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**.
5 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.

Visit ascm.org/cscp for more information
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.

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.
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.

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>>