



Certified Purchasing Manager Application for Original and Original Lifetime Certification



For use with applications beginning June 1, 2013.

Original Certification Requirements

Applicants for Original C.P.M. certification must have passed all four modules of the C.P.M. Exam prior to January 1, 2010. In addition, the applicant must have: (a) five years of full-time professional (non-clerical, non-support) supply management experience, or (b) a bachelor degree from a regionally accredited institution and three years of full-time professional supply management experience.

Once a candidate is certified, he or she must be recertified every five years.

Note: Applications must be completed, 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.

Original Lifetime Certification Requirements

All applicants must have passed all four modules of the C.P.M. Exam prior to January 1, 2010 and document at least 18 years of full-time professional (non-clerical, non-support) supply management experience.

C.P.M. Exam Information

- No C.P.M. exams are given after December 31, 2009.
- Last day to postmark your C.P.M. application December 31, 2014.

Modules must have been passed within five years of the post-marked date of the candidate's application for the C.P.M.

Accredited Purchasing Practitioner (A.P.P.)

A.P.P.s Applying for the C.P.M.: Current A.P.P.s in good standing must have passed Modules 3 and 4 of the C.P.M. Exam prior to January 1, 2010 to meet the exam component required for the C.P.M. designation.

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 ten business days after approval of the application. Mark rush service on the application form and all applicable fees.

Application Checklist

- ☐ APPLICATION FEES and SIGNATURE — Have you included the required application fee and additional fees, if any? If you are not an ISM member, but claimed membership in CAPPO, did you include evidence of your membership? Did you read the ethics statement and sign the application?
- ☐ EXAMINATIONS — Are copies of your official score reports attached?
- ☐ EXPERIENCE — 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, select Certification, then Work Experience Information.
- ☐ DEGREE — Is a copy of a transcript or diploma included? If your degree was earned outside of the United States, did you have it evaluated? Is the evaluation attached?
- ☐ DOCUMENT RETENTION — Did you make copies of all documents submitted? ISM will not return documents sent with applications.



Certified Purchasing Manager Application for Original and Original Lifetime Certification

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:

☐ Original Certification ☐ Original Lifetime Certification

☐ 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.

FEES (please check all appropriate boxes):

☐ ISM Member* (Regular, Direct or CAPPO) US\$99

☐ Nonmember (includes Associate members) US\$159

☐ Rush Service Fee (additional amount) 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, please 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 C.P.M. certificate will be mailed to your home address.)

☐ Employer ☐ Home

☐ ISM Affiliate (include affiliate name, if checked)

PLEASE NOTIFY MY EMPLOYER (list one person only):

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

Name _____

Is the person a CPSM®? ☐ Yes ☐ No

Is the person a CPSD™? ☐ Yes ☐ No

Is the person a C.P.M.? ☐ Yes ☐ No

Is the person an A.P.P.? ☐ Yes ☐ No

Title _____

Address _____

Address _____

City _____ State/Province _____

Country _____ ZIP/Postal Code _____

Telephone _____

☐ Check enclosed ☐ VISA ☐ MasterCard ☐ American Express ☐ Diners Club ☐ Discover

Card # _____ Exp. Date ____/____/____

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.

C.P.M. Examination

Please mark the testing method — computer or written. Provide the date (month/year) you passed each module, and include the score report for each module passed. You are responsible for providing a copy of the official score report received after testing.

Only exams passed within five years of the postmarked date of the application can be used toward the C.P.M. certification.

MODULE 1*	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 2*	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 3	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____
MODULE 4	<input type="checkbox"/> computer	<input type="checkbox"/> written	date passed: _____	location: _____

How does your name appear on the score report? _____

* You may use Modules 1 and 2 of the A.P.P. Exam toward C.P.M. certification. Current A.P.P.s in good standing need to include Modules 3 and 4.

Experience

A minimum of five years of **full-time** professional (non-clerical, non-support) supply management experience is required; or if the applicant holds a bachelors degree from a regionally accredited institution, then three years of **full-time** professional supply management experience is required. Professional experience is usually evident in positions with decision-making authority where independent judgment is exercised. Please submit one letter per employer, on original organization letter-head, from a supervisor or human resources department verifying and describing all job titles and dates (month and year) of employment being claimed. Credit is not given for less than six months in a position; however, movement from job to job without significant time interruption is treated as continuous experience. Experience is awarded for primary year-round supply management employment only. Applicants eligible for Original Lifetime certification need to include evidence of 18 years of full-time professional supply management experience. For examples of work experience documentation, visit www.ism.ws, select Certification, Certification Forms.

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

	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. _____	_____
TOTAL Years	_____

Degree

A copy of your diploma is acceptable documentation for this category. ISM reserves the right to request validation of your school's accreditation status at the time your degree was earned.

For degrees earned outside the United States, ISM uses several well-established resources to determine equivalency. If equivalency cannot be determined by ISM, candidates may choose, at their own expense, to have the international degree evaluated by a third-party evaluator, such as ECE (Educational Evaluators Inc — www.ece.org.) Please contact ISM Certification at certification@ism.ws if you have any additional questions.

Degree _____

Institution and Location _____

Graduation Date _____

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
2055 E. Centennial Circle
Tempe, AZ 85284, USA

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

Questions

For answers to the most frequently asked questions (FAQs): Visit us online at www.ism.ws, select Certification.

E-Mail: certification@ism.ws

write: ISM, Attn: Certification Program
2055 E. Centennial Circle
Tempe, AZ 85284
USA

Documentation

Please DO NOT submit photo copies 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 on 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. **Do not use this application.**
- Certificate lapsed more than one year on 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 APPLICATION: DO NOT MAIL SEPARATELY

Mail the application, documents and all fees to:

ISM C.P.M. Program
2055 E. Centennial Circle
Tempe, AZ 85284
USA

Not a member? Save US\$60 on your application fee when you become a member of ISM. Call ISM Customer Service at 800/888-6276 or 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®.