ASSOCIATION FOR
SUPPLY CHAIN
MANAGEMENT

Submitting a Certification Maintenance Application

About the Certification Maintenance Program

To keep an APICS certification active, candidates must demonstrate continuous learning or service to the supply chain profession by maintaining their certification every five years based on the month in which the certification was earned.

Each time that a maintenance application is submitted and approved, the maintenance deadline for the corresponding APICS certification is extended by five years. Within each five-year "maintenance cycle", candidates must earn a predetermined number of "maintenance points" by completing eligible activities and then submitting those points to APCIS through an online maintenance application; satisfying the requirements of that maintenance cycle and extending the validity of the certification.

For more information about requirements and policies for maintaining APICS certifications, please read through the APICS Certification Maintenance Handbook.

When should I submit my maintenance application?

- You should only complete the maintenance application when you have acquired enough points to maintain a certification. Submitting a maintenance application signifies that a candidate has satisfied the point requirement needed to maintain an APICS certification and possesses original documentation required to verify the activities.

- The maintenance <u>cannot</u> be submitted for APICS certifications that:
  - You have earned within the past 30 days
  - Have a maintenance cycle that began in the past 30 days
  - Have a maintenance cycle that begins in the future
  - Have expired (not suspended)

- The maintenance application itself <u>cannot</u> be accessed unless you have at least one APICS certification for which maintenance can be submitted.

Step 1: Login

You will first need to be logged in to your ASCM account.

To do so:

1. Go to ascm.org

2. Click on *Login* on the menu bar

3. Enter your username and password

4. Click *LOGIN*

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Log in to ASCM

Please log into the ASCM network. If you do not have a profile, create one here.

Username

Password

Log in

Forgot your username?   *Forgot your password?*
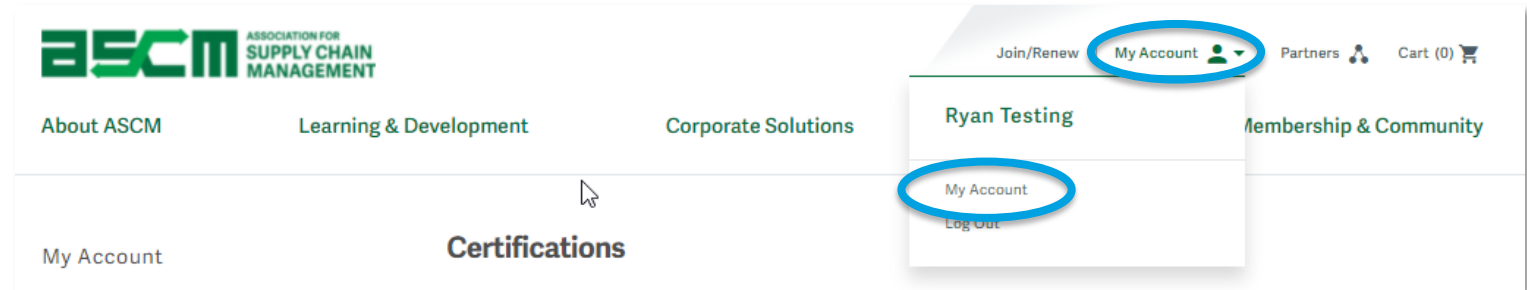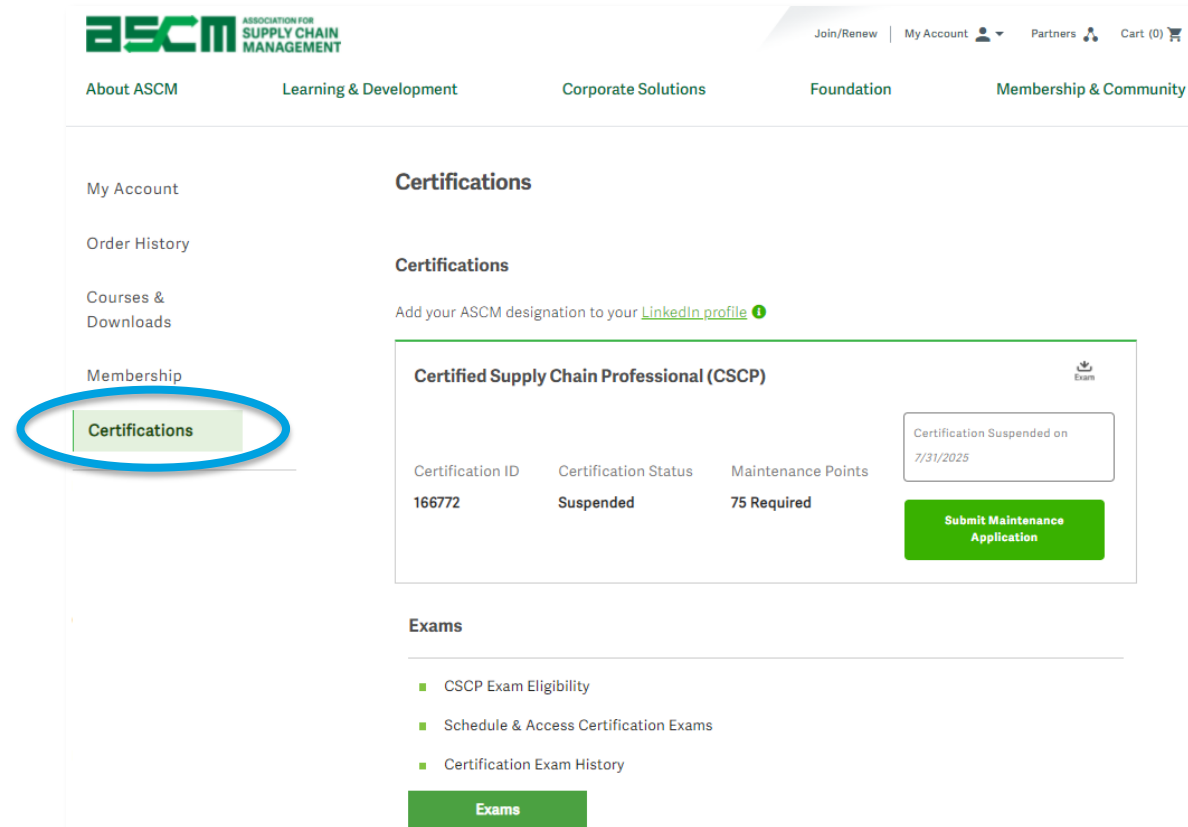
☐ Remember me?

Step 2: Access My Account

1. Go to *My Account*

2. Click *Certifications* from the left side of your screen

Step 3: Check your certification and launch the application

1. Scroll down to *Certifications*

2. Review the status, point requirement, and expiration date (i.e. maintenance deadline) for your certification

3. Click Submit *Maintenance Application* to launch the certification maintenance application

Certifications

Add your ASCM designation to your LinkedIn profile ⓘ

Certified Supply Chain Professional (CSCP)

⬇ Exam

Certification Suspended on

7/31/2025

Certification ID	Certification Status	Maintenance Points
166772	Suspended	75 Required

Submit Maintenance Application

Step 4: Verify information and select certification

1. Verify that your name and information is correct

Note: If your information is not correct, you may edit it in My ACCOUNT

2. Choose the certification that you are maintaining

3. Click the checkbox to verify that all selections and information on the page is accurate

Please verify your details below. If this information is not correct, edit your profile in My Account.

First name	Ryan
Last name	Testing
APICS ID	2087769
Primary Email address	rkavanaugh1@apics.org

Choose certification to maintain:

○ CSCP (75 points needed by 31 Jul 2024)

☐ I verify that the details above are accurate

Please note: Random maintenance audits will happen upon submission of this application or after the application is reviewed. Candidates who are selected to be audited will be required to provide original documentation to attest to the accuracy of the points claimed in each category.
Click here to view points information details.

NEXT

EXIT APPLICATION

Step 5: Enter points

1. Input the total number of points earned for each category

2. Click the checkbox to attest to the accuracy of the points you have entered

Note: you will be required to provide supporting documentation if your application is randomly selected for audit.

3. Click *Next* to proceed

Maintenance Application

Please enter the number of points you are claiming for each category:
For a detailed list of items that qualify for maintenance, click here.

75	Education help
0	Service help
75	Total number of points out of **75** for your **CSCP** certification

☐ Yes, I attest to the accuracy of points provided and that I have the required supporting documentation

| BACK | NEXT |
| EXIT APPLICATION | |

The following errors were found:

• **You do not have sufficient points to continue**

Note: If you see this error, you will need to enter or earn more points. The maintenance application is submitted cumulatively only when you meet or exceed the total points required to maintain the certification.

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Step 6: Read and agree to the Code of Ethics

1. Read carefully through the APICS Code of Ethics

2. Click the checkbox to agree to the terms of the APICS Code of Ethics

3. Click *Next*

Maintenance Application

APICS Code of Ethics

By submitting the maintenance application, you agree to:

- Maintain exemplary standards of professional conduct.
- Not misrepresent your qualifications, experience, or education to APICS or others you serve in a professional capacity.
- Respect and not violate the United States Copyright of all APICS materials, including but not limited to courseware, magazine articles and other APICS publications, APICS conference presentations, and examination resources. In this same spirit, you must not violate the copyright of other organizations and individuals in your professional capacity.
- Abide by all of APICS' published exam bulletins and exam procedures, including all of the rules and regulations of any third party that administers an APICS examination.
- Not engage in or sanction any exploitation of one's membership, company, or profession.
- Encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession.
- In your professional capacity, respect the fundamental rights and dignity of all individuals. You must demonstrate sensitivity to cultural, individual, and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socio-economic status.
- In your professional capacity, not engage in behavior that is harassing or demeaning to others based on factors including, but not limited to, age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socio-economic status.
- Adhere to this Code of Ethics and its application to your professional work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.
- Contact APICS' Legal Department when uncertain whether a particular situation or course of action violates this Code of Ethics.
- Not to become the subject of public disrepute, contempt, or scandal that affects your image or goodwill.

Failure to abide by APICS Code of Ethics policy may result in sanctions up to and including decertification.

☐ **Yes, I have read and agree to the terms of the APICS Code of Ethics.**

BACK   NEXT

EXIT APPLICATION

Step 7: Enter payment and submit application

1. Enter the appropriate billing and payment information into the form

2. Click *Review Order*

3. *On the next page, review the information and submit the order*

Have I been audited?

- Upon submitting the certification maintenance application, you will receive an immediate on-screen notification indicating whether your application was approved, or if it was randomly selected for audit. A confirmation email is also sent that confirms the approval of the application or – if audited – provides instructions for completing the audit.

- If your application is *approved*, your maintenance deadline is immediately extended by five years from the last deadline; this is regardless of whether the application was submitted early or late. If the certification was suspended, it is immediately reinstated and valid though the next maintenance deadline; this will not necessarily be five years from the date that the application was submitted.

Support & Troubleshooting

If you encounter any issues, we recommend completing the following steps:

1. Check your internet connection

2. Ensure that you are using either Mozilla Firefox or Google Chrome as your web browser

3. Clear your internet cache

4. If you are using a company computer and/or network, try using a different network of computer.

5. Ensure that you login to your online account

6. Read all information carefully. Some parts of the scheduling process require you to read and agree to terms and policies. Please ensure that the required checkboxes are selected where applicable.

7. Check to make sure that you have entered enough points into the application

8. Read the <u>APICS Certification Maintenance Handbook</u> for information about testing policies and procedures.

Return Home   **Help Resources**

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Help Resources

Below is a list of support resources available if you have questions or need help.

1. Rules, policies, and procedures for maintaining an APICS certification are outlined in the APICS Certification Maintenance Handbook

2. For all other questions, contact ASCM Customer Relations

PROCEDURES FOR MAINTAINING APICS CERTIFICATIONS

MAINTENANCE
APICS CERTIFICATION MAINTENANCE HANDBOOK

APICS   ascm ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

The Customer Relations team is available to answer your questions regarding information on this page from 6:00 a.m.–6:00 p.m. CT, Monday through Friday.

✉ support@ascm.org

☎ 1-800-444-2742
   +1-773-867-1777

Return Home

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