

APICS Exam Purchasing & Scheduling Tutorial

How will you obtain your Authorization to Test (ATT)?

Select an option below to proceed to the corresponding instructions.

Exam Credit

If you will be redeeming a prepaid exam credit

Direct Payment

If you will be submitting payment directly for your exam

Skip to Scheduling

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

Direct Payment ATT Purchase Process

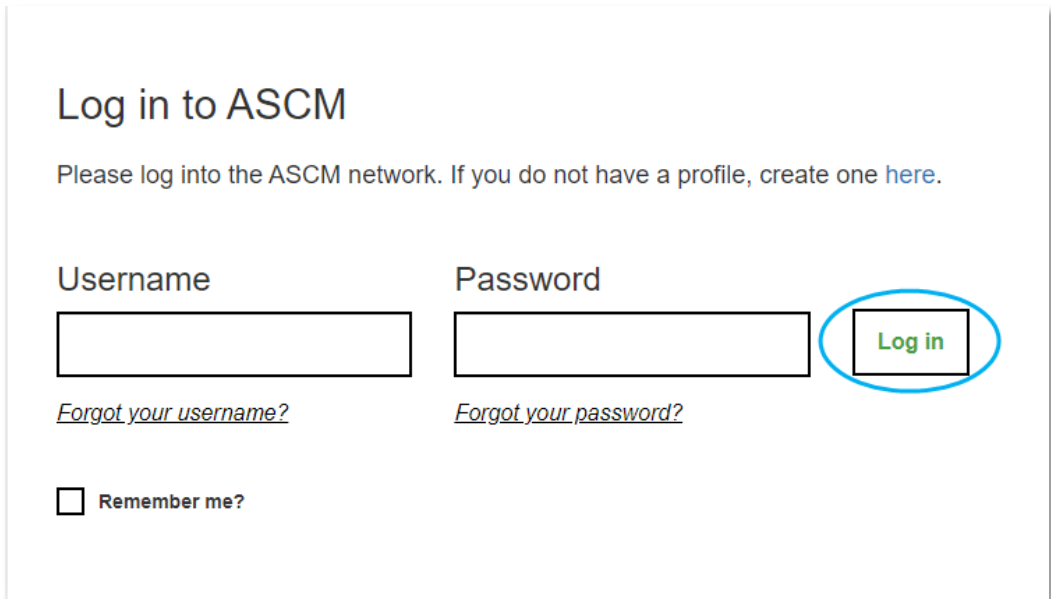
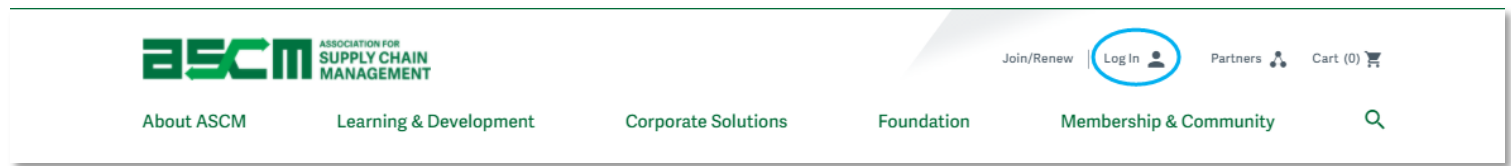
Skip to Scheduling

Step 1 - Login

In order to purchase an APICS exam, you must be logged into your My Account

How to:

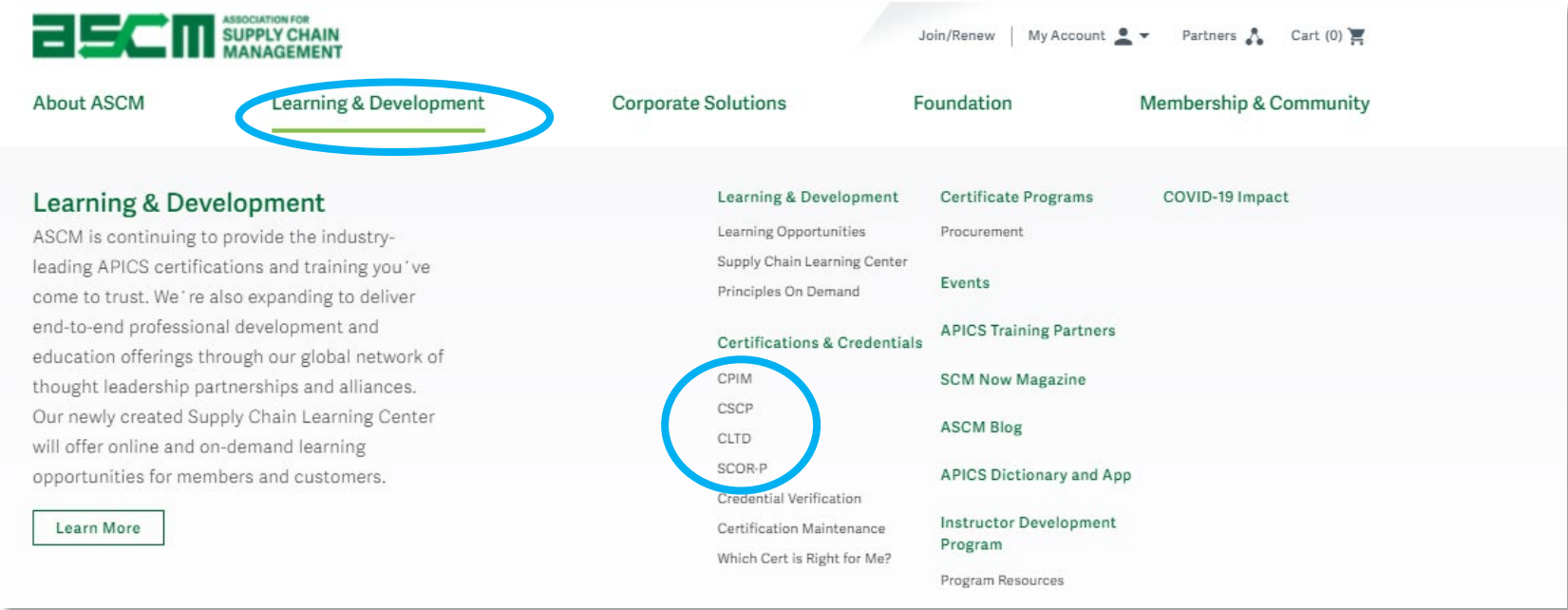
- 1. Go to ascm.org
- 2. Click "Login"
- 3. Enter your username and password
- 4. Click "Log In"



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



Step 3 – Configure & Add to Cart

Help

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 the exam that you would like to purchase in the *Exam* column
 - Applies to CPIM exams only
2. Review [ASCM Code of Ethics](#) and [Testing Policies](#)
3. Select “Add to Cart”

Learning System	Exam	Bundle
<p>APICS 2022 CPIM Self-Study Exam Prep</p> <ul style="list-style-type: none">✓ Digital and printed books (for one year from date of purchase)✓ Online study tools with quizzes, practice exam, learning activities and resource center (instructor support not included)✓ CPIM Exam Content Manual (ECM)	<p>APICS CPIM Certification Exam</p> <ul style="list-style-type: none">✓ Get results immediately✓ Use your certification right away! Note: Requires candidates to pass two exams within three years.	<p>CPIM Part 1 and 2 Learning Systems + Part 1 and 2 Exams with Membership</p> <ul style="list-style-type: none">✓ CPIM Exam Part 1 and Part 2 Learning System and exam vouchers✓ Digital and printed books (for one year from date of purchase)✓ Online quizzes and test with immediate feedback✓ Online study tools with quizzes, practice exams, learning activities and resource center (instructor support not included)✓ CPIM Exam Content Manual (ECM)✓ One year of membership with certification upgrade add-on
<p>\$605</p> <p>Members with certification upgrade pay \$435</p> <p>Select an Exam Prep Part:*</p> <p>Part 1 \$605 ✓ Part 2 \$760</p> <p>Add to Cart</p>	<p>\$760</p> <p>Members with certification upgrade pay \$545</p> <p>Select an Exam Part:*</p> <p>Part 1 \$760 Part 2 \$760</p> <p>Login to add to Cart</p> <p>By adding to cart you agree to the ASCM Code of Ethics and Testing Policies.</p>	<p>\$2,059</p> <p>Members with certification upgrade pay \$1,860</p> <p>Add to Cart</p>

Step 4 – Checkout

Help

Warning: Exam purchases are non-refundable and non-transferable

1. Verify your item in the Shopping Cart
2. Click “Checkout”

Note: Please be sure the price you see is correct. If you are eligible for ASCM Member + Certification Upgrade pricing and the price is not showing correctly, please contact support@ascm.org before competing your purchase.

Proceed to Checkout

Continue Shopping →

Shopping Cart

1 Items

CPIM Part 1 First Attempt Version 7.0	1	\$760.00	
---------------------------------------	---	----------	--

[Return Policy](#)

Upgrade Now and Save! Save on this certification purchase with an upgraded membership! Save on this certification purchase with an upgraded membership! [Sign-In](#)

Need Help with Purchasing? →

Order Summary

Sub-Total \$760.00

Shipping* —

Taxes* —

*Taxes and Shipping will be shown at the end of the checkout process

Total \$760.00

Promotional Code

Promo Code

Referral Code

Enter Referral Code

Checkout

Step 4 – Checkout (Continued)

- 3. Select your shipping address preference and complete all address and contact fields

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”

The screenshot displays a checkout interface. On the left, the 'Checkout' section is divided into two main parts: '1. Account' (James Doe) and '2. Shipping Information'. The 'Shipping Information' section is highlighted with a green border and contains a 'Home Address' form. The form fields are: Country/Region* (United States), First Name* (James), Last Name* (Doe), Street Address* (1234 Test Drive), City* (Chicago), State/Province* (Illinois), and Postal Code* (60634). A note states 'This address will be saved to your account.' Below this is a 'Work Address' section which is currently inactive. The 'Contact' section includes fields for Contact Type* (Work), Country Code* (US&Canada (+1)), Area Code* (773), and Phone Number* (1234567). A 'Save to your account' checkbox is checked. A green 'Continue' button is highlighted with a blue oval at the bottom of the form. On the right, the 'Order Summary' shows a Sub-Total of \$760.00, Shipping* and Taxes* as dashes, and a Total of \$760.00. A note indicates '*Taxes and Shipping will be shown at the end of the checkout process.'

Step 4 – Checkout (Continued)

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

The screenshot shows a checkout page with the following sections:

- Checkout** (Main heading)
- 1. Account** (James Doe)
- Shipping Information**
- 3. Payment Method** (Expanded section)
 - Billing Address**
 - Same as shipping address
 - Country/Region* (Dropdown)
 - First Name* (James) / Last Name* (Doe)
 - Company
 - Street Address* (Test 1234)
 - + Add a new line
 - City* (Chicago) / State/Province* (Illinois) / Postal Code* (60630)
 - Payment Type**
 - Choose a way to pay
 - Card
 - PayPal
 - Save for future purchases.
- Order Summary**
 - Sub-Total: \$760.00
 - Shipping*: —
 - Taxes*: —
 - *Taxes and Shipping will be shown at the end of the checkout process
 - Total: \$760.00
- Next: Review Order** (Green button, circled in blue)

Step 4 – Checkout (Continued)

8. Provide payment details

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

- a. Name on card
- b. Card number
- c. Expiration date
- d. CVV
- e. Postal Code

If using either PayPal option, provide your PayPal information.

9. Click “Next: Review Order”

Payment Type

Pay with card

VISA Mastercard AMEX JCB DISCOVER

Card Number
4111 1111 1111 1111 VISA

Expiration Date (MM/YY) CVV (3 digits) Postal Code
01 / 23 123 60630

[Choose another way to pay](#)

Save for future purchases.

Next: Review Order

Step 4 – Checkout (Continued)

Help

10. Review the order details

11. Click “Place Order”

Warning: You must schedule and take your exam within six months of purchase

[← Edit Details](#)

Review Order

Account Details

Personal Information	Contact Information
James Doe ASCM ID: 2405857	+1 (773) 1234567 JamesDoe@ascm.org

Shipping Information

Shipping Address


James Doe
1234 Test Drive
Chicago IL, 60634
USA
+1 (773) 1234567

Payment Details

Billing Address

James Doe
Test 1234
Chicago IL, 60630
USA
+1 (773) 1234567

Payment Method

 Visa ... 1111

Order Summary 1 Item

CPIM Part 1 First Attempt Version 7.0	Qty 1	\$760.00
---------------------------------------	-------	----------

Order Summary

Sub-Total	\$760.00
Shipping*	—
Taxes*	\$0.00
Total	\$760.00

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

Order Number: 3586309 Print
Reference Code: PO964155985

You've taken the next step towards improving your skills, your supply chain and your future.

Order Summary

CLTD First Attempt NA (with Credit)	Qty 1	\$0.00
Testing Region [NA]		
Sub-Total		\$0.00
Mailing		\$0.00
Taxes and Fees		\$0.00
Order Total		\$0.00

Shipping Information

Shipping Address
James Learner
1234 Test Drive
Chicago, IL 60634
United States
(773) 9829742

Payment Summary

No payment needed.

Your purchase includes:

- ✓ **CLTD First Attempt NA (with Credit)**

If your purchase includes a Learning System you will receive an activation email within two hours. Exam voucher access and scheduling information emails will arrive within one day. Please check your spam folder if necessary.

All other subscriptions and digital products can be accessed from My Account.

[Go to My Account](#)

Subscriptions and digital products will be available immediately.
Physical goods will arrive within the window of your selected shipping option from the day payment is processed.

Step 6 – Verification

- 1. Click “Certifications” on the left-hand banner
- 2. Click “Exams”

The screenshot displays the user interface for managing certifications. On the left, a navigation sidebar lists various account and certification-related options. The 'Certifications' option is highlighted with a blue circle. The main content area is titled 'Certifications' and includes a sub-section for 'Certifications' with a prompt to add an ASCM designation to a LinkedIn profile. Below this, a table displays details for a 'Certified Supply Chain Professional (CSCP)' certification, which is currently 'Suspended'. A 'Submit Maintenance Application' button is visible. At the bottom, an 'Exams' section lists options like 'CSCP Exam Eligibility' and 'Schedule & Access Certification Exams'. A green 'Exams' button at the bottom of this section is also circled in blue.

Certification ID	Certification Status	Maintenance Points
166772	Suspended	75 Required

Step 6 – Verification (Continued)

- 3. Scroll down to the “Your Exams” section and click on “Schedule Your Exam”

Your Exams

Certification details may take up to 24 hours to update. Completed exam details will be in the Exam History section.

Registration with an exam credit is completed at checkout. Add the appropriate exam to your cart to claim an exam credit. You will not be charged for the exam.

Certified in Logistics, Transportation and Distribution (CLTD) : United States

Credit Status		Authorization Status	
In Use	Status Key	Finalize	Status Key
Date Available	Apply Credit by	Take Exam by	
-	-	3/10/2021	
Applied Credit		Schedule Your Exam	

Step 6 – Verification (Continued)

4. Review your authorization details including your name, exam name, and authorization period
 - If any issues are identified with your profile information an error message will populate, and the fields will be highlighted in red
 - To update your profile information, select the “Edit” button
5. Click on the ASCM Exam Handbook Link to review exam policies
6. Then select on the ASCM Testing Policies and Code of Ethics link and review

Verify and Schedule

Exam Scheduling Details:

Candidate: [Redacted] Hermione Granger@

Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7

Authorization Dates: 01/01/1900 - 07/29/2022

Profile Information: [Edit](#)


2380369

Hermione Granger@

8430 W Bryn Mawr Ave Ste 1
Chicago, IL 60631
United States

63--0

[Redacted]@ascm.org



Your candidate details require an update to schedule your exam. Please click "Edit" to resolve.

I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

Step 6 – Verification (Continued)

- Once you have confirmed your information, review the ASCM Code of Ethics and Testing Policies, as well as the ASCM Exam Handbook
- Next, check the boxes to agree that:
 - Your profile information is accurate, and your name matches your identification
 - You have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook

← Return to Certifications

Verify and Schedule

Exam Scheduling Details:

Candidate: [redacted] Hermione Granger

Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7

Authorization Dates: 01/01/1900 - 07/29/2022

Profile Information: [Edit](#)

2380369

Hermione Granger

8430 W Bryn Mawr Ave Ste 1
Chicago, IL 60631
United States
63-303-3033030

[redacted]@ascm.org

I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

[Submit](#) [Cancel](#)

Note: If an exam credit was issued by a Partner or a Corporate Development training, you must also decide if you would like to share your exam information

Step 6 – Verification (Continued)

Help

9. Select the “Submit” button to be directed to the scheduling process on Pearson VUE’s website

← Return to Certifications

Verify and Schedule

Exam Scheduling Details:

Candidate: [Redacted] Hermione Granger

Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7

Authorization Dates: 01/01/1900 - 07/29/2022

Profile Information: [Edit](#)

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63-303-3033030

[Redacted]@ascm.org

I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

[Submit](#) [Cancel](#)

Return Home

Proceed to Scheduling Instructions

ATT Purchase Process Using an Exam Credit

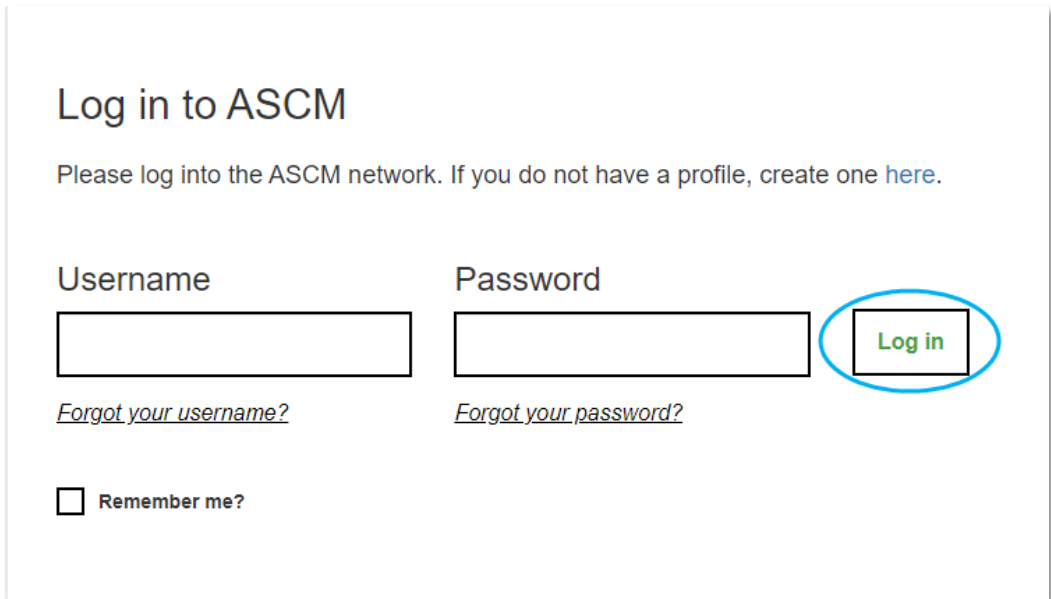
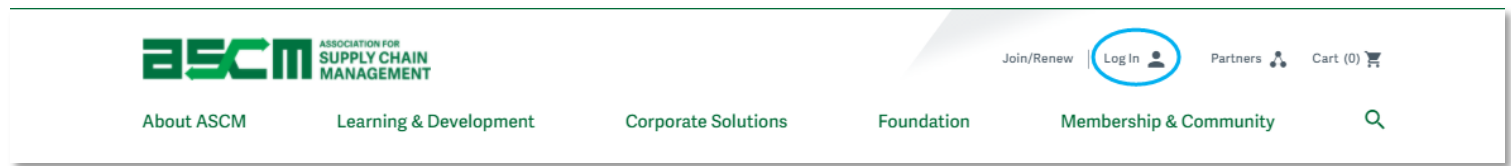
Skip to Scheduling

Step 1 - Login

In order to purchase an APICS exam, you must be logged into your My Account

How to:

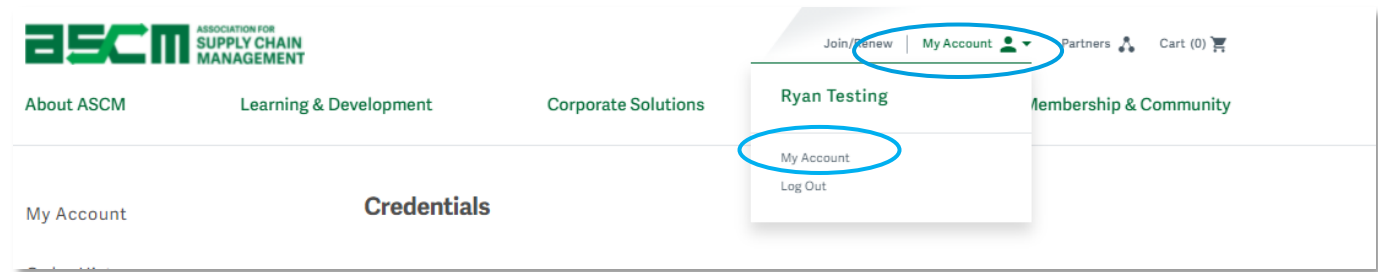
- 1. Go to ascm.org
- 2. Click "Login"
- 3. Enter your username and password
- 4. Click "Log In"



Step 2 – Go to My Account

Help

1. Click the account drop-down menu at the top of your screen
2. Select “My Account”



Step 3 – Redeem Your Exam Credit

To redeem your exam credit:

- 1. Click “Certifications”
- 2. Click “Exams”

The screenshot displays the user's account dashboard. On the left, a navigation menu includes 'My Account', 'Order History', 'Courses & Downloads', 'Membership', 'Certifications', 'Partner Administration', 'Certification Administration', and 'My Digital Products'. The 'Certifications' menu item is highlighted with a blue circle. The main content area is titled 'Certifications' and contains a sub-section for 'Certified Supply Chain Professional (CSCP)'. Below this, a table lists certification details:

Certification ID	Certification Status	Maintenance Points
166772	Suspended	75 Required

To the right of the table, a box indicates 'Certification Suspended on 7/31/2025' and a green button labeled 'Submit Maintenance Application' is present. Below the table, an 'Exams' section is visible, containing a list of links: 'CSCP Exam Eligibility', 'Schedule & Access Certification Exams', and 'Certification Exam History'. A green button labeled 'Exams' is highlighted with a blue circle at the bottom of this section.

Step 3 – Redeem Your Exam Credit (Continued)

Help

- 3. Scroll down to your exam credit
- 4. Click “Register for your exam”

Certified in Planning and Inventory Management (CPIM) Part 2 V7

Credit Status		Authorization Status	
Available	Status Key	Apply Credit First	Status Key
Date Available	Apply Credit by	Take Exam by	
Now	8/18/2021	-	
Register for Your Exam		Schedule Your Exam	

Step 3 – Redeem Your Exam Credit (Continued)

Help

Warning: Upon completion of this step, your exam must be scheduled and taken within 6 months

- 5. Select your preferred address
- 6. Verify that your address is complete and accurate
- 7. Click “Register”

Register for Your Exam
CPIM Part 2 V7

Name
James Learner

Address

<input type="radio"/> Home Address	1234 Test Drive Chicago, USA	edit
<input type="radio"/> Work Address	1234 Test Drive Chicago, USA	edit

Register



Register for Your Exam
CPIM Part 2 V7

Name
James Learner

Address

Home Address [cancel](#)

Country/Region*
United States

Street Address*
1234 Test Drive

+ Add a new line

City*
Chicago

State/Province*
Illinois

Postal Code*
60634

Work Address 1234 Test Drive Chicago, USA [edit](#)

Register

Step 4 - Verification

- 1. You will be directed back to the “Your Exams” section of My Account.
- 2. Click on “Schedule Your Exam”

Your Exams

Certification details may take up to 24 hours to update. Completed exam details will be in the Exam History section.

! Registration with an exam credit is completed at checkout. Add the appropriate exam to your cart to claim an exam credit. You will not be charged for the exam.

Certified in Logistics, Transportation and Distribution (CLTD) : United States

Credit Status		Authorization Status	
In Use	Status Key	Finalize	Status Key
Date Available	Apply Credit by	Take Exam by	
-	-	3/10/2021	
Applied Credit		Schedule Your Exam	

Step 4 – Verification (Continued)


3. Review your authorization details including your name, exam name, authorization dates, and profile information

- If any issues are identified with your profile information an error message will populate, and the fields will be highlighted in red
- To update your profile information, select the “Edit” button

Verify and Schedule

Exam Scheduling Details:

Candidate: [redacted] Hermione Granger@
Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7
Authorization Dates: 01/01/1900 - 07/29/2022
Profile Information: [Edit](#)
2380369
Hermione Granger@
8430 W Bryn Mawr Ave Ste 1
Chicago, IL 60631
United States
63-0
[redacted]@ascm.org

 Your candidate details require an update to schedule your exam. Please click "Edit" to resolve.

I have reviewed the above exam details and agree that the name above matches my identification and that my e-mail address is correct.*

I confirm that I have read and agree to the ASCM Code of Ethics and Testing Policies and ASCM Exam Handbook.*

Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

Step 4 – Verification (Continued)

- 4. Once you have confirmed your information, review the ASCM Code of Ethics and Testing Polices, as well as the ASCM Exam Handbook
- 5. Next, check the boxes to agree that:
 - Your profile information is accurate, and your name matches your identification
 - You have read and agree to the ASCM Code of Ethics and Testing Polices and ASCM Exam Handbook

← Return to Certifications

Verify and Schedule

Exam Scheduling Details:

Candidate: [redacted] Hermione Granger

Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7

Authorization Dates: 01/01/1900 - 07/29/2022

Profile Information: [Edit](#)

2380369

Hermione Granger

8430 W Bryn Mawr Ave Ste 1
Chicago, IL 60631
United States
63-303-3033030
[redacted]@ascm.org

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Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

[Submit](#) [Cancel](#)

Note: If an exam credit was issued by a Partner or a Corporate Development training, you must also decide if you would like to share your exam information

Step 4 – Verification (Continued)

Help

6. Select the “Submit” button to be directed to the scheduling process on Pearson VUE’s website

← Return to Certifications

Verify and Schedule

Exam Scheduling Details:

Candidate: [Redacted] Hermione Granger

Exam: Certified in Planning and Inventory Management (CPIM) Part 1 V7

Authorization Dates: 01/01/1900 - 07/29/2022

Profile Information: [Edit](#)

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Hermione Granger

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Upon submission, you will be redirected to the Pearson VUE website to schedule your exam. You can schedule your exam now or schedule it later in the Certification Section of My Account.

[Submit](#) [Cancel](#)

Return Home

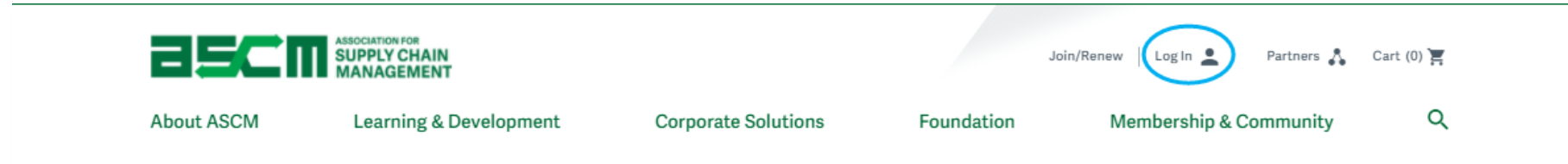
Proceed to Scheduling Instructions

Scheduling Your Exam

Step 1 - Login

Help

To schedule an APICS exam, you must be logged into your account.



To do so:

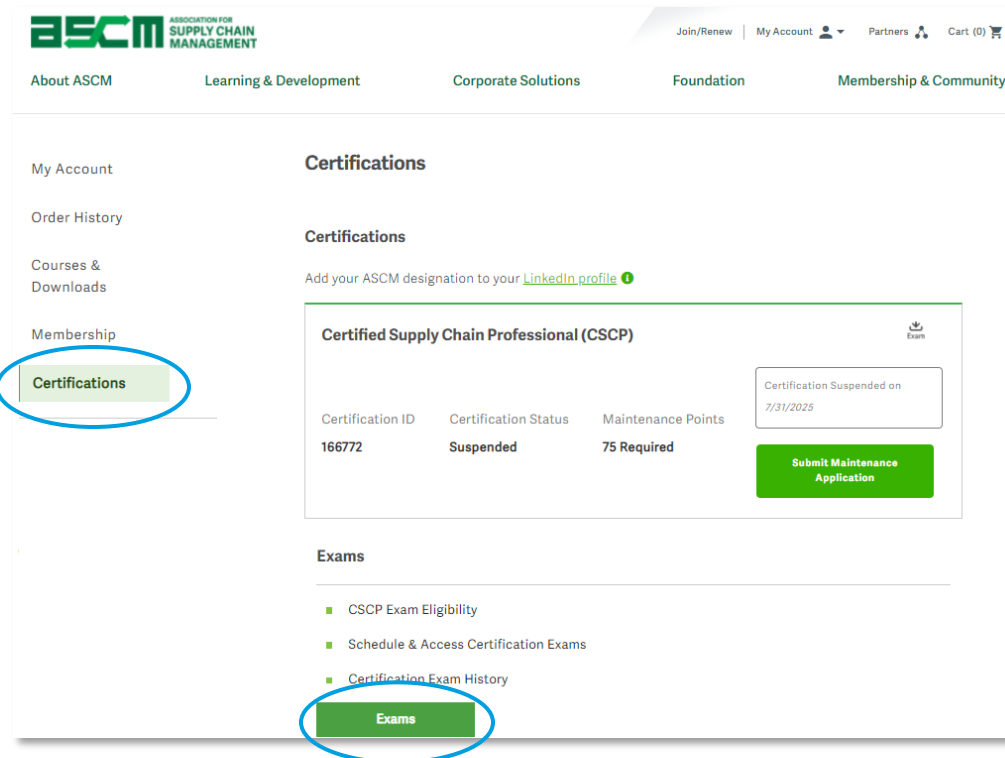
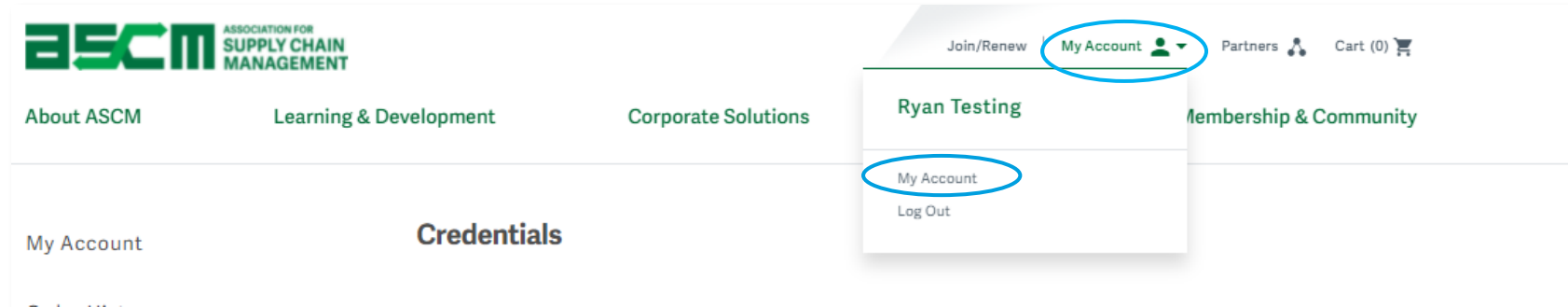
1. Go to ascm.org
2. Click “Login”
3. Enter your username and password
4. Select “Log In”

Step 2 – Launch Scheduling Process

Help

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.

1. Go to “My Account”
2. Click “Certifications” on the left side of your screen
3. Click on “Exams”



Step 2 – Launch Scheduling Process (Continued)

Help

4. Scroll down to the “Your Exams” section

5. Click “Schedule Exam”

Your Exams

Certification details may take up to 24 hours to update. Completed exam details will be in the Exam History section.

! To redeem an exam credit, please choose the “Register for Your Exam” button below. You will then be taken to the program page. Please choose the appropriate exam by choosing the “Explore” link next to the program for which you would like to register. Your exam credit will be redeemed at checkout and you will not be charged for the exam.

Certified in Logistics, Transportation and Distribution (CLTD) : United States

Credit Status		Authorization Status	
In Use	Status Key	Accepted	Status Key
Date Available	Apply Credit by	Take Exam by	
-	-	3/8/2021	
<input type="button" value="Applied Credit"/>		<input type="button" value="Schedule Exam"/>	

Step 2 – Launch Scheduling Process (Continued)

How do you plan to test?

Select an option below to proceed to the corresponding instructions.

Testing Center


Online


Where do you want to take your exam?


At a test center

OnVUE Online at my home or office

Prepare for your exam

 **Your photo ID**
We'll verify your government-issued ID when you arrive for your exam.
Review [admission & ID policies](#).

 **What to expect**
Familiarize yourself with the testing experience so you feel confident on test day.
Watch our [short video](#).

 **Personal items**
Review the items that you can have during testing that do not require prior approval.
View [comfort aid list](#).

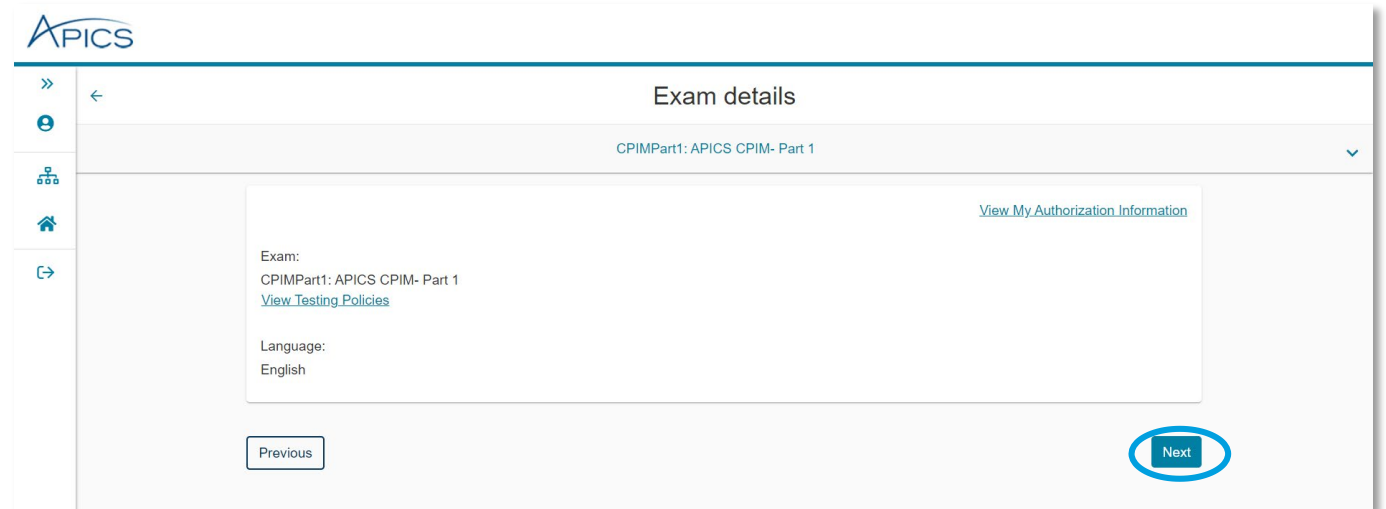
Questions?
Check out the [FAQs](#).

Next

Step 2 – Launch Scheduling Process (Continued)

Help

1. Confirm the exam you will be taking
2. Click “Next” again



Step 3 (Test Center) – Finding a Testing Date and Time

1. Select a date at your preferred testing center(s) or for the online testing platform
2. Continue to Select your start time

Note: The search option will automatically search for testing centers in your area, but you may type in a different area if you intend to test from a different location

The screenshot shows the Pearson 'Find an appointment' interface. At the top, there is a Pearson logo and a navigation menu with icons for home, search, and help. The main heading is 'Find an appointment' with a dropdown menu showing '[200-201: Exam 1]'. Below this, the instruction '1. Select a date at your preferred test center' is displayed. There are three search boxes, each containing the text: 'Test center name', '407 Main Street', 'Butte, Montana 59750', and 'United States'. A link 'Find another test center' is located below the search boxes. Below the search boxes, there is a text prompt: 'Select a date from the calendar. Only dates with appointment availability can be selected.' A calendar for 'March 2021' is shown, with the date '22' highlighted in blue. At the bottom of the calendar, there is a link: 'Why can't I find an available appointment?'.

Step 3 (OnVUE) – Finding a Testing Date and Time

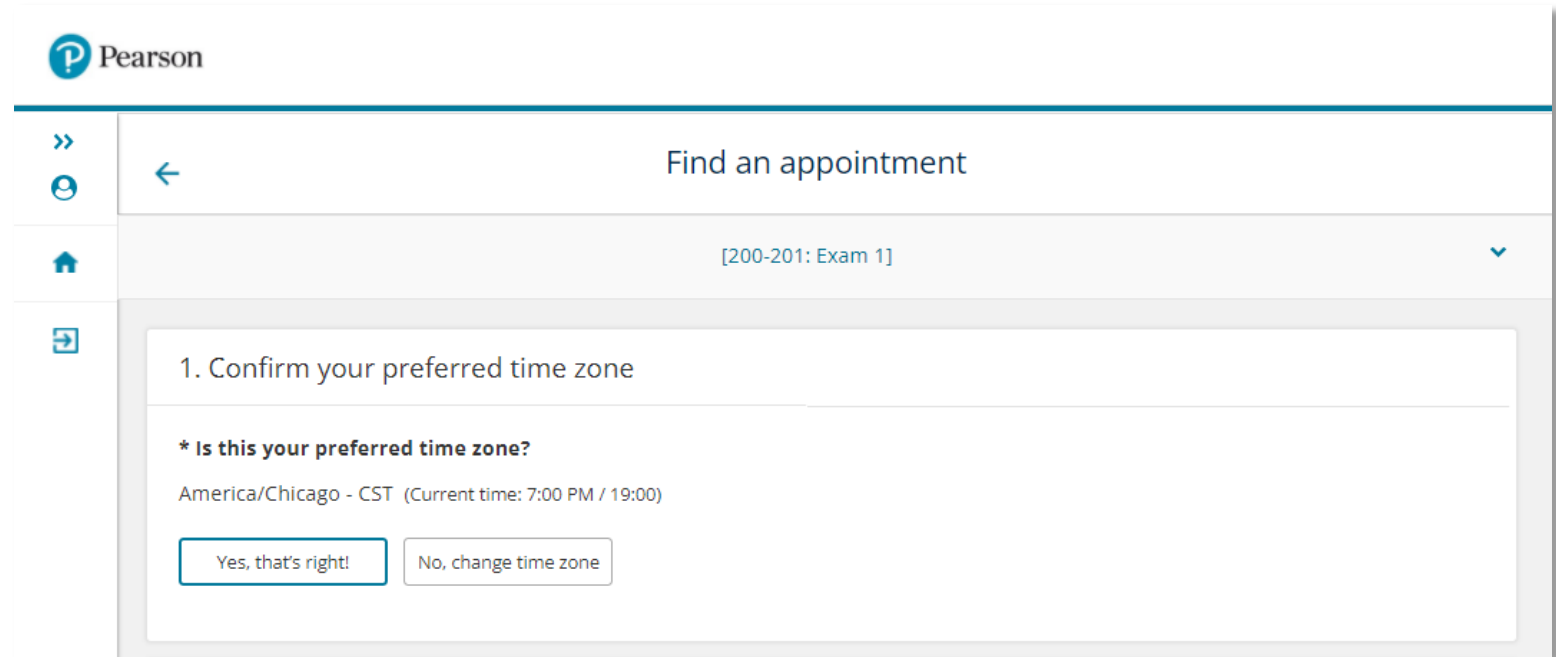
Help

Note: Time zone display includes country, major city, 3-character code and current time to help users select the correct time zone

1. Confirm or change time zone preference before proceeding with date selection

Note: By confirming time zone preference, the calendar will use test taker preferred time zone

2. Continue to select your appointment start time



The screenshot shows the Pearson OnVUE interface. At the top left is the Pearson logo. Below it is a navigation menu with icons for home, search, and a list. The main content area is titled "Find an appointment" and shows a dropdown menu for "[200-201: Exam 1]". Below this is a confirmation step: "1. Confirm your preferred time zone". A question asks "* Is this your preferred time zone?" with the selected time zone "America/Chicago - CST (Current time: 7:00 PM / 19:00)". Two buttons are provided: "Yes, that's right!" and "No, change time zone".

Step 4 – Select your Appointment Time

1. Choose how you would like the times to be displayed between 12hr and 24hr formats
2. The first available appointment will automatically populate with the option to explore alternative times

Note: Time-of-day illustrations help test takers avoid booking the incorrect time



The screenshot shows a user interface for selecting an appointment time. At the top, there is a calendar for March 2021. The date March 22nd is highlighted in blue. Below the calendar, there is a link that says "Why can't I find an available appointment?". Below that, there is a section titled "2. Select your appointment start time". Under this section, there are two questions:

- * How would you like times displayed?
There are two buttons: "12 hr (e.g., 2:00 PM)" and "24 hr (e.g., 14:00)".
- * Would you like to book this appointment?
Below this question, there is a circular icon with a sunset scene, followed by the text "22:00 - 23:30 America/Chicago - CST on Thursday, March 22, 2021". Below this text are two buttons: "Book" and "Change time".

Step 4 – If Exploring Multiple Appointment Times (Continued)

Note: This overlay will help in finding additional times to test

Available appointments will be displayed in time blocks

Users can identify periods of the day have available times



Select your appointment start time

- Your appointment length is **90 minutes**.
- Times are displayed in your preferred test center's time zone (America/Chicago - CST).

12:00 AM - 5:00 AM No times available.
5:15 AM - 9:00 AM No times available.
9:15 AM - 1:00 PM Showing five available times between 09:15 AM and 01:00 PM. 9:15 AM 9:45 AM 10:15 AM 9:30 AM 10:00 AM 11:15 AM
1:15 PM - 5:00 PM Five times available.
5:15 PM - 8:00 PM Five times available.
8:15 PM - 11:45 PM No times available.

arch 22, 2021

Step 5 – Confirm Appointment Details

Help

1. Review appointment information for accuracy.
2. Click on “Proceed to Checkout”

Warning: You must complete the scheduling process in full to book your appointment. Closing your web browser at this step will abort the scheduling process

APICS

Cart

[Review and confirm](#) contact information to avoid issues on test day.

Description	Details	Actions
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Change Appointment Location Pearson Professional Centers-Dayton OH 3033 Kettering Boulevard Suite 320 Moraine, Ohio 45439 United States Change Test Center	Remove

[Proceed to Checkout](#)

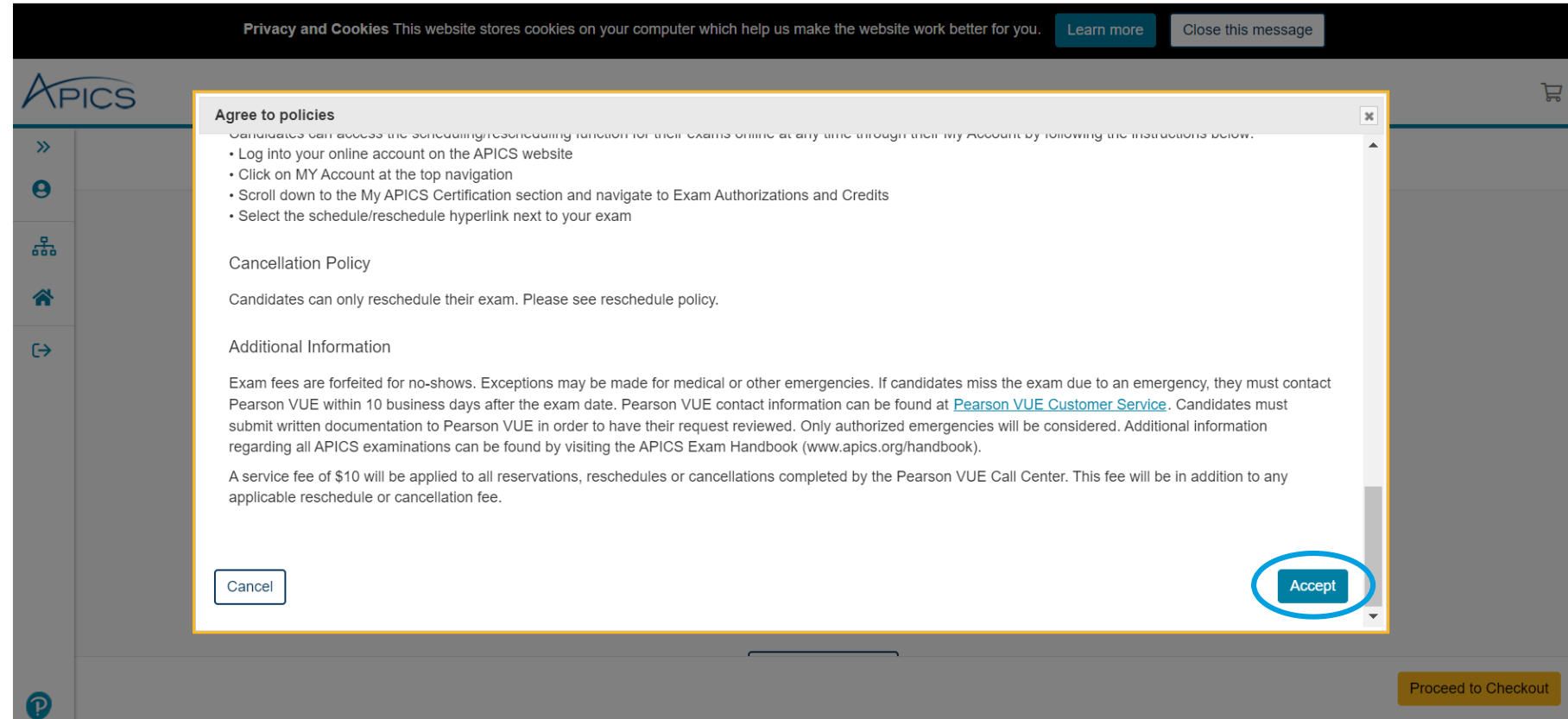
Step 6 – Review & Agree to Testing Policies

Help

1. Read and confirm that you understand and agree to the APICS and Pearson VUE policies

2. Click “Accept”

Note: The “Accept” button will not appear until you have read through the entire policy information



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APICS

Agree to policies

Candidates can access the scheduling/rescheduling function for their exams online at any time through their My Account by following the instructions below.

- Log into your online account on the APICS website
- Click on MY Account at the top navigation
- Scroll down to the My APICS Certification section and navigate to Exam Authorizations and Credits
- Select the schedule/reschedule hyperlink next to your exam

Cancellation Policy

Candidates can only reschedule their exam. Please see reschedule policy.

Additional Information

Exam fees are forfeited for no-shows. Exceptions may be made for medical or other emergencies. If candidates miss the exam due to an emergency, they must contact Pearson VUE within 10 business days after the exam date. Pearson VUE contact information can be found at [Pearson VUE Customer Service](#). Candidates must submit written documentation to Pearson VUE in order to have their request reviewed. Only authorized emergencies will be considered. Additional information regarding all APICS examinations can be found by visiting the APICS Exam Handbook (www.apics.org/handbook).

A service fee of \$10 will be applied to all reservations, reschedules or cancellations completed by the Pearson VUE Call Center. This fee will be in addition to any applicable reschedule or cancellation fee.

[Cancel](#) [Accept](#)

[Proceed to Checkout](#)

Step 7 – Complete Appointment Booking

Help

1. Confirm the exam and appointment details
2. Select “Submit Order” to complete the scheduling process

APICS

Almost there...

Description	Details
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Location Pearson Professional Centers-Dayton OH 3033 Kettering Boulevard Suite 320 Moraine, Ohio 45439 United States

Previous Cancel Order

Submit Order

Step 8 – Review Appointment Confirmation Page

Help

1. Review the appointment summary and print, if desired
2. An email confirmation will also be sent

Warning: If you need to reschedule later, you must do so at least 24 hours in advance of your appointment

Description	Details	Order Information
Exam SCOR-P: APICS SCOR-P Language: English Exam Length: 135 minutes	Appointment Friday, July 24, 2020 Start Time: 08:00 AM EDT Location Pearson Professional Centers-Dayton OH Test Center Information	Order Number/Invoice 0054-4753-7019 Registration ID 376940488 Status Scheduled

Return Home

Return to ASCM Homepage

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.

[Return Home](#)

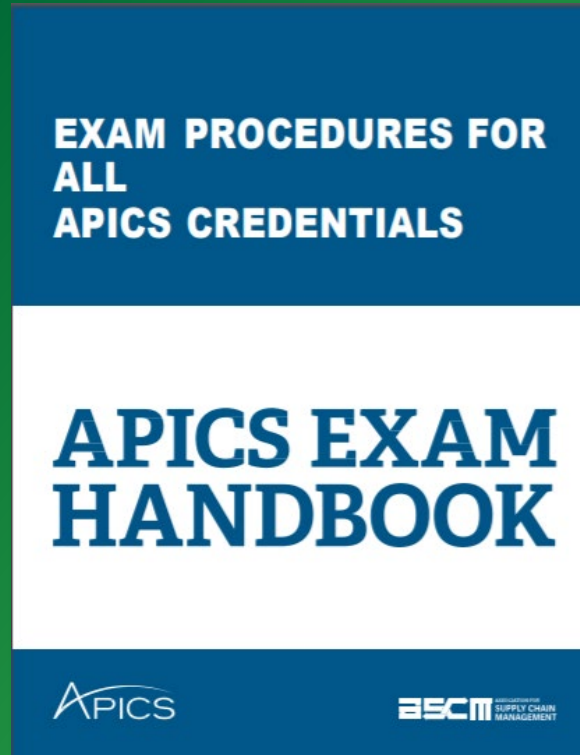
[Help Resources](#)

Help Resources

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 Support](#)

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



The Customer Relations team is available to answer your questions regarding information on this page from 6:00 a.m.–6:00 p.m. CT, Monday through Friday.

 support@ascm.org

 **1-800-444-2742**
+1-773-867-1777

Chat is the quickest way to reach a customer service agent.
Click on the Chat icon to get started.

If chat is "offline," see below for telephone numbers and office hours.

America region

Office hours
Monday–Friday, 7:00 a.m.–7:00 p.m. CT; closed on local holidays.

Telephone numbers

- 866-583-8949 (toll-free)
- +1-952-905-7418 (toll)

Email form
[Ask a question](#)

Asia-Pacific region

Europe, Middle East, Africa (EMEA) region

[Return Home](#)