APICS Exam Purchasing & Scheduling Tutorial

December 2025

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

Select an option below to proceed to the corresponding instructions.

Direct Payment

If you will be submitting payment directly for your exam

Skip to Scheduling

If you already have an Authorization to Test (ATT) for your APICS exam
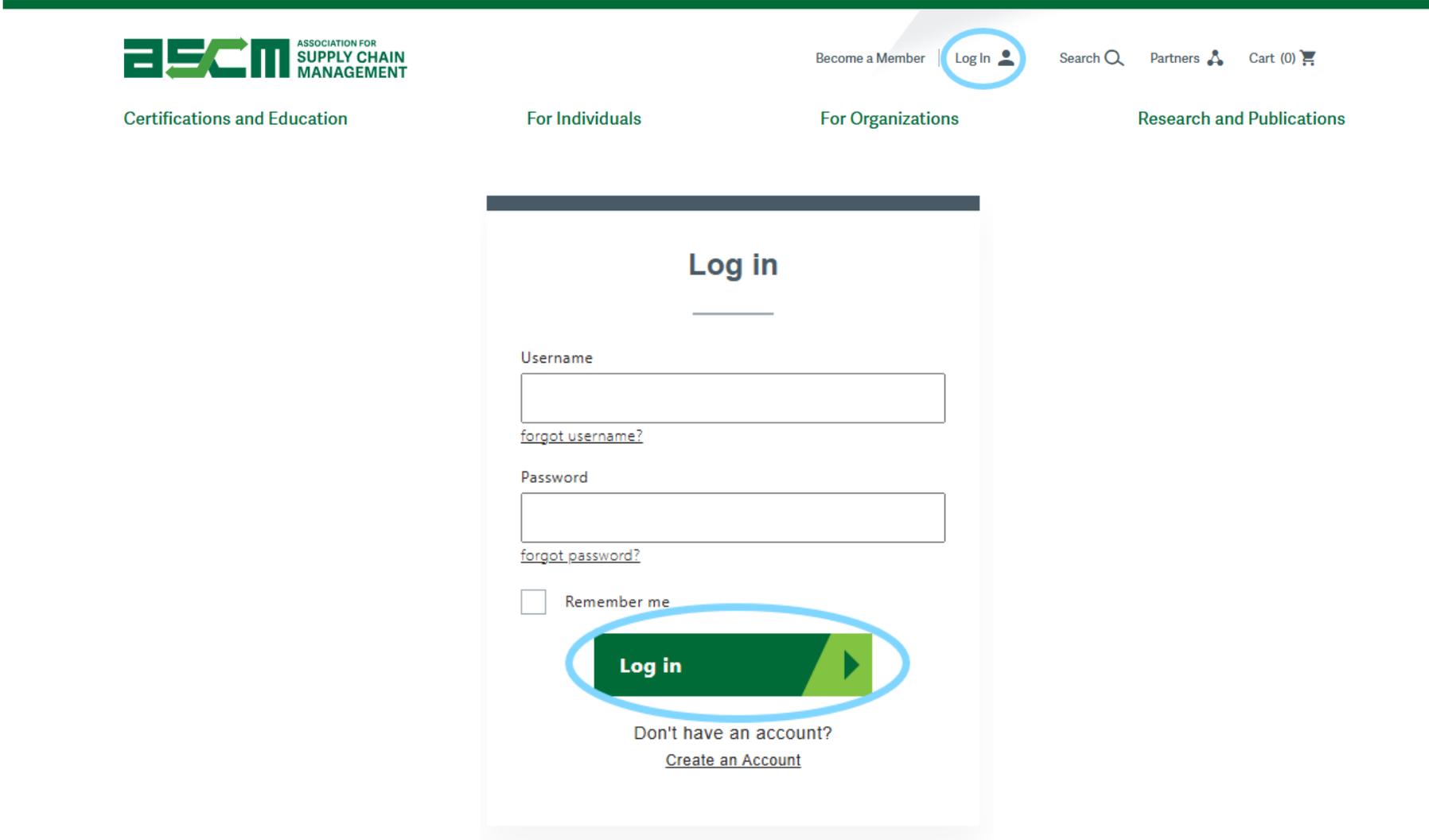
Direct Payment ATT Purchase Process

[Skip to Scheduling](#)

Step 1 - Login

In order to purchase an APICS exam, log into your My Account.

How to:

1. Go to ascm.org

2. Click "Login" at the top of the page

3. Enter your username and password

4. Click "Log In" *
*If you do not have an ASCM account, select the "Create an Account" link below the "Log In" button.

Step 2 – Select Program

Once you have logged into your ASCM account, you will be able to buy your desired exam.

1. Click on the "Certifications and Education" tab **or** click the "For Individuals" tab

2. You will be able to access your desired exam in either tab

3. Select the program that you would like to pursue
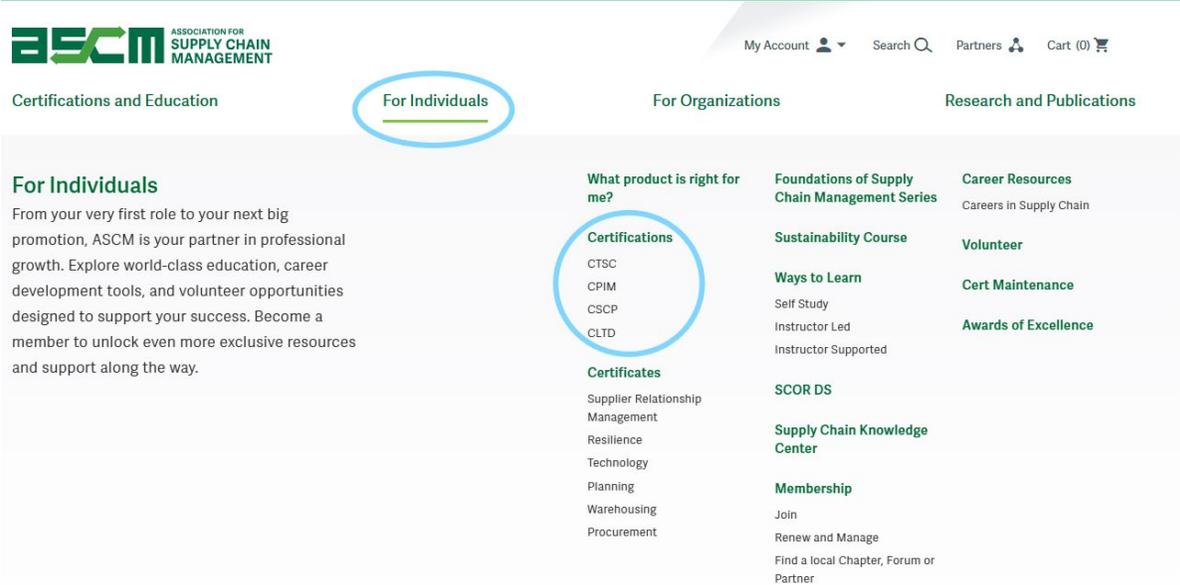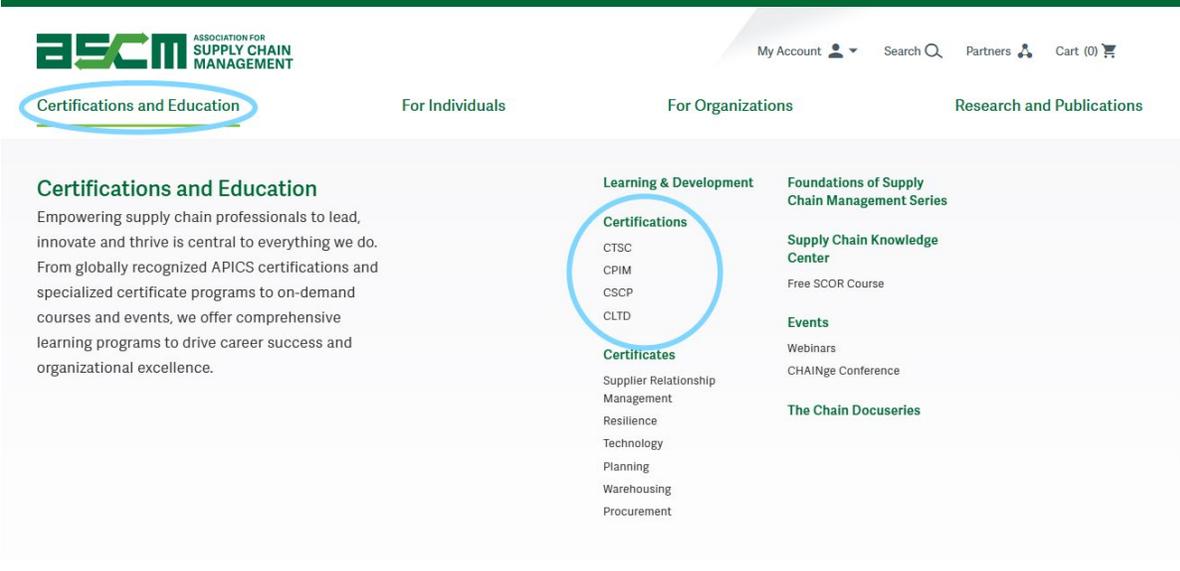
Step 3 – Configure & Add to Cart

Once you have clicked on your desired program, you will be directed to the product page for your selection.

Here, you will be able to view all products related to your selection.

To purchase an exam:

1. Be sure to review the ASCM Code of Ethics and Testing Policies

2. Select the "Add to Cart" button for the certification exam or bundle that you would like to purchase
   • Applies to CPIM, CLTD, and CSCP exams only; CTSC is a bundle-only product*

*Note: If you wish to purchase a bundle, this process is similar to the exam purchase as bundles also contain an exam.

Learning System

APICS 2025 CPIM Self-Study Exam Prep

The only exam prep system guaranteed to align with the current CPIM exam!

✓ Digital and printed books (for one year from date of purchase)

✓ Online study tools with quizzes, practice exam, learning activities and resource center (instructor support not included)

✓ CPIM Exam Content Manual (ECM)

$1,240

Add to Cart

Exam

APICS CPIM Certification Exams

✓ Get results immediately

✓ Use your certification right away

$1,240

Add to Cart

By adding to cart you agree to the ASCM Code of Ethics and Testing Policies.

Bundle

CPIM Learning System + Exam + 2nd Chance Exam with Membership

✓ CPIM 8.0 Learning System and exam voucher

✓ 2nd Chance Exam (restrictions apply)

✓ Digital and printed books

✓ Online quizzes and test with immediate feedback

✓ Online study tools with quizzes, practice exams, learning activities and resource center (instructor support not included)

✓ CPIM Exam Content Manual (ECM)

$2,230

Add to Cart

Step 4 – Checkout

Warning: **Exam purchases are non-refundable and non-transferable**

1. Verify your item in the Shopping Cart

2. Click "Checkout"

Note: Please be sure the price you see is correct. If you are eligible for ASCM Member + Certification Upgrade pricing and the price is not showing correctly, please contact support@ascm.org before completing your purchase.

Shopping Cart 1 Items

CPIM First Attempt Version 8.0	1	~~$1,720.00~~ $1,240.00	🗑

Return Policy

Sub-Total	$1,720.00
Shipping*	—
Taxes*	—

*Taxes and Shipping will be shown at the end of the checkout process

Discounts

Member Discount	-$480.00
Total	**$1,240.00**

Promotional Code

Promo Code [Apply]

Referral Code

Enter Referral Code [Apply]

Checkout

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Step 4 – Checkout (Continued)

3. Select your shipping address preference and complete all address and contact fields.

   Note:
   Shipping address is required for physical product fulfillment. If you choose to provide a work address, you will be required to submit your company name.

4. Provide your phone number

5. Click "Continue"

○ Home Address

○ Work Address

Billing Address

☐ Same as shipping address

Country/Region*

[⌄]

First Name*   Last Name*

[   ]   [   ]

Company

[   ]

Street Address*

[   ]

⊕ Add a new line

City*   State/Province*   Postal Code*

[   ]   [   ]   [   ]

Contact

This will be used in case we need to reach out to you about your order.

Contact Type*   Country Code*   Area Code*   Phone Number*

[Work   ⌄]   [US&Canada (+1) ⌄]   [555]   [5555555]

☐ Save to your account

[**Continue**   ]

Step 4 – Checkout (Continued)

6. Provide your Billing address

Note: If your billing address is the same as your shipping, you can check the "Same as shipping address" box.

7. Select your Payment Type:

   a. Credit card
   b. Paypal
   c. Pay Later

Street Address*

Add a new line

City*   State/Province*   Postal Code*

Chicago   Illinois

This address will be saved to your account.

○ Work Address

Billing Address

☑ Same as shipping address

My Account ▾   Search   Partners   Cart (1) 🛒

Certifications and Education   For Individuals   For Organizations   Research and Publications

Account   Jimmy Dang

Shipping and Billing Information   ⌄

3.   Payment Method   ⌃

Payment Type

Choose a way to pay

| 💳 Card |
| PayPal |

Pay Later

☐ Save for future purchases.

Next: Review Order

Sub-Total $1,720.00
Shipping*   —
Taxes*   —

*Taxes and Shipping will be shown at the end of the checkout process

Discounts
Member Discount   -$480.00

Total $1,240.00

Step 4 – Checkout (Continued)

8. Provide payment details

If paying with a credit card, you will be asked to enter:

   a. Name on card
   b. Card number
   c. Expiration date
   d. CVV
   e. Postal Code

If using either PayPal option, provide your PayPal information.

9. Click "Next: Review Order"

Step 4 – Checkout (Continued)

10. Review the order details

11. Click "Place Order"

Warning: You must schedule and take your exam within *six* months of purchase for standalone exam purchases. For bundle purchases, your exam availability timeline is12 months from the date of purchase.

< Edit Details

Review Order

Account Details

Personal Information

James Doe
ASCM ID: 2405857

Contact Information

+1 (773) 1234567
JamesDoe@ascm.org

Shipping Information

Shipping Address

James Doe
1234 Test Drive
Chicago IL, 60634
USA
+1 (773) 1234567

Payment Details

Billing Address

James Doe
Test 1234
Chicago IL, 60630
USA
+1 (773) 1234567

Payment Method

VISA Visa ... 1111

Order Summary   1 Item

CPIM Part 1 First Attempt Version 7.0   Qty 1 $760.00

Order Summary

Sub-Total	$760.00
Shipping*	—
Taxes*	$0.00
Total	$760.00

Place Order

Step 5 – Proceed to My Account

Your order confirmation will appear with your order details.

1. Click on "Go to My Account" to initiate the scheduling process

   Note: Please allow up to one hour for processing before you will be able to schedule your exam.

   The first slide after the scheduling section may be used if you wish to navigate away from the order confirmation before your exam is ready

Order Number: 3586309
Reference Code: PO964155985

You've taken the next step towards improving your skills, your supply chain and your future.

Order Summary

CLTD First Attempt NA (with Credit)		
Testing Region [NA]	Qty 1	$0.00

Sub-Total	$0.00
Mailing	$0.00
Taxes and Fees	$0.00
Order Total	**$0.00**

Shipping Information

Shipping Address
James Learner
1234 Test Drive
Chicago, IL 60634
United States
(773) 9829742

Payment Summary

No payment needed.

🖶 Print

Your purchase includes:

✔ **CLTD First Attempt NA (with Credit)**

If your purchase includes a Learning System you will receive an activation email within two hours. Exam voucher access and scheduling information emails will arrive within one day. Please check your spam folder if necessary.

All other subscriptions and digital products can be accessed from My Account.

Go to My Account

Subscriptions and digital products will be available immediately. Physical goods will arrive within the window of your selected shipping option from the day payment is processed.

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Scheduling Your Exam

Step 1 - Login

To schedule an APICS exam, you must be logged into your account.

To do so:
1. Go to ascm.org

2. Click "Login"

3. Enter your username and password

4. Select "Log In"

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 already completed the verification process after purchasing your exam, please skip this step.

1. Go to "My Account"

2. Click "Certifications" on the left side of your screen

3. Click on "Exams"

Step 2 – Launch Scheduling Process (Continued)

4. Scroll down to the "Your Exams" section

5. Click "Schedule Your Exam"

Your Exams

Note: Completed exam details will be in the Exam History section.

⚠ **Certification details may take up to 24 hours to update**

Certified in Planning and Inventory Management (CPIM)

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

Applied Credit

>>>

Authorization Status Finalize	Status Key
Take Exam by 1/13/2026	

Schedule Your Exam

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Step 3 – Verification

1. Review your authorization details including your name, exam name, and authorization period
   - If any issues are identified with your profile information, an error message will populate. The fields with the issue will be highlighted in red.
   - To update your profile information, select the "Edit" button.

2. Click on the ASCM Testing Policies and Code of Ethics link to review

3. Click on the ASCM Exam Handbook link to review

Exam Scheduling Details:

Candidate: ████████████████

Exam: Certified in Planning and Inventory Management (CPIM)

Authorization Dates: 01/14/2025 - 01/13/2026

Profile Information: Edit

☐ I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

☐ I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

Submit **Cancel**

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Step 3 – Verification (Continued)

6. Select the "Submit" button to be directed to the scheduling process on Pearson VUE's website

Note: If scheduling a B2B exam, there will be a check box to opt-in to share exam information. Choose accordingly to your preferences

Exam Scheduling Details:

Candidate:	▮▮▮▮▮▮▮▮
Exam:	Certified in Planning and Inventory Management (CPIM)
Authorization Dates:	01/14/2025 - 01/13/2026
Profile Information:	Edit

☐ I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

☐ I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

Submit   Cancel

Return Home   Proceed to Scheduling Instructions

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Step 4 – Select an option for testing (if applicable for your region)

How do you plan to test?

Select an option below to proceed to the corresponding instructions.

Testing Center

Online

Step 5 – Launch Scheduling Process (Continued)

1. Confirm the exam you will be taking

2. Click "Next" again
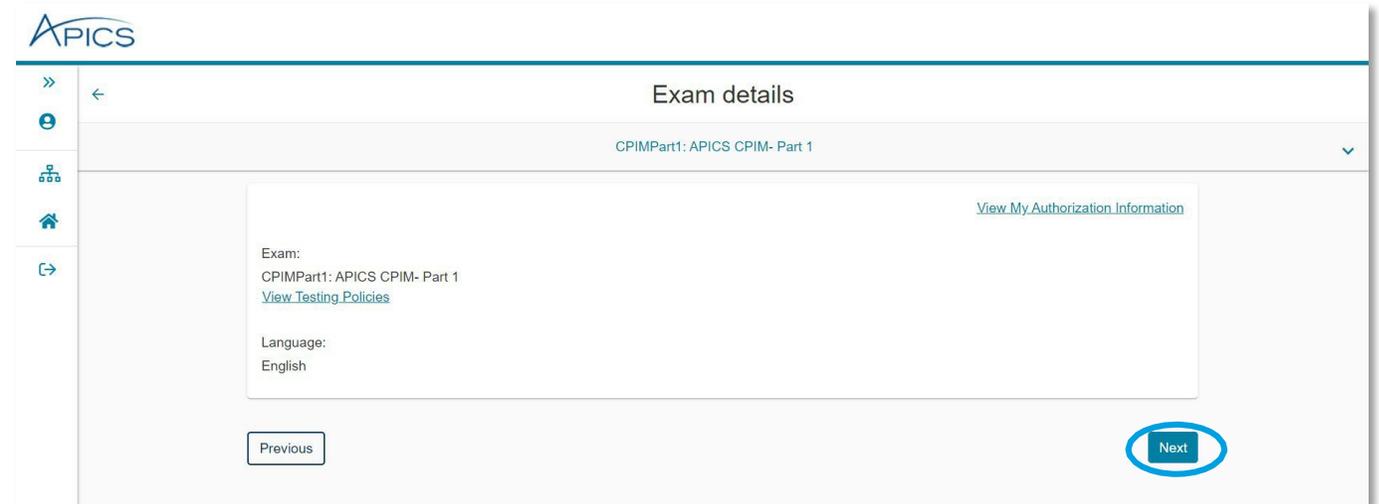
Step 6 (Test Center) – Finding a Testing Date and Time

1. Select a date at your preferred testing center(s) or for the online testing platform

2. Continue to select your start date and time

   Note: The search option will automatically search for testing centers in your area (according to the address provided during exam verification), but you may type in a different area if you intend to test from a different location.
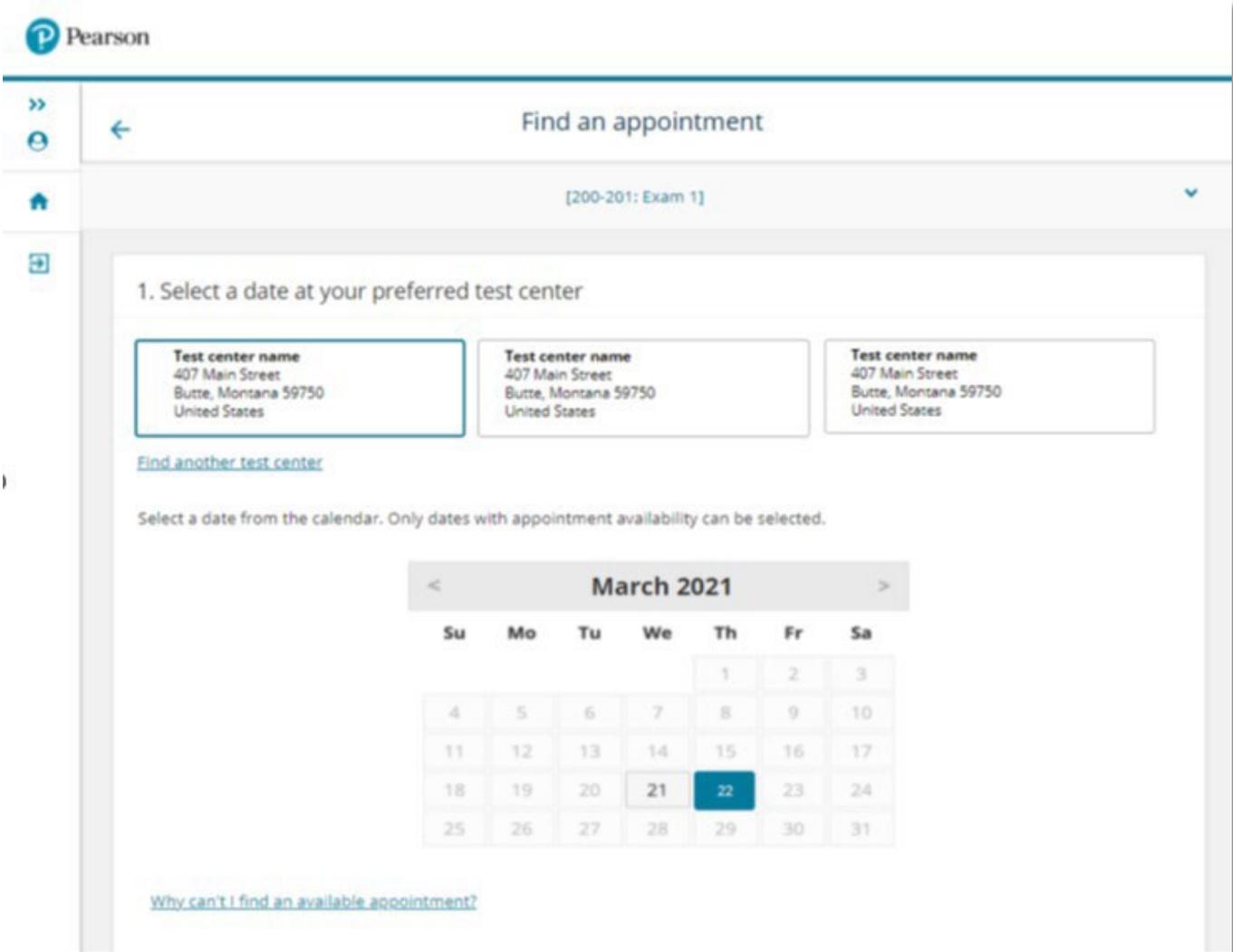
Step 6 (Online) – Finding a Testing Date and Time

Note: Time zone display includes country, major city, 3-character code and current time to help users select the correct time zone.

1. Confirm or change your time zone preference before proceeding with date selection

Note: By confirming your time zone preference, the calendar will use your preferred time zone when providing available testing appointments.

2. Continue to select your appointment start date and time

Step 7 – Select your Appointment Time

1. Choose how you would like the times to be displayed between 12hr and 24hr formats

2. The first available appointment will automatically populate with the option to explore alternative times

Note: Time-of-day illustrations help test takers avoid booking the incorrect time

Note: This overlay will help in finding additional times to test within the time range selected.

Available appointments will be displayed in time blocks.

Users can identify periods of the day that they have availability for.

Select your appointment start time

- Your appointment length is **90 minutes.**
- Times are displayed in your preferred test center's time zone (America/Chicago - CST).

12:00 AM - 5:00 AM
No times available.

5:15 AM - 9:00 AM
No times available.

9:15 AM - 1:00 PM
Showing five available times between 09:15 AM and 01:00 PM.

9:15 AM	9:45 AM	10:15 AM
9:30 AM	10:00 AM	11:15 AM

1:15 PM - 5:00 PM
Five times available.

5:15 PM - 8:00 PM
Five times available.

8:15 PM - 11:45 PM
No times available.

Fr   Sa
2   3
9   10
16   17
23   24
30   31

arch 22, 2021

Step 8 – Confirm Appointment Details

Once you have "booked" an appointment date and time:

1. Review appointment information for accuracy

2. Click on "Proceed to Checkout"

*Warning***:** You must complete the scheduling process in full to book your appointment. Closing your web browser at this step will abort the scheduling process.
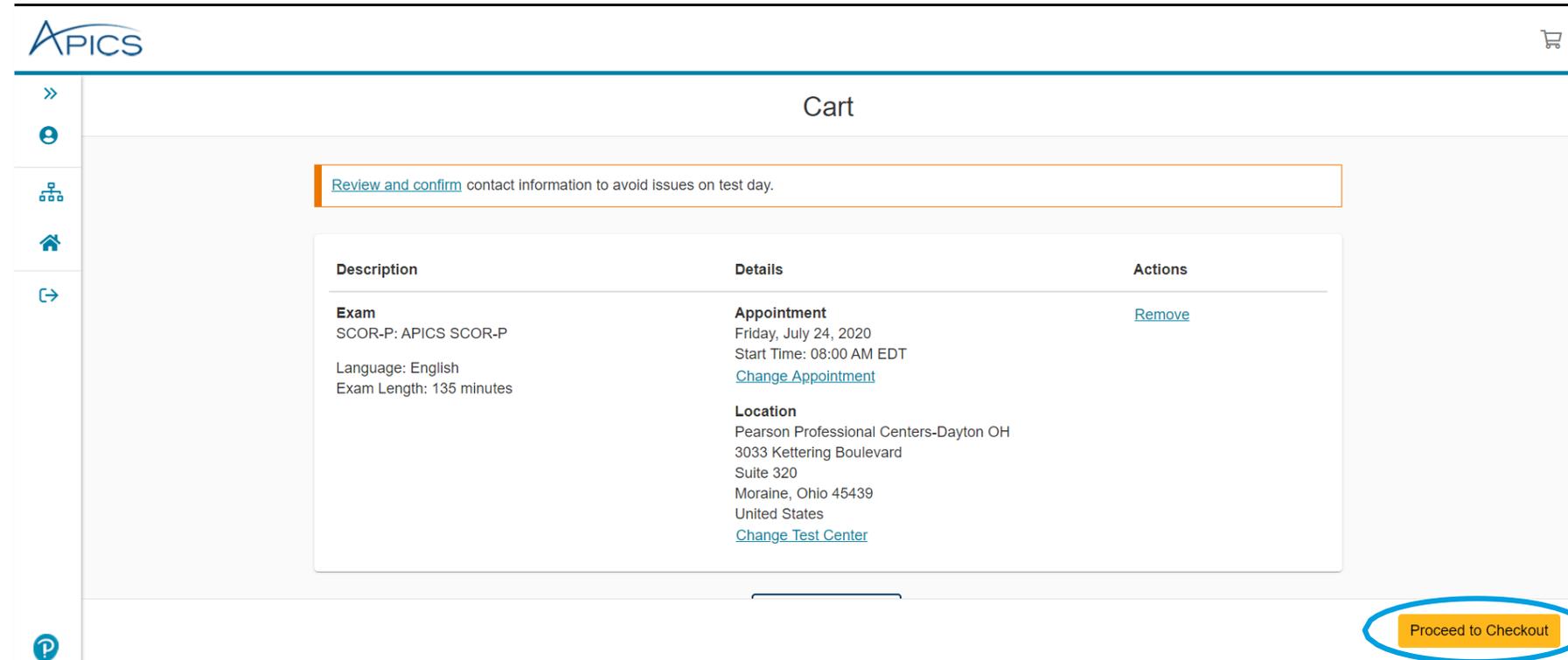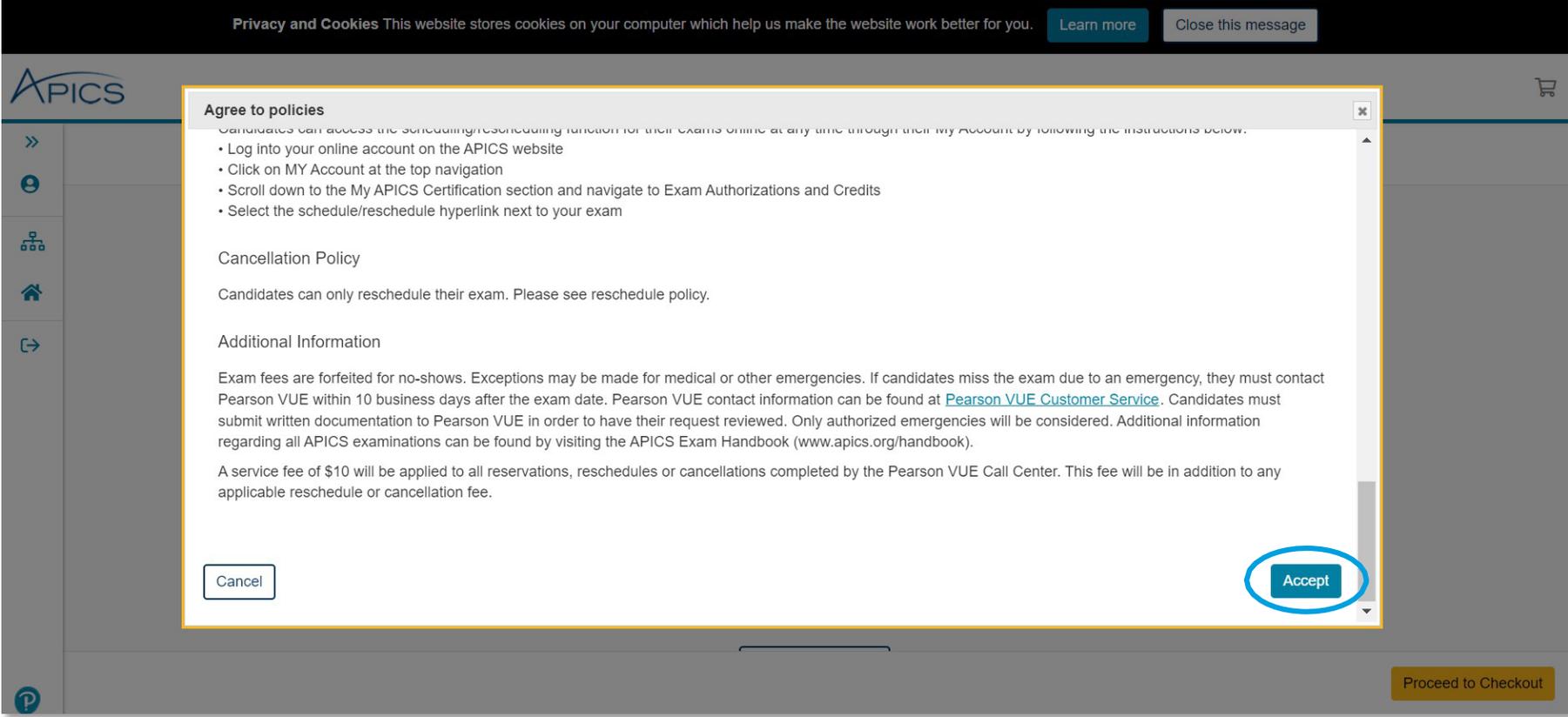
Step 9 – Review & Agree to Testing Policies

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

2. Click "Accept"

Note: The "Accept" button will not appear until you have read through the entire policy information.

Step 10 – Complete Appointment Booking

1. Confirm the exam and appointment details

2. Select "Submit Order" to complete the scheduling process

Note: Selecting "Submit Order" will complete your appointment booking without any additional charges. Rescheduling fees will still apply, if applicable.

Almost there...

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

Previous   Cancel Order

Submit Order

Step 11 – Review Appointment Confirmation Page

1. Review the appointment summary and print, if desired

2. An email confirmation will also be sent

Warning: If you need to reschedule later, you must do so at least 48 hours in advance of your appointment.

Return to Title Slide

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 logged in to the correct 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.

Return to Title Slide   Help Resources

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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 when scheduling or during the testing process, contact Pearson VUE Support.

3. For all other questions, contact ASCM Customer Support.

Note: If you have a question about credits from training that was setup by our Corporate Development Team, please contact corporatedevelopment@ascm.org.
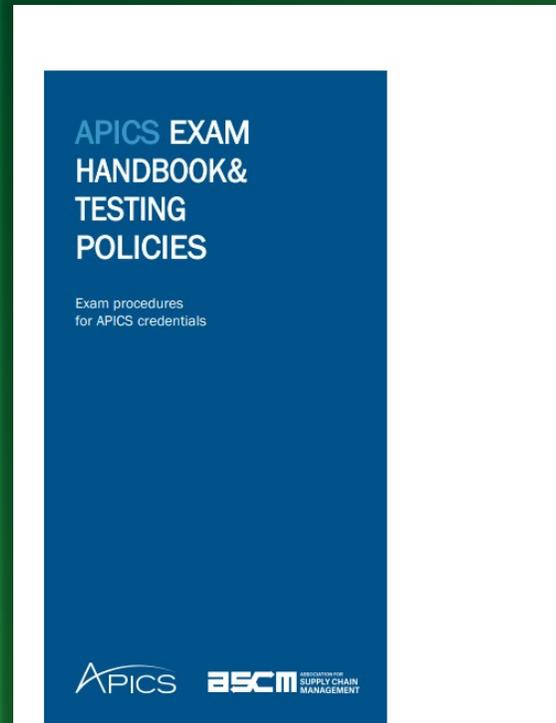
The Customer Relations team is available to answer your questions regarding information on this page from 6:00 a.m.–6:00 p.m. CT, Monday through Friday.

✉ support@ascm.org

☎ 1-800-444-2742
+1-773-867-1777

APICS **EXAM HANDBOOK& TESTING POLICIES**

Exam procedures for APICS credentials

APICS   ASCM ASSOCIATION FOR SUPPLY CHAIN MANAGEMENT

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

Online **Chat**
Ask a question ▶

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 ⌄

Europe, Middle East, Africa (EMEA) region ⌄

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