



Supply Line 2055, Certification Update

Volume 12, July 2005

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What's New

Take C.P.M. Exam Modules 3 and 4 for **half-price** in October



C.P.M. candidates are eligible to take Modules 3 and 4 of the C.P.M. Exam for **half-price** (\$60) during the month of October. ISM will be offering **half-price** paper & pencil versions of the exam to candidates when they test at a location determined by their local affiliate.

- This offer applies to candidates who wish to test through affiliates only. Affiliates may schedule exams anytime between October 17 and 23, 2005
- This **half-price** offer applies to Modules 3 and 4 of the C.P.M. Exam only (paper and pencil version)
- Affiliates may offer Modules 1 and 2, but they will be charged at the appropriate full member or non-member price
- Affiliates will provide a proctor/s (current C.P.M.s), to be approved by ISM
- Exams will be given at a location chosen by each affiliate
- ISM membership not required to participate and receive discount
- Candidates will get their results within two weeks (instead of the usual 4-6 weeks)

Participate in ISM's October **half-price** paper & pencil exams. Sign-up and save money. Call your local affiliate to see if they will be participating in this offer. Certain restrictions apply.

ISM Receives Reaccreditation from ANSI

The Institute for Supply Management™ (ISM) received accreditation by the American National Standards Institute (ANSI) in the area of supply management for its Certified Purchasing Manager (C.P.M.) and Accredited Purchasing Practitioner (A.P.P.) designations on June 6, 2005. As an impartial assessor, ANSI accreditation protects the integrity of a certification process, enhances consumer and public confidence in a certification program and the personnel who complete it, and facilitates the mobility of certified personnel across borders.

"There are numerous advantages to being ANSI certified," explains Christina Foster, SPHR, ISM's vice president of certification and diversity. "A primary advantage of accreditation, is that our members and those looking to achieve professional certification in the area of supply management, can be assured that our program meets and exceeds the international standards of certification. The



C.P.M. and A.P.P. designations have always been recognized as the leading designations in the supply management field, and an ANSI certification aids in confirming this recognition."

ANSI certification helps to identify qualified organizations to consumers and employers, provides mechanisms for systematically monitoring the performance of certified persons, and encourages individuals to participate in continuing professional development. ANSI's accreditation process includes the submission of documentation of the requirements identified in ISO/IEC 17024, an on-site audit, and the correction of any non-conformities. ANSI, a non-profit organization that coordinates the U.S. voluntary standardization and conformity assessment system, initiated a pilot program for organizations who demonstrate diversity among personnel certifiers.

Educational Update

C.P.M. Certification, Recertification and Continuing Education Hours



Certification and Recertification for your Certified Purchasing Manager (C.P.M.) designation are necessary steps to improve your professional status and maintain your effectiveness. Just as in the original certification process, making sure you have completed the correct steps within the right time-frame to recertify is your responsibility.

C.P.M. Original Certification Requirements - Applicants for C.P.M. certification must pass all four modules of the C.P.M. Exam. In addition, applicants 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. C.P.M. Original and Original Lifetime Certification applications are available on the ISM Web site. Go to <http://www.ism.ws/Certification/files/CPMOrigLifeApp.pdf>.

C.P.M. Recertification Requirements - Individuals who have earned their C.P.M. designation are required to be recertified every five (5) years. To be recertified, you must earn a total of 84 Continuing Education Hours (CEHs) during your current certificate period. At least two-thirds of the hours must be educational in nature. One-third may be earned by contributions to the profession. C.P.M. Recertification applications are available on the ISM Web site. Go to <http://www.ism.ws/Certification/files/CPMRecertApp.pdf>.

C.P.M. Original Lifetime Certification Requirements - In addition to the above certification requirements, those applying for Original Lifetime certification must document at least 18 years of full-time professional supply management experience. C.P.M. Original and Original Lifetime Certification applications are available on the ISM Web site. Go to <http://www.ism.ws/Certification/files/CPMOrigLifeApp.pdf>.

C.P.M. Lifetime Recertification Requirements - In addition to the Recertification requirements, those applying for Lifetime Certification must document at least 18

years of full-time professional (non-clerical, non-support) supply management experience. C.P.M.s meeting Lifetime Certification criteria in a current certificate period must earn CEHs through the year in which they meet the requirements for Lifetime Certification, regardless of when they apply for the designation. In addition, applicants for Lifetime Certification should apply as soon as they are eligible. C.P.M. Lifetime Recertification applications are available on the ISM Web site. Go to <http://www.ism.ws/Certification/files/CPMRecertApp.pdf>.

- Applications for your C.P.M. designation (Original Certification or Recertification) must be complete and all documentation must be submitted in English
- Candidates for Recertification need to apply within the four-month (120 days) period prior to their current C.P.M. expiration
- Issue and expiration dates appear in the lower left corner of the certificate issued by ISM. If in doubt, contact ISM Certification for verification

ISM may send a reminder to those with the C.P.M. designation regarding Recertification, however, the responsibility lies with the individual to know when their certification expires and what steps must be taken in order to recertify.

CEH Categories - CEHs may be earned in the following categories:

1. College Courses (completed or taught)
2. Continuing Education (completed or taught)
3. Contributions to the Profession
3. A.P.P. Examination (Any of the 4 modules)
4. C.P.M. Examination (modules 3 and 4 only)

ISM Web Seminar - Effectively Managing Outsourcing Contracts

Join ISM for this one-hour session and discover why companies from all industries are turning to outsourcing their non-core activities, transactions and functions as a strategic imperative. Find out how you can effectively manage outsourcing initiatives and learn firsthand about the typical issues and pitfalls involved with the start up, maintenance and ramp down of an outsourcing project. Get the facts about how considerations such as key performance indicators, metrics and service level agreements are contract-critical in mitigating risk and maximizing ROI. These and several other outsourcing management practices that create a competitive advantage will be addressed.



Presented by: Edward M. Lundeen, CPIM, C.P.M., Director, Contracts, Eclipse Aviation Corporation

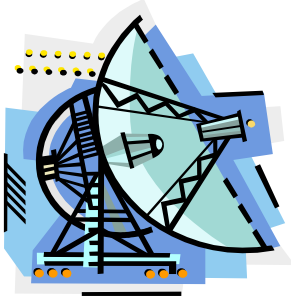
Date and Time: Wednesday, July 27, 2005 at 10:00 a.m. MST

Attend and earn one Continuing Education Hour. Registration fees are \$99 per individual or \$179 for two or more attendees per connection. For more information or to register, visit <http://www.ism.ws/Seminars/WebSeminars.cfm>

Get the Last Four ISM Satellite Seminars on DVD

Earn Continuing Education Hours (CEHs) and keep up with the latest issues that affect supply management professionals. Each program is 4 CEHs in length and participants earn four Continuing Education Hours per program. Each order includes the Program Handbook!

Get the 2004-2005 Satellite Seminar line-up that includes these valuable topics:



- June 2005 - **Discovering Supply Management's Social Conscience**
- April 2005 - **Supply Chain Research Trends and Market Intelligence**
- February 2005 - **Finding and Keeping the Best Sources**
- October 2004 - **Best Practices for Negotiations and Contracting**

ISM Satellite Seminars are designed for all levels of supply management professionals (management, sourcing and purchasing professionals), from manufacturing, service, or public sector organizations. For additional program details, visit ISM's Satellite Seminar Web site at:

www.ism.ws/Seminars/SatSems/PreviousPrograms.cfm

Price per session: USD \$129/ISM Members \$99. To order, contact ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401, custsvc@ism.ws.

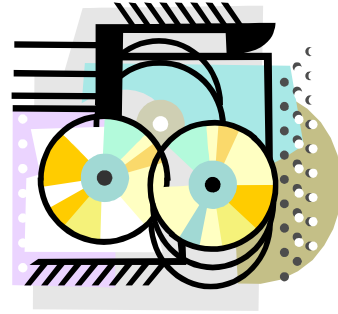
C.P.M. Diagnostic Kit Disk Substitutes A.P.P. Equivalent

ISM has discontinued the A.P.P. Diagnostic Kit on Disk, Volumes 1 & 2 - Modules 1 and 2, and substituted it with the equivalent C.P.M. Diagnostic Kit on Disk, Volumes 1 & 2 – Modules 1 & 2. The decision to discontinue the A.P.P. Diagnostic Kit on Disk is due to a change in ISM's accreditation resources. For more information, go to [FAQs for the Accredited Purchasing Practitioner \(A.P.P.\) Program](#).

C.P.M. Diagnostic Kit is now on CD-ROM

The Certified Purchasing Manager (C.P.M.) Diagnostic Kit Volumes 1 & 2, are now on CD-ROM. The Diagnostic Kit offers immediate feedback after each question, or it will allow you to conduct timed exams in order to simulate actual testing conditions. The format is also helpful for those not familiar with computerized testing. It simulates the computer version of the exam, making your preparation even more valuable. Get your CD-ROM version of the Diagnostic Kit today and turn your computer into your own personal C.P.M. Exam Tutor!

Use the Diagnostic Kit is to assess your strengths and weaknesses. First, take the diagnostic test to see what you actually know. Focus your study efforts on areas where you score less than 75%. Make careful notes, then cross reference your findings using the C.P.M. Study Guide, The ISM Knowledge Series and additional reference material such as the Purchasing Handbook. Use these materials to look-up answers to questions you missed on the diagnostic. This method prepares you to answer questions that may be worded in an unfamiliar way.



A Free Informational Handout which outlines numerous study tips and suggestions for success on the C.P.M. Exam is also available. Dr. Michael McGinnis, C.P.M., provides a numbered step-by-step process on how to determine one's strengths and weaknesses in his/her own knowledge base as well as a step-by-step process on how to fill in the gaps that may be in one's knowledge base. Additionally, Dr. McGinnis provides tips on how to improve your test-taking skills as well as stress reducing techniques to relieve any test-taking anxiety you may feel. [Download a PDF version of the handout.](#)

Special Feature

Galen Andrews: Lifetime of Service – Lifetime C.P.M.

Galen Andrews has seen many changes in purchasing and supply management during his professional career. A Lifetime C.P.M. since 1975, Andrews worked for Barnes Drill (now Barnes International) for 44 years. Even after his retirement in 1979, Andrews has maintained an active interest in the supply management profession.

While serving as National Chair of NAPM's Product Development Committee from 1961-1964, Andrews had 19 committees working under him. Through his efforts, various aspects of purchasing were documented and numerous booklets were developed. These booklets were the forerunner of *A Guide to Purchasing*. He was also a contributing editor to the first and second editions of *The Purchasing Handbook*.



One of his most valued contributions to the supply management profession was his work in helping NAPM build accredited purchasing programs in many of the nation's premier colleges and universities during the 1960's and early 1970's. This was an important step in making supply management what it is today, he noted during a recent interview with ISM. Before accredited programs were available, "individuals had to rely more on the experiences of others and even learn for themselves in many cases."

"It was an exciting time to be able to make such an impact," Andrews recalled. "There were no accredited courses in colleges, so we decided we needed to do

something about that. We contacted (educators) from Harvard, The University of Wisconsin, Texas State University, Michigan State and The University of Pennsylvania among others," he said. "We invited them to one of our committee meetings and told them what we had in mind."

Andrews noted that the academic community was extremely receptive to the creation of accredited purchasing programs. However, few professors had any expertise with purchasing and supply management. The decision was then made by the Committee to have purchasing and supply management professionals teach the academic community.

"We were in contact with purchasing people from a lot of different companies," he said. "They convinced their management that (bringing in college professors to learn about purchasing) was a good idea and would be well worth it. A number of large companies agreed to do it for three years. When (the educators) came back to the next committee meeting, we had the proposal ready for them. We said, we'll teach you! When you complete our requirements, you'll be ready to teach the course."



Andrews stressed that having educators learn about purchasing and supply management directly from industry professionals was an effective solution to building a knowledge base within educational institutions. Each educator was assigned a summer internship at a different company for the three year period, he said. There, they would acquire real-world experience in purchasing. He stressed that this was a vital step in creating accredited purchasing programs which would prepare future professionals for realistic situations.

"Each year, (educators) would go to a different company and work in the purchasing department," he said. "This was a great way for them to learn. They not only learned about the purchasing function, but also the relationship between purchasing and other departments. After their 10 weeks were through, they would be required to write an article on their experience and present it to us. These internships helped them know what they were talking about. When the process was finally completed, a number of accredited courses in colleges and universities were established. That's how many of these programs were started," he added. "It was a great team effort."

Galen Andrews, 94, lives in Greenbelt, MD. He is a former NAPM District 3 Vice President, NAPM-Rock River Valley Affiliate Director, Secretary, Treasurer, Membership Chairman and Vice President. ISM values Galen Andrews' life-long commitment to the supply management profession.

Certification Information

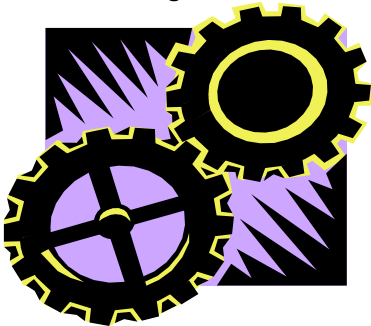
Find What You Need in the C.P.M. and A.P.P. Discussion Area

The best answers to questions you may have concerning the C.P.M. / A.P.P. designations can often be found in the [C.P.M./A.P.P. Discussion Area](#) on the ISM Web site. The Discussion Area makes it easy for candidates to find specific answers to questions concerning requirements, subject matter, materials and methods for study. They can also ask specific questions to other professionals who may have gone through similar experiences. The next time you're faced with a tough question, get the answer from someone who knows. Go to the [C.P.M./A.P.P. Discussion Area](#) and get the information you need!



How are C.P.M. Exam Questions Written?

Since there are multiple versions of the C.P.M. Exam, and since new versions are periodically released, it is necessary for ISM to continually create new questions. Several times a year, a cross-section of subject -matter experts, who all hold the C.P.M. designation and have extensive supply management experience, write questions and then meet to review and discuss the new questions for the C.P.M. Exam.



These item-writers are chosen by ISM based on the sector they represent: public, private, nonprofit, and academia. We also try to have a mix of representation from manufacturing, U.S. government, state/local government, institutional, services, retail, and food/agriculture. ISM's diversity initiatives are taken into account when choosing the participants. Questions are written from a variety of reference materials that include

ISM's own self-published study materials, general supply management and business textbooks, as well as various other resources.

Talk with ISM Certification

If you have any questions regarding certification/accreditation, feel free to contact ISM Certification via e-mail at certification@ism.ws or via the [Certification Discussion Area](#).

ISM also has a C.P.M. /A.P.P. automated telephone message system at 800/888-6276 or 480/752-6276, extension 3027. The automated system provides information about certification, accreditation and continuing education.

To contact individuals in ISM's Certification Department:

Althea "Al" Levine (extension 3094, alevine@ism.ws) — Processes C.P.M. and A.P.P. applications.

Judy Tolliver (extension 3044, jtolliver@ism.ws) — Processes Continuing Education Hours documentation forms and performs department administrative duties.

David Migliore (extension 3074, dmigliore@ism.ws) — Assists in the day-to-day administration of the C.P.M. and A.P.P. programs, supervises the Continuing Education Hours documentation program, sets up special test centers and handles other matters.

Karen P. Collins, C.P.M., A.P.P., Manager, Certification (extension 3123, kcollins@ism.ws) — Directs activities of the department and all related programs and policy matters.

Christina Foster, SPHR, Vice President of Certification and Diversity (extension 3011, cfoster@ism.ws) — Develops new international alliances and advances the certification process.

Customer Service (extension 401, custsvc@ism.ws) — To order exam forms and applications for certification. To order C.P.M. or A.P.P. study or other materials, register for exams and obtain answers to general questions.