

# APICS Exam Purchasing & Scheduling Tutorial

# 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

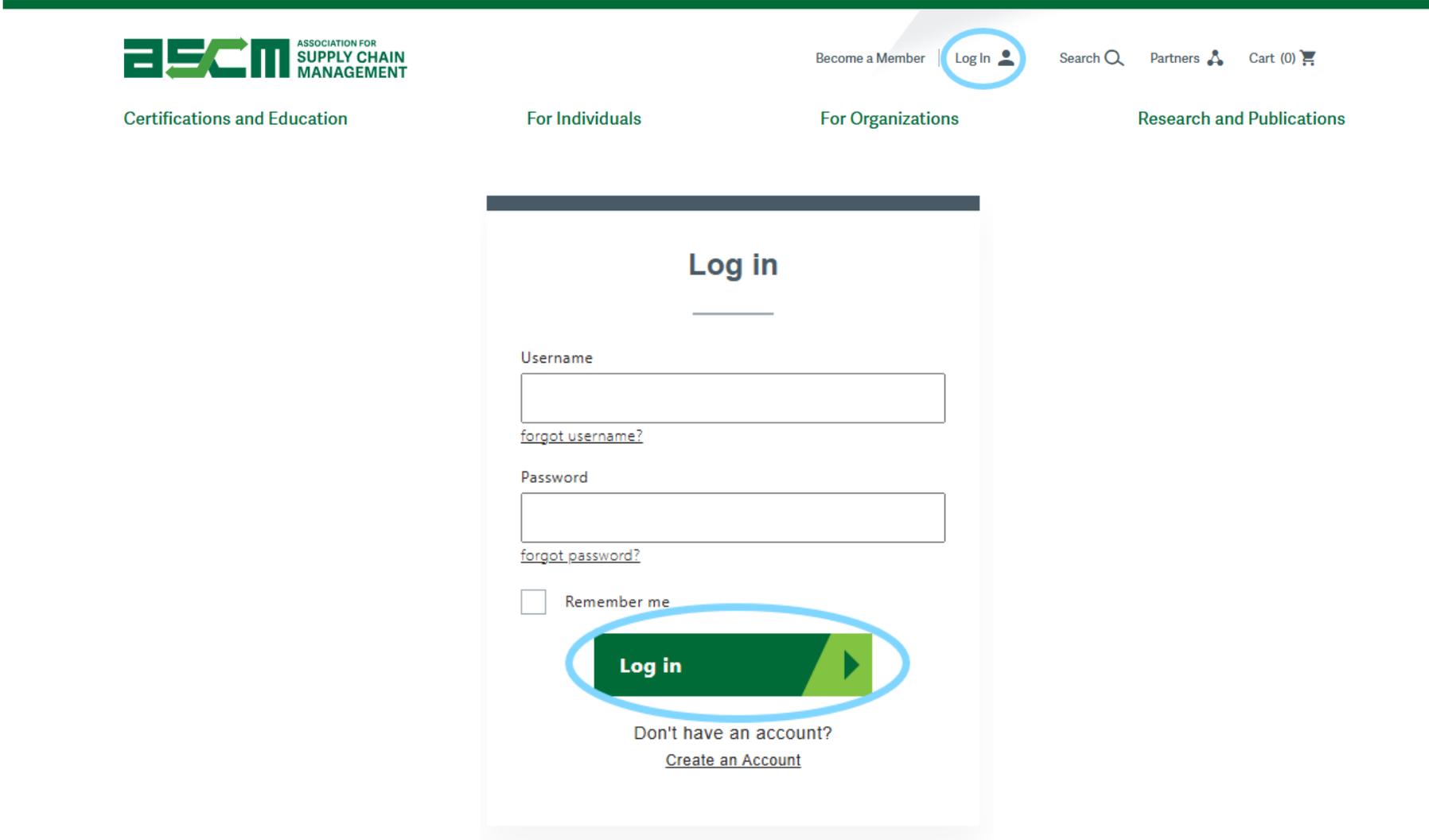
[Skip to Scheduling](#)

# Step 1 - Login

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

How to:

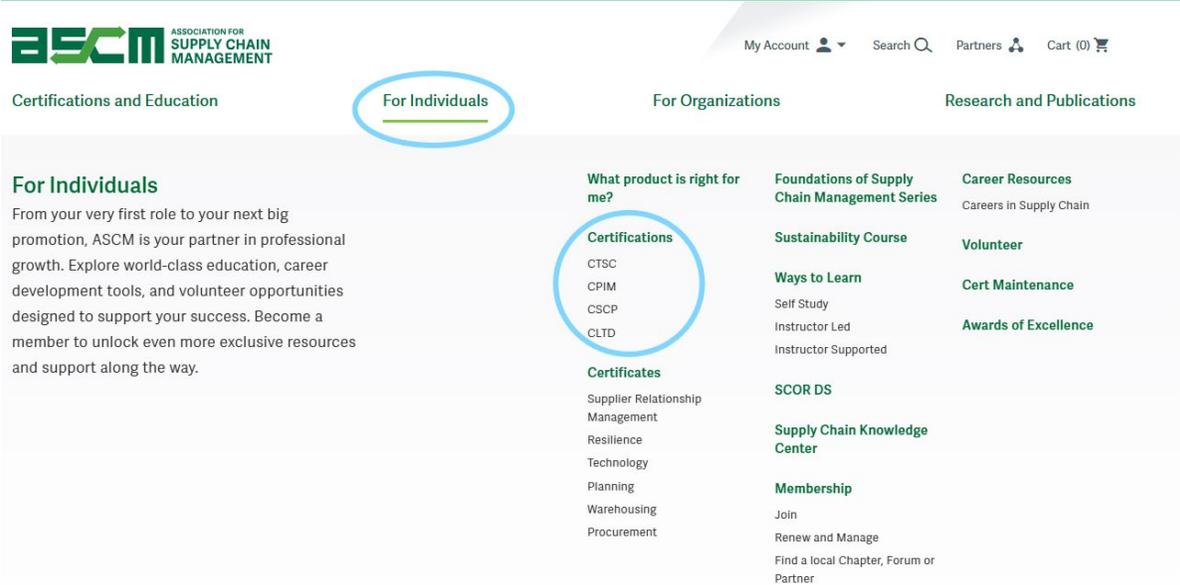
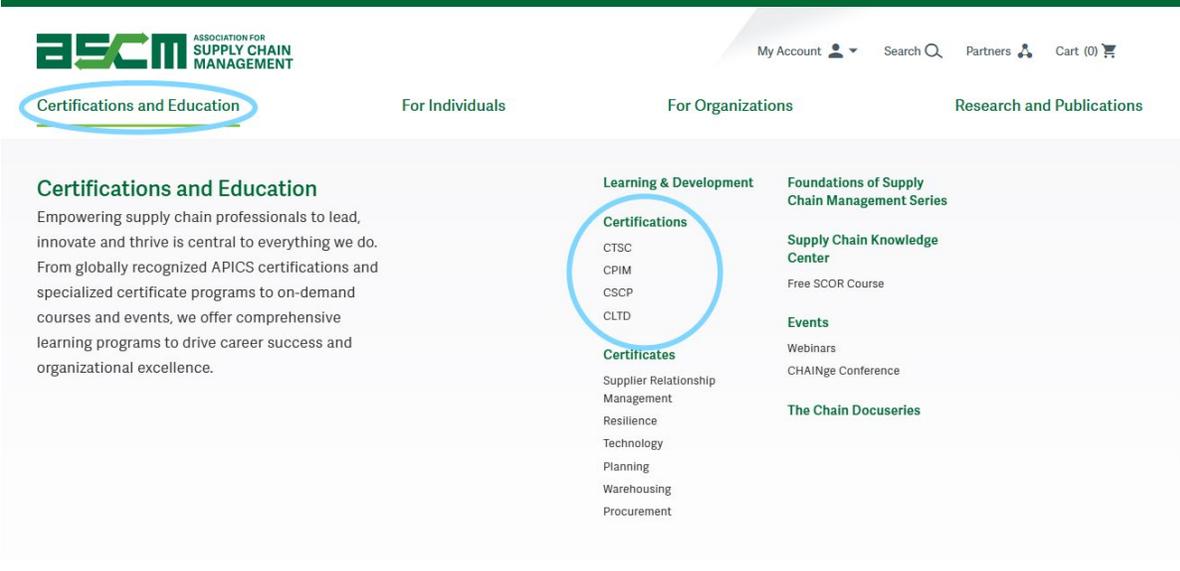
1. Go to [ascm.org](http://ascm.org)
2. Click "Login" at the top of the page
3. Enter your username and password
4. Click "Log In" \*  
\*If you do not have an ASCM account, select the "Create an Account" link below the "Log In" button.



# 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	Exam	Bundle
<b>APICS 2025 CPIM Self-Study Exam Prep</b>	<b>APICS CPIM Certification Exams</b>	<b>CPIM Learning System + Exam + 2nd Chance Exam with Membership</b>
<p>The only exam prep system guaranteed to align with the current CPIM exam!</p> <ul style="list-style-type: none"><li>✓ Digital and printed books (for one year from date of purchase)</li><li>✓ Online study tools with quizzes, practice exam, learning activities and resource center (instructor support not included)</li><li>✓ CPIM Exam Content Manual (ECM)</li></ul>	<ul style="list-style-type: none"><li>✓ Get results immediately</li><li>✓ Use your certification right away</li></ul>	<ul style="list-style-type: none"><li>✓ CPIM 8.0 Learning System and exam voucher</li><li>✓ 2nd Chance Exam (restrictions apply)</li><li>✓ Digital and printed books</li><li>✓ Online quizzes and test with immediate feedback</li><li>✓ Online study tools with quizzes, practice exams, learning activities and resource center (instructor support not included)</li><li>✓ CPIM Exam Content Manual (ECM)</li></ul>
<b>\$1,240</b>	<b>\$1,240</b>	<b>\$2,230</b>
<b>Add to Cart</b>	<b>Add to Cart</b>	<b>Add to Cart</b>
	<p>By adding to cart you agree to the <a href="#">ASCM Code of Ethics</a> and <a href="#">Testing Policies</a>.</p>	

# Step 4 – Checkout

[Help](#)

**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](mailto:support@ascm.org) before completing your purchase.

### Shopping Cart 1 Items

CPIM First Attempt Version 8.0	1	<del>\$1,720.00</del> \$1,240.00	
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[Return Policy](#)

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

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

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Discounts	
Member Discount	-\$480.00

---

<b>Total</b>	<b>\$1,240.00</b>
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Promotional Code

<input type="text" value="Promo Code"/>	<input type="button" value="Apply"/>
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Referral Code

<input type="text" value="Enter Referral Code"/>	<input type="button" value="Apply"/>
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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\*

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

The screenshot shows the ASCM checkout process. At the top right, there is a green 'Help' button. The main form area is titled 'Billing Address' and includes a 'Street Address\*' field, an 'Add a new line' button, and dropdown menus for 'City\*' (Chicago) and 'State/Province\*' (Illinois), along with a 'Postal Code\*' field. Below this, there are radio buttons for 'Work Address' and 'Billing Address', with the 'Same as shipping address' option checked. The ASCM logo and navigation links are visible. The bottom section shows the '3. Payment Method' step with options for 'Card', 'PayPal', and 'Pay Later'. A green 'Next: Review Order' button is highlighted with a blue circle. On the right, a summary table shows the order total.

Item	Amount
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
<b>Total</b>	<b>\$1,240.00</b>

# Step 4 – Checkout (Continued)

## 8. Provide payment details

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

- Name on card
- Card number
- Expiration date
- CVV
- Postal Code

If using either PayPal option, provide your PayPal information.

## 9. Click “Next: Review Order”

The screenshot displays the checkout process. On the left, the '3. Payment Method' section is active. It shows 'Payment Type' as 'Pay with card' with logos for VISA, Mastercard, AMEX, JCB, and DISCOVER. Below this, there are input fields for 'Card Number' (with a red warning icon), 'Expiration Date (MM/YY)', 'CVV (3 digits)', and 'Postal Code'. A 'Pay Later' button is visible, along with a checkbox for 'Save for future purchases.' At the bottom, a green button labeled 'Next: Review Order' is circled in blue.

On the right, a summary box titled 'checkout process' shows a 'Member Discount' of -\$480.00 and a 'Total' of \$1,240.00.

# 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 is 12 months from the date of purchase.

The screenshot displays a checkout page with the following sections:

- Review Order** (Title)
- 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 Panel (Right):**
  - Sub-Total: \$760.00
  - Shipping\*: —
  - Taxes\*: \$0.00
  - Total: \$760.00
  - Place Order** button (highlighted with a blue circle)

# 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

[Print](#)

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)	Qty 1	\$0.00
Testing Region [NA]		
Sub-Total		\$0.00
Mailing		\$0.00
Taxes and Fees		\$0.00
<b>Order Total</b>		<b>\$0.00</b>

### Shipping Information

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

### Payment Summary

No payment needed.

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.

# Scheduling Your Exam

# Step 1 - Login

[Help](#)

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

To do so:

1. Go to [ascm.org](https://www.ascm.org)
2. Click “Login”
3. Enter your username and password
4. Select “Log In”



Certifications and Education

For Individuals

Become a Member



Search

Partners

Cart (0)

For Organizations

Research and Publications

## Log in

Username

[forgot\\_username?](#)

Password

[forgot\\_password?](#)

Remember me

**Log in**

Don't have an account?  
[Create an Account](#)

# 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”

The screenshot shows the ASCM website interface. At the top left is the ASCM logo (Association for Supply Chain Management). The main navigation bar includes 'Certifications and Education', 'For Individuals', and 'Research and Publications'. A 'My Account' dropdown menu is open, showing 'My Account' and 'Log Out' options. Below the navigation bar is a promotional banner for a 'New Year Sale'. On the left side, a dark green sidebar menu contains 'My Account', 'Order History', 'Courses & Downloads', 'Membership', 'Certifications' (circled in blue), 'Payment Methods', and 'Supply Chain Knowledge Center'. On the right side, the 'Certifications' section is displayed, with a sub-section for 'Exams' containing two items: 'Schedule & Access Certification Exams' and 'Certification Exam History'. A green button labeled 'Exams' is highlighted with a blue arrow pointing to it.

# Step 2 – Launch Scheduling Process (Continued)

[Help](#)

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	<a href="#">Status Key</a>
Date Available	Apply Credit by
-	-

**Applied Credit**

>>>

Authorization Status	
Finalize	<a href="#">Status Key</a>
Take Exam by	1/13/2026

**Schedule Your Exam**

# 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:	[REDACTED]
Exam:	Certified in Planning and Inventory Management (CPIM)
Authorization Dates:	01/14/2025 - 01/13/2026
Profile Information:	<a href="#">Edit</a>
	[REDACTED]

- 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.

# Step 3 – Verification (Continued)

[Help](#)

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:	[REDACTED]
Exam:	Certified in Planning and Inventory Management (CPIM)
Authorization Dates:	01/14/2025 - 01/13/2026
Profile Information:	<a href="#">Edit</a> [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

- 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.

[Return Home](#)

[Proceed to Scheduling Instructions](#)

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

[Help](#)

## How do you plan to test?

Select an option below to proceed to the corresponding instructions.

Testing Center

Online

Where do you want to take your exam?

At a test center

OnVUE Online at my home or office

Prepare for your exam

 **Your photo ID**  
We'll verify your government-issued ID when you arrive for your exam.  
Review [admission & ID policies](#).

 **What to expect**  
Familiarize yourself with the testing experience so you feel confident on test day.  
Watch our [short video](#).

 **Personal items**  
Review the items that you can have during testing that do not require prior approval.  
View [comfort aid list](#).

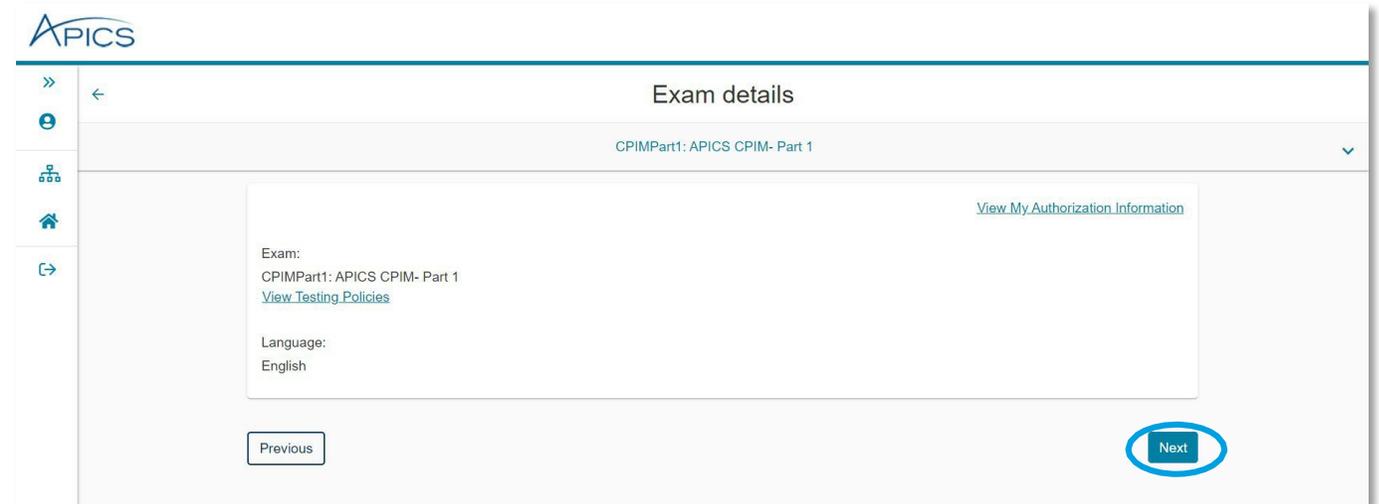
**Questions?**  
Check out the [FAQs](#).

Next

# Step 5 – Launch Scheduling Process (Continued)

[Help](#)

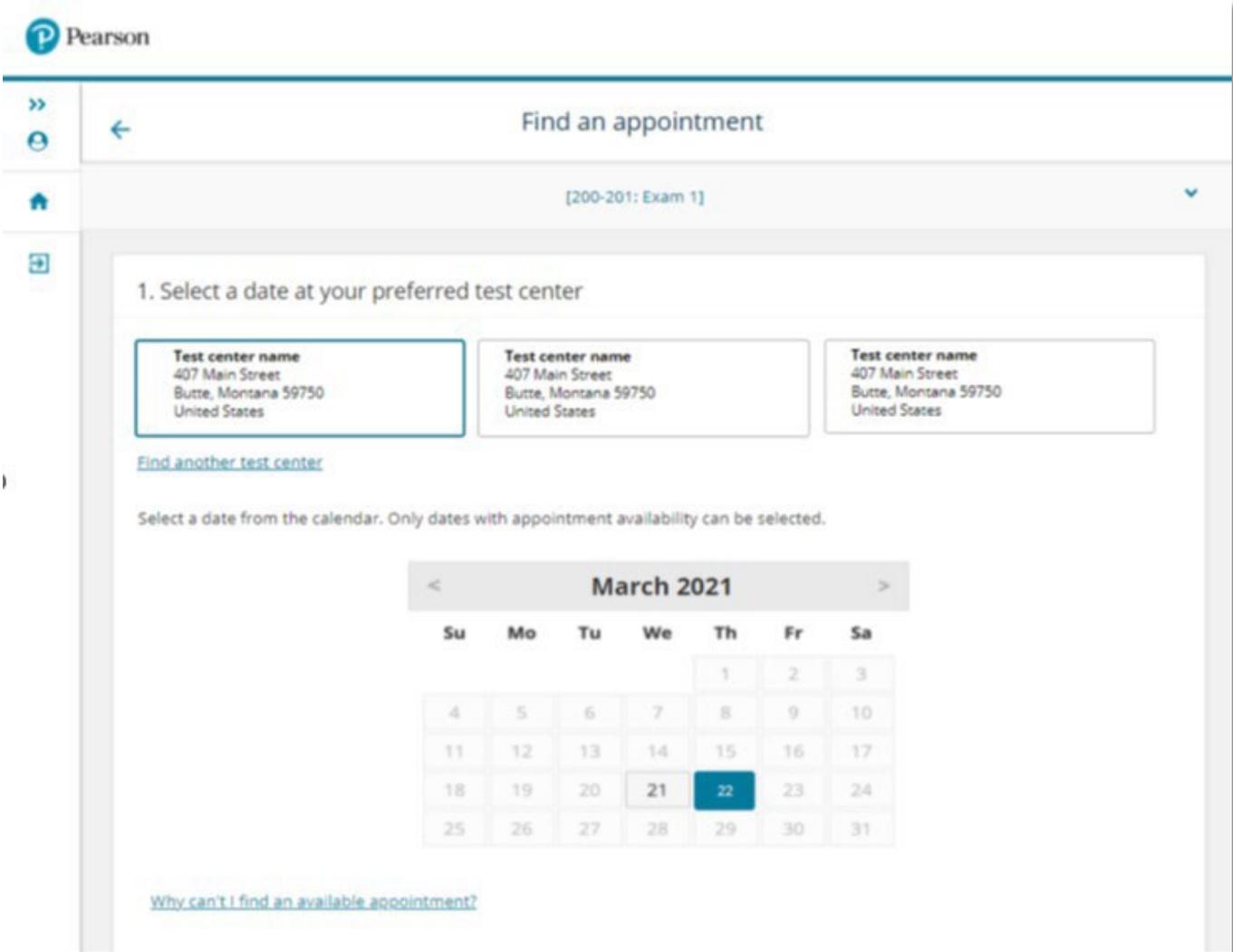
1. Confirm the exam you will be taking
2. Click “Next” again



# 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

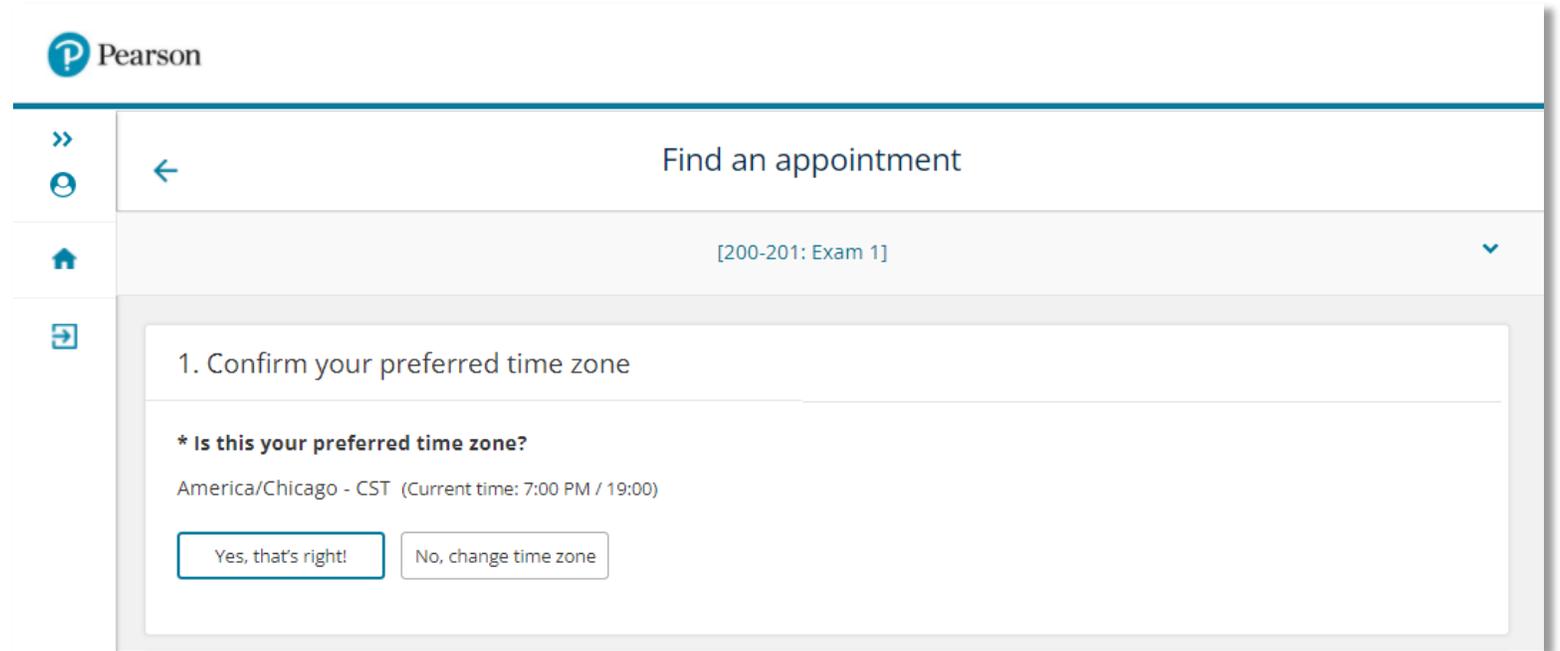
[Help](#)

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



The screenshot shows the Pearson 'Find an appointment' interface. At the top left is the Pearson logo. Below it is a navigation menu with icons for home, search, and a document. The main content area is titled 'Find an appointment' and shows a dropdown menu for '[200-201: Exam 1]'. Below this, a confirmation step is displayed: '1. Confirm your preferred time zone'. A question asks '\* Is this your preferred time zone?' with the selected time zone 'America/Chicago - CST (Current time: 7:00 PM / 19:00)'. Two buttons are provided: 'Yes, that's right!' and 'No, change time zone'.

# 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



The screenshot shows a user interface for selecting an appointment time. At the top, there is a calendar for March 2021. The date March 22nd is highlighted in blue. Below the calendar is a link that says "Why can't I find an available appointment?". Below that is a section titled "2. Select your appointment start time". This section contains two questions:

- \* How would you like times displayed?  
There are two radio button options: "12 hr (e.g., 2:00 PM)" and "24 hr (e.g., 14:00)".
- \* Would you like to book this appointment?  
Below this question is a circular icon with a sunset scene, followed by the text "22:00 - 23:30 America/Chicago - CST on Thursday, March 22, 2021". Below this text are two buttons: "Book" and "Change time".

# Step 7 – If Exploring Multiple Appointment Times (Continued)

[Help](#)

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

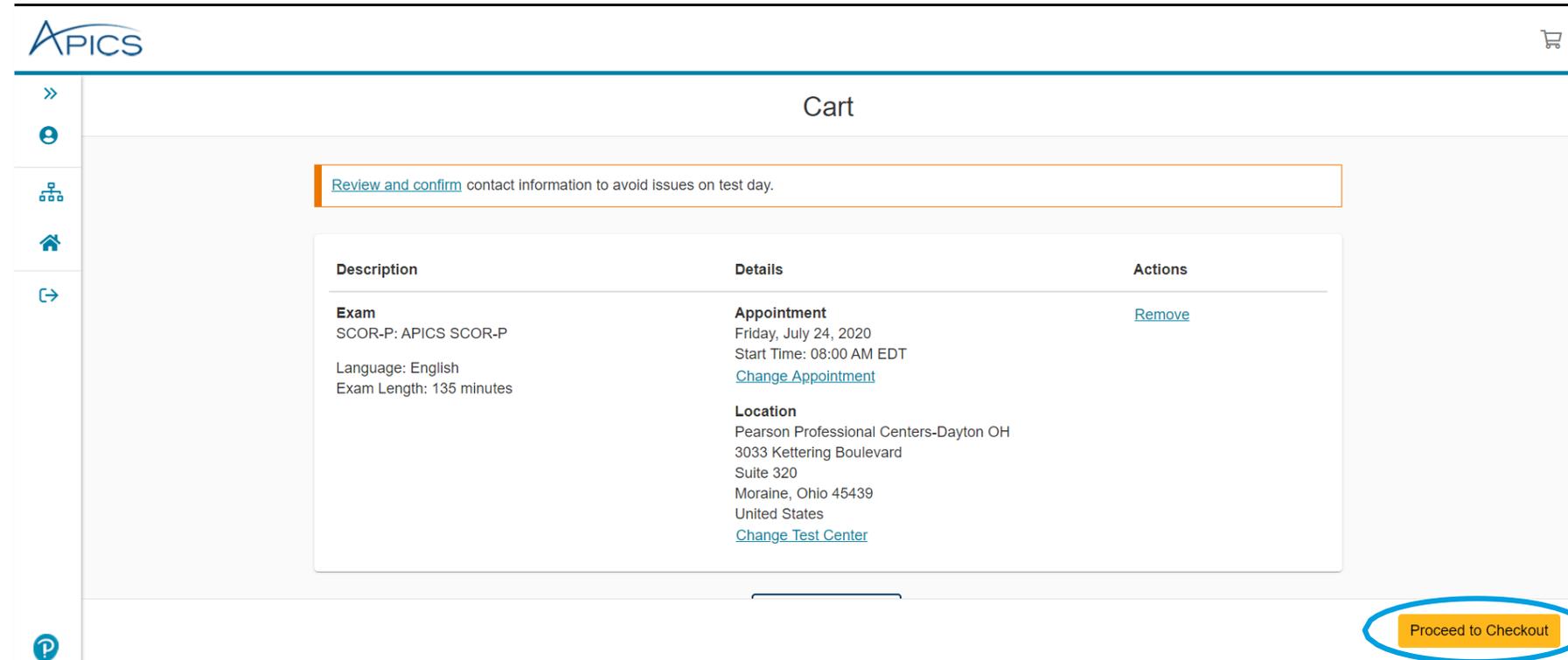
# Step 8 – Confirm Appointment Details

[Help](#)

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.



The screenshot shows the APICS Cart page. At the top, the APICS logo is on the left and a shopping cart icon is on the right. Below the logo is a navigation menu with icons for home, search, and other functions. The main content area is titled "Cart" and contains 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 the 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", "Change Appointment", "Location Pearson Professional Centers-Dayton OH", "3033 Kettering Boulevard", "Suite 320", "Moraine, Ohio 45439", "United States", and "Change Test Center". The Actions column contains a "Remove" link. At the bottom right of the page, a yellow button labeled "Proceed to Checkout" is circled in blue.

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

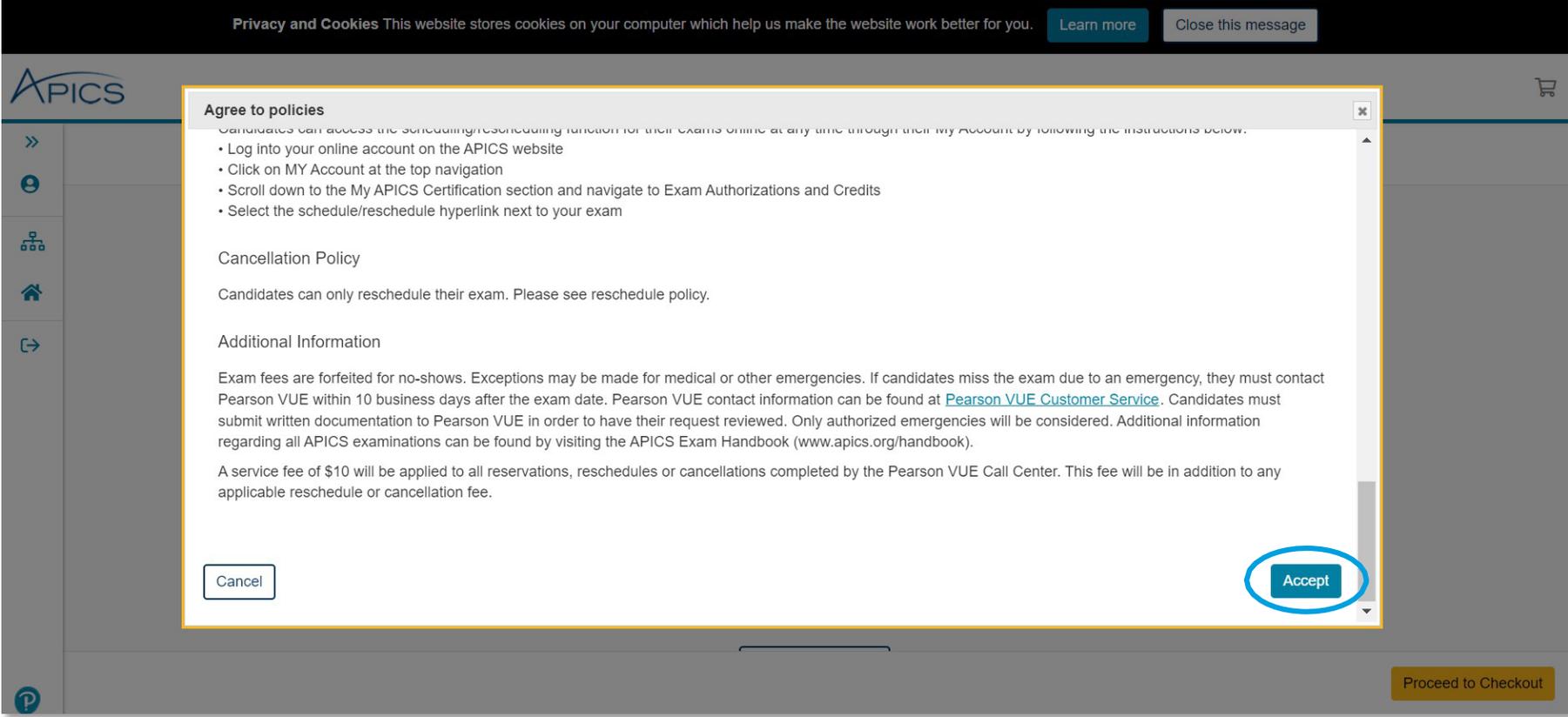
# Step 9 – Review & Agree to Testing Policies

Help

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.



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](http://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 10 – Complete Appointment Booking

Help

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.

APICS

Almost there...

Description	Details
<b>Exam</b> SCOR-P: APICS SCOR-P  Language: English Exam Length: 135 minutes	<b>Appointment</b> Friday, July 24, 2020 Start Time: 08:00 AM EDT  <b>Location</b> 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

[Help](#)

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.

The screenshot displays the APICS appointment confirmation page. At the top left is the APICS logo. A navigation sidebar on the left contains icons for home, search, and other functions. The main content area features a confirmation message: "You are booked!" with order number "0054-4753-7019". Below this, a message states: "An email confirmation has been sent to: rkavanaugh@apics.org". A blue button labeled "Return to Dashboard" is positioned below the message. A table provides detailed information about the appointment.

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

[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](#)

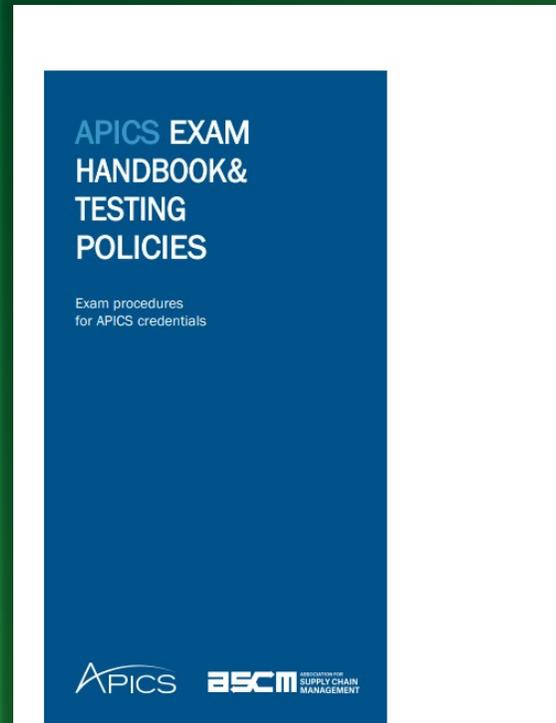
[Help Resources](#)

# 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](mailto: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](mailto:support@ascm.org)

 **1-800-444-2742**  
**+1-773-867-1777**

A screenshot of a chat interface. At the top, it says 'Chat is the quickest way to reach a customer service agent. Click on the Chat icon to get started.' There is a 'Chat' button with a 'Ask a question' link. Below this, it says 'If chat is "offline," see below for telephone numbers and office hours.' There are three dropdown menus for region selection: 'America region' (selected), 'Asia-Pacific region', and 'Europe, Middle East, Africa (EMEA) region'. Under 'America region', there are sections for '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), and 'Email form' with a 'Ask a question' link.

[Return to Title Slide](#)