



APICS Instructor Development Program Application

Before you begin, the following notes will help you properly fill out the application and assemble the correct documentation:

1. Determine the program(s) (CPIM, CSCP, Lean Enterprise Workshop, etc.) and levels (Associate, Lead, Master) for which you will apply, keeping the following in mind:

A. To qualify for any level (Associate, Lead, or Master) for CPIM or CSCP, you must be certified in that program, and your certification must be current (maintained).

B. To qualify for any level (Associate, Lead, or Master), for any program, you must have taken APICS Train the Trainer (TTT) or an equivalent course, as determined by the IDP Review Committee. If you wish to have a course considered for equivalency, include information about the course and request a review by the committee. In addition to where, when, and from whom you took the class, include a syllabus or an outline of the course contents, the duration of the course, and a short description of any opportunities you were given to practice the presentation skills you were learning. The committee is looking for development of training or presentation skills.

Beginning January 1, 2010, the IDP program will require that the TTT class that you have attended be taught or co-taught by a Master Instructor in APICS Instructor Training. Please enclose a copy of your certificate of completion with your application.

C. To qualify for the Lead or Master level for any program, you must have taken APICS Learning Dynamics for Instructors (LDI) or an equivalent course (as determined by the IDP Review Committee). If you wish to have a course considered for equivalency, include information about the course and request a review by the committee. In addition to where, when, and from whom you took the class, include a syllabus or an outline of the course contents, the duration of the course, and a short description of types of adult education information received (e.g., learning theories, graduate vs undergrad, types of education delivery, etc.). The committee is looking for education in adult learning theory and techniques.

Beginning January 1, 2010, the IDP program will require that the LDI class that you have attended be taught or co-taught by a Master instructor in APICS Instructor Training. Please enclose a copy of your certificate of completion with your application.

D. In addition to the above, to qualify for any level (Associate, Lead, or Master) for the Lean Enterprise Workshop (LEW), you must have taken the APICS Lean Enterprise Workshop Instructor Training. In addition, to qualify for the Lead or Master level of the LEW, you must have taught the entire LEW course the requisite number of times (twice for Lead, three times for Master).

E. In addition to the above, to qualify for any level (Associate, Lead, or Master) for the Global Sourcing Workshop (GSW), you must have taken the APICS Global Sourcing Instructor Training. In addition, to qualify for the Lead or Master level of the GSW, you must have taught the entire GSW the requisite number of times (twice for Lead, three times for Master).

F. In addition to the above, to qualify for the Lead or Master level for any program, you must have taught the complete course(s) for that program.

1. In the case of CPIM, you must have taught any two (for Lead) or three (for Master) of the CPIM courses, other than or in addition to Basics of Supply Chain Management (BSCM).

2. In the case of Instructor Training, to qualify for Lead, you must have co-taught the APICS TTT three times in the last 10 years with a Master instructor in APICS Instructor Training and attended LDI. To qualify for Master, in addition to the qualifications for Lead, you must have co-taught LDI two times in the last 10 years with a Master instructor in APICS Instructor Training.

G. In addition to the above, to qualify for Master level for any program, you must document that you have attained at least 300 hours of instruction over the last five years (ten years for TTT and/or LDI to help meet those qualifications). We recommend creating a simple spreadsheet listing all of the courses that you've taught, including when, where and for whom they were taught, and the total hours taught for each course.

The 300 hours may include the three courses that qualify you for the program you for which you are applying. For example, if applying for a Master Level in CPIM you must have taught three CPIM courses in the last two years with a minimum of 300 hours of course time in the last five years. You may include the three qualifying courses within the 300 hours documented. The 300 hours may include non-APICS courses if they are Operations and Supply Chain Management-related.

If you are applying for multiple Master level programs (for example, both CPIM and CSCP), you will need to have taught three courses in each of the programs for which you are applying within the last two years, but you only need to demonstrate a minimum of 300 hours of teaching Operations and Supply Chain Management-related courses in the last five years. You do not need 300 hours for each program.

2. Fill out the application completely. NOTE: Additional signatures we will need:

A. We are proud of our APICS-recognized instructors and wish to list them on the apics.org website. If you would like to be part of this recognition, we need your signature on the Opt-in section of the application.

B. We must have a signed copy of the APICS Instructor Code of Conduct in order to process your Instructor Development Application. The Instructor Code of Conduct is on the last page of the application form.

3. To demonstrate your familiarity with the subject matter of our courseware, **and to verify you have met the minimum education and work experience requirements**, we would like you to include your current resume or curriculum vitae.

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4. Applicants for the Instructor Development Program must have a sponsoring partner (APICS Chapter, International Associate, Authorized Education Provider) in order to qualify for the Instructor Development Program. Please ensure that the attached Partner Endorsement Letter is completed and returned to us.

5. Beginning Jan 1, 2010, Instructor Development Program applications must include a Professional Recommendation Letter from a Lead (for an Associate level designation) or Master Instructor (for a Lead or Master level designation).

6. Do not forget your payment. You may pay by credit card on the application or by check. Purchase Orders and wire transfers will not be accepted.

7. You may add any additional documents that you believe can aid the review committee in making decisions about your application, such as: training materials developed by you; teaching certificates; speaker biographies; articles or publications; APICS course certificates of attendance (e.g., TTT, LDI); etc.

When sending in your application, do not include these first three pages of instruction. Begin with page 4.



APICS Instructor Development Program Application

Applicants may choose to submit the application form electronically or by mail. Electronic submissions should be sent to pdadmin@apics.org. If you prefer to mail your application, please print, complete and mail all documents to the address below, and send an email to pdadmin@apics.org notifying us that you have mailed an application.

APICS Instructor Development Program
 8430 W Bryn Mawr Ave, Ste, 1000
 Chicago, IL 60631 USA

1. Personal Information

Last Name	First Name	Middle Initial
Address Line 1		
Address Line 2		
City	State/Province	Postal Code
Country		
Home Phone	Alternate Phone	
Email Address		
APICS Member #	APICS Partner Affiliation	

Operations Management Subject Knowledge and Experience

1. Select the instructor level and concentration for which you are applying:

APICS CPIM	<input type="checkbox"/> Associate	<input type="checkbox"/> Lead	<input type="checkbox"/> Master
APICS CSCP	<input type="checkbox"/> Associate	<input type="checkbox"/> Lead	<input type="checkbox"/> Master
Lean Workshop Series	<input type="checkbox"/> Associate	<input type="checkbox"/> Lead	<input type="checkbox"/> Master
Global Sourcing Workshop Series	<input type="checkbox"/> Associate	<input type="checkbox"/> Lead	<input type="checkbox"/> Master
APICS Instructor Training	<input type="checkbox"/> Associate	<input type="checkbox"/> Lead	<input type="checkbox"/> Master

2. What education degrees do hold?

	Field of Study	Institution	City	State	Country
High School Degree					
2-Year or Associates or Technical Higher Education Degree					
4-Year Bachelors or Equivalent Degree					
Masters Degree or Equivalent Post-Graduate Degree					
Doctoral Degree or Equivalent Post-Graduate Degree					

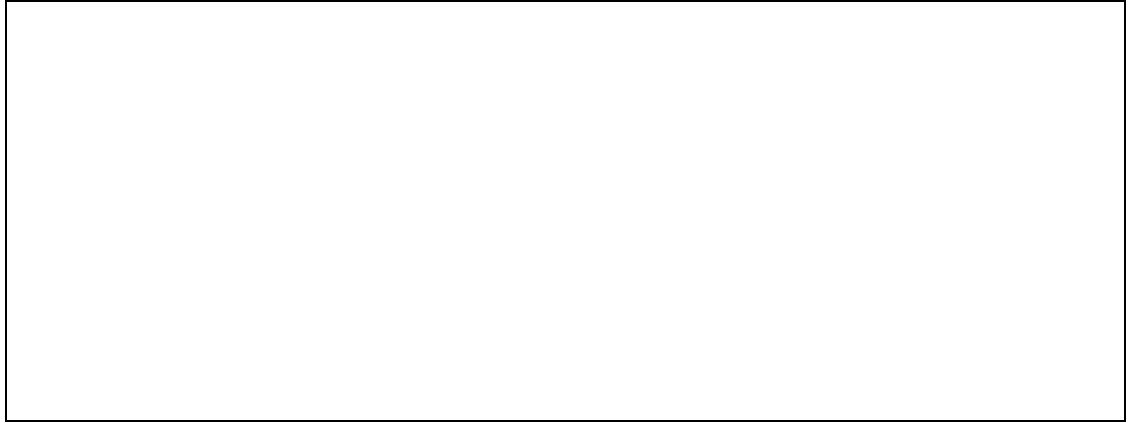
3. List professional certifications or higher education certificates held and related institution (please do not use acronyms):

4. Please describe your related work experience that pertains to the courseware you wish to teach. You may want to include such information as years of experience in the field, employers/clients, and positions/types of projects.

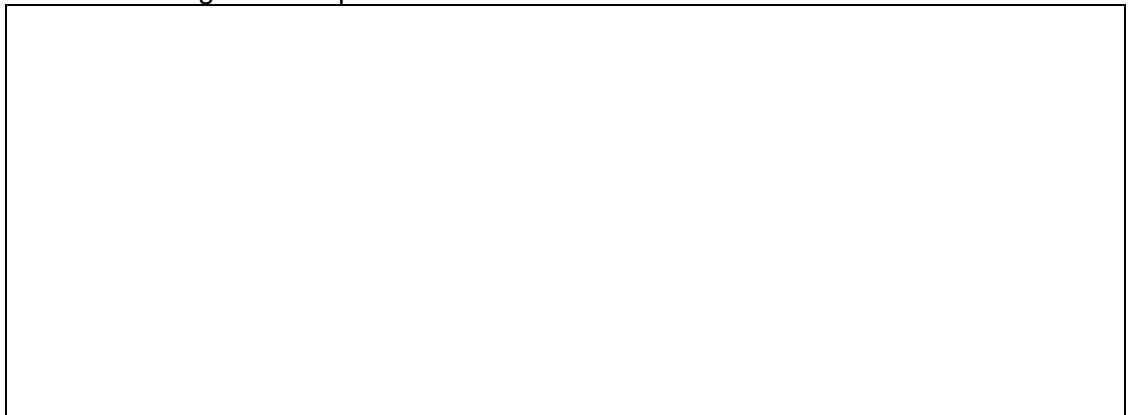
APICS CPIM

APICS CSCP

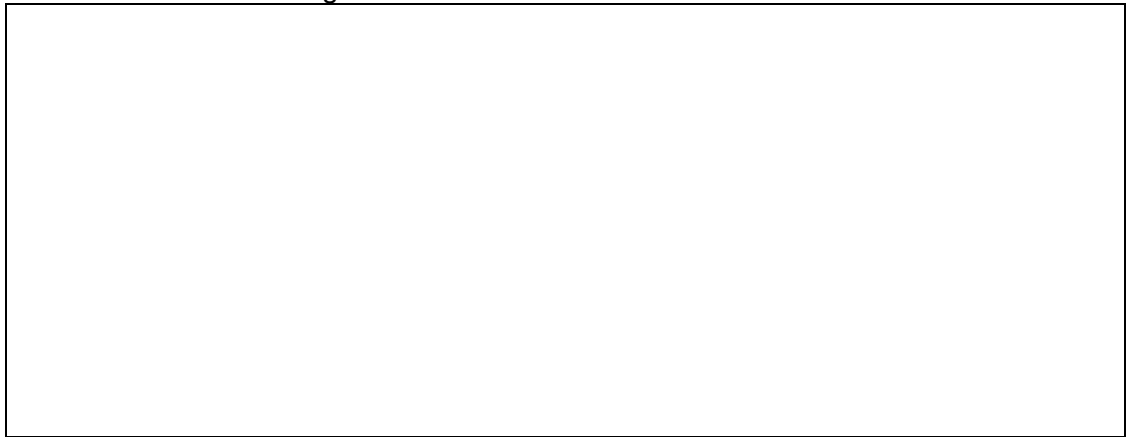
Lean Workshop Series



Global Sourcing Workshop Series



APICS Instructor Training



3. Instruction/Education Experience in APICS Body of Knowledge

1. Please list the APICS courses you have taught in the past five years (if any). Please include the course name, the date and location and number of hours. Please use a spreadsheet if necessary.

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2. Please list other relevant courses you have taught in the last two years (if any). Please include the course name, the date, and location.

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4. Optional: Please list your experience in the following:

1. Short Presentations (conference presentations, professional development meetings, etc.). Please include the title, date, and location.

2. Authorship (courseware, published articles, books). Please include title, publication date and publisher.

5. Adult Education Qualifications

1. Have you attended the APICS Train the Trainer Workshop? If so, please attach your certificate of completion if available. Otherwise please provide the instructor's name.

Name of Instructor:

2. Have you attend the APICS Learning Dynamics for Instructors Workshop? If so, please attach your certificate of completion if available. Otherwise please provide the instructor's name.

Name of Instructor:

3. Have you attended or taken the APICS Lean Enterprise Workshop Instructor Training?

Date and Location:

4. Have you attended or taken the APICS Global Sourcing Workshop Instructor Training?

Date and Location:

5. Please list other adult education training in which you have participated. Include course, date, and sponsoring institution.

6. Payment Information

Payment Amount: \$50 processing fee

Payment Type: (check one)

Charge to: VISA American Express MasterCard Discover

Account Number

Expiration Date

Name as it appears on card

Signature

Check Number _____ Personal Check Company Check

(Make check payable to APICS in U.S. dollars drawn on a U.S. bank. Please include your APICS member/customer ID number on your check.)

Money Order

(Purchase orders and wire transfers will not be accepted)

7. Online Recognition Program

As an applicant to the APICS Instructor Development Program, I give APICS permission to list my name on the recognized APICS Instructor page on the apics.org website.

I would like to **Opt-In** and have my name listed.

I would like to **Opt Out** and NOT have my name listed.

Applicant Signature (You may type your name here if completing form electronically)	Date (mm/dd/yyyy) / /
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8. Instructor Code of Conduct

As an APICS instructor I pledge to:

1. Maintain exemplary standards of professional conduct and excellence in my teaching.
2. Not misrepresent my qualifications, experience or education to APICS or others I serve in a professional capacity.
3. Adhere to ethical parameters as established by APICS including, but not limited to, the CPIM Ethics Statement.
4. Consult with, refer to, and cooperate with APICS and other APICS instructors to the extent needed to best serve the interests of the learner.
5. Respect the fundamental rights and dignity of all learners. I will 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.
6. Not engage in behavior that is harassing or demeaning to learners based on factors including, but not limited to, age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socio-economic status.
7. 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 CPIM and CSCP examination resources. In this same spirit, I pledge not to violate the copyright of other organizations and individuals in my capacity as an APICS instructor.
8. Adhere to this Code of Conduct and its application to the instructor's work. Lack of awareness or misunderstanding of an ethical standard is not itself a defense to a charge of unethical conduct.
9. Contact the Ethics Committee when uncertain whether a particular situation or course of action violates the Code of Conduct.

Applicant Signature (You may type your name here if completing form electronically)	Date (mm/dd/yyyy) / /
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