

*\*SCMAO (Operating as Supply Chain Canada, Ontario Institute)*

**APPLICATION FOR ADMISSION  
CERTIFIED SUPPLY CHAIN MANAGEMENT PROFESSIONAL (CSCMP) DESIGNATION  
PROGRAM**

Membership ID# (if known): \_\_\_\_\_

**PERSONAL INFORMATION**

CHECK ONE <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	FIRST NAME	MIDDLE NAME OR INITIAL	LAST NAME	
Date of Birth ____/____/____ DD/MM/YYYY				
HOME ADDRESS (# and Street Name)		CITY	PROVINCE	POSTAL CODE
HOME TELEPHONE		HOME E-MAIL		

**EMPLOYMENT INFORMATION**

CURRENT EMPLOYER		POSITION/TITLE		
EMPLOYER ADDRESS (# and Street Name)		CITY	PROVINCE	POSTAL CODE
BUSINESS TELEPHONE		BUSINESS EMAIL		
PREFERRED MAILING ADDRESS <input type="checkbox"/> Home <input type="checkbox"/> Business	PREFERRED EMAIL CONTACT <b>Note: SCMAO uses email as the primary mode of communication</b> <input type="checkbox"/> Home <input type="checkbox"/> Business			

**HOW DID YOU HEAR ABOUT THE SCMP PROGRAM?**

- Internet  Member (Specify): \_\_\_\_\_  Advertisement (Specify): \_\_\_\_\_  
 Employer  University/College (Specify): \_\_\_\_\_  Other (Specify): \_\_\_\_\_

**ADMISSION**

One of the following is required for admission to the SCMP Program.

Please check the highest level of education or work experience you have completed.

- Business Degree
- Business Diploma
- Supply Management Training Certificate (with mandatory completion of bridging courses)
- Diploma in Procurement and Supply Chain Management

- Healthcare Supply Chain Certification (HSCN)
- Work Experience: A minimum of 5 years in supply chain management

### **RECOGNITION OF PRIOR LEARNING APPLICATION (RPL) – If applicable**

RPL is the process used to identify, document, assess and recognize capabilities. For Supply Chain Canada, this assessment is then compared against the coursework requirements of the SCMP Program and certain coursework exemptions may be applied. For full details, [please visit here](#).

- Have you applied to the RPL process?  Yes  No
- Are you applying to RPL based on:  Work Experience  Pathway Agreement

If you are applying based on a pathway agreement, please indicate which agreement.

Institution: \_\_\_\_\_ Program: \_\_\_\_\_

- Only full semester-length courses from an accredited community college, university or technical institute are accepted.
- Applicants with foreign credentials must have non-Canadian academic qualifications evaluated and equated to Canadian qualifications in order to be considered. An original assessment letter must be included with your application.
- Assessments performed by Canadian post-secondary institutions (i.e. a college or university) are acceptable in addition to assessments provided by World Education Services ([www.wes.org](http://www.wes.org)) or International Credential Assessment Service of Canada ([www.icascanada.ca](http://www.icascanada.ca)).

**Official academic transcripts and a resume must be submitted with this application in order to process promptly. Acceptance in the program will be confirmed upon verification of documents. Please allow up to 2 weeks for processing.**

### **PRIVACY POLICY**

SCMAO values the privacy of our members. All information collected is done in accordance with Canadian privacy laws. Information gathered using this form will constitute your membership contact information and may be used by SCMAO to compile a membership directory. To view the Privacy Policy, [please visit here](#).

- Check here if you do not wish your name and company information to be made available in Supply Chain Canada's membership directory.

### **MEMBERSHIP PAYMENT INFORMATION (Required)**

Membership is required for accreditation candidates to be enrolled in the SCMP program. With the many benefits of membership, including career listings, professional affiliation and networking, and member events, you will be accessing SCMAO's services for a significantly reduced cost. Regular annual dues will continue to be compulsory upon completion of the program in order to maintain the designation.

**PLEASE NOTE: Should your application be successful, a payment link for the membership fee will be emailed to you. SCMAO membership has a common renewal date of May 1st for all members. If you are a new member, your first membership period and member dues will be pro-rated to end on April 30th.**

## APPLICATION FOR ADMISSION DEADLINES

- Fall Term Intake (starting in September 2021) – **Applications must be received by August 13, 2021**
- Winter Term Intake (starting in January 2022) – **Applications must be received by December 10, 2021**
- Spring Term Intake (starting in May 2022) – **Applications must be received by April 8, 2022**

**You must read and sign the declaration below to obtain membership with SCMAO.**

I understand and agree the granting and maintenance of membership is conditional upon my compliance with the SCMAO's Code of Ethics and the bylaws. All the information submitted by me is accurate and complete and I acknowledge that submitting false information constitutes a breach of the Code of Ethics. Please visit [here to review the Code of Ethics.](#)

---

Signature

---

Date

## CSCMP DESIGNATION POLICIES

The CSCMP designation is an important promise to employers and to the community of peers who earned the designation before you and those who will come after, of the skills and knowledge the designation holder possesses. It represents a significant commitment of your time and money as well. As a result, SCMAO takes the defense of the designation very seriously and needs to ensure only those who are eligible and maintain their status in good standing can profess themselves to be a CSCMP. In order to ensure all candidates are clear as to the policies related to the use of the CSCMP designation once achieved, you will be required to commit to the terms and conditions noted below prior to SCMAO conferring your designation, once you have completed all other requirements of the program. The terms and conditions also align with the tenets of the SCMAO's Code of Ethics, the core definition of our performance as professionals, which we reference with pride. We wanted to ensure you were fully aware at the outset of your journey of the commitment required to remain a CSCMP in good standing. We are sure you will agree an investment of this nature requires this level of protection and rigour.

1. I understand in order to maintain my CSCMP designation, I must remain a member in good standing\* of SCMAO. I must also achieve 30 credits of Continuous Professional Development (CPD) every 3 years (full details are provided at the following link: <https://www.supplychaincanada.com/education-and-training/scmp-maintenance-requirements>). I understand the first three-year period for my CPD requirements commences in the January following receipt of my CSCMP. Maintaining professional competency is a core principle in the SCMAO's Code of Ethics. SCMAO will assist me with regular notification of my status.
2. I agree the CSCMP certificate is the property of SCMAO and must be returned upon the Institute's request in the event I no longer meet the requirements of a CSCMP designation holder.
3. I understand SCMAO will make a searchable directory of CSCMP designation holders in good standing available on the website, which will include my name and will be available for employers, human resource professionals, and others who may wish to verify my credentials. I understand I am responsible for ensuring my information as displayed is accurate and matches the name that will be used by those looking for verification of my designation. I understand SCMAO will assist me in keeping this information current.
4. I understand I am responsible for notifying SCMAO within 30 days of any changes to my contact information.

5. I give permission to SCMAO to verify my status as a CSCMP in good standing to anyone who inquires or, conversely, to communicate I no longer hold the designation, should I not maintain the requirements noted in Clause #1.
6. I understand should extenuating circumstances arise that impact my ability to fulfill the conditions in Clause #1, I can request in writing special accommodations with SCMAO.
7. Membership dues: I understand if I allow my CSCMP designation to lapse for non-payment of dues for less than five years, I will have to pay one full year's dues and a penalty of \$100 for each additional year my membership lapsed in order to be reinstated. I understand if I allow my designation to lapse for more than five years for non-payment of dues, I will have to pay for and successfully complete the SCMP Final Examination, in addition to payment of one year's dues, in order to be reinstated.
8. CPD requirements: I understand if I allow my CSCMP designation to lapse for non-completion of one three-year CPD cycle, I will have to pay one full year's dues (if owed) and a penalty fee of \$100 for each year of the three year-lapse. I understand I will have to complete the outstanding CPD credits within an agreed to period or I will lose the right to use the designation. I understand if I allow my CSCMP designation to lapse for more than one three-year CPD cycle (consecutive or not), I will have to pay for and successfully complete the SCMP Final Examination, in addition to payment of one year's dues, in order to be reinstated.
9. I understand use of the CSCMP designation when no longer eligible constitutes a breach of the SCMAO's Code of Ethics to which I have subscribed as a condition of my membership in SCMAO . It is also subject to such further penalties as may be prescribed by the regulatory and/or legislative framework within each Provincial/Territorial Institute.
10. I understand if I encounter an individual using the CSCMP designation who is not eligible to do so, it is my duty to report that individual to SCMAO .

\*Being a "member in good standing" is defined as:

- Payment of membership dues owing every year
- Compliance with the SCMAO's Code of Ethics

### **APPLICATION SUBMISSION CHECKLIST**

- APPLICATION FOR ADMISSION FORM** – Are all relevant/applicable sections of the form completed?
- OFFICIAL ACADEMIC TRANSCRIPTS/FOREIGN CREDENTIAL ASSESSMENT REPORT**
- UPDATED RESUME**

Please email your application along with supporting documentation to: [info.on@supplychaincanada.com](mailto:info.on@supplychaincanada.com)

I hereby declare all information is correct and I accept all conditions and decisions with regards to the application for admission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date