

APICS Exam Purchasing & Scheduling Tutorial

How will you obtain your Authorization to Test (ATT)?

Select an option below to proceed to the corresponding instructions.

Exam Credit

If you will be redeeming a prepaid exam credit

Skip to Scheduling

If you already have an Authorization to Test (ATT) for your APICS exam

ATT Purchase Process Using an Exam Credit

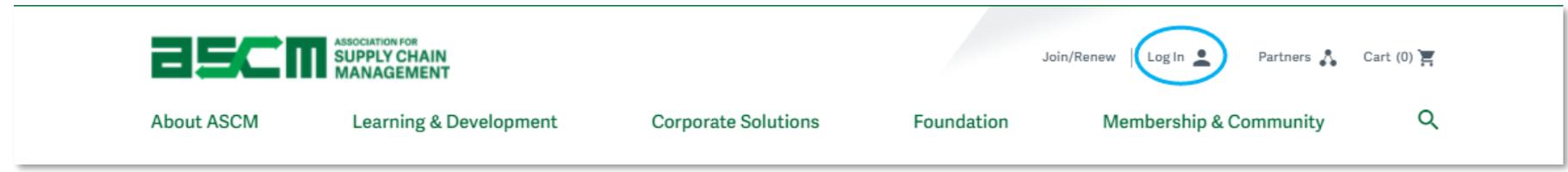
[Skip to Scheduling](#)

Step 1 - Login

In order to redeem your exam credit, you need to be logged in to your account.

To do so:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click LOGIN



Log in to ASCM

Please log into the ASCM network. If you do not have a profile, create one [here](#).

Username

Password

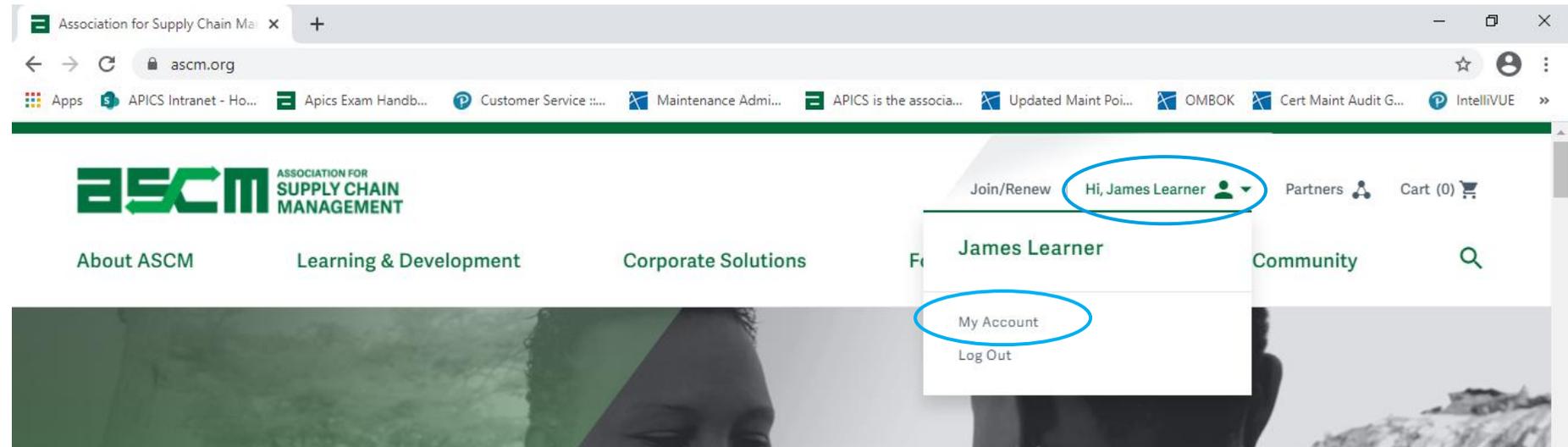
[Forgot your username?](#) [Forgot your password?](#)

Remember me?

Step 2 – Go to My Account

Help

1. Click the account drop-down menu at the top of your screen
2. Select “My Account”



Step 3 – Redeem Your Exam Credit

Help

To redeem your exam credit:

1. Click “Credentials”
2. Click “Exams”

The screenshot shows the top navigation bar of the ASCM website with five tabs: 'About ASCM', 'Learning & Development', 'Corporate Transformation', 'Making an Impact', and 'Membership & Community'. Below the navigation bar is a sidebar menu with the following items: 'My Account', 'Order History', 'Courses & Downloads', 'Membership', and 'Credentials'. The 'Credentials' item is circled in blue. To the right of the sidebar is the main content area, which is titled 'Exams' and contains a section for 'ASCM Announcements' with a link to 'please click here' and a section for 'Important Information Pertaining to COVID-19' with a dropdown arrow.

The screenshot shows the 'Credentials' page. It has a header 'Credentials' and a sub-section 'Certificates' with the text 'No certificates have been earned yet.' and a link to 'Learn more about the Supply Chain Procurement Certificate'. Below this is another sub-section 'Exams' with three bullet points: 'CSCP Exam Eligibility', 'Schedule & Access Certification Exams', and 'Certification Exam History'. At the bottom of the page is a green button labeled 'Exams', which is circled in blue.

Step 3 – Redeem Your Exam Credit (Continued)

- 3. Scroll down to your exam credit
- 4. Click “Register for your exam”

Certified in Planning and Inventory Management (CPIM) Part 2 V7

Credit Status		Authorization Status	
Available	Status Key	Apply Credit First	Status Key
Date Available	Apply Credit by	Take Exam by	
Now	8/18/2021	-	
Register for Your Exam		Schedule Your Exam	

Step 3 – Redeem Your Exam Credit (Continued)

Warning: You will be required to schedule and take your exam within 6 months upon completion of this step.

5. Select your preferred address

6. Verify that your address is complete and accurate

7. Click Register

Register for Your Exam
CPIM Part 2 V7

Name
James Learner

Address

<input type="radio"/> Home Address	1234 Test Drive Chicago, USA	edit
<input type="radio"/> Work Address	1234 Test Drive Chicago, USA	edit

Register



Register for Your Exam
CPIM Part 2 V7

Name
James Learner

Address

Home Address [cancel](#)

Country/Region*
United States

Street Address*
1234 Test Drive

+ Add a new line

City*
Chicago

State/Province*
Illinois

Postal Code*
60634

Work Address 1234 Test Drive Chicago, USA [edit](#)

Register

Your Exams

Certification details may take up to 24 hours to update. Completed exam details will be in the Exam History section.

 Registration with an exam credit is completed at checkout. Add the appropriate exam to your cart to claim an exam credit. You will not be charged for the exam.

Certified in Logistics, Transportation and Distribution (CLTD) : United States

Credit Status	
In Use	Status Key
Date Available	Apply Credit by
-	-
Applied Credit	

>>>

Authorization Status	
Finalize	Status Key
Take Exam by	3/10/2021
Schedule Your Exam	

1. You will be redirected back to the Your Exams section of My account. Click on “Schedule Your Exam”

Step 6 – Verification (Continued)

2. Review your authorization details including your name, exam name, and authorization period
3. Click on the ASCM Exam Handbook Link and review testing policies
4. Click on the ASCM Testing Policies and Code of Ethics link and review

Verify and Schedule

CUSTOMER RELATIONS

APICS Overview	+
Contact	+
Careers at ASCM	+

Please review the exam information below to confirm you are scheduling the correct exam.

Candidate: 2173206 James Learner
Exam: 68 CLTD Certified in Logistics, Transportation and Distribution (CLTD)
Authorization Dates: 9/11/2020 - 3/10/2021

Click a link below if you need to review the "ASCM Exam Handbook" or "ASCM Testing Policies and Code Of Ethics"

[ASCM Exam Handbook](#)

[ASCM Testing Policies and Code of Ethics](#)

Step 6 – Verification (Continued)

5. Confirm your contact information
6. Check the box to agree that your contact information is accurate
7. Check the box to agree that the first and last name listed matches the first and last name on your identification

Note: You will only need to decide if you want to share your exam information if using an exam credit issued from a partner or through a Corporate Development-run class.

The screenshot shows the 'MY ACCOUNT' page on the ASCM website. The header includes the ASCM logo (Association for Supply Chain Management, Built Upon APICS Global Standards) and navigation links for CREDENTIALS & EDUCATION, APICS FOR INDIVIDUALS, APICS FOR BUSINESS, APICS PARTNERS, and MY ACCOUNT. A search bar is located on the right. Below the header, a breadcrumb trail shows 'HOME | MY ACCOUNT | MY EXAM FINALIZE'. The main content area is titled 'Please Confirm Your Contact Information' and displays the following details:

- ASCM ID: 2173206
- First or given name: James
- Last or family name: Learner
- Email Address: jlearner@ascm.org

Below the details, there are two checked checkboxes:

- I agree that the name above matches my identification and that my e-mail address is correct. Otherwise, click the following link to change any of the fields: [Profile Editor](#).
- I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies.

The next section is titled 'Please Select Your Scheduling Information Sharing Option' and includes the text: 'It is ASCM's policy to share your scheduling information and pass/fail status with the organization that purchased your ATT. Do you authorize ASCM to share this information?'. There are two radio buttons: 'Yes' (selected) and 'No'. A note at the bottom of this section says 'Please select 'Yes' or 'No''.

ASCM ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT
Built Upon APICS Global Standards

CREDENTIALS & EDUCATION APICS FOR INDIVIDUALS APICS FOR BUSINESS APICS PARTNERS MY ACCOUNT

Type here to search

HOME | MY ACCOUNT MY EXAM FINALIZE

Please Agree to the ASCM Code of Ethics
 I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies.

Please Select Your Scheduling Information Sharing Option
It is ASCM's policy to share your scheduling information and pass/fail status with the organization that purchased your ATT. Do you authorize ASCM to share this information?

Yes No

Please select 'Yes' or 'No'

Click the "Schedule" button below to submit your ATT to PearsonVue

- If your ATT is accepted by PearsonVue, you will be redirected to the PearsonVue web site to schedule your exam
- If you do not schedule your exam at this time, you may do so later via the Certification section of MyAccount

SCHEDULE CANCEL AND RETURN TO MYACCOUNT

8. Click on “Schedule” to be directed to begin the scheduling process

[Return Home](#)

[Proceed to Scheduling Instructions](#)

Scheduling Your Exam

Step 1 - Login

In order to purchase an APICS exam, you need to be logged in to your account.

To do so:

1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Click LOGIN



Log in to ASCM

Please log into the ASCM network. If you do not have a profile, create one [here](#).

Username

Password

[Forgot your username?](#) [Forgot your password?](#)

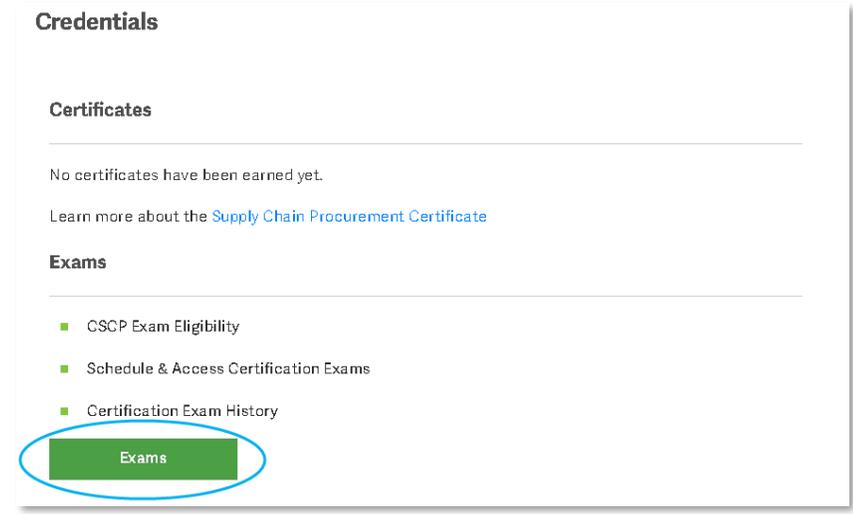
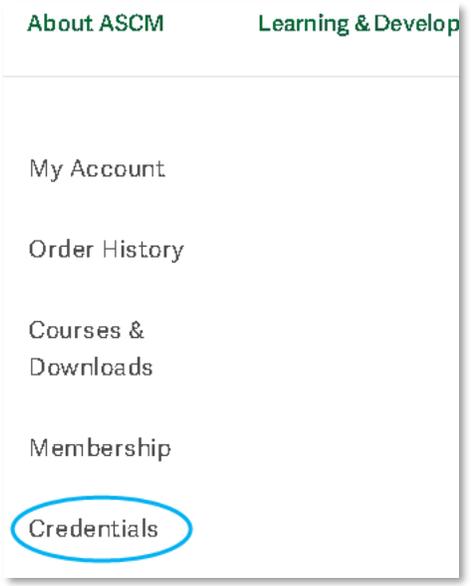
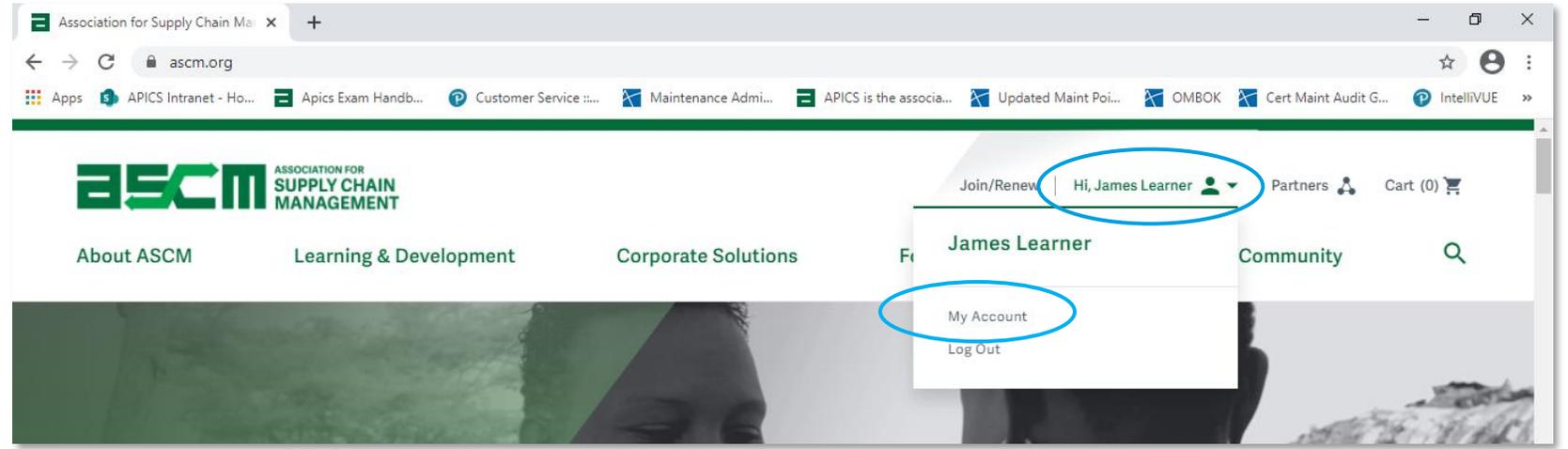
Remember me?

Step 2 – Launch Scheduling Process

If you already have an Authorization to Test (ATT), the following steps will help you begin the scheduling process. If you just completed the verification process after purchasing your exam, please skip this step.

To do so:

1. Go to My ACCOUNT
2. Click Credentials on the left side of your screen
3. Click on Exams



Step 2 – Launch Scheduling Process (Continued)

3. Scroll down to the *Your Exams* section
4. Click “Schedule”

Your Exams

Certification details may take up to 24 hours to update. Completed exam details will be in the Exam History section.

! To redeem an exam credit, please choose the “Register for Your Exam” button below. You will then be taken to the program page. Please choose the appropriate exam by choosing the “Explore” link next to the program for which you would like to register. Your exam credit will be redeemed at checkout and you will not be charged for the exam.

Certified in Logistics, Transportation and Distribution (CLTD) : United States

Credit Status		Authorization Status	
In Use	Status Key	Accepted	Status Key
Date Available	Apply Credit by	Take Exam by	
-	-	3/8/2021	
Applied Credit		Schedule Exam	

>>>

Where do you plan to test?

Select an option below to proceed to the corresponding instructions.

Online

Testing Center

Step 3 – Select a Testing Platform

Note: Selecting “At a home or office” will schedule an online proctored testing appointment.

1. Select “At a local test center”
2. Click “Next”
3. Confirm the exam you will be taking
4. Click “Next” again

Select exam options

CPIMPart1: APICS CPIM- Part 1

All fields are required.

How do you want to take your exam? [Exam delivery option descriptions](#)

At a local test center

At a home or office

[Previous](#) [Next](#)



Exam details

CPIMPart1: APICS CPIM- Part 1

[View My Authorization Information](#)

Exam:
CPIMPart1: APICS CPIM- Part 1
[View Testing Policies](#)

Language:
English

[Previous](#) [Next](#)

Step 4 – Choose a Test Center

Note: The search option will automatically search for testing centers in your area, but you can type in a different area if you intend to test from a different location

1. Select a testing center (except online testing)

Note: You will be able to select up to 3 test centers at a time to compare availability. To expand the search radius, click “Show More”.

2. Click “Next”

214 La Poisson St., Paris, Alberta, M1P 8P9, Canada

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

Helpful hints:

- The test center information link may provide directions, parking, wheelchair support or other physical access considerations.
- Distance (mi/km) is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

Test Center	Distance
<input type="checkbox"/> Upper Valley Career Center Adult Technology Center 8901 Looney Road Piqua, Ohio 45356 United States Test Center Information	13.7 mi
<input type="checkbox"/> New Horizons Computer Learning Center 1890 Commerce Center Boulevard	23.6 mi

Step 5 – Choose a Date & Time

1. Select your testing appointment date
2. Choose an appointment time by clicking on it

Note: If you do not see any dates available, repeat Step 4 and select three different test centers.

Choose Appointment

Signed In as: Jack Learner
APICS ID: APICS2069416

Exam Selection: CPIMPart1: APICS CPIM- Part 1 | Language: English

Test Center

Peoria Regional Office of Education
324 Main St
Room 401
Peoria, Illinois 61602
United States

Change Test Centers

Select Date [Why can't I find an available appointment?](#)

December 2017
January 2018

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					4	5	1	2	3	4	5	6	
7	8	9	10	11	12	13	14	15	16	17	18	19	20
17	18	19	20	21	22	23	24	25	26	27	28	29	30
31													

Available Start Times: Wednesday, January 24, 2018 at Peoria Regional Office of Education

Morning	Afternoon
09:00 AM	12:45 PM

Step 6 – Confirm Appointment Details

- 1. Review appointment information for accuracy.
- 2. Click on “Proceed to Checkout”

Important Note: You must complete the scheduling process in full to book your appointment. Closing your web browser at this step will abort the scheduling process

The screenshot shows the APICS website's 'Cart' page. At the top left is the APICS logo. A navigation sidebar on the left contains icons for home, cart, and other functions. The main content area is titled 'Cart' and features a warning box: 'Review and confirm contact information to avoid issues on test day.' Below this is a table with three columns: Description, Details, and Actions. The table contains one row for an appointment. The 'Description' column lists 'Exam SCOR-P: APICS SCOR-P', 'Language: English', and 'Exam Length: 135 minutes'. The 'Details' column lists 'Appointment Friday, July 24, 2020', 'Start Time: 08:00 AM EDT', and 'Location Pearson Professional Centers-Dayton OH, 3033 Kettering Boulevard, Suite 320, Moraine, Ohio 45439, United States'. The 'Actions' column contains a 'Remove' link. At the bottom right of the page, a yellow 'Proceed to Checkout' button is circled in blue.

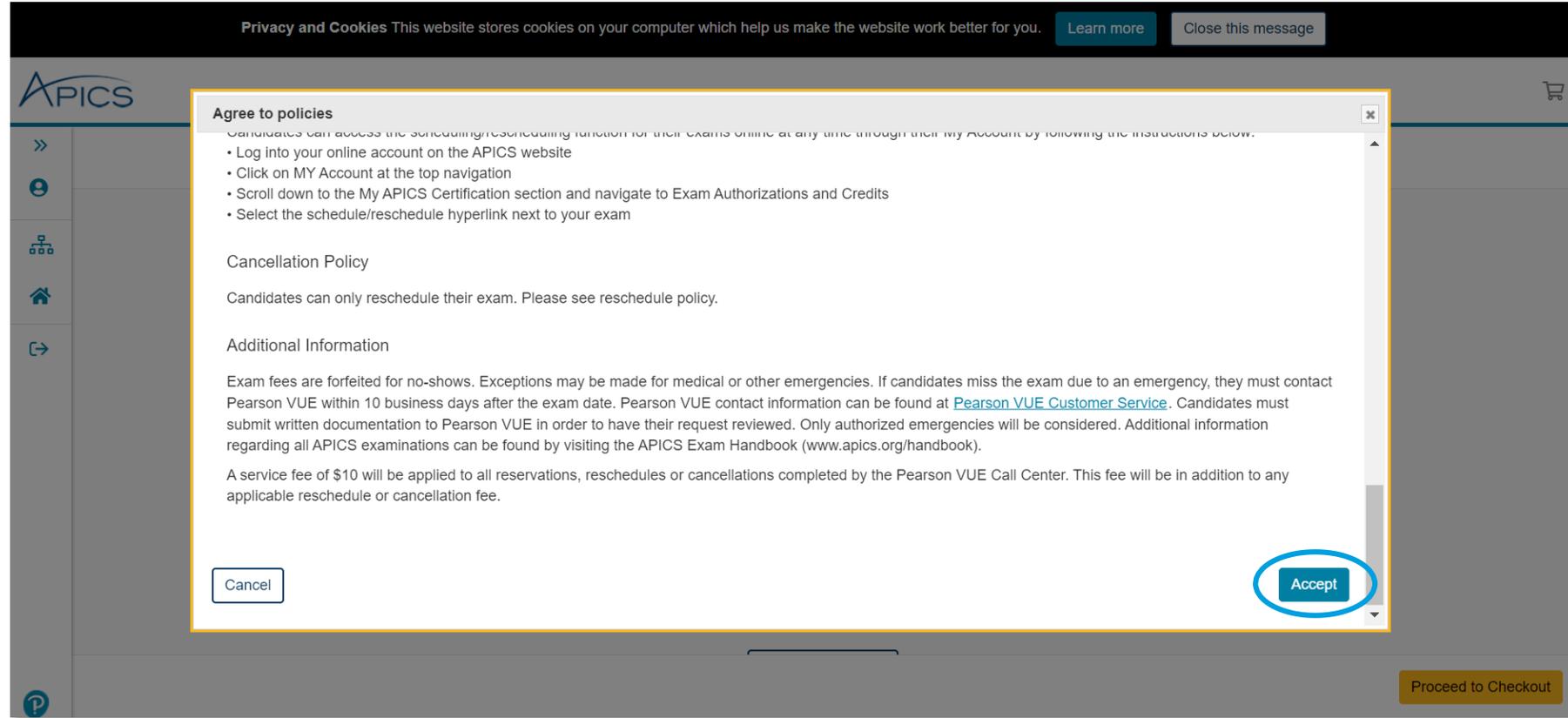
Description	Details	Actions
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Change Appointment Location Pearson Professional Centers-Dayton OH 3033 Kettering Boulevard Suite 320 Moraine, Ohio 45439 United States Change Test Center	Remove

Step 7 – Review & Agree to Testing Policy

1. Read and confirm that you understand and agree to the APICS and Pearson VUE policies

2. Click “Accept”

Note: “Accept” will not appear until you have read through the policy in its entirety



Privacy and Cookies This website stores cookies on your computer which help us make the website work better for you. [Learn more](#) [Close this message](#)

APICS

Agree to policies

Candidates can access the scheduling/rescheduling function for their exams online at any time through their My Account by following the instructions below.

- Log into your online account on the APICS website
- Click on MY Account at the top navigation
- Scroll down to the My APICS Certification section and navigate to Exam Authorizations and Credits
- Select the schedule/reschedule hyperlink next to your exam

Cancellation Policy

Candidates can only reschedule their exam. Please see reschedule policy.

Additional Information

Exam fees are forfeited for no-shows. Exceptions may be made for medical or other emergencies. If candidates miss the exam due to an emergency, they must contact Pearson VUE within 10 business days after the exam date. Pearson VUE contact information can be found at [Pearson VUE Customer Service](#). Candidates must submit written documentation to Pearson VUE in order to have their request reviewed. Only authorized emergencies will be considered. Additional information regarding all APICS examinations can be found by visiting the APICS Exam Handbook (www.apics.org/handbook).

A service fee of \$10 will be applied to all reservations, reschedules or cancellations completed by the Pearson VUE Call Center. This fee will be in addition to any applicable reschedule or cancellation fee.

[Cancel](#) [Accept](#)

[Proceed to Checkout](#)

Step 8 – Finish Booking

Help

1. Confirm the exam and appointment details

2. Click “Submit Order”

Note: Clicking “Submit Order” completes the scheduling process.

The screenshot shows the APICS mobile application interface. At the top left is the APICS logo. Below it is a navigation sidebar with icons for home, search, and other functions. The main content area is titled "Almost there..." and displays a summary of the booking details in a table format:

Description	Details
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Location Pearson Professional Centers-Dayton OH 3033 Kettering Boulevard Suite 320 Moraine, Ohio 45439 United States

Below the table are two buttons: "Previous" and "Cancel Order". At the bottom right of the screen, there is a prominent yellow "Submit Order" button, which is circled in blue to indicate it is the final step in the process.

Step 9 – Review Confirmation

Help

1. Review the appointment summary and print, if desired
2. An email confirmation will also be sent

Important Note: If you need to reschedule later, you must do so at least 24 hours in advance of your appointment

APICS

You are booked!
Order #: 0054-4753-7019

An email confirmation has been sent to: rkavanaugh@apics.org

[Return to Dashboard](#)

Description	Details	Order Information
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Location Pearson Professional Centers-Dayton OH Test Center Information	Order Number/Invoice 0054-4753-7019 Registration ID 376940488 Status Scheduled

Return Home

Return to ASCM Homepage

Support & Troubleshooting

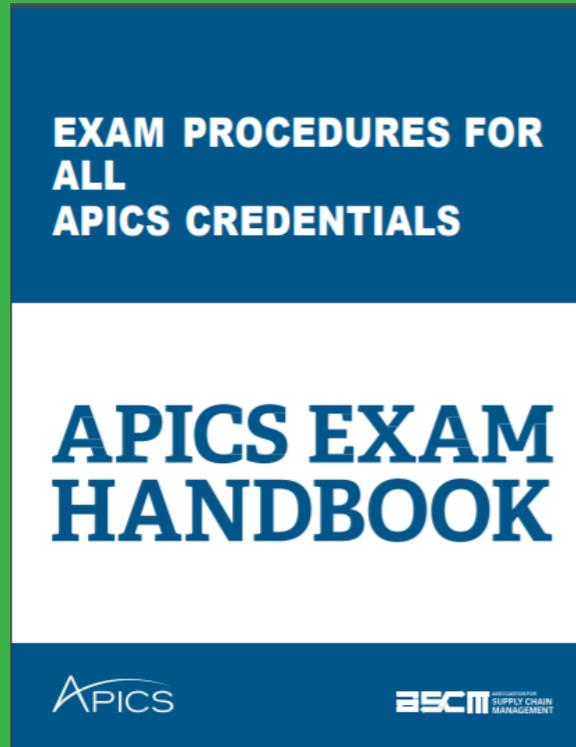
If you encounter any issues, we recommend completing the following steps:

1. Check your internet connection
2. Ensure that you are using either Mozilla Firefox or Google Chrome as your web browser
3. Clear your internet cache
4. If you are using a company computer and/or network, try using a different network of computer.
5. Ensure that you login to your online account
6. Read all information carefully. Some parts of the scheduling process require you to read and agree to terms and policies. Please ensure that the required checkboxes are selected where applicable.
7. Read the [APICS Exam Handbook](#) for information about testing policies and procedures.

Help Resources

Below is a list of support resources available if you have questions or need help.

1. Rules, policies, and procedures for taking APICS exams are outlined in the [APICS Exam Handbook](#)
2. If you encounter issues encountered when scheduling or during the testing process, [contact Pearson VUE Support](#)
3. For all other questions, [contact ASCM Customer Relations](#)



The Customer Relations team is available to answer your questions regarding information on this page from 6:00 a.m.–6:00 p.m. CT, Monday through Friday.

✉ support@ascm.org

☎ **1-800-444-2742**
+1-773-867-1777



Ask a question ▶

Chat is the quickest way to reach a customer service agent.
Click on the Chat icon to get started.

If chat is "offline," see below for telephone numbers and office hours.

America region ^

Office hours

Monday–Friday, 7:00 a.m.–7:00 p.m. CT; closed on local holidays.

Telephone numbers

- 866-583-8949 (toll-free)
- +1-952-905-7418 (toll)

Email form

[Ask a question](#)

Asia-Pacific region v

Europe, Middle East, Africa (EMEA) region v

[Return Home](#)