



# Certified Purchasing Manager Application for Original and Original Lifetime Certification



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For use with applications beginning October 1, 2004.

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## ISM Offers Two Professional Designations.

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.

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. may be applied toward the C.P.M. designation. To find out how modules already passed can be used toward certification, see the transition specifications below.

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

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## Original Certification Requirements

Applicants for Original C.P.M. certification must pass all four modules of the C.P.M. Exam. In addition, the applicant must have (a) five years of full-time professional (non-clerical, non-support) supply management experience, or (b) a four-year degree from an accredited institution and three years of full-time professional supply management experience. Once a candidate is certified, he or she must be recertified every five years.

*Note: Applications must be completed, 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 C.P.M. Direct questions about the benefits of membership to ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401.

## Original Lifetime Certification Requirements

All applicants must pass all four modules of the C.P.M. Exam and document at least 18 years of full-time professional (non-clerical, non-support) supply management experience.

## C.P.M. Exam Information

- C.P.M. Exam Requirements: Any one of the following combinations: Modules 1, 2 and 3 of the former C.P.M. Exam or updated C.P.M. Exam in any combination AND only Module 4 of the updated 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 C.P.M. (see exception below).

**Module 4 Exception:** Only the updated version of Module 4 can be used toward C.P.M. certification.

**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.



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For use with applications beginning October 1, 2004.

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

### APPLICATION FOR:

- Original Certification     Original Lifetime Certification
- Reinstate (Certification 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 \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Country \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Facsimile \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_

### FEES (please check appropriate box):

- ISM Member\* (Regular or Direct National)    USD \$90
- Nonmember (includes Associate members)    USD \$150
- Rush Service Fee (additional amount)    USD \$75

\* 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

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)

### PLEASE NOTIFY MY EMPLOYER (list one person only):

Dr.    Mr.    Mrs.    Ms.    Miss  
 Name \_\_\_\_\_  
 Is the person a C.P.M.?     Yes     No  
 Is the person an A.P.P.?     Yes     No  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Country \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_

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 \_\_\_\_

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

**C.P.M. Examination**

Please mark the testing method — computer or written. Provide the date (month/year) you passed each module, and include the score report for each module passed. 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 the application can be used toward the C.P.M. certification.\**

MODULE 1**	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 2**	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 3	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 4	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____

\* For exceptions and details, please see "C.P.M. Exam Information" on page 1 of this application.

\*\* You may use Modules 1 and 2 of the new A.P.P. Exam toward C.P.M. certification.

**Experience**

A minimum of five years of **full-time** professional (non-clerical, non-support) supply management experience is required; or if the applicant holds a four-year degree from an accredited institution, then three years of **full-time** professional supply management experience is required. Professional experience is usually evident in positions with decision-making authority where independent judgment is exercised. Please submit one letter per employer, on original organization letterhead, from a supervisor or personnel department verifying and describing all job titles and dates (month and year) of employment being claimed. Partial credit is not given for less than six months of experience; however, movement from job to job without significant time interruption is treated as continuous experience. Experience is awarded for primary year-round supply management employment only. Applicants eligible for Original Lifetime certification need to include evidence of 18 years of full-time supply management experience. For examples of work experience documentation, visit [www.ism.ws](http://www.ism.ws), select Certification, then Online Forms.

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

**Please Complete This Section**

	<b>No. of yrs.</b>
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. _____	_____
Employer _____ from mo./yr. _____ to mo./yr. _____	_____
Employer _____ from mo./yr. _____ to mo./yr. _____	_____
<b>TOTAL Years</b>	_____

**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](mailto:eval@ece.org) or visit [www.ece.org](http://www.ece.org). The cost for ECE's services is the responsibility of the applicant.

*Documentation of a four-year degree is only required if claiming less than five years' experience.*

Degree \_\_\_\_\_

Institution and Location \_\_\_\_\_

Graduation Date \_\_\_\_\_

## 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 Certification 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](http://www.ism.ws) and select Certification for additional information.

## 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](mailto:certification@ism.ws)

## Regular or Rush Processing

**Regular Service** — You will receive either a letter of congratulations and C.P.M. certificate or a request for additional information approximately four weeks after ISM receives your application.

## Application Checklist

- C.P.M. 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](http://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 C.P.M. Program  
P.O. Box 22160  
Tempe, AZ 85285-2160  
USA

**If using an independent carrier**  
(recommended for  
Rush Service)

ISM C.P.M. Program  
2055 E. Centennial Circle  
Tempe, AZ 85284  
USA

**Rush Service** — Within two working days of receiving your application, a telephone call or e-mail will advise you of the status of your application. A letter of congratulations and C.P.M. certificate are mailed within five business days after approval of the application. Mark rush service on the application 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.

## Reinstatement Requirements

- Certificate lapsed less than one year from the postmarked date of your application.  
**Reinstatement process:** Complete and sign a Recertification and Lifetime Recertification application documenting the required C.P.M. points earned. Do not use this application.
- Certificate lapsed more than one year from the postmarked date of your application.  
**Reinstatement process:** Pass all current modules required for the C.P.M. Complete and sign only the front portion of the Original and Original Lifetime Certification application and include (i) a copy of your score reports and (ii) the year you were first certified.  
**Certificate dates:** Your certificate dates will reflect a new five-year period calculated from the date that the application is approved.

Save USD \$60 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](http://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®.