

# APICS CPIM Exam Registration Guidelines

## Exam Registration Fees

The following fee per module of CPIM is payable in advance before the registration deadline:

	All Others than Full-Time Students and Faculty				Full-Time Students				Full-Time Faculty			
	Normal		Retake		Normal		Retake		Normal		Retake	
	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem
	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
BSCM With References	17,240	20,770										
MPR With References	26,580	28,680										
DSP With References	39,520	42,120										
ECO With References	15,330	16,880										
SMR With References	31,930	34,380										
Any One Exam Without References			10,770	11,980	11,640	12,940	9,690	10,780	10,340	11,500	8,620	9,580

All APICS and AST&L members enjoy a discounted fee under the column 'Mem'. Others pay 'Non-Mem' fee. You must be a member on the date of registration for exam(s) with KnoWerX. Full-time students and faculty members of recognised universities and institutes pay a discounted fee.

5% volume discount is offered if between 25 and 49 exam fees is paid together for the same exam date from the same organization. 10% volume discount is offered if 50 or more exam fees is paid together for the same exam date from the same organization. The following table shows the discount amounts:

	All Others than Full-Time Students and Faculty				Full-Time Students			
	Normal		Retake		Normal		Retake	
	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem	Mem	Non-Mem
	₹	₹	₹	₹	₹	₹	₹	₹
Volume discount between 25 and 49 exam fees paid together for the same exam date from the same organization	650	720	540	600	580	650	480	540
Volume discount for 50 or more exam fees paid together for the same exam date from the same organization	1,290	1,440	1,080	1,200	1,160	1,290	970	1,080

If an excess fee is received by KnoWerX, please note that due to cost of administrative overheads, the excess fees paid will be refunded only if the excess amount is above ₹100.

## Important Dates

Exam Date	Registration	Change /	Cancellation	Medical
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	Deadline	Rescheduling Deadline	Deadline	Emergency Document Submission Deadline
<b>12-Mar-2011</b>	21-Jan-2011	04-Feb-2011	21-Feb-2011	22-Mar-2011
<b>25-Jun-2011</b>	06-May-2011	20-May-2011	06-Jun-2011	05-Jul-2011
<b>17-Sep-2011</b>	29-Jul-2011	12-Aug-2011	29-Aug-2011	27-Sep-2011
<b>03-Dec-2011</b>	14-Oct-2011	28-Oct-2011	14-Nov-2011	13-Dec-2011

## Exam Centres

The exams can be given in the following cities of India. An exam location will open for an exam date only if there are at least 15 exams registered for that exam date for that location. You will be informed immediately after APICS registration deadline, if an exam location will not open. You will have the choice to ask back their registration fee, or choose another exam location. If KnoWerX is unable to contact you, the registration fee will be sent back to you automatically.

Bengaluru	Chennai	Delhi	Hyderabad	Kolkata
Mumbai	Nagpur	Nasik	Pune	-

The addresses of the exam centres will be communicated to you after you pay the fees and register for exams.

## Exam Registration Procedure

You must have an APICS customer number (APICS ID) to register. If you are already an APICS member, your membership number is your APICS customer number. If you do not have an APICS customer number, send the following details to KnoWerX to obtain one by e-mail to one of the e-mails nearest to your city [bengaluru@knowerox.com](mailto:bengaluru@knowerox.com) | [chennai@knowerox.com](mailto:chennai@knowerox.com) | [delhi@knowerox.com](mailto:delhi@knowerox.com) | [hyderabad@knowerox.com](mailto:hyderabad@knowerox.com) | [kolkata@knowerox.com](mailto:kolkata@knowerox.com) | [mumbai@knowerox.com](mailto:mumbai@knowerox.com) | [nagpur@knowerox.com](mailto:nagpur@knowerox.com) | [nasik@knowerox.com](mailto:nasik@knowerox.com) | [pune@knowerox.com](mailto:pune@knowerox.com):

Particulars	Maximum Length
First name(s)**	20
Middle name(s)**	20
Last name**	20 (should contain one word only)
Date of birth	dd/mm/yy
Mailing address	
Company name	40
Address line 1	40
Address line 2	40
City	20
Postal code	10
State	20
Country	20
Mobile number	20
Alternate daytime phone number	20
Personal e-mail address	50
Official e-mail address	50

\*\* The names should be specified carefully so that your name can appear correctly on your certificates. For example, if you want to get your certificates in the name of "Mehta Nistush Kumar", you must mention first name as "Mehta" even though it is your surname, middle name as "Nistush" even though it is your given name and last name as "Kumar" even though it is your middle name. Last name is mandatory and can contain only one word. First and middle names are optional and can contain as many words as needed subject to the length restriction mentioned above.

It is important that you use the same customer number (APICS ID) to register for each exam throughout the certification process. The use of a single customer number enables APICS to accurately merge your testing information into your APICS records.

Please follow the following procedure:

- Fill in the Examination Registration Form (in the prescribed MS-Excel sheet) & send it as an e-mail attachment to one of the e-mails nearest to your city *bengaluru@knowerox.com* / *chennai@knowerox.com* / *delhi@knowerox.com* / *hyderabad@knowerox.com* / *kolkata@knowerox.com* / *mumbai@knowerox.com* / *nagpur@knowerox.com* / *nasik@knowerox.com* / *pune@knowerox.com*. If you do not have the MS-Excel form, please download from [http://www.imrmi.com/Exam\\_Registration\\_Form\\_201102.xls](http://www.imrmi.com/Exam_Registration_Form_201102.xls) or send a request through e-mail. We will e-mail you immediately.
- Use one of the following three methods to make the payment:
  - Make a 100% advance payment by Mumbai or at par cheque / DD payable at Mumbai, favouring “KnoWerX Education (India) Private Limited” & courier it along with the filled-up Examination Registration Form. OR
  - Deposit a cheque/DD (**please do not deposit cash**) towards a 100% advance payment favouring “KnoWerX Education (India) Private Limited”, in the bank account mentioned below & send your filled-up Examination Registration Form by e-mail to one of the e-mails nearest to your city *bengaluru@knowerox.com* / *chennai@knowerox.com* / *delhi@knowerox.com* / *hyderabad@knowerox.com* / *kolkata@knowerox.com* / *mumbai@knowerox.com* / *nagpur@knowerox.com* / *nasik@knowerox.com* / *pune@knowerox.com*. Please mention the payment details in your mail (cheque or DD number). OR
  - Make a 100% advance payment by Electronic Fund Transfer from ICICI/HDFC bank to the respective bank account of KnoWerX. Send the filled-up application form with transaction details, by e-mail to one of the e-mails nearest to your city *bengaluru@knowerox.com* / *chennai@knowerox.com* / *delhi@knowerox.com* / *hyderabad@knowerox.com* / *kolkata@knowerox.com* / *mumbai@knowerox.com* / *nagpur@knowerox.com* / *nasik@knowerox.com* / *pune@knowerox.com*. Please mention the payment details in your mail (transaction number in case of EFT).
- Account Details:
  - ICICI:
 

Account number	: 1074 05 000014
Account name	: KnoWerX Education India Private Ltd
Account type	: Current
Branch	: Shop No. 54 and 55, Saraf Choudhary Nagar, Thakur Complex, Kandivali (East), Mumbai – 400 101
Branch code	: 1074
MICR Code	: 400 229 056
IFSC	: ICIC0001074
  - HDFC:
 

Account number	: 0182 2320 000422
Account name	: KnoWerX Education India Private Ltd
Account type	: Current
Branch	: Thakur Enclave Sankul, 90 Feet Road, Thakur Complex, Kandivali (East), Mumbai – 400 101
Branch code	: 0182
MICR Code	: 400 240 035
IFSC	: HDFC0000182

Swift code : HDFCINBB

As we send all communications by courier, while specifying your mailing address in the Examination Registration Form, please be sure that someone is always there in the daytime to receive courier documents at that address, and hand-over to you the same day. Please avoid giving the address of a large organisation, as our experience shows that courier documents may get lost, or reach late, or handled carelessly. If a document returns back for whatever reason, we will resend it only after recovering a shipping and handling charges of ₹100 from you.

If you stay outside India and want us to courier to an address outside India, the courier charges will be charged extra. We prefer that you give us an address in India for couriering.

## ***Who Should You Contact?***

If you have any question, contact:

### **KnoWerX Education (India) Private Limited**

C-1 Avon Plaza-I, Thakur Complex  
Kandivali (East)  
Mumbai – 400 101

<i>bengaluru@knowerx.com</i>	(022)425 66 461	<i>chennai@knowerx.com</i>	(022)425 66 462
<i>delhi@knowerx.com</i>	(022)425 66 463	<i>hyderabad@knowerx.com</i>	(022)425 66 465
<i>kolkata@knowerx.com</i>	(022)425 66 466	<i>mumbai@knowerx.com</i>	(022)425 66 464
<i>nagpur@knowerx.com</i>	(022)425 66 467	<i>nasik@knowerx.com</i>	(022)425 66 468
<i>pune@knowerx.com</i>	(022)425 66 469	<i>info.tcd@knowerx.com</i>	(022)425 66 435