

APICS Chapter Group Testing 2005 Policies and Procedures



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2005 Group Testing Dates

The dates available for group testing administrations in 2005 are listed below. APICS will continue to conduct computer-based testing in addition to the exams to be administered via paper-and-pencil at group testing administrations. To preserve exam integrity and avoid overexposure of the CPIM and CIRM exam item banks, the number of group testing administrations must be limited. Each chapter may host as many as four administrations per year.

The deadlines listed are the dates by which the registrations and other important information are required at APICS. These deadlines must be strictly followed so that APICS is able to accommodate your chapter's group testing administration request. Requests will not be accepted if the required information is not received by APICS by the listed deadlines. (See the "Timeline" included in this package).

2005 Group Testing Dates	APICS Registration Deadline
March 12	January 29
April 9	February 26
May 14	April 2
June 11	April 30
July 9	May 28
August 13	July 2
September 10	July 30
October 8	August 27
November 12	October 1
December 10	October 29

Scheduling Procedures

Group Testing Agreement

An agreement signed by the current chapter president is required to schedule a group testing administration. The agreement guarantees APICS that the chapter will hold an administration according to the policies and procedures stated in this document. A copy of the agreement is provided in this package.

In addition, the chapter will identify an individual who will serve as the group testing coordinator. The coordinator will serve as APICS' contact for all questions, payment information, registration issues, and other issues relating to an administration.

Once the completed paperwork and payment have been received, APICS will confirm the administration with the chapter coordinator.

Chapters may choose which CPIM and/or CIRM exam modules to offer candidates. All exams except the Integrated Enterprise Management exam are available for all administrations. It is the chapter's responsibility to inform the candidates of the modules available and whether exams will be offered during one or two (morning and afternoon) sessions.

If a chapter plans to offer two exam sessions during the administration (to enable individual candidates to take two exams), the chapter must inform APICS at the time of registration which modules will be offered during the morning session and which modules will be offered

during the afternoon session. Each exam module can be offered only once during each administration. For example, a chapter may not administer a Master Planning of Resources exam during both the morning and afternoon sessions.

Candidate Registrations

The chapter coordinator is responsible for collecting all candidate registration forms, ensuring that the forms are complete and legible, and providing all forms and a signed agreement to APICS 42 calendar days before the preferred test date. A Candidate Registration Form is included in this package and may be photocopied as needed.

Each candidate must have an assigned APICS Member or Customer ID Number before submitting a registration form. Candidates who do not have an APICS Member or Customer ID Number should be directed to contact APICS Customer Support at (800) 444-2742 or (703) 354-8851 to obtain one. In addition, each candidate should provide both a fax number and an e-mail address on the registration form.

No candidate will be allowed to enter a test center without being preregistered for the administration. If a candidate's name is not included on the test center's registration roster, the candidate will be turned away.

There will be no exceptions to this policy.

Special Accommodations

Chapters are responsible for providing reasonable accommodations to candidates who need special arrangements because of disability or for religious reasons. Candidates needing special arrangements should be directed to submit to the chapter a written request that includes a current letter from a licensed physician, optometrist, social worker, nurse practitioner, psychologist, or clergy (including title, address, and phone number on professional letterhead) describing the nature of the functional limitation as it applies to taking a standardized, multiple-choice examination and the specific accommodations needed for testing.

If the special arrangements involve the actual testing materials or administration personnel, the chapter must forward the documentation to APICS along with the candidate's registration form no later than 42 calendar days before the exam date. If the special needs involve reasonable access to the testing site or non-Saturday testing, the chapter is responsible for reviewing and responding to the request.

For information on ADA requirements, visit the Americans with Disabilities Act home page at www.usdoj.gov/crt/ada/adahom1.htm.

Payment

The following registration fees apply for each exam registration.

CPIM = \$125 per exam

CIRM = \$175 per exam

At a minimum, a chapter must provide APICS with a \$500 nonrefundable deposit to schedule an administration. Alternatively, a chapter can provide APICS with full exam payment at this time. To

schedule an administration, full payment or the \$500 nonrefundable deposit must accompany the request no later than 42 calendar days before the requested exam date.

Chapters that choose to forward the \$500 nonrefundable deposit with the request for an administration must provide APICS with the balance for all exam registrations no later than 35 calendar days before the scheduled exam date. If the balance due for the registrations is not received by 35 calendar days before the administration, the administration will be canceled and no refund will be due to the chapter.

A minimum of 10 paid registrations must be guaranteed by the chapter to schedule an administration. If fewer than 10 registrations are received, the chapter may choose to subsidize the difference.

Acceptable forms of payment are a check made payable to APICS or credit card payment using VISA, MasterCard, American Express, or Discover. Credit cards will be charged at least 35 calendar days before the test date.

Because of the upfront costs that APICS will incur in scheduling administrations, payment in advance is required. APICS **will not** accept purchase orders and will not be able to charge the amount to the chapter billing number. **The chapters must collect all candidate registration fees and forward APICS one registration fee payment. There will be no exceptions to this policy.**

Exam Receipt Requests

Because the chapter collects the registration fees, it will be the chapter's responsibility to produce requested candidate receipts and provide any candidate refunds as necessary. APICS will not provide exam receipts and refunds to candidates who participate in group testing.

Test Site Location and Administration Personnel

The chapter is responsible for identifying and securing a suitable testing location. Confirmation that a site has been secured and final information about the site are required within the enclosed agreement.

Although APICS will contract with and pay the test administration personnel directly, we request that information on suggested personnel be provided by the chapter. For example, many chapters will lease space in a college or university that will also arrange for the administration personnel.

Suitable Test Sites

Chapters are encouraged to inquire at local colleges and universities to determine whether a testing environment is available. Many colleges and universities are experienced in administering exams (for example, many administer standardized exams such as SAT and GMAT). If this is the case, they will generally provide the testing space *and* the administration personnel.

Rooms used for the administration of the test must be quiet, well lighted, and well ventilated. Find out in advance whether any distracting activities will be taking place in the vicinity (sporting events, music, construction). The chapter is responsible for addressing and solving any

complaints and concerns about the physical testing location before and after the scheduled test date. Restrooms should be located nearby.

Another option is to use a hotel or other nontraditional testing place (such as a chapter headquarters). In this case, APICS requires that the testing location follow these rules.

- Provide a room large enough to accommodate the number of testing candidates.
- Use 6- to 8-foot banquet tables, but seat only two candidates per table.
- If classroom style chairs with tables are available, please ensure that there is enough space between testing candidates.
- Face all chairs toward the front of the room.
- A registration table must be available for the test center manager/proctor to use to check-in test candidates.
- If more than one room is required to accommodate all testing candidates, the above requirements apply to each testing room.

Administration Personnel

Each exam will be supervised by a test center manager/proctor. The responsibilities of the manager are

- maintenance of total test administration security
- successful operation of the test center
- secure handling of test materials
- verification of candidate identification
- administration of the test.

Often the continuing education departments of local colleges and universities are familiar with the role of the test center manager and can refer testing programs to the appropriate individuals to provide these services.

For administrations of more than 20 exams per session, a proctor may be necessary in addition to the test center manager. APICS will confirm with the test center manager the number of exams to be administered and personnel requirements. If a proctor is necessary, the test center manager is responsible for identifying and training a proctor. In general, a proctor's duties are

- distributing test materials
- admitting candidates to testing rooms
- seating candidates
- monitoring candidates during administration
- checking to see that candidates are filling in (gridding) answer sheets correctly
- monitoring the restroom.

APICS certification review course instructors and chapter volunteers may not serve as test center managers or proctors. No individuals involved in preparing candidates for exams can serve as test center managers or proctors.

APICS will provide a procedures manual to all test center managers.

Registration Changes and Cancellations

To cancel an administration, a chapter must provide a written request to APICS at least 35 calendar days before the scheduled test date. If a request to cancel an administration is accepted, APICS will send a refund check within 10 to 12 days in the amount of the chapter's full payment less the \$500 nonrefundable deposit. If the request to cancel is received by APICS later than 35 calendar days before the scheduled administration, no refund will be given to the chapter.

The chapter must request changes to individual registrations or individual exam registration cancellations in writing. APICS must receive the request no later than 35 calendar days before the scheduled exam date. If the cancellation is accepted, APICS will issue the chapter a refund of the registration fee, unless a cancellation reduces the registration total to fewer than the 10 required registrations.

No late registrations will be accepted and no walk-in candidates will be allowed to participate in the exam administration.

It is the chapter's responsibility to communicate the cancellation and registration policies to the candidates.

Medical Emergency Refund Requests

A chapter must provide any medical emergency refund requests to APICS within 14 calendar days after the administration date. APICS will only accept a medical or other emergency reason (see list below) if it prevents a candidate from attending a scheduled group testing date. The chapter must send a formal written letter with documentation to APICS, attention: Group Testing Refund Request, within 14 calendar days after the group testing date.

Only the following documented situations are acceptable reasons for missing an exam:

- a serious illness (either the candidate or an immediate family member)
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty.

Any other reasons given for an absence will not be accepted and no refund will be granted by APICS to the chapter. Approved medical emergency refunds will be mailed directly to the chapter within 10 business days after receipt of the request. It is the responsibility of the chapter to provide the refund to the candidate or company.

Candidate Registration Confirmations

The chapter coordinator will receive registration confirmation notices directly from ACT, APICS' testing vendor, approximately 21 calendar days before the group testing date.

The chapter coordinator is responsible for distributing registration confirmation notices to candidates. The following schedule applies to each administration and will be referenced on the registration confirmation notices.

Morning Session

7:30 a.m. Candidates report to the test site for a morning exam
8:00 a.m. Exam begins
11:00 a.m. Exam ends

Afternoon Session (if a second session is required)

12:30 p.m. Candidates report to the test site for an afternoon exam
1:00 p.m. Exam begins
4:00 p.m. Exam ends

If only one session is required, the candidates will be instructed to report to the test site at 7:30 a.m. If both a morning and afternoon session are required, the chapter must indicate which modules will be offered in the morning and which modules will be offered in the afternoon (see Chapter Group Testing Contract). Candidates registering for a module scheduled for an afternoon session will be instructed to report to the test site at 12:30 p.m. However, APICS reserves the right to determine which exams will be offered in each session.

Exam Score Reports

ACT will mail score reports to the address provided by candidates on the registration form approximately four to six weeks after the exam.

Candidate Fact Sheet

Although the chapter is responsible for communicating group testing information to its candidates, APICS has prepared a fact sheet for candidates that contains general information on the exams and the regulations governing the exam administration. **It is the chapter coordinator's responsibility to ensure that each group testing candidate receives a copy of the candidate fact sheet.**

Candidate Survey

APICS reserves the right to randomly select a group of candidates who participated in group testing to gather feedback about the program.

Audits

APICS reserves the right to audit any chapter's group testing administration without advance notice. The audit may be conducted on site by an APICS representative during a chapter group testing administration.

APICS Chapter Group Testing 2005 Agreement



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All information requested below must be provided. Omission of any information may delay APICS' confirmation of the group testing administration request. A separate agreement must be completed for each group testing administration request.

CHAPTER NAME _____ REQUESTED GROUP TEST ADMINISTRATION DATE (SEE PAGE 1 OF "POLICIES AND PROCEDURES") _____

TEST SITE COMPLETE ADDRESS _____

TEST SITE CONTACT NAME _____ PHONE NUMBER _____

SUGGESTED TEST CENTER MANAGER/PROCTOR _____ PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

CHAPTER GROUP TESTING COORDINATOR NAME _____

COORDINATOR'S DAYTIME TELEPHONE NUMBER _____ FAX NUMBER _____

COORDINATOR'S E-MAIL ADDRESS _____

COORDINATOR'S MAILING ADDRESS _____

Place a checkmark next to the CPIM and CIRM exams your chapter will make available at the group testing administration. If your chapter will offer two exam sessions on the administration date, indicate below whether a particular exam will be made available during the morning session or the afternoon session. If only one session is required, the session will be held in the morning. APICS reserves the right to determine which exams will be offered in each session.

CPIM Exams	a.m.	p.m.	Total No. of exams	CIRM Exams	a.m.	p.m.	Total No. of exams
Basics of Supply Chain Management	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enterprise Concepts and Fundamentals	<input type="checkbox"/>	<input type="checkbox"/>	_____
Master Planning of Resources	<input type="checkbox"/>	<input type="checkbox"/>	_____	Identifying and Creating Demand	<input type="checkbox"/>	<input type="checkbox"/>	_____
Detailed Scheduling and Planning	<input type="checkbox"/>	<input type="checkbox"/>	_____	Designing Products and Processes	<input type="checkbox"/>	<input type="checkbox"/>	_____
Execution and Control of Operations	<input type="checkbox"/>	<input type="checkbox"/>	_____	Delivering Products and Services	<input type="checkbox"/>	<input type="checkbox"/>	_____
Strategic Management of Resources	<input type="checkbox"/>	<input type="checkbox"/>	_____				

Your signature below confirms that your chapter and its representatives understand and agree to abide by the Chapter Group Testing Policies and Procedures document, including but not limited to payment terms.

CURRENT CHAPTER PRESIDENT (PRINT NAME) _____ PHONE NUMBER _____

CHAPTER PRESIDENT SIGNATURE* _____ DATE _____

CHAPTER PRESIDENT E-MAIL ADDRESS _____

**The current chapter president must sign the Group Testing Agreement before APICS can accept a group testing request.*

Return this form along with the completed payment form and each completed Candidate Registration Form to APICS Group Testing, 5301 Shawnee Road, Alexandria, VA 22312-2317.

For more information, please call APICS Customer Support at (800) 444-2742 or (703) 354-8851 to request the APICS Chapter Group Testing Packet, stock #09054. E-mail any questions to groupstest@apicshq.org, or call APICS at (800) 444-2742 or (703) 354-8851 and ask for the chapter group testing manager.

Group Testing Payment Form



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Please complete and return this form along with the Chapter Group Testing Agreement and each completed Candidate Registration Form to APICS, Attn: Group Testing Manager, 5301 Shawnee Road, Alexandria, VA 22312.

CHAPTER NAME _____

REQUESTED GROUP TEST ADMINISTRATION DATE (SEE PAGE 1 OF THE POLICIES AND PROCEDURES FORM FOR A LIST OF AVAILABLE DATES.) _____

Full Payment Amount Due

(Note: APICS can accept only one payment for each group testing administration requested—please do not forward individual candidate payments.)

Number of CPIM exam registrations	_____	x	\$125	=	\$ _____
Number of CIRM exam registrations	_____	x	\$175	=	\$ _____
Total amount due to APICS					\$ _____
Canadian GST (7%), HST (15%)*					\$ _____
Total amount enclosed					\$ _____
Balance Due (35 days out)					\$ _____

(Full exam registration fee payment or a \$500 nonrefundable deposit is required at the time the administration is requested.)

**Canadian Chapters: Please add the 7% Goods and Services Tax (GST) to the registration fee. If the administration will be held in any Maritime Province, please add the 15% Harmonized Sales Tax (HST) to your registration fee.*

Form of Payment (Payment must be made in U.S. dollars and drawn on a U.S. bank)

- Check** (made payable to APICS) Check No.: _____
- Credit Card:** VISA MasterCard American Express Discover

ACCOUNT NUMBER _____

NAME AS IT APPEARS ON CREDIT CARD (PRINT CLEARLY) _____

EXPIRATION DATE _____

SIGNATURE OF CREDIT CARD HOLDER _____

Wire Payment Amount Wired US\$ _____ Date Amount Was Wired _____ Wire Reference No. _____

Bank Name (Bank that processed the wire) _____

APICS Chapter Group Testing 2005 Overview and Timeline



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Overview

To provide more flexibility in test administration schedules and locations, APICS established the Chapter Group Testing Program in January 2000. Administrations are available to chapters on a **specific Saturday** each month (excluding January and February). The paper-and-pencil administrations offered through this program will provide chapters with the opportunity to schedule review courses to coincide with test administration dates. For example, a chapter may arrange schedules to enable review course participants to test on the Saturday following the conclusion of the course.

The Chapter Group Testing Program represents a collaborative effort among APICS chapters, APICS headquarters, and ACT (APICS' paper-and-pencil testing vendor). Following is a brief overview of duties that each will perform within the program. Be sure to review all enclosed documents because the following summary does not fully explain all requirements.

Chapter Responsibilities

- Locate and pay for a suitable test administration location.
- Inform candidates of the test administration date and guidelines.
- Provide candidates with a copy of the Candidate Fact Sheet.
- Collect candidate registration forms and fees.
- Request to schedule an administration by providing APICS with the required information, including testing agreements, preferred date, test site location, and candidate registration information and fees.
- Distribute registration confirmation notices to candidates.
- Provide exam payment receipts to candidates if requested.
- Serve as the candidates' contact for questions and concerns regarding the administration.

APICS Responsibilities

- Schedule the requested administration with ACT.
- Provide ACT with full registration and fee information.
- Contract with and pay for administration personnel.
- Provide administration guidelines to all test administration personnel, including instructions on the return of all test materials to ACT following the administration.

ACT Responsibilities

- Register candidates for the preferred testing date.
- Produce exam registration confirmation notices.
- Ship all testing materials and rosters to the identified administration personnel.
- Process the returned exam materials and produce and distribute score reports.

BEFORE the 42-Day Group Testing Administration Scheduling Deadline

- Review the available administration dates and your review course schedules to determine what date(s) you will target for group testing in 2005. Remember: each chapter may select up to four test administrations per year.
- Suitable space for the administration must be secured before scheduling the administration—be sure to finalize arrangements for the space before the 42-day scheduling deadline. ACT must have the complete test location address including the specific room number/name to begin registration.
- Please encourage all candidates to ensure that they have an APICS member/customer ID Number. Accurate ID Numbers are the most critical factors in guaranteeing timely and successful test registrations. Any candidates who do not know their ID Number or need one should call APICS Customer Support at (800) 444-2742 or (703) 354-8851.
- Because all candidate registrations must be received at the same time administrations are scheduled with APICS—at least 42 calendar days before the exam date—you may want to provide exam registration information and forms to your candidates along with your course registration package. Alternatively, you may want to ask the candidates to complete the exam registration forms during the first session of the review course.
- Thoroughly review the group testing cancellation/change policies (See APICS' cancellation/change policy in the "Policies and Procedures" document.) and provide candidates with a copy of the enclosed Chapter Group Testing Candidate Fact Sheet
- Chapters may want to bundle the exam registration fees with review course registration fees.
- Double-check all registration forms to ensure that candidates have provided correct and complete information, including APICS ID Number and candidate e-mail address.

APICS Chapter Group Testing Timeline (continued)

Timeline

42 Calendar Days before the Test Date

APICS must receive the following from a chapter to schedule an administration:

- Signed agreement including test site location and room number information
- Full payment or \$500 nonrefundable deposit
- Completed individual registration forms for all candidates.

35 Calendar Days before the Test Date

- The chapter's balance due for registrations must be received by APICS.
- Final notice of any registration changes or cancellations must be received by APICS.

21 Calendar Days before the Test Date

- Registration confirmations will be mailed by ACT to chapter coordinators.

14 Calendar Days before the Test Date

- Test materials will be shipped by ACT to test center personnel.

14 Calendar Days after the Test Date

- Any medical emergency requests must be received by APICS.

4-6 Weeks after the Test Date

- ACT will mail score reports to each candidate.

Adherence to deadlines is critical for a successful administration.

Chapter Group Testing 2005 Candidate Fact Sheet



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Note: Each candidate is required to read this document before completing the exam registration form.

What You Must Bring to the Exam

- Primary and secondary identification
A primary identification, which must include a recent photograph and signature, such as a
 - driver's license
 - valid passport
 - military ID
 - police ID
 - state ID
 - company ID.A secondary identification, which must include your signature, such as a
 - credit card
 - citizenship card
 - check cashing card
 - APICS membership card.If you do not bring these items on exam day, you will be denied admission to the examination. There are no exceptions to this policy.
- Two or three sharpened No. 2 pencils

What You May Bring

- A simple, nonprogrammable calculator
- English/foreign language dictionaries are the only written materials that you may bring into the exam room. The test center manager will inspect these dictionaries before you are admitted to the testing room.

What NOT to Bring

- The *APICS Dictionary* may not be brought into the exam room.
- You may not bring books or papers of any kind into the exam room.
- Protractors, compasses, rulers, stencils, digital assistants, and other aids are not permitted.
- You may not eat, drink, or use tobacco during an exam.

Test Formats

The CPIM and CIRM exams at paper-and-pencil sites will be administered using a linear testing approach. CPIM exams, excluding Basics of Supply Chain Management, will consist of 75 multiple-choice questions (60 operational and 15 pretest). The Basics exam will have 105 questions (80 operational and 25 pretest). CIRM exams will consist of 125 multiple-choice questions (100 operational and 25 pretest). The pretest questions are randomly distributed among the scorable items and will be used for statistical purposes only. The pretest items are similar to the scorable items on the test and candidates will not know which items will be scored and which will not. Candidates should answer all exam questions.

Length of Exam

All candidates will be given three hours to complete a CPIM or CIRM exam. No breaks are scheduled during any exam. If you must leave the room during an exam, notify the test center manager before doing so. *Timing will not stop during a break.*

Exam Scores

Exam scores alone do not predict success or failure in job performance; instead, passing an exam demonstrates a high level of professional knowledge and skill.

The CPIM score range is from 265 to 330.

Fail	=	265–299
Pass	=	300–330

The CIRM score range is from 160 to 240.

Fail	=	160–199
Pass	=	200–240

CPIM Qualifications

Candidates must pass all five CPIM exams—Basics of Supply Chain Management, Master Planning of Resources, Detailed Scheduling and Planning, Execution and Control of Operations, and Strategic Management of Resources.

CIRM Qualifications

Candidates must pass all five CIRM exams to attain CIRM status. Candidates must pass the first four CIRM exams before taking the IEM exam. Note that IEM exams are not available to candidates testing at a group testing administration.

Misconduct

The test center manager/proctor is authorized to dismiss a candidate from a test session for

- creating a disturbance
- giving or receiving help on the exam
- using notes, books, wristwatch calculators, digital assistants, or other aids
- attempting to remove paper from the testing room
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test center manager/proctor's directions.

If you engage in any of the above forms of misconduct, your exam will not be scored and your fees will not be refunded. Furthermore, acts of misconduct will be brought to the attention of the APICS Curricula and Certification Council and the APICS Ethics Committee which may result in

- cancellation of prior exam scores
- revocation of certification
- discontinuation of membership.

In addition, because the entire question data bank, each form of exam, and all exam materials are copyrighted and are the legal property of APICS, legal action will be taken against anyone who violates the copyright laws by distributing examination content or materials through any form of reproduction. Oral or written communication during the exam is strictly prohibited and punishable by law.

Score Report Information

All candidates receive diagnostic information on test performance. If you do not receive a passing score on an exam, use this information to guide your study as you prepare to retake the exam. Results of the tests and all personal information collected during registration are confidential. Sensitive information will never be disclosed to a third party without your written consent.

As part of ACT's quality assurance policy, ACT manually rescores paper-and-pencil exams for candidates who score below 25 percent of the total number of operational items. It is also ACT's general policy to randomly rescore exams for candidates who score just below the pass/fail cut-off point. These measures are in place as additional quality assurance steps to ensure that the scoring process is working accurately.

Exam Cancellation/Refund Policy

You will not be able to change exam locations, reschedule or cancel your scheduled group testing exam, or change the time once you've turned in your completed exam registration form to your chapter group testing coordinator. All exam registrations received at APICS are considered final. Please carefully review your exam registration form before you turn it in to your chapter.

Medical or Other Emergencies on Your Test Day

Only the following are acceptable reasons for missing your scheduled group testing exam:

- a serious illness (either yourself or an immediate family member)
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty

If you miss a scheduled exam for any of these reasons, please immediately contact your chapter group testing coordinator. You must submit a written request with official documentation to your chapter group testing coordinator no later than two weeks after your scheduled exam. APICS will review your request and make a final decision if a refund is due and inform the chapter that sponsored the group testing administration. Once APICS has approved the request, the chapter is responsible for forwarding any refund amount back to the individual or company.

Exam Receipts

Requests for exam receipts should be directed to the sponsoring chapter. The chapter is responsible for producing and providing individual exam receipts.

Retaking Exams

If you fail a CPIM or CIRM exam, you must wait 30 days before retaking the same exam. There are no exceptions to this policy. APICS encourages candidates who do not pass an exam to use this time to review all the content areas, particularly those in which they received low diagnostic ratings.

Test Center Complaints

If you have a complaint about your test center, promptly call APICS Customer Support at (800) 444-2742 or (703) 354-8851, and ask for the group testing manager.

About CPIM

The Certified in Production and Inventory Management (CPIM) program was developed by APICS in 1973 to provide a common basis for individuals to assess their knowledge of the evolving field of production and inventory management. More than 75,000 professionals have become Certified in Production and Inventory Management, with nearly 2,500 at the Fellow level.

About CIRM

The Certified in Integrated Resource Management (CIRM) program, introduced in 1991, provides individuals with cross-functional knowledge of interrelated functions within an organization. To date, more than 3,800 professionals have earned the CIRM designation.

APICS Code of Ethics

Before you take an exam, you will be asked to pledge to abide by the APICS Code of Ethics:

- To maintain and improve sound business practices and foster high standards of professional conduct
- To hold in professional confidence any information gained of the business of a fellow member's company and to refrain from using such information in an unethical manner
- To seek success without taking unfair advantage or using questionable acts that would compromise one's self-respect
- To neither engage in nor sanction any exploitation of one's membership, company, or profession
- To encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession
- To be careful with one's criticisms and liberal with one's praise; to build and not to destroy
- When a doubt arises as to the right or ethics of one's position or action, to resolve such doubt according to generally accepted standards of truth, fair dealing, and good taste
- To maintain high personal standards of moral responsibility, character, and business integrity
- To uphold the high ideals of the society as outlined in the bylaws

Chapter Group Testing 2005 Candidate Registration Form



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Note: Candidates are required to read the Chapter Group Testing Candidate Fact Sheet before completing this form.

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CHAPTER NAME

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FIRST NAME

INITIAL

LAST NAME

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APICS ID NUMBER*

DATE OF BIRTH

SOCIAL SECURITY NUMBER (OPTIONAL)

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COMPANY NAME

		MAILING ADDRESS: Please indicate whether you are providing your work or home address by checking the appropriate box. Note that score reports will be mailed to the address you enter on this registration form.
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HOME

WORK

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STREET ADDRESS

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CITY

STATE/PROV.

US/CA/MX

ZIP/POSTAL CODE

	M M	D D	Y Y					
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DAYTIME TELEPHONE

DAYTIME FAX

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E-MAIL ADDRESS

	M M	D D	Y Y	
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EXAM DATE

EXAM CENTER (CITY NAME)

If you plan to take two exams in one day, please check with the sponsoring chapter to ensure that you can be accommodated. You must fill out a separate registration form for each exam you plan to take. APICS reserves the right to determine which exams will be offered during sessions.

CPIM Exams

a.m.

p.m.

CIRM Exams

a.m.

p.m.

- Basics of Supply Chain Management
- Master Planning of Resources
- Detailed Scheduling and Planning
- Execution and Control of Operations
- Strategic Management of Resources

- Enterprise Concepts and Fundamentals
- Identifying and Creating Demand
- Designing Products and Processes
- Delivering Products and Services

By signing and submitting this registration form, you accept and agree to abide by the APICS Code of Ethics and have read the Group Testing Candidate Fact Sheet.

Signature: _____ Date: _____

*If you do not know your APICS ID Number, contact APICS Customer Support at (800) 444-2742 or (703) 354-8851, 8:30 a.m. to 6:30 p.m. ET. In addition, original signed copies of the candidate registration form must be provided to APICS by your chapter.