



# Certified Purchasing Manager Application for Recertification and Lifetime Certification



For use with applications beginning October 1, 2004.

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. can be applied toward the C.P.M. designation.

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

## Recertification Requirements

Individuals who have earned their C.P.M. designation are required to be recertified every five years. To be recertified, applicants must earn 12 C.P.M. points (or 84 Continuing Education Hours) during their current certificate period. At least two-thirds of the points must be educational in nature. One-third may be earned in the professional contributions category. Please submit your application for recertification **no earlier** than 120 days prior to the expiration date on your current certificate.

C.P.M. points may 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. Examination (Modules 3 and 4 only)

*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 required. Questions about ISM membership should be directed to ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401.

## Lifetime Certification Requirements

In addition to the above requirements, those applying for Lifetime certification must document at least 18 years of full-time professional supply management experience.

C.P.M.s meeting Lifetime certification criteria in a current certificate period need to earn C.P.M. points through the year in which they meet the requirements for Lifetime certification, regardless of when they apply for the designation. **Applicants for Lifetime certification should apply as soon as they are eligible.**

Applicants must submit documentation of C.P.M. points earned, determined on a prorated basis, since their last certificate date. At least two-thirds of the points must be educational in nature. One-third may be earned in the professional contributions category. Please refer to the prorated point scale to determine the number of C.P.M. points required.

### Years Since Current Certification Began

- 1 year or less
- 1 but less than 2 years
- 2 but less than 3 years
- 3 but less than 4 years
- 4 but less than 5 years

### Points Needed for Lifetime C.P.M.

- 3 C.P.M. points (or 21 hrs.)
- 5 C.P.M. points (or 35 hrs.)
- 8 C.P.M. points (or 56 hrs.)
- 10 C.P.M. points (or 70 hrs.)
- 12 C.P.M. points (or 84 hrs.)

## 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.

**Rush Service** — Within two working days of receiving your application, a telephone call 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.



# Certified Purchasing Manager Application for Recertification and Lifetime Certification

For use with applications beginning October 1, 2004.

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

### APPLICATION FOR:

Recertification  Lifetime Certification (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 \_\_\_\_\_

### FEES (please check appropriate box):

ISM Regular or Direct National Member\* USD \$65

Nonmember (includes Associate members) USD \$100

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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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 \_\_\_\_

**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 6 C.P.M. points each. Most other semester-long university courses are worth 1 C.P.M. point 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 point totals corresponding to such coursework.

- Two C.P.M. points 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).
- One point each for most other three semester credit hour courses.

College Course Title	Institution	Dates	Points

**TOTAL Points** \_\_\_\_\_

The applicant must document coursework using a transcript issued by the educational institution from which the course was taken.

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.

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.

**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 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 points once for teaching a course regardless of the number of times you may have taught it.

Continuing Education Hours (CEHs) can be converted into C.P.M. points. One C.P.M. point = 7 CEHs, 12 C.P.M. points = 84 CEHs.

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 = 10 CEHs. If both CEU credit and ISM CEHs have been assigned for a particular course, the ISM assignment prevails.

*NOTE: Points not used for the current recertification 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

<b>Total</b>	
<b>÷ 7 =</b>	

**C.P.M. Points**

- Articles published in refereed journals (include copies with application)      2 points
- Earning Allied Association certification      1 point

**TOTAL Points** \_\_\_\_\_

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 one point per article. Include a copy of each article being claimed for points 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 C.P.M. service points 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 one C.P.M. service point. At the discretion of the ISM affiliate leadership, service points 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.

<b>Organization</b>	<b>Position</b>	<b>Dates</b>	<b>Points</b>
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**TOTAL Points** \_\_\_\_\_

**C.P.M. Examination**

Applicants may retake Module 3 or 4 to earn points toward recertification. Each module passed is worth 6 C.P.M. points (the equivalent of 42 hours of continuing education).

Please indicate the month and year you passed each module of the C.P.M. Examination. You must include a copy of the score report for each module passed.

**TOTAL Points** \_\_\_\_\_

MODULE 3	taken by	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 4	taken by	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____

**Experience (to be completed only if applying for Lifetime certification)**

Applicants applying for Lifetime certification must document at least 18 years of full-time professional (non-clerical, non-support) supply management experience.

Experience is documented by submitting 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 previously approved on your original application does not have to be documented again. If you are not sure how much experience was approved, please contact ISM at 800/888-6276 or 480/752-6276, extension 3094, or e-mail us at certification@ism.ws.

**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. _____	_____

**TOTAL Years** \_\_\_\_\_

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

**Comments**

Use this section to include comments and additional information related to this application.

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**Total Points to Be Claimed**

College Courses	points
Continuing Education	points
Contributions to the Profession	points
C.P.M. Examination	points
Grand Total	points


**ISM Use Only**

## 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

For answers to the most frequently asked questions

Call: ISM Certification Department Information Line at 800/888-6276 or 480/752-6276, extension 3027, or you may write to us at:

Write: ISM, Attn: Certification Department  
P.O. Box 22160  
Tempe, AZ 85285-2160  
USA

E-Mail: [certification@ism.ws](mailto:certification@ism.ws)

Visit us online at [www.ism.ws](http://www.ism.ws)

## 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.

**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 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 5-year period calculated from the date that the application is approved.

## Application Checklist

- C.P.M. EXAMINATION — Are copies of test score reports attached?
- CONTINUING EDUCATION — Is a copy of a transcript included? Did you include the appropriate documentation for each program/course attended?
- EXPERIENCE — If applying for Lifetime, did you include a letter from each employer? Are letters on original letterhead? Are job titles and job duties clearly defined? Are the beginning and ending dates for each job title included? To see samples of work experience documentation, visit our Web site at [www.ism.ws](http://www.ism.ws), select Certification, then Online Forms, and then Experience Documentation.
- APPLICATION FEES and SIGNATURE — Have you included the required application fee and additional fees, if any? Did you sign the application?
- 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 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**

Save \$35 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*®.