Welcome Pack: Training Materials You Receive
(This is given when you sign up for a minimum of one exam module)
• Sample Test Questions & Answers
• Suggested Reading
• Books:
  - Practical Guide to Business Forecasting
    by Dr. Chaman L. Jain- St. John’s University & Jack Malehorn- Valdosta State University, pp. 510, 2005.
    (Complimentary for those who register for CPF exams)
  - Regression Analysis: Modeling and Forecasting
    by Dr. George C.S. Wang & Dr. Chaman L. Jain, pp. 296, 2003. (Complimentary for those who register for the ACPF exams)
The suggested reading will cover most of the material for the exams. However, there is no single book available that covers everything about business forecasting. Thus, most, but not all required material for the exams will be found in the suggested reading. It is assumed the candidate has prior knowledge and experience in the area.

Eligibility Criteria
The potential candidate must have at least a Bachelor’s degree or adequate professional experience. Two years of professional experience in Business Forecasting and Planning can fulfill the requirement of “adequate professional experience.”

Testing and Grading System
Questions for all exam modules will be objective (True or False and Multiple Choice), and computer based. For Exam Modules 2 and 4, there will be some calculations for which a standard calculator or MS Excel can be used. However, answers will be in the form of True or False or Multiple Choice. Practical problems carry more weight in scoring.

Time Allotted
Two hours are given for each exam module. Exams are usually given at domestic and/or international IBF Conference, Tutorial, and Workshop cities, as well as in other cities. Please check our website for the most up to date Exam Calendar and respective locations. www.ibf.org/cert.cfm

Business Forecasting Certification Program
More firms of all sizes and regions recognize that forecasting and demand planning are vital in business. In turn, having members of the team well versed in forecasting has become just as crucial. IBF’s Professional Certification Program is an excellent way to pre-qualify and validate your team’s forecasting and demand planning knowledge. Our certification program is also an excellent way to enhance your credentials and advance in your career.

Benefits of IBF Certification

FOR EMPLOYEES:
• Improve your career opportunities
• Validate your experience, knowledge, and skill sets
• Enhance your credentials, and advance your career
• Pre-qualify for new positions in the field
• Set an example for others in your department
• Become more recognized at your company, as well as in the field

FOR EMPLOYERS:
• Certified individuals are pre-qualified, allowing you to identify the right person for a forecasting/demand planning job with ease
• Gain assurance that an IBF Certified individual has the background to help improve forecasting performance at your company
• Increase the value of your forecasting and demand planning staff, department, and company
• Save time and resources in training — CPF or ACPF professionals already have a verified body of knowledge

“The forecasting function is approximately three years old at our company. Yes, the exam(s) did a good job of verifying my professional experience along with knowledge gained through IBF conferences and tutorials.”
T. Durkee, Demand Manager, ENGINEERED MATERIALS SOLUTION

Two Levels of Certification
1. Certified Professional Forecaster (CPF). This designation can be earned by passing Exam Modules 1 to 3
2. Advanced Certified Professional Forecaster (ACPF). Once you have achieved the CPF designation, work towards an ACPF designation by passing Exam Modules 4 and 5
Re-Certification

How to Keep Your Certification Current

Re-certification is required every four years for all IBF certified professionals. This is to ensure that he/she maintains adequate experience and training in the area of Business Forecasting and Planning. This means keeping abreast of new technologies and developments in forecasting methods, processes, approaches, systems, and more. For Re-certification, professionals are required to accumulate 40 continuing education/re-certification points for maintaining CPF and 50 points for maintaining ACPF, respectively. Re-certification points are earned by attending business forecasting related conferences, workshops, and courses, or any other related activities within the four year time frame. Once the required points have been earned, the IBF will re-certify that person. Re-taking all relevant certification exams is also an acceptable way to re-certify.

Training and Development

Certified Professional Forecaster (CPF)
Re-Certification Fee:

Activity | Points Earned
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Attend an IBF Conference/Tutorial/Workshop | 10 points per event
Attend IBF’s In-House Training | 5 points
IBF Membership | 5 points per year of membership
Attend another forecasting related conference | 5 points per conference
Serve on the IBF Board of Directors | 5 points per year of service
Publish a forecasting book | 25 points per book
Publish original research on forecasting | 7 points per publication
Speak at a forecasting conference | 5 points per article published
Successful completion of an academic course in forecasting | 3 points per credit hour
Assistant in course development | To be determined based on time

We are open to granting points to activities not listed, based on approval from the board of advisors.

Re-Certification Fee:

IBF members (50 USD) | Non-members (75 USD)
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Advanced Certified Professional Forecaster (ACPF)

One must be a Certified Professional Forecaster (CPF) to qualify. To earn the ACPF designation, one must pass exam modules 4 & 5.

Examination Dates and Locations

Exam dates and locations are listed on our website. New locations and dates are regularly being added on an ongoing basis. Please check our website for the most up to date list. www.ibf.org/cert.cfm

FAQs

Is there an extra charge for the exam module material/Welcome Pack?

For those in the United States: No. Once you pay the exam material fee, you will receive the Welcome Pack and respective books in the mail. However, an extra shipping charge will apply to those outside the United States. Also, for those taking the exam outside the United States, an international certification fee may apply. Please contact us for details if applicable.

What is the maximum number of exam modules I can take on one day?

Three.

How can I take the CPF/ACPF exam modules at my workplace?

If you don’t have the time or would like the convenience of having the exam come to you at your office location, the IBF provides this service. In this case, your company must provide a room with computers, and cover the proctor’s expenses for set-up and administration. Please call +1.516.504.7576 if you would like to schedule an in-house exam.

What makes the Business Forecasting Certification particularly unique?

The Business Forecasting Certification Program is the only program of its kind. IBF materials and educational curricula are based on over two decades of experience in the field. As a result the IBF has validated and standardized a body of knowledge that is essential to improving forecasting performance.

Besides self-directed, self-taught study for the Certification Program, what other events can I attend to prepare for the exams?

In addition to preparing for the Certification Exams on your own, you could enroll in one or more of the many workshops, tutorials, and conferences that the IBF offers. If you have a group of individuals at your company preparing for the exams, IBF offers an In-House Business Forecasting Training Workshop program. Please call +1.516.504.7576 for further details and/or to register.

If I register for the Certification Program, how long can I wait to take the exam?

If you register for the program, you have up to 1 year to take the exam.

Where can I find the Exam Calendar and location of exams?

Exam dates and locations are listed on our website. New locations and dates are regularly being added on an ongoing basis. Please check our website for the most up to date list data. www.ibf.org/cert.cfm

Exam Module 6

Forecasting Systems/Package

Data synchronization
Forecasting system vs. forecast software package
Forecasting system: applications and architecture
What to look for in selecting a forecasting software package
System implementation
Managing a forecasting system
What to look for in selecting forecasting software package

Certification Fee:

IBF Members (50 USD) | Non-Members (75 USD)
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$300 (USD) per exam module | $350 (USD) per exam module
$520 (USD) group rate per module | $575 (USD) group rate per module*
* 5 or more must be enrolled to qualify for group rate.
(For exam locations outside the U.S. & Canada, please call for certification fee pricing)

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