

ANNUAL PROFESSIONAL CREDENTIALS ISSUE



Letter From the ISM Professional Credentials Committee Chair

In my last letter from the chair, you read about the continuing shortage of qualified workers in our workforce, and our need to just get the work done. That issue leads us to seek out individuals who can work more independently. In today’s market, with its focus on talent recruitment and retention a diploma, a four-year degree or an MBA implies a level of capability, and therefore create an expectation of a certain level of performance — and ISM certifications raise the bar of expectation higher.

I have read many articles in the media that agree. In particular, I read one in *Forbes* magazine that noted, “*Talented employees are in limited supply, and very much in demand ...*” and, “*Recruiting these employees can be quite costly ...*” and, “*Talent is hard to find ... shouldn’t employers do everything they can to retain it and provide the right conditions for career development?*”

Personally, I have been very fortunate. I have worked for companies that promote ISM

certification and career development within the organization, and recognize that career development and career growth attract talented employees.

We have probably heard this next statement before but it is very powerful to hear again:

“What if we invest all this effort, time and money to educate them and then they leave the company?”

The correct answer is:

“What if you do not educate them and they stay?”

Be that exceptional performer. Better yet, create a team at your company of exceptional performers, and the results can be astounding.

Set your standards high and achieve your goals. ISM and your local ISM affiliate’s professional development educational committee are here to help you succeed in doing so.

**David Van Valkenburgh, CPSM, C.P.M.,
CFPIM, CSCP, CFCM**
Chair, ISM Professional Credentials Committee



Letter From the Vice President of Professional Credentials

Welcome to the annual update on certification. Instead of writing a typical message, let me ask you a few questions:

1. Do you have the scope of knowledge needed to be as successful as you can be?
2. Have you been in the profession a while and could use a refresher on what makes our profession great today?
3. Are you interested in learning new concepts that will bring value to your company and make it more successful?

All professionals today, regardless of field, have a responsibility to continue to learn. ISM makes

learning easy and effective through its CPSM[®] and CPSD[®] programs. And, we can show you the likely positive impact over time on your lifelong earnings.

A few more things:

1. Whatever you learn is yours to keep.
2. Earn the CPSM[®] or CPSD[®], and keep it current. You *know* the major impact supply chain management has on your organization. Should you move to another department, you can leverage your credential and lead a team to work with procurement.
3. You’ll make more sound business decisions when you take supply management’s impact into account.

Thanks to each of you teaching a review course, volunteering for a committee or studying to earn a credential. It is the synergy among all of these efforts that has put our field at the forefront of business today.

Finally, on a personal note, I have been privileged to have one of the best jobs ever. Every

day I help people learn so they can be better at what they do. Thank you all.

Scott R. Sturzl, CPSM, CPSD
ISM Vice President – Certification, Diversity and Corporate Social Responsibility



CERTIFICATION NEWS

ISM Certifications — From Start to Finish

Looking to show that you have the knowledge and experience in the ever-expanding field of supply chain management? An ISM certification sets you apart as an industry leader, but what is the process?

Preparing for the Exams

We offer many different formats to help prepare for the exams. From face-to-face review seminars to online courses, studying can fit into any lifestyle.

- 1) Start with setting goals and creating a time line to study and earn your certification. Most people earn their certification in six to 12 months.

Look over the [exam specifications](#) for content details and use as a reference throughout your studies.

Take the [Diagnostic Kit](#) practice test and use the score report to develop a study plan in the areas you need to strengthen — areas in which you scored less than 75 percent.

Familiarize yourself with the testing format, question style and exam specification with the CPSM® [Study Guide](#), an expanded outline of the exam content and most popular study material.

Use [ISM Professional Series](#) for detailed explanations of the task areas that scored weak in your score report.

If you need additional methods of study, check out the [supplemental reading list](#), review seminars, online courses and self-study workbooks. Check the [ISM](#) or [affiliate website](#) for more information.

Registering and Taking the Exams

The name on your registration must match your photo I.D. To modify your registration, please call 800/888-6276, option 8 prior to making your appointment at the testing center.

- 2) Register for the exams with [ISM Customer Service](#). Exams are US\$199 for ISM members and US\$329 nonmember (includes ISM Direct Membership).

Computer exams are administered through [Pearson VUE](#) testing centers — locate your nearest testing center, schedule an appointment or modify an appointment at www.pearsonvue.com/ism.

Don't forget your valid photo I.D. with signature when arriving to take the exam.

Applying for Your ISM Certification

Now that you have passed the exams, documented your [work experience](#) and/or education, it's time to complete the application process.

- 3) Complete the [CPSM® Original Certification Application](#) (typed or black/blue ink). To avoid delays, don't forget to sign your application and include appropriate payment details.

Include your original exam score reports, work/education documentation (photocopies not accepted) and submit to:

ISM Certification
 2055 E. Centennial Circle
 Tempe, AZ 85284

Be sure to make copies for your records, as originals are not returned.

Time Is Running Out ... Bridge Exam Deadlines Approaching

Does your affiliate have members with current C.P.M.s who would benefit from bridging to the CPSM®? If so, encourage them to begin preparing and remind them of these upcoming deadlines:

- December 31, 2014 – Last day to register for the CPSM® Bridge Exam
- December 31, 2015 – Last day to sit for the CPSM® Bridge Exam

The Bridge Exam covers contemporary content and material not covered in the C.P.M. Exams and comprises 180 questions. There are still a number of active C.P.M.s who have not taken advantage of this opportunity, even though the CPSM® grows in marketplace demand.

What does the Bridge Exam test?

Tasks	
Contracting/Negotiations	Organization/Department
Cost/Finance	Assessment
International	Planning
Social Responsibility	Product Development
Sourcing	Project Management
Supplier Relationship Management	Quality
Forecasting	Leadership
Logistics	Risk and Compliance
Materials & Inventory Management	Strategic Sourcing

Simplified Navigation

We have made it easier than ever to navigate to the resources you need – whether a candidate or CPSM® instructor.

[Check out the new certification section](#) of the ISM website!

Have members unsure of their C.P.M. status? Direct them [here](#), or call 800/888-6276, extension 3094 to verify their certification.

Updated CPSM® Exam Specification

The updated CPSM® Exam Specification is now available! Refer potential candidates to this outline to give a broad understanding of the exam content. This is a great tool to help prepare a study plan or a review course.

Keep an eye out for the updated CPSD® Exam Specification! For more information, please click [here](#) or on the image.





Institute for Supply Management, Inc.™ Membership Vote Information

Proposals as Outlined on Ballot: Election of the ISM Board of Directors

The ISM Bylaws provide that the Nominating Committee recommends a slate of individuals to serve on the ISM Board of Directors. The Bylaws further require a membership vote, either in person or by proxy, to elect the candidates proposed by the Nominating Committee.

The current Nominating Committee is composed of four members from the Board of Directors, two ISM members selected by the Board Chair and ISM’s CEO. A current Board member chairs the Nominating Committee. The Committee’s goal is to recruit leaders of either gender who come from diverse economic sectors and ethnic backgrounds, and who bring individual skills to lead our Institute. Individuals may be involved in supply management or other fields that the Nominating Committee believes will help the Institute with its mission to lead supply management. A Board member’s term is four years, and begins at the Board meeting following the Annual Meeting, also to be held on January 23, 2014. Your Board unanimously recommends your vote “For” the nominated individuals.

The slate of proposed candidates for the ISM Board of Directors are Nik Hiremath, vice president, supply chain at MeadWestvaco Corporation, and Hans Melotte, vice president and chief procurement officer for Johnson & Johnson. Their bios are available on the ISM website at www.ism.ws, under About ISM, ISM Governance. The ballot, with candidate information, was distributed to eligible ISM members the second week of December.

Docket for 2013 Board of Directors Meeting

The Board of Directors has officially called a meeting of the 2013 ISM Board of Directors to be held at Sheraton Wild Horse Pass Resort, Chandler, Arizona. The initial session will be called to order on Thursday, January 23, 2014 at 8:00 a.m.

Docket for ISM Board Meeting:

1. Approval of August 2013 Board of Directors Meeting Minutes
2. Finance Committee Report
3. General Counsel Report
4. Chief Executive Officer’s Report
5. Strategic Issues
6. Business Carried Forward
7. New Business
8. Adjournment

Sent to: *NewsLine* mailing list
Issued: December 2013
Nora P. Neibergall, CPSM, CPSD, C.P.M.
ISM Corporate Secretary



**Notice of
ISM Annual Membership Meeting**

Notice is given that the Institute for Supply Management, Inc.™ (ISM) Annual Membership Meeting will be held on **January 23, 2014, at 11:30 a.m. Mountain Standard Time** at the Sheraton Wild Horse Pass Resort in Chandler, Arizona. If authorized, this Proxy will be voted at that meeting unless rescinded by you either before or at the meeting.

Docket for 2014 Board of Directors Meeting

The Board of Directors has officially called a meeting of the 2014 ISM Board of Directors to be held at Sheraton Wild Horse Pass Resort, Chandler, Arizona. The initial session will be called to order on Thursday, January 23, 2014 at 12:30 p.m. MST.

Docket for ISM Board Meeting:

1. Committee Appointments
2. Appoint ISM Treasurer and Corporate Secretary
3. Strategic Issues
4. New Business
5. Dates and Places of Future Meetings of the Board of Directors
6. Adjournment

Sent to: *NewsLine* mailing list
Issued: December 2013
Nora P. Neibergall, CPSM, CPSD, C.P.M.
ISM Corporate Secretary

Nominate Your Role Model or Mentor – J. Shipman Gold Medal Award

Institute for Supply Management™ (ISM) is accepting nominations for the [J. Shipman Gold Medal Award](#). The award is presented annually to an individual whose career accomplishments have promoted the advancement of the procurement and supply chain management profession. Those chosen for the award have also assisted, mentored and guided other members of the profession to excel in their own endeavors.

[Nominate your role model or mentor](#), someone who you feel has a lengthy career full of distinguished service to the advancement of procurement and supply chain management. This person should be viewed by others as an innovator, community leader, mentor and teacher. Download the nomination form at www.ism.ws/3850.

The 2014 J. Shipman Gold Medal Award Winner is honored at an awards luncheon in May 2014 at the ISM 99th Annual International Supply Management Conference and Educational Exhibit in Las Vegas.

Johnson Shipman was a pioneer member of the New York affiliate of the National Association of Purchasing Agents, well-known for giving liberally of his time and counsel. The award was established in 1931 to commemorate the contributions of Shipman, a man known for his vision, intellect and influence on important issues. The award is presented to those individuals whose career accomplishments include multiple examples of unselfish efforts that have aided the advancement of the procurement and supply chain management field.

Nomination deadline is January 31, 2014. Nominees do not have to be ISM members. For more information about the award or previous Shipman medalists, visit the ISM website at www.ism.ws. Select About ISM, then [J. Shipman Gold Medal Award](#).



MEMBERSHIP

March 2014 Semiannual Dues Billing Time Line

On January 15, 2014, ISM Customer Service will send an email to affiliate leadership with instructions on how to pull a current list of Regular members on record with ISM. The ISM Membership Dues Roster must be updated online by **February 14, 2014**. The rosters will be processed, and invoices will be emailed to the affiliate mail designate, affiliate treasurer and the affiliate executive secretary that ISM has on file.

All communications will be by email and your roster will be available online in a live document. You will have current information to reconcile against, making dues billing updates accurate and timely.

Please carefully update the ISM Membership Dues Roster so the resulting invoice is accurate. Once the invoice is generated, the amount cannot be adjusted.

We appreciate your cooperation.

Attention Affiliate Leadership

Register Now!

Affiliate Leadership Training Program

May 3-4, 2014
Las Vegas, Nevada

Information about the Affiliate Leadership Training Program will be posted soon. Please visit the ISM Website at www.ism.ws and click on Affiliate Support, Affiliate Support, Affiliate Leadership Training Workshops and then [2014 Affiliate Leadership Training Program](#).

2014 Time Line for March Semiannual Dues Billing

January 15	ISM Customer Service emails instructions to the affiliate leadership. Review your roster and make appropriate additions and deletions.
February 14	All changes/modifications must be completed online.
March 7	ISM emails affiliate leadership the final Semiannual Dues Invoice reflecting the updates you submitted.

Important Message for Affiliate Officers – ISM Board Requires ISM Branding Across Its Affiliates

The ISM Board recently decided that all affiliates will be required to change their names to the ISM—<Affiliate Name> to help strengthen membership growth through a single brand. The Board strongly believes the visibility and awareness of having the ISM name will help affiliates strengthen effectiveness including recruitment and retention initiatives.

1. It helps deliver a consistent ISM message clearly, without the aid of expensive advertising on the part of the affiliate.
2. It helps create business credibility – Credibility is not developed overnight. Founded in 1915, ISM has been around for almost 100 years and is still going strong with continuous innovation, aggressive marketing and delivering promised excellence in its services and products.
3. It helps motivate the practitioner – When the branding connection is strong (recognizable, unique), it helps motivate members and potential members to purchase ISM products and services from an affiliate they can easily associate themselves with.

How Does This Change Affect Your Affiliate?

If your affiliate already changed its name to ISM—Arizona (for example), there's nothing further you need to do at this time.

If your affiliate is currently known as NAPM—_____, PMA of _____ or another name, it will be required to change its name in time for ISM Board approval at its 2015 meeting.

In an effort not to overburden our leadership volunteers, ISM has streamlined and simplified the [name change process](#) and now only [seven documents need to be submitted](#).

SEVEN ITEMS REQUIRED	
1.	Please indicate if your affiliate partners with ISM on the following membership programs: - Student <input type="checkbox"/> Yes - Academic <input type="checkbox"/> Yes - Lifetime <input type="checkbox"/> Yes - Unemployed <input type="checkbox"/> Yes - Active Duty <input type="checkbox"/> Yes - Affiliate Membership <input type="checkbox"/> Yes - Volume Discount <input type="checkbox"/> Yes - Trial (not required) <input type="checkbox"/> Yes
2.	Bylaws compliant with ISM Bylaws
3.	Articles of Incorporation (current)
4.	IRS Determination Letter of Not-for-profit Status
5.	Most recent IRS Form 990, 990-EZ or 990-N, including any related forms (if applicable)
6.	Signed ISM Affiliated Association Agreement
7.	Completed application to state requesting affiliate name change

ISM’s 2013 Awards Programs – Nomination Deadline Is January 31, 2014

Persons of the Year Awards

The Persons of the Year Awards honor members who go beyond the regular scope of work to make outstanding contributions to ISM and the profession. Nominations can be submitted for any of the following categories:

- Education/Learning Person of the Year
- Innovation/Creativity Person of the Year
- Leadership Person of the Year
- Marketing/Communicating Person of the Year
- Volunteer Person of the Year



Affiliate Excellence Awards and Groups and Forums Excellence Awards

The Affiliate Excellence Awards and the Groups and Forums Excellence Awards recognize those affiliates and groups and forums that demonstrate excellence in their professional operations, educational offerings and recruitment, and training and retention efforts, while at the same time communicating the value and prestige of the Institute for Supply Management™ and the supply management profession.



For more information about these programs and to download nomination forms, go to www.ism.ws and select Affiliate Support at the top of the ISM Home Page, then Affiliate Support and [ISM Awards Program](#).



Beginning in 2014, this section of *NewsLine* will provide tools and ideas for recruiting new members and retaining existing members. Be sure to look for this section every month!

To help recruit new members, it is important to promote the benefits of your affiliate as often as possible. ISM Membership developed a full-color flyer just for affiliates—and it's editable! To access, go to www.ism.ws and click on Affiliate Support, Affiliate Support, Membership Recruitment/Retention Tool Kit for Affiliates and then [Membership Recruitment Flyer — Join a Powerful Network of Supply Management Professionals](#).

Please Share Your Ideas in NewsLine!

If you have any tools or ideas that has helped increase or retain your membership, please contact Linda Thomas at lthomas@ism.ws. This is a great opportunity for your affiliate to be featured in *NewsLine*.



LINER NOTES

Take Advantage of ISM’s Career Center

ISM’s Career Center links job seekers and employers.

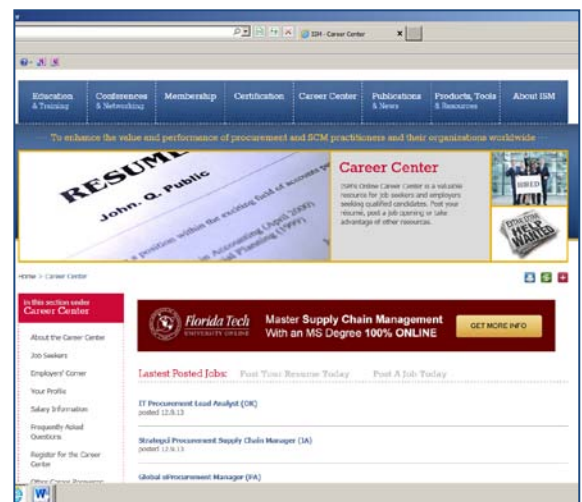
The Career Center includes career opportunities from around the country, searchable by job title, location, minimum salary level or industry. Refer to this section if you want to post your résumé, post a job or find other job-hunting resources.

This useful resource has proven to be one of the most popular areas on the ISM website.

The Career Center offers a bevy of other career resources, as well, including a listing of other job-hunting sites, relocation resources, career information and scholarships available at the affiliate/group/forum level.

Available features for job seekers:

- Résumé critique by a career expert
- Manage job search from profile screen
- Attach résumé as Rich Text Document (.rtf)
- Increased security options and confidentiality
- Message center
- See number of times your résumé is viewed
- Track career opportunities you've applied for
- Search jobs by industry
- Résumés never deleted



- Receive new job notifications without an online résumé
- Frequently asked questions/help section

Available features for employers:

- Track past and present job postings
- Résumé search results screen
- Job post review screen
- Ability to include a link to your website in your job posting
- Track the number of times your job posting is viewed.
- View the number of résumés received (per job)
- Contact a job seeker confidentially

Click here for [Frequently Asked Questions](#).



BRIGHT IDEAS

We are always looking for bright ideas from affiliates, Groups and Forums to feature in *NewsLine*. If you have an idea that you would like to share, please contact Linda Thomas in ISM Affiliate Support at lthomas@ism.ws.



REMINDERS

ISM Closed

ISM Headquarters will close on **Monday, January 20, 2014** for Martin Luther King Jr.'s birthday and reopen on **Tuesday, January 21, 2014**.

ISM will also close on Monday, **February 17, 2014** for President's Day and reopen on **Tuesday, February 18, 2014**.

Upcoming Conferences/Events

2014

- **ISM Supply Chain Diversity Summit**
 - Black Executive
 - Hispanic and Latino Executive
 - Women Executive

February 26-28, 2014
San Francisco, California
[Summit Information](#)
[Agenda](#)
[Registration Information](#)
[Sponsorship/Exhibit Opportunities Available](#)
Register now!
- **2014 Annual Institute for Supply Management™ — Michigan State University Awards for Excellence in Supply Management and the Annual R. Gene Richter Scholarship Awards**
May 5, 2014
Las Vegas, Nevada
[Sponsorship Information](#)

- **Affiliate Leadership Training Program**

May 3-4, 2014

Las Vegas, Nevada

Details will be available in early 2014.

Register now!

- **ISM 99th Annual International Supply Management Conference**

May 5-7, 2014

[LVH — Las Vegas Hotel and Casino](#)

Las Vegas, Nevada

[Conference Information](#)

Register now!

- **Utility Purchasing Management Group Conference**

September 21-23, 2014

Orlando World Center Marriott

Orlando, Florida

[Sponsorship Opportunities](#)

[Golf Tournament Registration](#)

Register now! (Attendees and Exhibitors)

