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*for the volunteer
leadership*



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LETTER FROM THE ISM CERTIFICATION COMMITTEE CHAIR

Dear Readers,

Over the last 12 months, supply management continues to be discussed by corporate leaders, stock analysts and journalists as a source of competitive advantage. Outsourcing, as a means of cost control, is still popular. More and more attention is being paid to the integration of technology into supply chains in order to service customers faster and more efficiently. As we look to 2005, our supply management strategies must meet even more aggressive targets.

While supply chain managers continue to look for opportunities to improve performance, the skill levels of supply management professionals become ever more important to their organizations. The C.P.M. and A.P.P. designations have always been an indicator of a practitioner's knowledge in this area. ISM has issued over 42,000 C.P.M.s in the United States and in 30 other countries. These individuals use the C.P.M. to signify supply management competence.

Like other organizations, ISM constantly evaluates opportunities to improve its programs and endeavors to anticipate the needs of its members. To this end, the Certification Committee met to discuss the future of the credentialing programs and the designations themselves. ISM's members are increasingly educated, with the majority of new members having at least a bachelor's degree. Their roles have expanded, they are more knowledgeable and our certifications need to keep pace.

Therefore, ISM has been evaluating whether the current credentialing programs meet our members' current and future needs in both the content and the labeling. Does the designation "Certified Purchasing Manager" really express attainment of those skills needed to handle today's global supply chain? Should a higher designation be added? There has been a downward trend in the number of new C.P.M.s and new A.P.P.s, and it may be inferred that these designations no longer satisfy a professional's needs. In ISM's most recent market survey to review customer attitudes toward the current certification programs, it is clear that some shortcomings exist. A new job analysis will be performed soon that will further evaluate the extent of change in knowledge, skills and abilities our members are required to have to perform their jobs.

The number of A.P.P.s who renewed their designation continued to decline in the last 12 months. Surveys indicate that many employers do not recognize or value this designation. For these reasons, among others, the Certification Committee recommended that ISM discontinue accepting new

A.P.P. applications and instead focus on encouraging people to pursue the C.P.M. designation.

As we enter 2005, we are sure to experience more changes. ISM and the Certification Committee will continue to evaluate our credentialing programs in light of member requirements. We are here to serve you and assist you in your quest to meet professional challenges effectively. Please feel free to give any of us on the Certification Committee your views on how best to shape the future of the Certified Purchasing Manager program and designation, so that we may act in an informed manner on your behalf. Let's pave the way for a successful future by taking time in the present to think strategically.

Sincerely,

Susan I. Scott C.P.M., A.P.P.

Susan Scott, C.P.M., A.P.P.
Chair – ISM Certification Committee

LETTER FROM VICE PRESIDENT – ISM CERTIFICATION AND DIVERSITY

Happy New Year — 2005!

A lot has happened during 2004, and we can only expect that 2005 will be even better and more challenging. So we, the ISM Certification team, are gearing up and wishing each and every one of you a successful 2005!

As most of you are aware, last year we conducted a market study to determine how we could best promote the certification program and meet the needs and expectations of our customers. I would like to personally thank all of those individuals who participated in the study; it provided ISM with valuable information. As a result of this market study, ISM will be making some changes within the program. We are in the midst of conducting a job analysis update to ensure that the Certified Purchasing Manager (C.P.M.) program is indeed testing current practices and leading the profession. Additionally, we decided to not accept new Accredited Purchasing Practitioner (A.P.P.) applications after February 28, 2007. We will continue beyond that date to accept reaccreditations for the A.P.P. program. Please visit our Web site to learn more about those changes.

Unfortunately, during the year we had some impropriety issues, so this is just a reminder to not use the information that is copyrighted or share questions from the exams. If you have any concerns that someone is doing something that you deem inappropriate, please contact us at certification@ism.ws. Also, make sure you

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are using the designation correctly, with periods in between the C-P-M, unless you want to be known as a Certified Professional Midwife. You can verify that you are a C.P.M. or A.P.P. in good standing by visiting the Web site at www.ism.ws/certification.

The ISM Certification team would once again like to thank you for supporting this

program. Please continue to provide feedback on how we are doing or make suggestions on how we can improve this program. Keep in mind it is not this department that represents the designation ... it is all of you who "carry" the designation on a daily basis.

The Certification team, Certification Committee and I would like to thank all of you.

Have a great and successful 2005!

Christina Foster, SPHR

Christina Foster, SPHR
ISM Vice President – Certification and Diversity

C.P.M. AND A.P.P. NEWS

ISM ANNOUNCES REALLOCATION OF ACCREDITATION RESOURCES

ISM has announced a change to the Accredited Purchasing Practitioner (A.P.P.) designation. After February 28, 2005, ISM will no longer accept new exam registrations for the A.P.P. designation. Those individuals who have registered prior to March 1, 2005, will have up to one year to take their exams. If they are interested in securing A.P.P. Original/Original Lifetime accreditation, they will need to apply by February 28, 2007. Individuals already holding the A.P.P. designation may still apply for reaccreditation.

An extensive study of ISM's credentialing programs, conducted in association with Knapp & Associates International, Inc., initiated ISM's decision to free up resources to strengthen other programs and undertake new initiatives. Paramount to the recommendation was the diminishing interest in the A.P.P. designation within the supply management community, which prevented the program from remaining financially feasible. The Certification Committee's decision to cease issuing new A.P.P.s was also based on ISM staff recommendations and received the support of ISM's Board of Directors. Beginning in March 2005, ISM will reallocate credentialing resources to activities of greater interest and benefit to supply management professionals. In the next year, the Certified Purchasing Manager (C.P.M.) designation will also be reviewed and updated if it is deemed appropriate.

The A.P.P. will still be recognized and honored within the supply management profession. ISM encourages individuals who have achieved the A.P.P. designation to continue citing it as part of their professional identity and consider acquiring the C.P.M. designation. ISM will send communications to all A.P.P. professionals, and the ISM Web site will continue to offer detailed information on all Certification resources. For more information, contact ISM Certification at certification@ism.ws or 800/888-6276, extension 3027.

FAQs ON CHANGES TO THE A.P.P. PROGRAM

Why is ISM no longer issuing new A.P.P. designations?

Last year, an extensive study of ISM's credentialing programs was conducted in association with Knapp & Associates International, Inc. One of the major findings of the study is that there is a diminishing interest in the A.P.P. designation within the supply management community. This diminishing interest manifests itself in declining numbers overall and decreasing support by employers. Also, this trend prevents the program from remaining financially feasible. The ISM Certification Committee, ISM Staff and ISM Board of Directors support this decision to cease issuing new A.P.P.s. Beginning in March 2005, ISM will reallocate credentialing resources to activities of greater interest and benefit to supply management professionals. ISM's mission is to lead the profession and we need to reallocate our resources to meet that mission.

What dates do I need to remember?

February 28, 2005 — Last day candidates can register with ISM for the A.P.P. Exam. This allows those individuals, who are interested in obtaining the designation, the time to plan to take the exams. After this date, candidates may still register for the C.P.M. Exam Modules 1 and 2, which can be used to apply for the A.P.P.

February 28, 2006 — Last day any candidates can take the A.P.P. Exam at a Prometric Test Center. Individuals have one year to use their registrations (see previous article).

February 28, 2007 — Deadline for all Original and Original Lifetime A.P.P.

applications. There is a two-year work experience requirement (one-year with an associate's degree) for Original and Original Lifetime applications. This allows those candidates an opportunity to earn their A.P.P. The postmark date on a candidate's application will be used to determine whether he/she meets this deadline.

Has ISM sent out notification of these changes (beyond these FAQs) to current A.P.P.s and to those who are currently working toward their A.P.P.s?

ISM has a communication plan to inform pertinent parties of this change along with relevant timelines and information. We will make reasonable efforts to contact all those affected.

If I bought A.P.P. study materials from ISM, should I turn them in for Certified Purchasing Manager (C.P.M.) study materials?

The A.P.P. study materials for Modules 1 and 2 are valid study materials to prepare you for testing for C.P.M. Modules 1 and 2. If you are not satisfied with the materials, ISM has a customer satisfaction return policy.

Can I still use my A.P.P. designation?

Yes, as long as you remain updated on your reaccreditation and are in good standing. Individuals who have obtained their A.P.P. should be proud of their accomplishment. It is still a noteworthy achievement and the value of the A.P.P. still represents a certain level of knowledge.

How long is my A.P.P. designation good for?

Five years. Unless you have earned a Lifetime A.P.P. — in which case, you would never need to reaccredit.

How do I reaccredit my A.P.P. if the program no longer exists after February 28, 2007?

ISM will continue to accept reaccreditation applications beyond February 28, 2007. ISM has no plans to discontinue reaccreditation. ►

C.P.M. & A.P.P. TALLY

	December 2004	December 2003
Total C.P.M.s issued	42,704	40,969
Total A.P.P.s issued	7,837	7,308

NEWSLINE is produced monthly and distributed to: ISM Board of Directors, Affiliate Support Council, Groups and Forums Support Council, National Group/Forum Chairs, Educational Resources Committee, Leadership Training Committees, Certification Committee, Affiliate Presidents, Affiliate Vice Presidents, Affiliate Executive Officers, Affiliate Secretaries, Affiliate Treasurers, Affiliate Activity Committee Chairs, Affiliate Programs Chairs, Affiliate Designated Mail Recipients, Chapter/Satellite Officers, Former ISM Presidents, Miscellaneous VIPs, and ISM Staff.

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If I am scheduled to take Module 1 and/or Module 2 of the A.P.P. Exam, can I still take them?

Yes. Your A.P.P. Exam registrations are valid for one year from the day you register with ISM. However, the last possible date anyone will be able to test for the A.P.P. Exam is February 28, 2006 — assuming the candidate registered with ISM on February 28, 2005 (the last day ISM is accepting A.P.P. Exam registrations — see above). Please note that, unless you already have a current A.P.P., you must still take Modules 1 and 2 to obtain your C.P.M.

If I do not take the A.P.P. Exam before February 28, 2006, can I still take Modules 1 and 2 of the C.P.M. Exam and then apply for the A.P.P.?

Yes, but you have until February 28, 2007, to postmark your A.P.P. application.

Will my A.P.P. Exam scores be good toward the C.P.M.?

Yes. You must pass Modules 1 through 4 to obtain your C.P.M. Modules 1 and 2 of the A.P.P. Exam are equivalent to Modules 1 and 2 of the C.P.M. Exam. Please remember that your exam scores are valid for five years.

What does it mean when you say the C.P.M. and A.P.P. Exams are “equivalent”?

There are multiple versions of the C.P.M. Exam and there are multiple versions of the A.P.P. Exam. Each version is equated so that no single version is more difficult than the others. It is sometimes believed that the A.P.P. Module 1 and 2 Exams are easier than the C.P.M. Module 1 and 2 Exams. There is no statistical difference in pass rates between Modules 1 and 2 for the A.P.P. and C.P.M. Exams. They test the same material. The number of questions devoted to each task/subject area is identical. That is why the C.P.M. and A.P.P. Exams are “equivalent.”

How do I get my C.P.M. now?

Earning a C.P.M. requires that you pass Modules 1, 2, 3 and 4. If you already have your A.P.P., you would need to pass only Modules 3 and 4. Also, your work experience needs to meet the C.P.M. requirements. For the A.P.P., you must have experience where supply management is at least a component of your job. For the C.P.M., however, supply management must be your **primary function**. In addition, you need to have five years of applicable experience for the C.P.M., or a minimum of a bachelor's degree and three years of such experience. “Experience” is defined as full-time professional (non-clerical, non-support) supply management experience.

ISM MARKETING EFFORTS

To encourage growth in the C.P.M. program, ISM continues our comprehensive

marketing plan. This commitment includes the allocation of financial and human resources. The 2004-05 budget contains resources for advertising, direct mail campaigns (to potential candidates and management), trade shows and other marketing activities. In addition, we continue to dedicate staff resources to marketing the C.P.M. program.

The marketing plan reaches out to a diverse audience — communicating value to a myriad of industries, organizations and services. To maximize market penetration, targeted demographics defined by ISM's membership initiative are included as part of the program's primary audience. Multilevel direct mail campaigns targeting senior and mid-level purchasing and supply management professionals as well as ad campaigns in ISM and trade publications, promotions on the Web, press releases, feature articles and interviews, and exhibits at conferences and trade shows are all currently in development.

Direct mail and advertising are integral channels to promote and communicate the value of the C.P.M. program. These avenues are also part of the mix to build excitement and to demonstrate how the C.P.M. Exam pertains to all levels and fields of supply management.

IMPORTANT DOCUMENTS

The following documents can be found via the ISM Home Page (www.ism.ws). Select Certification, then Online Forms:

- C.P.M. and A.P.P. Computer Exam Information Brochures
- C.P.M. and A.P.P. Online Exam Registration Forms
- C.P.M. Original/Original Lifetime Application
- C.P.M. Recertification/Lifetime Recertification Application
- A.P.P. Original/Original Lifetime Application
- A.P.P. Reaccreditation/Lifetime Reaccreditation Application
- Exam Score Request Form
- Work Experience Documentation Information
- Annual International Conference Documentation Forms
- Continuing Education Documentation (for individuals applying for recertification/reaccreditation)
- College Credit for the C.P.M. — Request for Transcript
- Replacement Certificate Request

To request a Continuing Education Hour (CEH) program number (for ISM affiliates, ISM Allied Associations, professional development chairs, educational program directors, college and university continuing education departments, organizations' human resources/training professionals, and consultants), please visit www.ism.ws and select Certification, then Request CEH Program Number.

PUT YOUR C.P.M. TO WORK FOR YOU — USE YOUR C.P.M. TO EARN COLLEGE CREDIT

Many years ago, the New York Board of Regents Program on Noncollegiate Sponsored Instruction (NYBOR PONSI) reviewed the former C.P.M. program and recommended that colleges and universities consider awarding college credit to those who have passed the C.P.M. Exam.

In 2000, both the updated C.P.M. program and the new A.P.P. program were evaluated. The NYBOR PONSI recommended college credit for passing both modules of the A.P.P. Exam, and the college credit recommendation for the C.P.M. was enhanced. The NYBOR PONSI now recommends that students receive additional credit for experience (provided candidates complete the appropriate project as outlined in the recommendation) for earning the C.P.M. under the updated program.

Those seeking college credit should carefully review the recommendation from the NYBOR PONSI relating to the period in which the candidate tested. Remember that the review provides a recommendation, so colleges and universities have the option to award credit based on some of, all of or more than the recommendation.

For those individuals who are currently using a company tuition reimbursement program to earn their degrees, the NYBOR PONSI recommendation can be a valuable tool in convincing the company to reimburse for the costs incurred while working toward the C.P.M. Because candidates can be awarded up to 12 college credits for earning the C.P.M., the cost of doing so may likely offset the cost of earning 12 hours of college credit.

Candidates who have already earned their C.P.M. and are now working toward an undergraduate degree may find that their institution will award credit based on the NYBOR PONSI recommendations. To find out if the institution you are working with will award college credit for earning the C.P.M. or A.P.P., please refer to the Noncollegiate Sponsored Instruction College Credit Recommendation for the Institute for Supply Management™. The most current recommendation information is available from ISM's Web site at www.ism.ws — select Certification, Online Forms, then College Credit Information and Transcript Request. Pay particular attention to the recommendation for the program you completed.

REIMBURSEMENT BY THE VA UNDER THE MONTGOMERY GI BILL

The United States Veterans Administration reimburses for ISM's C.P.M. and A.P.P. Exam fees as of March 1, 2001.

Our exams are specifically approved for the GI Bill. The VA can pay only for the cost of the tests and not other fees connected with obtaining the C.P.M. or A.P.P. (e.g., study material, application fees, etc.).

According to the GI Bill Web site, you may receive this benefit if you are eligible for:

- The Montgomery GI Bill (also called the MGIB or Chapter 30)
- VEAP (also called Chapter 32)
- Dependents Educational Assistance (also called DEA or Chapter 35) (DEA is a benefit for children, spouses and surviving spouses of veterans with 100 percent service-connected disability or who died in service or due to service-connected disability.)

You can receive up to \$2,000 per test (but not more than the cost of the test). There is no limit to the number of tests you can take.

For more details, visit www.gibill.va.gov/education/LCweb.htm.

C.P.M. RECERTIFICATION REQUIREMENTS

Individuals who have earned their C.P.M. designation are required to be recertified every five years. To be recertified, applicants must earn 12 C.P.M. points during their current certificate period. At least 8 points must be educational in nature. Up to 4 points may be earned in the professional contributions category. If all your points are earned in the Continuing Education category, please use Continuing Education Hours (CEHs) only, and not C.P.M. points.

Please submit your application for recertification no more than 120 days prior to the expiration date on your current certificate.

C.P.M. points/CEHs may be earned in the following categories:

1. College Courses (taken or taught)
2. Continuing Education (taken or taught) — use CEHs, not C.P.M. points
3. Contributions to the Profession
4. Pass Modules 3 and/or 4 of the C.P.M. Exam

One C.P.M. Point = 7 (CEHs). One Continuing Education Unit (CEU) = 10 CEHs.

A.P.P. REACCREDITATION REQUIREMENTS

Individuals who have earned their A.P.P. designation are required to be reaccruited every five years. To be reaccruited, applicants must accumulate at least 42 hours of continuing education since the issue date of their current certificate. At least 28 hours must be educational in nature. Up to 14 hours may be earned in the professional contributions category. Please submit your application for reaccruited 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. Pass the C.P.M. Exam (Module 1, 2, 3 or 4)
5. Pass the A.P.P. Exam (Module 1 or 2) One Continuing Education Unit (CEU) = 10 CEHs.

REINSTATING A LAPSED CERTIFICATION/ACCREDITATION

Certificates lapsed less than one year from the postmark date of your application (also known as your “Grace Period”):

Reinstatement Process: Complete and sign a Recertification/Reaccreditation application form documenting 12 C.P.M. points earned (for the C.P.M.) or 42 Continuing Education Hours (for the A.P.P.).

Certificate Dates: Dates will appear on the certificate as if the recertification/reaccreditation had been completed prior to expiration of your previous certificate.

Certificate lapsed more than one year from the postmark date of your application:

Reinstatement Process: Pass all four current exam modules (for C.P.M.) or Modules 1 and 2 (for A.P.P.). Complete and sign only the front portion of an Original Certification/Accreditation application form and include (i) copies of your score reports and (ii) the year you were first certified/accredited.

Certificate Dates: Your certificate dates will be changed. A new five-year period will be calculated from the date that the application is approved.

NOTE: *If your designation has lapsed (even during your one-year grace period) ISM expects individuals to refrain from using the designation until it has been reinstated.*

LIFETIME C.P.M. CERTIFICATION AND LIFETIME A.P.P. ACCREDITATION

Lifetime Certification or Lifetime Accreditation means recertifying or reaccrediting for the last time. The applicant must document **18 years** of full-time professional supply management experience

to obtain Lifetime Certification or Lifetime Accreditation.

When you meet the criteria, you can apply right away. *You do not need to wait until your recertification or reaccreditation is due.* Just complete the appropriate application, include proof of employment since your original application, and document C.P.M. points or CEHs (see table below). Experience previously approved on your original application does not have to be documented again. If you are not sure how much experience was approved, please contact ISM via e-mail at certification@ism.ws.

Those applicants eligible for Lifetime need only submit points or hours based on a prorated scale. The prorated scale below can be used to help you determine the points or hours needed.

If a C.P.M. applicant reaches their 18th year during their one-year grace period, then they will need to document another 21 hours (total of 105 hours). For the A.P.P., another 7 hours is required (total of 49 hours).

HOW TO REGISTER FOR THE C.P.M. AND A.P.P. COMPUTER-BASED EXAMS

Online: Visit www.ism.ws, click on Certification, then Online Forms

Phone: 800/888-6276 or 480/752-6276, extension 401

Fax: 480/752-2299

Mail: ISM
Attn: Customer Service
P.O. Box 22160
Tempe, AZ 85285-2160

Please note that payment is required at time of registration.

The last day to register for the A.P.P. Exam is February 28, 2005. After this date, candidates may still register for the C.P.M. Exam Modules 1 and 2, which can be used to apply for the A.P.P. before February 28, 2007.

All of our computer testing is done at Prometric Testing Centers (formerly known as Sylvan Technology Centers) and can be scheduled at your convenience. Currently, there are nearly 250 domestic and more than 800 international locations. ►

PRORATED LIFETIME SCALE

	C.P.M.	A.P.P.
Held latest certificate one year or less?	3 points (or 21 hours)	8 hours
Held latest certificate less than two but more than one year?	5 points (or 35 hours)	17 hours
Held latest certificate less than three but more than two years?	8 points (or 56 hours)	25 hours
Held latest certificate less than four but more than three years?	10 points (or 70 hours)	34 hours
Held latest certificate less than five but more than four years?	12 points (or 84 hours)	42 hours

Domestic examination fees are \$120 per module for ISM members while international fees for members are \$165 per module. Domestic fees for nonmembers are \$180 per module while international fees for nonmembers are \$220. Non-member rates have increased as of January 2005, but the ISM member rates stay the same.

Once you are registered, you will receive a confirmation letter from ISM with instructions on how to schedule an exam and locate test centers via Prometric's Web site: www.prometric.com.

EXAM PREPARATION MATERIALS FOR THE C.P.M. AND A.P.P. EXAMS

For detailed information on exam preparation materials, visit our Web site at www.ism.ws or call our Customer Service Department at 800/888-6276 or 480/752-6276, extension 401, and request our most recent resource catalog.

WHEN DO MY EXAM SCORES EXPIRE?

Only exams passed within five years of the postmarked application date for the Original/Original Lifetime C.P.M. Certification or Original/Original Lifetime A.P.P. Accreditation will be valid.

Important Exception: Only Module 4 of the updated C.P.M. Exam can be used when applying for Original/Original Lifetime C.P.M. Certification. Only Module 2 of the new A.P.P. Exam can be used when applying for Original/Original Lifetime A.P.P. Accreditation.

New/Updated = exams taken after December 31, 2000.

C.P.M. AND A.P.P. INSTRUCTOR INFORMATION PROGRAM (1-DAY)

The upcoming 90th Annual International Supply Management Conference and Educational Exhibit in San Antonio features a handful of post-Conference seminars. Among them is the C.P.M. and A.P.P. Instructor Information Program on Thursday, May 12, 2005.

Who Should Attend?

New review program instructors or review program instructors with an existing program who are interested in learning about the C.P.M. Examination and the A.P.P. Examination. Please note this program is for instructors looking to prepare students for the C.P.M. and A.P.P. Exams and is not meant for examinees.

Participants Will Learn:

- The knowledge, skills and abilities each candidate is required to master to pass the C.P.M. and A.P.P. Examinations

- Complete details of each program
- Guidelines on developing and designing a review program
- How to write and review questions using the same techniques used to develop questions for the examination
- Seven Continuing Education Hours awarded upon completion

C.P.M. AND A.P.P. GOAL REPORTS

The goal of adding new C.P.M.s each year is central to the health and long-term success of the C.P.M. program. The annual goal of new C.P.M.s for the 2003-04 fiscal year was 1,773. From September 1, 2003, to August 31, 2004, there were 1,756 newly certified C.P.M.s. That's 99 percent of our annual goal.

The annual goal of new A.P.P.s was set at 653. From September 1, 2003, to August 31, 2004, there were 529 newly accredited A.P.P.s, which is 81 percent of our annual goal.

The ISM Certification Committee has established a goal of 1,800 new C.P.M.s for the 2004-05 fiscal year. We realize this is a "stretch" goal, but we are certain that, with everyone's effort, we will reach it. Due to the phasing out of the A.P.P. program, there is no A.P.P. Goal number for 2004-05.

The latest C.P.M. Goal Reports are available at www.ism.ws. Select Affiliate Management Tools in the Members Only section and scroll down to Latest Affiliate C.P.M. Goal Report. If you have any questions about the report, please contact David Migliore at 800/888-6276 or 480/752-6276, extension 3074, or by e-mail at dmigliore@ism.ws.

ONSITE TESTING CONTINUES TO BE POPULAR

ISM offers both a written and computer-based version of the C.P.M. and A.P.P. Exams. Approximately 20 percent of all the exams administered in the 2003-04 fiscal year were onsite exams. This includes exams administered at the ISM Annual International Conference, by ISM affiliates, and at individual organizations in the United States and abroad.

Over the past several years, ISM has worked with a number of organizations to administer onsite testing for their employees.

To keep costs at a minimum, ISM has broadened its proctor policies to allow individuals within an organization, who meet certain criteria, to proctor an exam. For more information about onsite exams, call Cindy Urbaytis at 800/888-6276 or 480/752-6276 (extension 3049) or Kathy Braase (extension 3061). Or e-mail them: curbaytis@ism.ws or kbraase@ism.ws.

INTERNATIONAL APPEAL OF THE C.P.M. CONTINUES TO INCREASE

Did you know that you can go to most countries around the world and there is probably someone there who has his or her C.P.M.? We work hard to ensure that it will be recognized in every country. Korea, for instance, has the most C.P.M.s outside of the United States; their goal is to reach 1,000 before ISM's Annual Conference ... and they are fast approaching that goal. We have recently signed an agreement with an educational institution in Germany and are trying to confirm agreements with Costa Rica and China among others. These are in addition to the countries in which we currently have agreements: Australia, France, Japan, Hong Kong, India and Philippines, to name a few. For those who have obtained the Certified Professional Purchaser (C.P.P.) designation from the Purchasing Management Association of Canada (PMAC), we offer an exam waiver toward the C.P.M. This has been a big success to advance the C.P.M. within Canada. We continue to develop relationships with international organizations and institutions and plan to increase the recognition of the C.P.M. internationally.

ISM SUPPLY LINE 2055

Sign up now to receive e-mail notification of changes and updates to the certification process. To subscribe, go to www.ism.ws, select Certification, then ISM Supply Line 2055: Certification Update.

CONTINUING EDUCATION OPPORTUNITIES FOR SUPPLY MANAGEMENT PROFESSIONALS

ISM continues to work to expand continuing education opportunities available for supply management professionals through seminars and online programs. C.P.M.s and A.P.P.s are encouraged to take advantage of the variety of resources available to earn Continuing Education Hours (CEHs) toward recertification and reaccreditation.

ISM seminars are an excellent opportunity for you to earn CEHs. ISM currently offers over 25 different seminars across the country on various dates throughout the year. Take advantage of ISM's line of educational seminars and earn 14-21 CEHs per seminar!

ISM's Annual International Supply Management Conference and Educational Exhibit has numerous workshops in which to earn CEHs.

In addition, ISM offers online learning opportunities available anytime, anywhere. ISM's Knowledge Center gives you the opportunity to continue the pursuit of supply management education and

professional development in the comfort of your own home or office — or even while on the road. Online courses adjust to your lifestyle and schedule.

ISM also offers Self-Study Courses for your convenience. These courses are in the form of workbooks, and upon completion of the workbook requirements, candidates receive credit for 14 CEHs.

ISM affiliates are also an excellent resource for CEHs. Many affiliates offer ongoing courses through local colleges and universities. Candidates can also earn CEHs by attending monthly affiliate meetings. Contact the affiliate in your area or visit its Web site to find out what programs are available. (Links to all affiliate Web sites can be accessed through the ISM Web site at www.ism.ws.)

Remember, it's never too early to start planning for your recertification or reaccreditation. The most up-to-date information for current courses is available online at www.ism.ws; for information on seminars and programs that are coming to your area, visit the Seminars & Online Learning area, or contact ISM Customer Service for

an updated resource catalog (800/888-6276 or 480/752-6276, extension 401).

QUESTIONS?

If you have any questions regarding certification/accreditation, feel free to contact ISM's Certification Department via e-mail at certification@ism.ws or via the Certification discussion area at www.ism.ws.

ISM also has a C.P.M./A.P.P. automated telephone message system at 800/888-6276 or 480/752-6276, extension 3027. The automated system provides information about certification, accreditation and continuing education.

To contact individuals in ISM's Certification Department:

Althea "Al" Levine (extension 3094, alevine@ism.ws) — Processes C.P.M. and A.P.P. applications.

Judy Tolliver (extension 3044, jtolliver@ism.ws) — Processes Continuing Education Hours documentation forms and performs department administrative duties.

David Migliore (extension 3074, dmigliore@ism.ws) — Assists in the day-to-day administration of the C.P.M. and A.P.P. programs, supervises the Continuing Education Hours documentation program, sets up special test centers and handles other matters.


Karen P. Collins, C.P.M., A.P.P., Manager, Certification (extension 3123, kcollins@ism.ws) — Directs activities of the department and all related programs and policy matters.

Christina Foster, SPHR, Vice President of Certification and Diversity (extension 3011, cfoster@ism.ws) — Develops new international alliances and advances the certification process.

Customer Service (extension 401, custsvc@ism.ws) — To order exam forms and applications for certification. To order C.P.M. or A.P.P. study or other materials, register for exams and obtain answers to general questions.

AFFILIATE SUPPORT

ISM SEMINAR SCHEDULE

 Below is the list of ISM seminars for the months of February and March 2005. For seminar details, refer to the *ISM Educational Resource Catalog*; call the ISM Customer Service Department at 800/888-6276 or 480/752-6276, extension 401; or log on to the ISM Web site (www.ism.ws) and select the Seminars and Online Learning link.

TITLE	DATE	LOCATION
February		
Capital Equipment Purchasing: Big Risk, Big Dollars and Big Results #4201	February 3-4	St. Petersburg, FL
Driving Down Costs Through Cost/Price Analysis #4202	February 7-8	Orlando, FL
Purchasing and the Law: The Basics You Need to Succeed (3-Day) #4203	February 7-9	Tempe, AZ
Contract Writing Basics: What All the Ts and Cs Mean #4204	February 24-25	Las Vegas, NV
Achieving Value-Add Through Supply Alliances #4205	February 24-25	Atlanta, GA
Logistics and Transportation Operations #4206	February 24-25	San Diego, CA
NEW! Contract Writing for Purchasing and Supply Management: Beyond the Basics #4210	February 28-March 1	New Orleans, LA
Fundamentals of Purchasing: The Building Blocks of World-Class Professionalism (3-Day) #4211	February 28-March 2	Atlanta, GA
March		
Improving MRO Management #4212	March 7-8	New Orleans, LA
Leading and Managing Supply Relationships #4213	March 21-22	Las Vegas, NV
Fundamentals of Purchasing: The Building Blocks of World-Class Professionalism (3-Day) #4214	March 21-23	San Diego, CA
Power Negotiations: Unlock Your Powers of Influence and Persuasion (3-Day) #4215	March 30-April 1	Atlanta, GA

MARK YOUR CALENDAR FOR THE 2005 LEADERSHIP TRAINING WORKSHOPS

ISM's Leadership Training Workshops are tailored specifically for affiliate leadership. The workshops offer invaluable networking opportunities as well as sessions addressing both the tactical and strategic training necessary to run a successful affiliate.

The first workshop will be held on June 3-4, in Chicago, at the Chicago Marriott

Oak Brook. The second one will be held in Raleigh-Durham, North Carolina, at the Hilton North Raleigh on July 22-23, and the last one will be held on July 29-30 at the Rio All-Suite Hotel & Casino in Las Vegas. The early bird registration fee is \$150. Registrations submitted after the early bird deadline will be \$165.

ISM will award affiliates \$300 for each individual who attends a 2005 Leadership Training Workshop for up to five individuals per affiliate. An affiliate may send its representatives to any leadership work-

shop. Awards will be processed and mailed following each workshop.

For more information about each workshop, log into the Members Only area of the ISM Web site (www.ism.ws) and select Affiliate Support, then 2005 Leadership Training Workshops, or go directly to www.ism.ws/MembersOnly/Leadership/Leadership2005.cfm. As more details become available, information will be posted to the ISM Web site.

We look forward to seeing you this summer!

AFFILIATES ARE ENCOURAGED TO UTILIZE THE SUPPLY MANAGEMENT MONTH 2005 MATERIALS



Supply Management

Maximizing Opportunities. Managing Risk.

Institute for Supply Management™ (ISM) encourages all affiliates to participate in 2005 Supply Management Month. The theme for 2005 Supply Management Month is: Maximizing Opportunities. Managing Risk.

The 2005 Supply Management Month poster will be mailed to all affiliates this month. The theme and unique logo are featured on a pullout poster, to be included in the February 2005 issue of *Inside Supply Management*®.

Resources and suggestions for a successful 2005 Supply Management Month were mailed to affiliate presidents/CEOs in late November. The packets included:

- 2005 Supply Management Month Timeline
- 2005 Supply Management Month Media Coverage
- 2005 Supply Management Month Checklist
- 2005 Supply Management Month Special Event Ideas and Promotional Tools

- Sample News Release (for local media outlets)
- Sample News Release (for affiliate newsletters)
- 2005 Supply Management Month Public Service Announcements (PSAs)

Electronic versions of the 2005 Supply Management Month affiliate packets can be accessed online at Affiliate Support Information (www.ism.ws/MembersOnly/Volunteer.cfm) by following the *Supply Management Month Information* link.

The online Supply Management Month information also includes these additional resources:

- PDF file of Supply Management Month 2005 poster
- Supply Management Month 2005 logo

LINER NOTES

NEW! INCREASE THE EFFECTIVENESS OF YOUR TRANSPORTATION OPERATIONS BY ATTENDING THIS NEW ISM SEMINAR

Like so many supply chain professionals, if you are realizing increasing challenges in your transportation operations, you won't want to miss this new two-day seminar. The focus is on issues that affect your transportation spend and what you can do to improve the process. From post-9/11 security requirements, to cost evaluations, to global sourcing initiatives, leave this seminar with the "know-how" and capability to achieve true collaboration and influence within your organization.

Logistics and Transportation (#4206) is presented on February 24-25, 2005, in San Diego. Attend this seminar and leave ready to build a powerful strategy that will make a positive impact on your company's bottomline.

Registration fees are \$1,195 for ISM members or \$1,495 for nonmembers. Register 30 days in advance and save \$200. Save even more when you register online at www.ism.ws or contact ISM Customer Service at 800/888-6276 or 480/752-6276, extension 401.

To learn more about this seminar or to search ISM's online seminar catalog for other great topics, visit www.ism.ws/shopping/SearchSeminars.cfm.

SATELLITE SEMINARS AID IN RECERTIFICATION

If you are looking for a way to earn extra Continuing Education Hours (CEHs) for C.P.M. recertification, attend ISM Satellite Seminars! Attendees earn 4 CEHs for each of these four-hour educational programs. Each program focuses on a specific supply management topic.

The next Satellite Seminar, "Finding and Keeping the Best Sources," is scheduled for February 10, 2005, at 10:00 a.m. Eastern Time. The program will be facilitated by Jack Barry, co-founder and managing director of Pegasus Global Partners, an internationally recognized specialist in supply chain, logistics and manufacturing systems, customer service, logistics, procurement and materials management. Panelists include Jan Palmen, C.P.M., global OEM commodity manager for Ingersoll-Rand Company, Schlage Security & Safety, and Angeline Edsinger, director, sourcing and purchasing for Longs Drug Stores.

For preliminary program outlines, panelist biographies and other information on upcoming ISM Satellite Seminars, visit the ISM Web site at www.ism.ws/Seminars/SatSems/upcomingsatelliteseminars.cfm. Details for each program will be posted on this site as it becomes available, so be sure to visit the site often for up-to-date information! ISM affiliates can register to downlink ISM Satellite Seminars by completing the online registration form at www.ism.ws/Seminars/SatSems/SatSemRegistration.cfm. If you have questions on ISM Satellite Seminar registration, contact Lara Wheeler at 800/888-6276 or 480/752-6276, extension 3056, or e-mail lwheeler@ism.ws.

HOSPITALITY SUITES FOR THE INTERNATIONAL CONFERENCE

It's time to reserve HOSPITALITY SUITES for the Annual International Supply Management Conference, May 8-11, 2005, in San Antonio.

For hospitality suite and catering information at the ISM Conference Headquarters Hotel, Hilton Palacio del Rio, please e-mail your request to Mary Alvarado at mary_alvarado@hilton.com or reach her

by phone at 210/270-0754. Call early for the suite of your choice!



ISM HOSPITALITY SUITE POLICY

Hospitality suites are to have a business emphasis as opposed to social in order to stay within the educational purpose of the International Supply Management Conference of the Institute for Supply Management™. Hours of operation should not conflict with other Conference activities.

ISM has no desire to discourage informal get-togethers during periods of time when there are no scheduled Conference events. While it may be difficult to discern the exact difference between business and socially oriented suites, or informal get-togethers, it is intended that such activities not leave the Institute open to criticism. Ethical considerations are and remain of prime concern to the Institute for Supply Management™.

CELEBRATE DIVERSITY

Each month, *NewsLine* will share a brief calendar of cultural holidays and special events. Use this calendar to plan special events, or to start a dialogue about significant days and special times that are important to your affiliate volunteers and members.

January 2005

- 1 New Year's Day (International)
- 7-8 Shabbat (Jewish)
- 17 Martin Luther King, Jr. Day (U.S.)

February 2005

- 2 Groundhog Day (U.S.)
- 5 Constitution Day (Mexico)
- 9 Ash Wednesday (Christian)
- 9 Lunar New Year (International)
- 21 President's Day (U.S.)

ISM'S ONLINE CONFERENCE PLANNER

Have you registered for the 90th Annual International Supply Management Conference and Educational Exhibit in San Antonio, May 8-11, 2005? This year's theme is "Start Your Legacy in 2005." If you haven't registered yet, why not register online? It's quick, it's easy, and ISM offers a \$25 discount when you register online. *Note: This discount cannot be combined with other special discounts.*

The ISM Conference Personal Planner allows you to create a Conference schedule tailored to your personal preferences. The Personal Planner lists all of the Conference events by date and time. Use your Personal Planner to organize the events you wish to attend, and even schedule your own appointments while you're there.

To create your personalized Conference event schedule and planner, log onto the ISM Web site at www.ism.ws. From the

home page, select the San Antonio Conference logo — it links directly to the Conference Web area — then select the link for the Personal Planner.

How the Personal Planner Works:

Many events are in your planner by default: meals, keynote presentations, etc.

Use the link to "Conference Tracks" or "Workshops" at the bottom of the Conference pages to review the available workshops. You may also search for events of interest using the link to "Search Conference Site."

When an event needs to be added to your planner (workshops, C.P.M. Exams, pre-/post-Conference seminars), use the "Add Event to Planner" button.

Once you have added all of your events to your planner, you can print the planner (see button at bottom of the Personal Planner page) to take with you to the Conference. **Remember:** Workshop seating is

on a first-come, first-served basis, so arrive early.

To register for the Conference online, the "Register With This Planner" button will automatically fill out all of the event information from your planner onto the online registration form.

Use the "Add Your Own Event" button to schedule anything you want during the event — you can use the planner to keep track of Conference, personal and business events during the Conference.

To remove an event or events from your planner, just check the boxes next to those events, and click the "Delete Selected Events" button at the bottom of the page.

Join over 2,000 purchasing and supply management professionals in San Antonio and discover emerging trends, best practices and practical solutions to help you succeed.



SHIPMAN AWARD NOMINATIONS

January 31, 2005, is the deadline for the 2005 Shipman nominations. For more information or for instructions and nomination forms, please contact Judy Waters at ISM, 800/888-6276, extension 3034, or jwaters@ism.ws.

AFFILIATE EXCELLENCE AWARDS

Be sure your affiliate receives the recognition it deserves by completing the Affiliate Excellence Award Survey and submitting it for consideration. Submission deadline is January 31, 2005. For complete details and to download a copy of the Affiliate Excellence Award Nomination Form, visit the ISM Web site at www.ism.ws, log into the Members Only area and select the link to Affiliate Support. There you will find the link to the Affiliate Excellence Awards (www.ism.ws/MembersOnly/AffiliateExcell.cfm). For more information, contact Linda Thomas, ISM Affiliate Support, at 800/888-6276 or 480/752-6276, extension 3041, or by e-mail at lthomas@ism.ws.

Reminders



GROUPS AND FORUMS EXCELLENCE AWARDS

Be sure your Group or Forum receives the recognition it deserves by completing the Groups and Forums Excellence Award Survey and submitting it for consideration. Submission deadline is January 31, 2005. For complete details and to download a copy of the Groups and Forums Excellence Award Nomination Form, visit the ISM Web site at www.ism.ws, log into the Members Only area and select the link to Affiliate Support. There you will find the link to the Groups and Forums Excellence Awards (www.ism.ws/MembersOnly/GroupForumExcell.cfm). For more information, you may contact Melanie DePalma, ISM Affiliate Support, at 800/888-6276 or 480/752-6276, extension 3062, or by e-mail at mdepalma@ism.ws.

PERSONS OF THE YEAR AWARDS

Know an ISM member who has made an outstanding contribution to advancing education and training? ISM's "Person of the Year" award is a program designed to formally

recognize members who have made significant contributions in the following five categories: education/learning, leadership, innovation/creativity, marketing/communicating, and volunteering. Submission deadline is January 31, 2005. For complete details, or to download the Person of the Year Award forms, visit the Affiliate Support area in the Members Only section of the ISM Web site (www.ism.ws) or use the following Web address: www.ism.ws/MembersOnly/POV2.cfm. For more information, you may contact Melanie DePalma, ISM Affiliate Support, at 800/888-6276 or 480/752-6276, extension 3062, or by e-mail at mdepalma@ism.ws.

ISM CLOSE DATES

ISM Headquarters will be closed on Monday, January 17, 2005, in observance of Martin Luther King, Jr. Day. We will reopen on Tuesday, January 18, 2005.