



CPL Examination Application Instructions to Applicants

General: The data requested on the CPL application for (CPL QRB Form 1) will provide the Certified Professional Logistician Qualifications Review Board (CPL QRB), the information necessary to properly evaluate and determine an applicant's qualifications for taking the certification examination. Failure to complete the application form correctly will delay the review and approval process.

Part 1 - Applicant Information - Self Explanatory

Part 2 - Qualification Data

A. Indicate your claim for qualification by checking one. Education and degrees should be in Engineering, Mathematics, Physics, Chemistry, Economics, Business Administration, Operations Research (to include Statistics and Systems Analysis), Computer (Data) Systems and/or Science.

If you select claim 2, the number of years of education (not more than 4) must be entered.

1) To be considered relevant to this application, experience claimed by CPL applicants **must be in at least two fields of logistics with a minimum of two years experience in each field.**

2) Those individuals with a Doctoral degree need to have three years experience in only one logistics field. The four fields of logistics are:

1. Systems Management
2. System Design and Development
3. Acquisition and Production Support
4. Distribution and Customer Support

B. Self Explanatory

C. The CPL examination is offered twice a year, in May and November. Once notified of application approval an applicant has four consecutive test dates from approval exam date to successfully pass three parts of the examination at one sitting. If the applicant is unsuccessful in passing three parts within the four test dates, he/she must resubmit his/her fees. If an applicant passes three parts of the examination at one sitting, he/she will be permitted to retake the failed fourth part on any or all of the next four examination dates.

D. Cancellation Policy - **Once an applicant is approved by the QRB, application fees will not be returned.** A \$25.00 cancellation fee will be charged if examinee cancels less than 21 days before the exam or does not sit for the scheduled exam. If cancellation is made prior to the 21 day cut-off, fees can be rolled over to the next exam date. At no time will fees be refunded.

Part 3 - Description of Experience

All applicants must complete Part 3 covering the years of experience claimed in Part 2. Start with present position and provide information for each position in reverse chronological order to a nine (9) year period prior to the month of application or for the number of years of required experience if you are applying for educational equivalents. **Do not leave any time gaps.** If some positions held during the required number of years were not in the logistics field, the total period covered should be extended sufficiently to include the required number of years of experience in logistics. The description of logistics work should indicate the type of work performed and the level of technical or management responsibility (e.g., budget development, number of employees supervised, etc.). Logistics experience can be in the commercial, industrial, government, military and/or academic fields. **Please be as specific as possible.**

Please be sure this page is signed by your supervisor.

NOTE: If all or any part of the required number of years of experience were accumulated while self-employed, such as a consultant, provide specific data concerning logistics assignments/contracts performed and reports or other published articles, logistics studies or projects. Provide dates.

Part 4 - Education

If you select a claim other than claim 1, Part 4 must be completed to support the educational equivalent claimed. Provide the names of schools and/or colleges, years attended, major fields of study and degree(s) earned.

If you have selected claim 2 you must also include titles and dates of special courses and seminars in logistics.

Please be sure this page is signed by your supervisor.

Note: If you are self-employed or your transcript(s) is not on file in your personnel record, you must support this application with a copy of your official transcript(s) obtained from institution(s) attended showing highest degree awarded.

If your education did not lead to a degree and a transcript(s) is not on file in your personnel record, then a copy of your official transcript(s) obtained from institution(s) attended, supporting the years of educational equivalents claimed must be submitted.

Part 5 - Certificate Preparation

A. Please complete exactly the way you wish your certificate to read.

Part 6 Administrative Data:

To be completed by the Chapter Chair or District Director.

A. Proctor Information: To insure the timely dissemination of examination materials to authorized personnel, it is important that the requested information be provided. In the event a

CPL is not available to serve as proctor an attempt should be made to obtain a test administrator from a local educational institution or, in the case of the armed forces, from the nearest education center.

B. Verification - Self Explanatory

Documentation

Letters of Reference:

A. A letter of reference from your current supervisor describing your professional competence is required. If you have held your current position for less than six months, an additional letter of reference from a previous supervisor (or a manager/commanding officer in a position to observe your performance) is required.

The sample letter of reference found on page 5 (sample #1) is for the guidance of your supervisor. You should follow the instructions contained in this sample so the supporting documentation is forwarded to the proper address and contains all the information required.

B. For affiliated SOLE members, required letters of reference to support CPL QRB form 1, page 2, should be mailed directly to their Chapter Chair. Applicants should provide their supervisors with the current names and addresses of their Chapter Chair.

It is the responsibility of Chapter Chairs to determine that this documentation is complete prior to endorsing applications to the CPL QRB. Applicants without proper documentation will not receive favorable consideration by the CPL QRB.

C. Applicants who are non-affiliated members of SOLE or who are not society members, should direct their supervisor to mail the letters of reference directly to:

SOLE - The International Society of Logistics
8100 Professional Place, Suite 111
Hyattsville, Maryland 20785-2229 USA

Chapter Endorsement:

A. Any applicant for professional certification by examination who is affiliated with an active SOLE chapter must obtain a letter of endorsement from the Chapter Chair. The reason for local endorsement of affiliated members is two fold.

1. To assure that applicants are completely familiar with application instructions and the stringent requirements for qualification by examination.
2. To assist the CPL QRB with a preliminary screening of applicants based on personal contact and assembly of required documentation.

B. The importance of the professional certification program to SOLE members and the future of the Society warrants personal involvement of Chapter Chairs in the program's implementation. Chapter Chairs should assure themselves that applicants are responsible individuals and that the references and other documentation to support their applications are complete.

C. A letter of endorsement is required from the appropriate District Director if you are not affiliated with an active chapter or not a SOLE members.

D. A sample format of the type of information desired in a chapter/district letter of endorsement is shown on page 6 (sample 2). Other pertinent information may be included by the applicant if desired.

Fees:

A. The application fee of \$225.00 for members and \$375.00 for non-members is to be included with the application. A refund of the application fee, or any portion thereof, will not be made for any application evaluated by the CPL QRB, whether approved or disapproved. The examination fee for all re-examinations whether taking all four parts or any combination, is \$50.00 for all applicants regardless of member status.

B. The application fee and examination fee (and a new application submitted) must be renewed by payment of an additional fee after four examination dates have elapsed and no examinations have been successfully completed.

Completed Applications

When completed, an original and four copies of the CPL examination application and its enclosures should be mailed to:

SOLE - The International Society of Logistics
ATTN: Chairman, CPL QRB
8100 Professional Place, Suite 111
Hyattsville, Maryland 20785-2229 USA

Sample Format - Letters of Reference
(See Instructions)

Date

SOLE - The International Society of Logistics
ATTN: CPL Qualifications Review Board
8100 Professional Place, Suite 111
Hyattsville, Maryland 20785-2229 USA

Dear Sir,

I am advised that (applicant's name) has made application for certification by SOLE - The International Society of Logistics as a Certified Professional Logistician.

My relationship with (applicant's name) is/was (describe nature of relationship and opportunity to observe and/or evaluate applicant's knowledge and abilities, include dates.)

My evaluation of (applicant's name) professional qualifications is (provide confidential opinion of applicant's professional competence in performance of the duties with which familiar, briefly describe these duties

(Signature)

(Title)

(Organization)

(Telephone Number)

Sample #1

Sample Format - Chapter/District Endorsement
(See Instructions)

Date

SOLE - The International Society of Logistics
ATTN: CPL Qualifications Review Board
8100 Professional Place, Suite 111
Hyattsville, Maryland 20785-2229 USA

Dear Sir,

I have reviewed and initialed the enclosed application of (applicant's name) for formal certification as a "Certified Professional Logistician" by SOLE - The International Society of Logistics. To the best of my knowledge, the statements therein are complete and are properly supported by the required documentation.

I know of no reason why the applicant should not be considered for professional certification.

Chairman (Signature)

Chapter / District

Sample #2

Sample CPL Examination Questions

The following questions are representative of those included in each of the four (4) parts of the CPL Examination. Choose the best answer.

A. Part 1 - Systems Management

1. A formal logistics support plan generally covers the areas of:

a. Design, reliability and maintainability, support equipment, supply support, data, human factors, and safety.

ANS b. Maintenance planning, reliability and maintainability, support equipment, supply support, transportation and handling, personnel and training, facilities, technical data, and funding.

c. Maintenance planning, reliability, support equipment, supply support, human factors and safety, personnel and training, facilities, and technical data.

d. Maintenance planning, reliability and maintainability, supply support, personnel and training, facilities, technical data, and funding.

B. Part 2 - Systems Design and Development

1. What is the purpose of the formulation of a criterion function?

a. To identify those criteria which are least important.

b. To eliminate those design parameters which are not relevant.

ANS c. To identify the relationship among the design parameters and each criterion.

d. To aid in the quantification of the design parameters.

C. Part 3 - Acquisition and Production Support

1. The foremost task of production management is:

ANS a. To organize the use of productive resources in order to provide goods at a profitable level.

b. Maintain high levels of production through people management.

c. Keep existing facilities competitive by implementing technological changes.

d. Profit management.

D. Part 4 - Distribution and Customer Support

1. In physical distribution, the total-cost approach means that management should:

a. Seek to minimize total physical distribution costs.

b. Use the lowest cost transportation methods consistent with safe handling for the product.

c. Use air freight and thus eliminate some inventory locations.

ANS d. Strive for an optimum balance in the cost-profit customer utility.