



# Certification Item Writing

Using your expertise to give back to the profession

## Interested in Item Writing?

Want to demonstrate your supply management or diversity expertise? ISM is actively seeking practitioners who hold a CPSM® or CPSD® qualification to write, review and revise items for inclusion in the respective certification exams. As an item writer, you will be part of an international team of volunteers who use their professional expertise to develop test questions that reflect the knowledge, skills and abilities needed by a supply management or diversity professional.

## Why Become an Item Writer?

When you become an item writer, you'll receive:

- One Continuing Education Hour (CEH) for each approved application level question.
- Valuable experience.
- The opportunity to interact with other practitioners from diverse industries and geographical locations.
- The chance to support your profession by contributing sound, high-quality exam questions.

## Selection Criteria

To be considered for selection as an item writer, you must:

- Have a current certification in CPSM or CPSD and demonstrated supply management or supplier diversity expertise.
- Demonstrate good writing and reviewing skills.
- Work well with others.
- Be able to meet established deadlines.

ISM will provide you with all of the necessary source materials as well as specialized training that covers item writing theory and the specific item writing techniques necessary to develop items that test higher-order thinking skills.

# What We Expect

ISM expects our item writers to actively participate in the item writing process. As a participant, you'll:

- Develop and complete all items according to ISM deadlines.
- Dedicate the time and effort to produce high-quality, psychometrically sound items. (It takes on average an hour to research, draft and revise each test item.)
- Have the ability to access the Internet to be able to write and review items through a secured website.
- Apply the concepts presented in the tutorials and item writer manual to the development of each exam item.
- Agree to and sign all terms outlined in the Participation, Ownership and Confidentiality Letter.

# How to Apply

If you are interested in becoming an item writer, send your current CV or resume to:

## Emily Ryan

Program Manager — Learning Delivery & Certification

 **Phone:** +1 480.752.6276 ext. 3126

 **Email:** [eryan@ismworld.org](mailto:eryan@ismworld.org)

 **Web:** [www.ismworld.org](http://www.ismworld.org)

# Questions?

If you have any additional questions about becoming an item writer, contact Emily Ryan using the above contact information.

[www.ismworld.org](http://www.ismworld.org)

## About the Institute for Supply Management®

Institute for Supply Management® (ISM®) is the first and leading not-for-profit professional supply management organization worldwide. Its community of more than 50,000 in more than 100 countries manage about US\$1 trillion in corporate and government supply chain procurement annually. Founded in 1915 by practitioners, ISM is committed to advancing the practice of supply management to drive value and competitive advantage for its members, contributing to a prosperous and sustainable world. ISM empowers and leads the profession through the ISM® *Report On Business*®, its highly-regarded certification and training programs, corporate services, events, the ISM Supply Chain Capability Model and assessments. The ISM® *Report On Business*®, Manufacturing, Services and Hospital, are three of the most reliable economic indicators available, providing guidance to supply management professionals, economists, analysts, and government and business leaders. For more information, please visit: [www.ismworld.org](http://www.ismworld.org).



+1 480.752.6276

extension 3126

[eryan@ismworld.org](mailto:eryan@ismworld.org)

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