



# SCMP™ Maintenance Requirements

## Frequently Asked Questions

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Effective January 1, 2021, Institutes will communicate changes to the SCMP™ Maintenance Requirements policy to all SCMP designation holders. This document will also be posted on the Supply Chain Canada website.

### 1. What is the SCMP™ Maintenance Requirements policy?

The Supply Chain Management Professional™ (SCMP™) demonstrates a commitment to strategic leadership through innovative practices that promote enhanced competitiveness for their organization, the end-to-end supply chain and the economy of Canada. Through the SCMP™ Maintenance Requirements policy, we seek to raise the profile of the designation and advance the profession and field of practice of supply chain management.

The right to continue to hold the SCMP™ designation is contingent upon the SCMP adhering to the requirements of the SCMP™ Maintenance Requirements policy. This policy replaces all previous *Continuous Professional Development (CPD) for Supply Chain Management Professionals* policies.

### 2. Why does Supply Chain Canada require SCMPs to comply with this policy?

Maintenance requirements are an essential component of Supply Chain Canada's SCMP designation framework and continuing professional development (CPD) is an important part of the requirements. By staying current with the latest knowledge and skills, SCMPs remain at the leading edge of the profession, demonstrate a commitment to continued learning, and are constantly adding value within their organizations.

To continue to hold the designation, an SCMP must:

- Adhere to the Supply Chain Canada Code of Ethics.
- Earn 30 maintenance credits over successive 3-year maintenance period.
- Remain a member in good standing.

### 3. How do I earn CPD credits?

SCMPs are strongly encouraged to design an annual personal professional development plan to ensure that CPD is a manageable and a professionally enriching experience.

Maintenance credits can be achieved in the following ways:

- Pursuing continuous learning in supply chain management or in general business management (Continuing Education)
- Advancing the competencies, field of practice or body of knowledge in supply chain by disseminating knowledge and best practice learning (Educational Leadership)
- Promoting the value of the supply chain profession or contributing to leadership within the profession (Professional Service)
- Special projects (Special Projects)

A sample list of eligible activities and credits available under each category can be found in Appendix A and on the Supply Chain Canada website at <https://www.supplychaincanada.com/education-and-training/scmp-maintenance-requirements>.

#### **4. What kinds of activities are not eligible for CPD credits?**

Social activities and personal development (i.e. stress management, time management, networking activities, and dine-around events) are not accepted towards CPD unless they contain a very specific professional development component. If this is the case, only the specific time dedicated to professional development may be considered for credits.

#### **5. Are there new categories for CPD credits?**

Professional development gained through on-the-job secondments, projects, implementations or special assignments fall within a new ‘Special Projects’ category. Such activities will be given independent consideration by your Institute.

Learning activities allow for the development of new or existing competencies in areas that are relevant to a member’s overall professional responsibilities and growth. Any learning and development that is relevant and appropriate to a member’s work, professional responsibilities, and growth as a SCMP will qualify for CPD. Activities not considered as a learning activity are those activities that do not relate directly to the member’s current professional role and/or long-term career interests.

#### **6. What activities may be eligible under this new category?**

Special projects must fall outside of the normal scope of the member’s responsibility. They may be a one-time initiative or secondment. Examples of eligible projects might include:

##### Supply Chain Sustainability

- Evaluate the inherent sustainability risks associated with specific supply chains, raw materials and intermediate goods
- Evaluate the global company footprint and environmental/sustainability awareness
- Recommend the best Environmental Management System for planning, developing, implementing, maintaining and evaluating corporate environmental policies, programs and initiatives
- Recommend the most effective strategies to increase supply chain visibility (certification scheme, supply chain mapping, supplier risk assessment, supplier engagement, traceability, compliance, intelligent supply chain, etc.)

##### Network Design

- Map the network with components such as sources of supply, production facilities, depots, customer facilities and others that make up a total network for a specific business segment or mini supply chain

- Develop different inventory positioning strategies for the business segment network
- Develop a network model for the quantification of costs, service, constraints and other performance metrics for the network of a specific business segment

#### Change Management

- Demonstrate approach(es) to remain current with changes in technology, business models and programs and monitor implications for the business
- Facilitate a process to align vision and objectives across different supply chain macro-processes
- Facilitate a process of aligning objectives across functions such as supply chain, marketing, manufacturing and financial management
- Formulate communication programs to align stakeholders across different levels of the business

#### Systems Technology Deployment

- Identify different types of systems technologies that might be applied to achieve improvement
- Provide leadership, management, direction and advocacy so that individuals and the organization may effectively conduct cyber security work
- Lead virtual team to establish digital technology (systems, networks, tools and applications) to process information

The determination of the appropriate CDP allocation will be dependent upon the project timeframe and level of learning associated with it. No CPD allocation under this category should exceed 30 credits.

To qualify for CPD credits under this category, the SCMP must submit a written request (with supporting documentation of how the activity fits within their individual learning plan) to their Institute. The Institute will consider the request and allocate an appropriate level of CPD credits for the learning activity. Upon proof of completion of the activity, the Institute will manually enter the appropriate credit allocation.

#### **7. Is there a limit on the number of similar activities in which I can participate?**

SCMPs do not need to accrue maintenance credits in all categories and there are no credit maximums for any category.

#### **8. Is participation in Supply Chain Canada activities worth more credits than other/external activities?**

No. SCMPs are strongly encouraged to design an annual professional development plan that is manageable and professionally enriching. Maintenance credits may be completed through Supply Chain Canada courses, workshops or webinars, academic institutions, other professional organizations (CPA, HRP, CSAE, ICD, etc.) and/or employer offerings.

#### **9. What is the reporting period for CPD credits and how many credits do I have to earn?**

The SCMP Maintenance Requirements and reporting period remain the same. Each CPD period comprises 3 consecutive calendar years and shall immediately follow the previous CPD period; the start and end dates of each shall be January 1 of year one and December 31 of year three respectively.

Candidates should be aware that extra credits in excess of the required 30 earned during any given reporting period cannot be carried forward into any other subsequent reporting period.

#### **10. How do I report my CPD activities?**

SCMPs are responsible for tracking and reporting their CPD credits as directed by their institute, including

any supporting documentation that is required for verification. You may choose to report your CPD credits through your member portal.

A random audit of SCMP's is conducted annually by institutes. If you are audited, you will be required to verify compliance with the SCMP Maintenance Requirements policy.

### **11. What happens if I do not fulfill my SCMP maintenance requirements during the reporting period?**

Failure to complete or report CPD requirements for any given CPD period may invite disciplinary action, up to and including the loss of the right to use the SCMP designation.

If completion of the requisite CPD credits for a given three (3)-year CPD Period has not been confirmed by the reporting due date (the last business day of January of the following year), an Institute may elect to take the following steps:

- Written notice that failure to comply can result in suspension/termination of the designation
- Member required to submit plan to address deficiency in CPD
- Payment of dues owing required
- Non-compliance results in referral to a Committee for removal of designation

### **12. What steps can I take to have my SCMP designation reinstated?**

If you allow your SCMP designation to lapse for non-completion of one three-year CPD cycle, you 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. You will then have to complete the outstanding CPD credits within an agreed to period or you will lose the right to use the designation. If you allow your SCMP designation to lapse for more than one three-year CPD cycle (consecutive or not), you will have to pay for and successfully complete the SCMP Leadership Residency and final examination, in addition to payment of one year's dues, in order to be reinstated.

### **13. Are there any exemptions to the SCMP maintenance requirements?**

Fellows and other honorary and/or permanently retired non-practicing SCMP™ designation members shall be exempt from the CPD requirements.

Exemptions, based on circumstances of undue personal hardship, may be granted to SCMP™ designation members at the absolute discretion of their Institute. Criteria for an exemption might include:

- Loss of job;
- Long-term illness;
- Maternity or parental leave;
- Profound personal reasons; or
- Requirement by employer to locate to a sufficiently remote location for over 9 months in a given calendar year where no opportunity for CPD is available to the member.

Members may be excused from CPD requirements for up to one year, or indefinitely in the case of long-term illness. Members must, however, continue to report as required and should give advance notice requesting exemption rather than waiting until the reporting period ends.

### **14. My question was not answered here. Who should I speak with?**

Contact your institute for further information.

## APPENDIX A - EXAMPLES OF ELIGIBLE ACTIVITIES

SCMPs are strongly encouraged to design an annual personal professional development plan to ensure that CPD is a manageable and a professionally enriching experience. Maintenance credits may be completed through Supply Chain Canada offerings, learning institutions, other professional organizations (CPA, HRP, CPA, HRPA, CPHR, CSAE, ICD, etc.), and/or employers.

The following information provides examples of eligible activities and credits available under each category. It is not intended to be an exhaustive list.

### Continuing Education (CE)

This category involves activities related to the continuous pursuit of professional development learning in supply chain management or in general business management.

|      | Activity   | Credit rubric  |
|------|--|--|
| CE-1 | Completing a course, including web-based learning  | 20-30 hours = 10 credits<br>>30 hours = 15 credits   |
| CE-2 | Attending a seminar, workshop or course sanctioned by a professional or educational organization                                       | 3 credits for ½ session<br>5 credits for each full day   |
| CE-3 | Attending a Supply Chain Canada or other professional conference or symposium  | 2 credits per session/10 credit max  |
| CE-4 | Participating in an online webinar, telephone townhall, etc.   | 2 credits – participant<br>5 credits – contributor/speaker   |
| CE-5 | Attending a Supply Chain Canada networking event (breakfast/lunch/dinner) or plant tour that includes professional educational content | 2 credits  |
| CE-6 | Reading a supply chain related business book   | 2 credits per book   |
| CE-8 | Completing a Leading Practices Certificate offered by Supply Chain Canada (example: BDO Fraud digital badge)                           | Up to 10 credits and a digital badge for completing all components (specific credit allocation will be posted with Certificate announcement) |
| CE-9 | Listening to a session or webinar recording  | 1 credit per recording   |

### Educational Leadership (EL)

This category involves activities that advance the field of practice or body of knowledge in supply chain by disseminating knowledge and best practice learning.

|      | Activity  | Credit rubric            |
|------|---|--------------------------|
| IP-1 | Writing a business-related book (first edition only) published by an established publisher  | 30 credits               |
| IP-2 | Authoring an original business-related research paper published by an established periodical  | 20 credits               |
| IP-3 | Developing a Supply Chain Canada seminar, workshop or course of at least 5 hours' duration<br>Editing a Supply Chain Canada seminar or course where at least 40% of material is revised | 20 credits<br>15 credits |
| IP-4 | Authoring an original business-related article published by an established periodical   | 10 credits               |
| IP-5 | Writing and/or maintaining a business-related blog or being an official contributor to a  | 5 credits                |

|      |   |           |
|------|---|-----------|
|      | recognized blog or newsletter over a one-year period (subject matter must be related to the SCMP competency map)  |           |
| IP-8 | Speaking or moderating at a publicized gathering exceeding 60 minutes for a professional organization or employer | 5 credits |

### **Professional Service (PS)**

This category involves promoting and supporting the value of the supply chain profession or contributing to leadership within the profession.

|      | <b>Activity</b>  | <b>Credit rubric</b>                     |
|------|--|--|
| PS-1 | Serving on a Supply Chain Canada Board of Directors (National, provincial, territorial) for at least 1 full year | 10 credits                               |
| PS-2 | Serving at least 1 full year as a member of a National/Institute Committee                                       | Chair – 10 credits<br>Member - 5 credits |
| PS-3 | Formal mentorship program  | 5 credits per year per mentee            |
| PS-4 | Volunteer work (i.e. representation at a career fair or class visit)   | 2 credits                                |