APICS Exam Purchasing & Scheduling Tutorial
How will you pay for your exam?
Select an option below to proceed to the corresponding instructions.

**Direct Payment**
Credit, Debit, or PayPal

**Exam Credit**
Obtained through a Corporate Development-run class, authorized partners or from an APICS Learning System Bundle

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

Note: Invoicing is no longer offered for individual exam purchasing.
Direct Payment ATT Purchase Process
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” on the menu bar
3. Enter your username and password
4. Click LOGIN
Step 2 – Select Program

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

1. Click the “Learning & Development” tab
2. Select on the program that you would like to pursue.
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. Select on the exam that you would like to purchase in the Exam column.
   * Applies to CPIM exams only

2. Select your testing region in the drop-down menu

3. Click “Add to Cart”
Warning: Exam purchases are non-refundable.

1. Verify your item in the Shopping Cart

2. Click “Checkout”

Note: Please make sure that the price you see is correct. If you are eligible for ASCM Plus member pricing and it is not showing, please contact support@ascm.org.
3. Select your shipping address preference and provide relevant information

Note: 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”
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 Credit
   c. Paypal
8. Provide payment details

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

a. The name on the card
b. The Card Number
c. The Card Expiration Date

You will need to provide your PayPal information if using either PayPal option.

9. Click “Next: Review Order”
10. Review the order details.

11. Click “Place Order”

Warning: You must schedule and take your exam within six months of purchase
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.
1. Click “Certifications” on the left-hand banner
2. Scroll down to the “Your Exams” section and click on “Schedule Your Exam”
3. Review your authorization details including your name, exam name, and authorization period.

4. Click on the ASCM Exam Handbook Link and review testing policies.

5. Click on the ASCM Testing Policies and Code of Ethics link and review.
6. Confirm your contact information

7. Check the box to agree that your contact information is accurate

8. 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 you used an exam credit issued from a partner.
8. Click on “Schedule” to be directed to begin the scheduling process.
ATT Purchase Process Using an Exam Credit
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” on the menu bar
3. Enter your username and password
4. Click “Log in”
1. Click the “Learning & Development” tab

2. Select the program related to the exam credit that you would like to use.
To purchase an exam with an exam credit:

1. Select your testing region in the drop-down menu
   a) For CPIM you must select your exam (Part 1 or Part 2) from the exam column

Important Note: If you have a North America exam credit, you must select North America as your testing region. Adversely, if you have an exam credit for another region, you must select the corresponding region.

2. Click “Add to cart”
Note: The system will automatically recognize that you are purchasing your exam with an exam credit and adjust the total to $0.

1. Click “Checkout”
During Checkout:

2. Select your shipping address preference and provide relevant information

   Note: If you choose to provide a work address, you will be required to submit your company name.

3. Provide your phone number

4. Click “Continue”
No payment will be required because the payment will be covered by the exam credit.

5. Click “Review Order”
Warning: You will be required to schedule and take your exam within 6 months upon completion of checkout.

6. Review the order details.

7. Click “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.
1. Click on the Certifications tab on the left-hand banner
2. Scroll down to the “Your Exams” section and click on “Schedule Your Exam”
3. Review your authorization details including your name, exam name, and authorization period.

4. Click on the ASCM Exam Handbook Link and review testing policies.

5. Click on the ASCM Testing Policies and Code of Ethics link and review.
6. Confirm your contact information

7. Check the box to agree that your contact information is accurate

8. 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.
7. Click on “Schedule” to be directed to begin the scheduling process.
Scheduling Your Exam
In order to schedule your exam, you need to be logged in to your account.

To do so:

1. Go to ascm.org
2. Click on Login on the menu bar
3. Enter your username and password
4. Click LOGIN
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 Certifications from the left side of your screen
3. Scroll down to the Your Exams section

4. Click “Schedule”
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
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”
**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.*
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.
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
Step 8 - Finish Booking

1. Confirm the exam and appointment details

2. Click “Submit Order”

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

Note: If you have a question about credits from training that was setup by our Corporate Development Team, please contact corporatedevelopment@ascm.org.

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