



Certified Purchasing Manager Application for Recertification and Lifetime Certification



For use with applications beginning November 15, 2011.

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 84 Continuing Education Hours (CEHs) **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.

CEHs 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. ISM Examinations*

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 C.P.M.

* C.P.M. Exams are not available after December 31, 2009

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 only earn CEHs 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 CEHs earned, determined on a prorated basis, since their last certificate date. Please refer to the prorated hours scale to determine the number of CEHs 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

CEHs Needed for Lifetime C.P.M.

- 21 CEHs
- 35 CEHs
- 56 CEHs
- 70 CEHs
- 84 CEHs

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 to six weeks after ISM receives your application.

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 six business days after approval of the application. Mark rush service on the application form and include both fees.

Questions

For answers to the most frequently asked questions (FAQs)

Visit us online at www.ism.ws, select Professional Credentials.

E-Mail: certification@ism.ws

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

Application Checklist

- APPLICATION FEES and SIGNATURE — Have you included the required application fee and additional fees, if any? Did you read the ethics statement and sign the application?
- CONTINUING EDUCATION — Did you fill out all applicable sections or provide a separate list? Did you include the appropriate proof of attendance for each event listed?
- EXAMINATIONS (if applicable) — Are copies of test score reports attached?
- 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? Did you fill out the top section on page 5? To see samples of work experience documentation, visit our Web site at www.ism.ws, select Professional Credentials, then Work Experience Information.
- DOCUMENT RETENTION — Did you make copies of all documents submitted? ISM will not return documents sent with applications.



Certified Purchasing Manager Application for Recertification and Lifetime Certification

For use with applications beginning November 15, 2011.

Application must be completed and signed to avoid delays in processing. Please print using blue or black ink.

APPLICATION FOR:

Recertification Lifetime Certification (check one)

Dr. Mr. Mrs. Ms. Miss

How should your name appear on the certificate?

First/Given _____

Middle _____

Last/Sur/Family _____

Submit documentation of a name change.

DATE OF BIRTH _____

EMPLOYMENT INFORMATION:

Organization Name _____

Title _____

Address _____

Address _____

City _____ State/Province _____

Country _____ ZIP/Postal Code _____

Telephone* _____

Facsimile* _____

E-Mail Address _____

*For phone numbers outside of the United States and Canada, please include country and city codes.

Check enclosed VISA MasterCard American Express Diners Club

Card # _____ Exp. Date ____/____/____

FEES (please check all appropriate boxes):

ISM Regular, Direct or CAPPO US\$69

Nonmember (includes Associate members) US\$99

Rush Service Fee (add to above) US\$75

International Shipping Surcharge US\$100

(All applicants outside of the U.S. and Canada)

OR provide your shipping account #

_____ UPS FedEx DHL

ISM ID No. (if known): _____

HOME MAILING ADDRESS:

Address _____

Address _____

City _____ State/Province _____

Country _____ ZIP/Postal Code _____

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)

Ethics Statement:

I hereby certify that the information submitted on or with this form is true and accurate to the best of my knowledge. I expressly agree and understand that certification may be denied or revoked, or the Exam scores may be invalidated or withheld by the Professional Credentials Committee of ISM (the "Committee") in the event that the Committee determines that (A) an individual has (i) falsified or misrepresented information on the registration form or information provided is in error, including documentation of continuing education hours for recertification; (ii) participated in an unauthorized disclosure of Exam 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 cheating or other misconduct or unprofessional behavior with respect to taking, administering, or preparation for the Exam; or (vii) failed to adhere to the Principles and Standards of Ethical Supply Management Conduct, or (B) (i) there is a testing irregularity with respect

to the Exam; (ii) there is a reason to question the Exam score's validity; or (iii) that the Exam score was the result of unusual or questionable circumstances.

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 or recertification/reaccreditation 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 and to make any and all inquiries, investigations, or other communications, which may be necessary for the Committee to grant, deny or revoke certification, or to invalidate or withhold examination scores. 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 Professional Credentials Program or the Exam 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 (accounting, marketing, computers, economics, law, engineering, traffic management, communications, finance, statistics, physical sciences and behavioral sciences) are worth 14 Continuing Education Hours (CEHs) per credit hour. Most other semester-long university courses are worth 7 CEHs per course.

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 CEHs for each course.

The applicant must document coursework using a transcript or grade report 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 CEHs.

| College Course Title | Institution | Dates | CEHs |
|----------------------|-------------|-------|------|
| | | | |
| | | | |
| | | | |

TOTAL CEHs _____

Continuing Education (Taken or Taught)

Public seminars (e.g., AMA, APICS, etc.), ISM seminars, seminars offered by your organization, conferences and other educational programs are eligible for CEHs. 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. ISM does not need to approve these in advance.

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. Lunch and break periods may not be used as part of the educational content hours claimed.

NOTE: Hours 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* |
|--|--------------|--------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Total | |

*Excluding lunch or breaks

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

TOTAL 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 seven hours per article. Include a copy of each article being claimed for CEHs and a copy of the editorial review board page when applicable. Articles may be listed in the program title grid above.

Contributions to the Profession

Individuals who hold office in ISM 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 earns seven continuing education hours. At the discretion of the ISM affiliate leadership, CEHs may be awarded to all deserving volunteers, whether or not they are chairpersons, officers or directors.

ISM members are eligible for 1 CEH per each year of active ISM membership during the current certification period.

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 | CEHs |
|--------------|----------|-------|------|
| | | | |
| | | | |
| | | | |

TOTAL Hours _____

Examination Scores

You may have retaken Module 3 or 4 of the C.P.M. Exam*. Passing each module of the C.P.M. Exam is worth 42 CEHs for passing. Passing any of the CPSM® Exams, CSM™ Exams or the CPSD™ Exam is worth 20 CEHs**. 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.

| | | | | | |
|---------------------|-----------------------------------|-----------------------------------|--------------------------------|------------------|-------------------|
| CPSM® or CSM™ | <input type="checkbox"/> Exam 1 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| | <input type="checkbox"/> Exam 2 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| | <input type="checkbox"/> Exam 3 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| | <input type="checkbox"/> Bridge | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| CPSD™ | <input type="checkbox"/> Exam 1 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| C.P.M. | <input type="checkbox"/> Module 3 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |
| | <input type="checkbox"/> Module 4 | <input type="checkbox"/> computer | <input type="checkbox"/> Paper | — Location _____ | Date Taken: _____ |

TOTAL Hours _____

* NOTE: ISM no longer offers C.P.M. Exams after December 31, 2009. C.P.M. Exam scores are valid for five (5) years from the date taken.

**NOTE: CPSM®, CSM™ and CPSD™ Exam scores are valid for (4) four years from the date taken.

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, Professional Credentials Program
P.O. Box 22160
Tempe, AZ 85285-2160

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

Documentation

Please DO NOT submit photocopies of your completed application. ISM requires your original application, typed or printed in blue or black 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 Continuing Education Hours earned. Certification dates: Dates will appear on the certificate as if the certification had been completed prior to expiration of your previous certificate.

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

Beginning January 1, 2010, C.P.M. Exams will no longer be given. Certificates lapsed more than one year will not be reinstated.

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

Not a member? Save US\$30 on your application fee when you become a member of ISM. Call ISM Customer Service at 800/888-6276 or +1 480/752-6276, option 8, 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.