



Approach Your Boss for Support

To earn the APICS Certified Supply Chain Professional (CSCP) designation

You know the benefits that CSCP certification and the CSCP 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 with your boss, and craft an initial email to them.

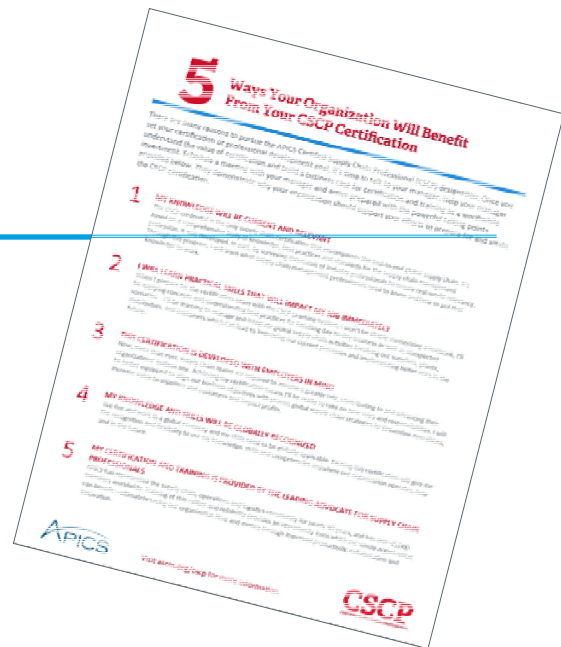
Making Your Case for Training Support

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 the meeting.

- 1 What are the current initiatives at your company or within your department? How can supply chain management training help you meet these challenges and influence your company's business objectives?
- 2 Will you complete the CSCP Learning System only for professional development and skills? Or are you also interested in pursuing CSCP certification and taking the CSCP exam?
- 3 What parts of the CSCP 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 an informed decision. We also recommend you provide your supervisor with the **Top Five Reasons My Employer Will Benefit**.



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Ways Your Organization Will Benefit From Your CSCP Certification

There are many reasons to pursue the APICS Certified Supply Chain Professional (CSCP) 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 CSCP certification.

1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT

The CSCP credential is the only supply chain certification that encompasses the end-to-end global supply chain. It's based on a comprehensive body of knowledge, best practices and standards for the supply chain management profession. It was developed, in part, by surveying thousands of industry professionals to ensure real-world relevancy. Through this program, I will learn what supply chain management professionals need to know and how to put that knowledge to work.

2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY

When I prepare for the certification exam with the CSCP 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 to manage and integrate global supply chain activities involving our suppliers, plants, distributors, and customers which can lead to improving our current processes and implementing better ones in the future.

3 THIS CERTIFICATION IS DEVELOPED WITH EMPLOYERS IN MIND

Now, more than ever, supply chain teams are required to assume a greater role, contributing to and advancing their organizations' bottom line. Achieving my certification means I'll be ready to take on new roles and responsibilities. I will be better equipped to align our business objectives with proven global supply chain strategies to streamline operations, increase value to suppliers and customers and impact profits.

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 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 through improved productivity, collaboration and innovation.

CSCP

CERTIFIED SUPPLY CHAIN PROFESSIONAL

CERTIFICATION ROAD MAP

Earning the APICS Certified Supply Chain Professional (CSCP) designation demonstrates knowledge of the essential technology, concepts and strategies in today's extended supply chain. This road map is a step-by-step guide on how to become a CSCP.

STEPS

1 Decide if CSCP is right for you

Earning the APICS CSCP arms you with end-to-end supply chain knowledge to help you and your business remain competitive in today's economy. Boost your confidence in supply chain management and master the skills needed to bring new ideas to suppliers, plants and distributors while improving customer satisfaction. With a CSCP Certification, you'll gain valuable experience to effectively manage global supply chain efforts and implement essential concepts and strategies to improve day-to-day operations.

CSCP content is broken into three comprehensive modules:

Module 1: Supply Chain Design

Module 2: Supply Chain Planning and Execution

Module 3: Supply Chain Improvement and Best Practices

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, 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 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

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

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 CSCP practice test.

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

4 Apply for eligibility approval

At least two weeks prior to registering for your CSCP exam, you must submit an eligibility application.

To be eligible to take the APICS CSCP exam, you must have:

- 3 years of related experience OR
- Bachelor's degree or international equivalent* OR
- Hold an active CLTD, CPIM, CFPIM, SCOR-P, CIRM, CPM, CSM, CPSM, CTL credential

There is no fee to apply for APICS CSCP eligibility, and eligibility application approvals do not expire.

5 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 them. The CSCP 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.

6 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 CSCP Learning System today. Become an ASCM PLUS Member to save on your learning system and exam.

Visit ascm.org/cscp to get started!

ASCM PLUS Member Pricing	ASCM CORE/Non-Member Pricing
CSCP Learning System \$995 <i>Members save \$385!</i>	CSCP Learning System \$1,380
CSCP Exam \$995 <i>Members save \$200!</i>	CSCP Exam \$1,295
Learning System + Exam Bundle \$1,791 <i>Members save \$199 when you buy the bundle!**</i>	Bundle + ASCM membership purchase \$2,011 <i>Non-members save \$664 when you buy the bundle!**</i>

*APICS defines the international equivalent of a Bachelor's degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned.

**Savings compared to purchasing CSCP Learning System and Exam separately.

CSCP 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 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 supply chain 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.

The APICS CSCP Learning System is a professional development and certification preparation program. It's the only supply chain certification that encompasses the end-to-end global supply chain. APICS CSCP designees gain the skills to effectively manage global supply chain activities that involve suppliers, plants, distributors, and customers located around the world. 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 or online course.

The CSCP Learning System will not only help me increase my supply chain knowledge, it can also help me prepare for the APICS CSCP 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>>

