



# Accredited Purchasing Practitioner Application for Reaccreditation and Lifetime Accreditation



For use with applications beginning June 1, 2013.

## Reaccreditation Requirements

Individuals who have earned their A.P.P. designation are required to be reaccredited every five years. To be reaccredited, applicants must earn 42 Continuing Education Hours (CEHs) during their current certificate period. At least two-thirds of the points must be educational in nature. 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. 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 retain the A.P.P.

## Lifetime Accreditation Requirements

In addition to the above requirements, those applying for Lifetime accreditation must hold a current A.P.P. designation and be able to document at least 18 years of full-time professional supply management experience. Purchasing and supply management experience can be a secondary component of the applicant's job. 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 CEHs earned since their last certificate date. Please refer to the prorated hours scale to determine the number of CEHs required.

### Years since current Accreditation 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

### Required Lifetime Accreditation Hours

- 8 hours
- 17 hours
- 25 hours
- 34 hours
- 42 hours

## Regular or Rush Processing

**Regular Service** — You will receive either a letter of congratulations and A.P.P. 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 A.P.P. certificate are mailed within ten 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](http://www.ism.ws), select Certification

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

Write: ISM, Attn: Certification Department  
2055 E. Centennial Circle  
Tempe, AZ 85284  
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 — Is a copy of a transcript included? Did you include the appropriate documentation for each program/course attended?
- ☐ EXAMINATIONS (if applicable) — Are copies of your official score reports attached?
- ☐ EXPERIENCE (if applying for Lifetime A.P.P.) — 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 Work Experience Information.
- ☐ DOCUMENT RETENTION — Did you make copies of all documents submitted? ISM will not return documents sent with applications.



# Accredited Purchasing Practitioner Application for Reaccreditation and Lifetime Accreditation

For use with applications beginning June 1, 2013.

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

## APPLICATION FOR:

☐ Reaccreditation ☐ Lifetime Accreditation (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 ☐ Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## FEES (please check all appropriate boxes):

☐ ISM Member (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

\* CAPPO members, provide proof of membership in your organization.

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 A.P.P. 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.**

Individuals seeking reaccreditation must accumulate at least 42 Continuing Education Hours (CEHs). *NOTE: at least  $\frac{2}{3}$  of the hours must be educational in nature.*

### 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.

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 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).

Quarter hours are  $\frac{2}{3}$  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.

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** \_\_\_\_\_

### Examination Scores

Passing any of the CPSM® 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.

\* *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.*

<b>CPSM®</b>	<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: _____
<b>CPSD™</b>	<input type="checkbox"/> Exam 1	<input type="checkbox"/> computer	<input type="checkbox"/> Paper — Location _____	Date Taken: _____
How does your name appear on your score report? _____				

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

## 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. 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. It is not necessary for ISM to preapprove the training.

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 reaccreditation period, and earned within 120 days of the current certificate expiration date, may be applied toward the next accreditation/Lifetime accreditation period.*

Program Title (attach additional sheet if necessary)	Dates	Hours*
*Excluding lunch or breaks		<b>Total</b>

- 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 an 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.

**TOTAL Hours** \_\_\_\_\_

Organization	Position	Dates	CEHs

### Experience (to be completed only if applying for Lifetime Accreditation)

Applicants applying for Lifetime accreditation must 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.

Experience is documented by submitting one letter per employer, on original organization letterhead, from a supervisor or human resources department verifying and describing all job titles, job descriptions and dates (month and year) of employment being claimed. Partial credit is not given for less than 6-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. For examples of work documentation visit [www.ism.ws](http://www.ism.ws), select Certification, then Work Experience Information. If you are not sure how much experience was approved, please e-mail us at [certification@ism.ws](mailto:certification@ism.ws), or contact ISM at 800/888-6276 or +1 480/752-6276.

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

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

### Total Continuing Education Hours (CEHs) to be Claimed

College Courses	hours
Continuing Education	hours
Contributions to the Profession	hours
C.P.M. Examination	hours
CPSM® Examination	hours
CPSD™ Examination	hours
Grand Total	hours

## Documentation

Please DO NOT submit photo copies of your completed application. ISM requires your original application, typed or printed in blue or black ink.

## Appeals Process

Applicants may appeal decisions related to their application. Appeals must be submitted within 90 days after the application's date of rejection. Mail written requests with your complete application package to:

ISM, A.P.P. Program  
2055 Centennial Circle  
Tempe, AZ 85284.

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

## 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 CEHs.

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:**

ISM is no longer issuing Original/Original Lifetime A.P.P. accreditations. A.P.P.s who have lapsed beyond their grace period will no longer be able to reinstate their accreditation.

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

**Mail the application, documents, and all fees to:**

**ISM A.P.P. Program  
2055 East Centennial Circle  
Tempe, AZ 85284  
USA**

