

## About the Institute for Supply Management®

Founded in 1915 as the first supply management institute in the world, Institute for Supply Management® (ISM®) is committed to advancing the practice of supply management to drive value and competitive advantage for its members, contributing to a prosperous and sustainable world. In 2015, ISM celebrated 100 years of leading, innovating and guiding the profession through the renowned *ISM Report On Business®*, highly regarded certification programs, and industry-standard training and educational resources. ISM is a not-for-profit organization with global influence, serving supply chain professionals in more than 90 countries.



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## Certification Item Writing

Using your expertise to give back to the profession



## Interested in Item Writing?

Want to demonstrate your supply management or diversity expertise? ISM is actively seeking practitioners who hold a CPSM® or CPSD™ qualification to write, review and revise items for inclusion in the respective certification exams. As an item writer, you will be part of an international team of volunteers who use their professional expertise to develop test questions that reflect the knowledge, skills and abilities needed by a supply management or diversity professional.

## Why Become an Item Writer?

When you become an item writer, you'll receive:

- One Continuing Education Hour (CEH) for each approved application level question.
- Valuable experience.
- The opportunity to interact with other practitioners from diverse industries and geographical locations.
- The chance to support your profession by contributing sound, high-quality exam questions.

## Selection Criteria

To be considered for selection as an item writer, you must:

- Have a current certification in CPSM or CPSD and demonstrated supply management or supplier diversity expertise.
- Demonstrate good writing and reviewing skills.
- Work well with others.
- Be great at meeting established deadlines.

ISM will provide you with all of the necessary source materials as well as specialized training that covers item writing theory and the specific item writing techniques necessary to develop items that test higher-order thinking skills.

## What We Expect

ISM expects our item writers to actively participate in the item writing process. As a participant, you'll:

- Develop and complete all items according to ISM deadlines.
- Dedicate the time and effort to produce high-quality, psychometrically sound items. (It takes on average an hour to research, draft and revise each test item.)
- Have the ability to access the Internet to be able to write and review items through a secured website.
- Apply the concepts presented in the tutorials and item writer manual to the development of each exam item.
- Agree to and sign all terms outlined in the Participation, Ownership and Confidentiality Letter.

## How to Apply

If you are interested in becoming an item writer, send your current CV or resume to:

**Jerri Kapelka, CPSM, CPSD**

☎ ISM Certification Manager

☎ **Phone:** 480.752.6276 ext. 3030

✉ **Email:** [jkapelka@instituteforsupplymanagement.org](mailto:jkapelka@instituteforsupplymanagement.org)

**Web:** [www.instituteforsupplymanagement.org](http://www.instituteforsupplymanagement.org)

## Questions?

If you have any additional questions about becoming an item writer, contact Jerri Kapelka using the above contact information.



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