

## APICS Certification Maintenance Guidelines

Compliance with the APICS Code of Ethics, maintenance fees and professional development activities are required to maintain APICS certification(s). APICS reserves the right to request maintenance documentation at any time; this includes but not limited to; the APICS Certification Audit. All certification maintenance candidates are required to maintain their certification Documentation must be kept throughout each five year certification maintenance cycle.

All certification maintenance candidates who are randomly selected for audit are required to submit the audit application and provide supporting documentation as listed below. Failure to comply with the certification maintenance requirements may result in suspended or expired certification status. Candidates will be notified of their audit status during their maintenance application process.

Points are awarded based on the following activity categories:

1. Continuing education (CE)
2. Presentations, publications and educational development (PPED)
3. Service to the supply chain and operations management profession (SSCOMP)
4. Professional membership (PM)

### Helpful Links:

- Visit [www.apics.org/bulletins](http://www.apics.org/bulletins) to view APICS maintenance bulletins.
- [Professional development activities that are ineligible toward certification maintenance.](#)
- [Professional development activities that are eligible toward certification maintenance.](#)

Certification maintenance candidates are required to maintain supporting documentation for maintenance activities. Guidelines for acceptable documentation include:

- Copies of original documentation must be submitted and clear documentation must be provided.
- Documentation must be in English. Documentation in other languages must be translated and the original documentation must be included.
- All courses or trainings must have been successfully completed within the current maintenance cycle.
- Documentation must verify the date of activity and hours of instruction given or received to award points.
- Activities must be related to supply chain and operations management.
- Letters of completion provided by instructors or authorizing agents are permitted.

## Acceptable Documentation

### Continuing Education (CE):

One point is earned per instructional hour (half-hour increments are accepted half points) for attending any educational program or course that relates directly to supply chain and operations management.

- University courses: Official or unofficial transcripts on university's letterhead with score, grade, credit hours or pass/fail status listed and course schedule to verify class dates if not listed on transcript. Only successfully completed courses will be accepted. Please note that web generated transcripts may not contain university letterhead. Any documentation submitted must include college or university where continuing education was earned.
- Non university training program: Registration confirmation, letter of verification or certificate of completion/signed letter of attendance and information listing topic of discussion.
  - Instructor qualifications or professional organization providing training may also be needed if not identified on above documentation.
- Workshops/Plant tours: Registration confirmation, letter of verification or signed letter of attendance and information listing topic of discussion.
- Webinars/seminars/professional development programs/conferences: Registration confirmation, letter of verification or certificate of completion/signed letter of attendance and information listing topic of discussion.
- APICS conference attendance: Registration information or signed letter of attendance.
- APICS review course: Registration confirmation or certificate of completion/signed letter of attendance.
  - Instructor qualifications/information may also be needed if not identified on above documentation.

### Presentations, publications and educational development (PPED):

Two points per instructional hour (half-hour increments are accepted for one point) for conducting programs directly related to supply chain and operations management

- Conducting instructional meetings/presentations/seminars/workshops: Copies of educational materials used or letters from a manager, supervisor or other department head familiar with the experience and can verify the topic and date(s).
  - Documentation needs to confirm maintenance candidate as instructor.
- Instructors: APICS instructor evaluation form or course agendas

or signed letters from chairs/department head.

- Documentation needs to confirm maintenance candidate as instructor.
- Published articles, research or contribution on a subject: Copy of published material and publication cover and table of contents.
- Published books: Copy of cover and publisher information page must be provided.

### **Service to the supply chain and operations management profession (SSCOMP):**

Point breakdown available in maintenance bulletins. Visit [www.apics.org/bulletins](http://www.apics.org/bulletins).

- APICS level or another related national or international association: Verification letter from organization identifying position and dates.
- Channel partner/district level of APICS or another related national or international association: Verification letter from organization identifying position and dates.

### **Professional Membership (PM)**

Six points per year are earned as a qualifying member of APICS. One point per year earned for membership in other operations management or supply chain related national or international organizations.

- Membership receipts
- Membership cards indicating name and membership dates
- Letter from qualifying organization confirming membership status and active membership dates