

APPROACH YOUR BOSS FOR SUPPORT

To earn the APICS Certified in Planning and Inventory Management (CPIM) designation



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

Use this document to make a case for your training request, draft discussion points for a 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 questions and answers as discussion points for a 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 CPIM Learning System only for professional development and skills? Or are you also interesting in pursuing CPIM certification and taking the CPIM exam?
- 3 What parts of the CPIM 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. Use the **Module Content Outline** to point out specific topics.
- 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?

Preparing a Budget

Doing some research in advance and preparing a budget will help your supervisor make an informed decision. We also recommend you provide your supervisor with the **Top Five Reasons Your Organization Will Benefit** document.

5 Ways Your Organization Will Benefit from Your APICS CPIM Certification

- There are many reasons to pursue the APICS Certified in Planning and Inventory Management (CPIM) designation.
- Help your manager understand the value of certification and build a business case for training as a worthwhile investment, by arming yourself with these powerful talking points. They demonstrate why your organization should support your efforts to prepare for and attain the CPIM certification.
- 1 **My Knowledge Will Be Current and Relevant**
The CPIM credential is a globally recognized standard in planning and inventory management, based on industry best practices and a comprehensive body of knowledge. Developed with input from industry professionals, it remains real-world relevant. Through this program, I will learn essential operations management skills and how to apply them effectively.
 - 2 **I Will Learn Practical Skills That Will Strengthen My Job**
When I prepare for the certification exam with the CPIM 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 experience of other logistics professionals, sharpening my skills and boosting my productivity and effectiveness.
 - 3 **The CPIM is Developed with Employers in Mind**
The updated CPIM program accelerates certification, allowing me to quickly gain and apply skills that benefit our organization. This certification strengthens my ability to apply these principles effectively and reinforces our commitment to excellence in end-to-end supply chain management.
 - 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 Advocates for Logistics and Supply Chain Professionals**
APICS has supported the supply chain, operations, and logistics community for nearly 60 years and serves over 45,000 members worldwide. Training of this caliber benefits our entire organization while saving time and money on professional development.

CPIM 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

Dear <<insert manager name>>,

Alternative 1: Help Meet Company/Organization 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 operations management best practices. I've found a program that will help me <<and the rest of the team>> meet <<our/my>> 2026 training goals while building our credibility within the organization and beyond.

Alternative 3: Value of Training/Credentials

I'm writing to you in the hope 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.

The APICS Certified in Planning and Inventory Management (CPIM) program is recognized worldwide as the standard in production management and inventory control. The topics covered in the program were developed by APICS, subject-matter experts and business leaders worldwide with a goal of improving internal operations, planning, and inventory management as well as job effectiveness. In addition, I'd have the flexibility to study on my own through a self-study format or enroll in a local or online course.

The CPIM Learning System will not only help me increase my operations management knowledge; it can also help me prepare for the APICS CPIM 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](#)

Thank you for considering this educational opportunity. I would be happy to discuss the details of this opportunity in person.

Sincerely,



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CPIM

CERTIFIED IN PLANNING AND INVENTORY MANAGEMENT

STEPS

1 Decide if CPIM is right for you

By earning the APICS CPIM, you become a recognized expert in operations and a valuable asset for your organization. Commit yourself to a higher level of knowledge and skill, boost your career prospects and help any organization stay competitive in today's economy. Wherever your career takes you, your CPIM certification defines you as an operations expert and leader.

CPIM content is broken in to nine modules:

Module 1: Supply Chains and Strategy

Module 2: Sales and Operations Planning

Module 3: Demand

Module 4: Internal Supply

Module 5: External Supply and Key Support Functions

Module 6: Inventory

Module 7: Detailed Schedules

Module 8: Distribution

Module 9: Quality, Business Investments
and Continuous Improvement

2 Choose your learning option

All certification prep starts with the APICS Learning System. 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, or instructor-supported. Customized group training options are also available.

Self-study

Allows you to 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 variable schedules.

Instructor-led

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

CERTIFICATION ROAD MAP

Earning the APICS Certified in Planning and Inventory Management (CPIM) designation shows comprehension of your organization's operations through a deep understanding of materials management, master scheduling, forecasting, planning and how it applies across the extended supply chain. This road map is a step-by-step guide on how to become a CPIM.

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

Training programs are built to suit your organization's specific learning styles, schedules, group sizes and locations.

3 Prepare for the exam

The APICS Learning System is a combination of print and interactive digital materials including quizzes, flashcards and downloadable content. It dynamically serves up the content and tools you need to fill your unique gaps and create efficiency in your studying. The Assess, Study and Practice components are designed 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 CPIM 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 the 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. The CPIM 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.

Ready to get started?

Purchase the CPIM Learning System today or streamline your certification preparation with the discounted learning system + exam bundle. Become a member and add-on the certification upgrade to save on your purchase.

Visit ascm.org/cpim to get started!

CPIM pricing

Learning System Non-Member \$1,755

Member \$1,265

Exam Non-Member \$1,755

Member \$1,265

Bundle Non-Member \$3,175

Member \$2,275

(Includes CPIM learning system, exam and 2nd Chance Exam)*

*Exam credits must be used within 6 months of bundle purchase date to obtain an Authorization to Test (ATT). The ATT is valid for an additional 6 months to schedule and take the exam.