You know the benefits that CLTD certification and the CLTD Learning System would bring to you and your organization. Now it's time to ask for the support of your manager. We can help!

This document will help you make a case for your training request, draft discussion points for an in-person meeting, and craft an initial email to your boss.

**Making Your Case for Training Support**

Before you approach your boss, consider your answers to the questions below. It will be much easier for your employer to approve your request if you can show that this training will not only benefit you and your career, but the entire organization. Use these answers as discussion points for an in-person meeting.

1. **What are the current initiatives at your company or within your department?** How can logistics management training help you meet these challenges and influence your company's business objectives?

2. **Will you complete the CLTD Learning System for professional development and skills?** Or are you interested in pursuing CLTD certification?

3. **What parts of the CLTD Learning System interest you the most and how will your new skills and knowledge benefit your company?** Even if training isn't currently a high priority at your company, discussing how it will benefit your department and your company can help your supervisor justify the investment.

4. **How much will your training cost in terms of out-of-pocket expenses?** Will your training qualify for any tuition reimbursement or assistance programs, department training budgets, or state-funded training grants?

Doing some research in advance and preparing a budget will help your supervisor make a decision. We also recommend you provide your supervisor with the **Top Five Reasons My Employer Will Benefit.**
There are many reasons to pursue the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation. Once you set your certification or professional development goal, it’s time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain the CLTD certification.

1. **My Knowledge Will Be Current and Relevant**
   Now, more than ever, logistics teams are required to assume a greater role, contributing to and advancing their organizations’ bottom line. The CLTD certification recognizes this trend and takes a fresh and current look at what logistics management professionals need to know and how to put that knowledge to work. Achieving my certification means I’ll be ready to take on new roles and responsibilities.

2. **I Will Learn Practical Skills That Will Impact My Job Immediately**
   When I prepare for the certification exam with the CLTD Learning System, I won’t be simply memorizing a textbook, I’ll be applying concepts and understanding best practices for handling day-to-day business as well as unexpected scenarios. I’ll be learning from the experiences of other logistics professionals, sharpening my skills and boosting my productivity and effectiveness.

3. **This Certification Is Developed with Employers in Mind**
   The CLTD assesses individuals based on a comprehensive body of knowledge, best practices and standards for those in the logistics, transportation and distribution industries. This certification will reflect what I need to know and how to apply it to be more effective in our organization. Growing the influence of logistics function through certification is a worthwhile investment that also increases our reputation as an organization that takes this part of end-to-end supply chain management seriously.

4. **My Knowledge and Skills Will Be Globally Recognized**
   We live and work in a global economy and my skills need to be globally applicable. Earning this certification will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.

5. **My Certification and Training Is Provided by the Leading Advocate for Logistics and Supply Chain Professionals**
   APICS has represented the supply chain, operations and logistics community for nearly 60 years, and has over 45,000 members worldwide. Training of this caliber and reliability provides an opportunity from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.
Earning the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation proves an in-depth understanding of how to streamline logistics, transportation and distribution including order management, distribution inventory management and warehouse management. This road map is a step-by-step guide on how to become a CLTD.

**STEPS**

1. **Decide if CLTD is right for you**
   By earning the CLTD certification, you join a network of professionals in the logistics, transportation and distribution industries dedicated to reducing their industry’s impact while providing new, innovative solutions. With a CLTD, you’ll advance your ability to lead logistics, transportation, and distribution sectors with best practices and the most up-to-date strategies and trends.

   **CLTD content is broken into nine easily digestible modules:**
   - Module 1: Logistics Overview and Strategy
   - Module 2: Logistics Network Design
   - Module 3: Sustainability and Reverse Logistics
   - Module 4: Capacity Planning and Demand Management
   - Module 5: Order Management
   - Module 6: Inventory Management
   - Module 7: Warehouse Management
   - Module 8: Transportation
   - Module 9: Global Logistics

2. **Choose your learning option**
   All certification prep starts with the APICS Learning System, but we offer different study options to help you find the right study method for your schedule and learning style. Choose between self-study, instructor-led, instructor-supported or see if your company offers group training.

   **Self-study**
   Study on your own when and where your schedule allows by combining printed books with the online interactive platform. Self-study is ideal for self-starters and those with unpredictable schedules.

   **Instructor-led**
   Classes are offered in-person and online by APICS partners worldwide. Instructor-led classes allow you to learn from an APICS-recognized instructor and benefit from valuable peer discussion.

   **Instructor-supported**
   Online classes are ideal for those who want instructor support but can’t attend classes at a set time. You will have an instructor, but there is no required meeting time, so you can complete the assignments on your own schedule.

   **Corporate Group Training**
   Can be organized for groups local to one site or geographically diverse. When your organization partners with ASCM, we’ll help you organize small or large groups of self-study or instructor-led classes.

3. **Prepare for the exam**
   All APICS Exam preparation is based on the APICS Learning System. The APICS Learning System is a combination of print and interactive digital materials including quizzes, flashcards and downloadable content. The learning system follows a three-part Assess, Study, Practice methodology to help you retain the information.

   **Assess:**
   Measure your knowledge with the online assessment.

   **Study:**
   Study the learning system modules, flashcards and practice quizzes.

   **Practice:**
   Build exam day confidence with a CLTD practice test.

   Studying with the APICS Learning System increases your preparedness and chances of passing the APICS Exam.

4. **Schedule and pass your exam**
   On average, we recommend 100 hours of study time to pass each exam, but you may need more or less time depending on your experience. Candidates who test within three months of their studies are more likely to pass their exam, so purchase and schedule your exam accordingly.

   The exam consists of 150 questions, and you will have 3.5 hours to complete it. The CLTD score range is 200 to 350. Scores 300 points and above are considered passing, and any score 299 points or below is a failing score.

   APICS exams are administered via computer-based testing (CBT) at Pearson VUE test centers worldwide, and online through the OnVue system.

5. **Display your new credential with pride!**
   Use your certification credential letters at the end of your name on your resume, LinkedIn profile, and business cards. Newly certified individuals also receive special recognition at ASCM Connect, the annual ASCM Conference!

**Ready to get started?**
Purchase the CLTD Learning System today or streamline your certification preparation with the discounted learning system + exam bundle. Become an ASCM PLUS Member to save on your learning system and exam.

Visit [ascm.org/cltd](http://ascm.org/cltd) to get started!

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<thead>
<tr>
<th>ASCM PLUS Member Pricing</th>
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*Includes ASCM PLUS Membership
**Savings compared to purchasing CLTD Learning System and Exam separately.
CLTD Certification: Employer Funding Email Template

Do you want to reach out to your employer about funding your certification preparation? You may want to start out with sending an email to your manager. We've provided an email template below with three different messaging options to help get you started.

<REPLACE AND/OR REMOVE BLUE TEXT PRIOR TO USING THIS TEMPLATE>

Subject: Training Opportunity

Alternative 1: Help Meet Corporate Goals
I’ve been thinking about <<insert organization name>>’s commitment to <<insert company strategy/goal>> and how our team can be a proactive player in its achievement.

I’ve found a great training program that teaches <<key topics addressing strategy/goal>> which I feel are vital knowledge areas and skills that can help me and others on our team make a difference.

Alternative 2: Help Meet Personal/Team Goals
I know you’re always on the lookout to find great training programs that will help our team stay at the forefront of logistics best practices. I’ve found a program that will help me <<and the rest of the team>> meet <<our/my>> 2021 training goals while building our credibility within the organization and beyond.

Alternative 3: Value of Training/Credentials
I’m writing you in hopes that you will support my goal of advancing my knowledge and practical skills. The return on investment in professional development can be exponential, both from an individual and organizational standpoint. I’ve found a program that is practical and extremely relevant to my position.

APICS CLTD Learning System is a professional development and certification preparation program based on the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation. This program assesses individuals based on a comprehensive body of knowledge, best practices, and standards for those in the logistics, transportation, and distribution industries. The topics covered in the program were developed by APICS, subject-matter-experts and business leaders worldwide with a goal of improving job effectiveness. In addition, I’d have the flexibility to study on my own through a self-study format, or enroll in a local course.

The CLTD Learning System will not only help me increase my logistics knowledge, it can also help me prepare for the APICS CLTD certification exam. By participating in the training and earning my certification, I can make a positive impact on our organization in many ways, and here are just a few of them:

- Include examples here
- Include example here

Thanks for considering this educational opportunity. I would be happy to discuss it further in person.

Sincerely,

<<insert your name>>

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