DO NOT MAIL SEPARATELY.

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 \$30 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 or apply online at www.ism.ws. 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*®.