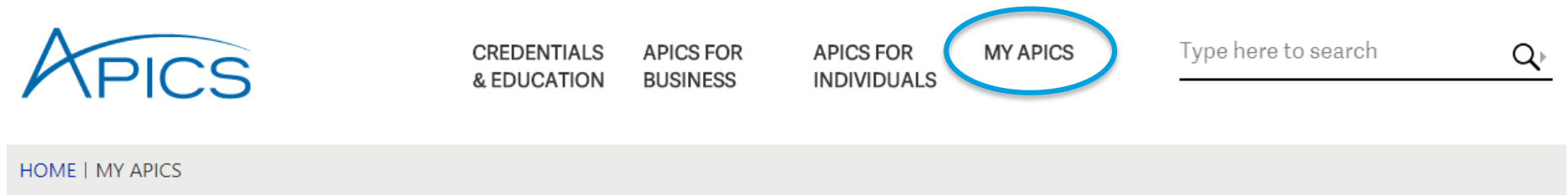


**NEW AUTHORIZATION TO TEST (ATT) PURCHASING
PROCESS AND PEARSON VUE SCHEDULING
PROCESS**

ATT Purchasing Process

First, log in to your [My APICS](#) account and navigate to your [My APICS](#) page.



My APICS Certification

If you have questions about the information on this page or your information needs to be updated, contact APICS Customer Service at service@apics.org or 1-800-444-2742 or +1-773-867-1777 from 8:00 a.m.–5:00 p.m. CT.

You do not currently have any APICS Certifications. [Learn more about APICS certifications.](#)

Exam Authorizations and Credits

Exam History

Exam Eligibility

You do not have any upcoming exams. To learn more about scheduling an APICS exam, please visit the [Authorization to Test](#) page.

Exam credits

The following exam credits have been issued to your account. Please visit the [Authorization to Test](#) page to schedule your exam with an available exam credit.

The last date to purchase the CPIM Basics exam ATT using an exam credit is January 6, 2018. The last day to schedule and take the CPIM Basics exam is January 7, 2018. After January 6, 2018, CPIM exam credits can only be used for the MPR, DSP, ECO, and SMR exams. Exam appointments are subject to availability, so we encourage you to schedule and sit for your BSCM exam as soon as possible. BSCM exam authorizations are non-refundable and non-transferable.

Purchase an Exam

Visit the [Authorization to Test \(ATT\) form](#) to purchase an exam now.

Download or Purchase Certificates

To download or purchase a copy of an APICS Certificate, please visit the [Certificate Request Form](#).

Click on the “[Authorization to Test \(ATT\) form](#)” link located in the **Purchase an Exam** section located on the right-side banner

ATT Purchasing Process



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CREDENTIALS & EDUCATION

Exam Purchase

2017 BSCM ATT Expiration

Code of Ethics and Policies

1. Select your Exam

1.

Step 1: Exam Selection > Step 2: Contact Information > Step 3: Payment > Step 4: Confirmation

Step 1: Exam Selection

Please select the exam you would like to take. If you have an exam credit that matches your selected exam and testing country, it will be reflected on the Payment screen.

- CPIM Part 1
- CPIM Part 2
- Certified Supply Chain Professional (CSCP) * *Eligibility required*
- Certified in Logistics, Transportation and Distribution (CLTD) * *Eligibility required*

2. Select your testing country

2.

Please select the country in which you plan to take the exam. You will select your test center location when you schedule your exam.

United States

ATT Purchasing Process



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HOME | CREDENTIALS & EDUCATION | CREDENTIALS | PURCHASE EXAM - AUTHORIZATION TO TEST (ATT) EXAM PURCHASE

1. Review your Exam Details

2. Click on APICS Exam Handbook to view

3. Click on APICS Testing Policies and Code of Ethics to view




4. Check the box to confirm that you have read and agree to the APICS Code of Ethics and testing Policies

5. Click Continue

1.

Exam Details	
Exam:	CPIM Part 1
Country:	United States
Authorization Exp:	12/14/2017-6/13/2018
Exam Fee (USD):	\$645.00

You would have saved \$150.00 by being an APICS Plus member

2.  [APICS Exam Handbook](#)
3.  [APICS Testing Policies and Code of Ethics](#)
4.  I confirm that I have read and agree to the APICS Code of ethics and testing policies.

5.

ATT Purchasing Process

1. Verify your contact information

Optional: Click on “[Profile Editor](#)” to make necessary changes to your name or email address

2. Check the box to agree that your name entered matches your identifications and that your email address is correct

3. Click Continue



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HOME | CREDENTIALS & EDUCATION | CREDENTIALS | PURCHASE EXAM - AUTHORIZATION TO TEST (ATT) | EXAM PURCHASE

Step 2: Contact Information

APICS ID: 2069420

First or give name: Jerry

1. **Last or family name:** Learner

Email Address: jerrylearner@apics.org

Click on the following link if you wish to change any of these fields [Profile Editor](#).

2. I agree that the name above matches my identification and that my e-mail address is correct.

3. [BACK](#) [RESTART](#) [CONTINUE](#)

ATT Purchasing Process – Credit card payment



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2017 BSCM ATT Expiration

Code of Ethics and Policies

Step 3: Payment

If you have a campaign code, enter it and press "Apply Campaign Code"

Campaign Code

APPLY CAMPAIGN CODE

SELECT A PAYMENT TYPE:

VISA   

Pay with a credit card

Card Type

Card number:

Expiration Date

Month

Year

Security Code

 ?

 The safer, easier way to pay.

Wire Transfer

Optional: If you have a campaign code, enter it and click "Apply Campaign Code"

1. Enter all corresponding credit card information.

1.

ATT Purchasing Process



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HOME | CREDENTIALS & EDUCATION | CREDENTIALS | PURCHASE EXAM - AUTHORIZATION TO TEST (ATT) | EXAM PURCHASE

Exam Details

APICS ID:	2069420
First Name:	Jerry
Last Name:	Learner
Exam:	CPIM Part 1
Country:	United States
Authorization Exp:	12/14/2017-6/13/2018
Exam Fee (USD):	\$645.00

Note: ATT payments are non-refundable and non-transferable

TOTAL DUE (USD): \$645.00

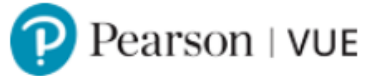
BACK

RESTART

SUBMIT ORDER

Review Exam details and click
“Submit”

Scheduling your Exam



Note: Once you have purchased your ATT, you will be automatically redirected to the Pearson VUE site to schedule your exam

Click on “Schedule this Exam”

Home My Profile My Order Return to Testing Program website Sign Out

Signed In as: Jack Learner
APICS ID: APICS2069416

Exam Details

[View My Authorization Information](#)

Exam:
CPIMPart1: APICS CPIM- Part 1
[View Testing Policies](#)

Language:
English

[Schedule this Exam](#)

Scheduling your Exam

Note: The search option will automatically search for testing centers in your area

1. Select a testing center

Note: You will be able to select up to 3 test centers to compare availability.

2. Click “Next”

Test Center Search

Signed In as: Jack Learner
APICS ID: APICS2009416

Exam Selection: CPIMPart1: APICS CPIM- Part 1 | Language: English

Find test centers near:

123 Road Street, Chicago, Illinois, 60631, United States

e.g., "55437" or "5601 Green Valley Drive, Bloomington, MN" or "Paris, France"


★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

You can select up to three test centers to compare availability.

Test Center	Distance* Show km	Directions
<input checked="" type="checkbox"/> Peoria Regional Office of Education 324 Main St Room 401 Peoria, Illinois 61602 United States	1.8 mi	Get Directions
<input type="checkbox"/> Illinois Central College 1 College Dr Room L220 East Peoria, Illinois 61635 United States	4.9 mi	Get Directions
<input type="checkbox"/> Pearson Professional Centers-Peoria IL 4507 N. Sterling Ave Suite 302 Norwoods Professional Bldg Peoria, Illinois 61615 United States	5.7 mi	Get Directions
<input type="checkbox"/> ICC Peoria 5407 N. University St. Arbor 103 Peoria, Illinois 61635 United States	6.1 mi	Get Directions
<input type="checkbox"/> Illinois State University Fell Hall Room 346 Normal, Illinois 61790 United States	32.8 mi	Get Directions

[Display more test centers...](#)

*Distance is a straight line calculated from the center point of your search criteria and does not reflect driving distance.

1. 

2.

2.

Scheduling your Exam

Signed In as: Jack Learner
APICS ID: APICS2069416

Choose Appointment

Exam Selection: CPIMPart1: APICS CPIM- Part 1 | Language: English

Test Center

Peoria Regional Office of Education
324 Main St
Room 401
Peoria, Illinois 61602
United States

[Change Test Centers](#)

Select Date [Why can't I find an available appointment?](#)

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					4	2		4	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													



1. Select an available date

Available Start Times: Wednesday, January 24, 2018 at Peoria Regional Office of Education

Morning	Afternoon
09:00 AM	12:45 PM



2. Select an available time

Scheduling your Exam

My Order

Signed In as: Jack Learner
APICS ID: APICS2069416

Description	Details	Actions
Exam CPIMPart1: APICS CPIM- Part 1 Language: English Exam Length: 225 minutes	Appointment Wednesday, January 24, 2018 Start Time: 12:45 PM CST Change Appointment Location Peoria Regional Office of Education Peoria County Courthouse 324 Main St Room 401 Peoria, Illinois 61602 United States Change Test Center	Remove

[Proceed to Checkout](#)

Review appointment information for accuracy.

Click on "Proceed to Checkout"

Scheduling your Exam

Confirm personal information

Click "Next"

Checkout - Step 1: Confirm Personal Information

Signed In as: Jack Learner
APICS ID: APICS2069416

Confirm Personal Information | Agree to Policies | Submit Order | Summary

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. [Update my information.](#)

Name: Jack Learner	
Telephone: +1 555-543-5432	<input type="button" value="Edit"/>

Scheduling your Exam

1. Read and confirm your agreement to the APICS and Pearson VUE policies

2. Click “Next”

Important Note: Please ensure that your name as spelled above matches exactly with the government issued identification you will present when checking in at the Pearson VUE Test Center. Also, please check to ensure that the exam listed above is correct.

If you think you may have a problem pertaining to your registration, please call Pearson VUE immediately. The list of telephone numbers can be found at <http://www.pearsonvue.com/apics/contact/>. If you wish to make any changes to your name, you must contact APICS directly at exams@apics.org. Pearson VUE cannot make any changes to your name in the system.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

Pearson VUE global test policy changes

In order to preserve the security and integrity of examination programs, Pearson VUE test administrators (TAs) may request visual inspection of eyeglasses and other materials brought into the Pearson VUE testing room. Candidates will be required to allow TAs to examine materials in order to begin the check-in and examination process, including the removal and visual inspection of eyeglasses. Candidates who do not comply with this global security policy may not be admitted to begin their APICS examination. Candidates who bring personal items such as Google Glass, will need to store them with their remaining personal items or keep them in their vehicles in order to continue the check-in process.

Reschedule Policy

Candidates must reschedule their examination more than 24 hours prior to their exam appointment. Candidates can reschedule through their My APICS account or by contacting Pearson VUE directly. APICS does not accept reschedule requests.

Once an exam authorization is scheduled, appointments can only be rescheduled within their authorization period. Rescheduling the exam does not extend the authorization period.

Candidates who need to reschedule their exam appointment can make modifications directly in their My APICS account under the Exam Authorization and Credits section or by calling Pearson VUE directly. There is a non-refundable USD \$45 rescheduling fee. Call center fees will also apply if rescheduling by phone. If the candidate does not sit for the test, the exam fees are forfeit.

Scheduling Instructions

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

- Login into your My APICS account
- Click on MY APICS 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 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.

1. I have read and agree to the APICS policies listed above.

Previous

2.

Next

Scheduling your Exam

Checkout - Step 3: Submit Order

Signed In as: Jack Learner
APICS ID: APICS2069416

- Confirm Personal Information
- Agree to Policies
- Submit Order
- Summary

Your order is NOT complete until you click the "Submit Order" button.

Confirm Order Details

Description	Details
Exam CPIMPart1: APICS CPIM- Part 1 Language: English Exam Length: 225 minutes	Appointment Wednesday, January 24, 2018 Start Time: 12:45 PM CST Location Peoria Regional Office of Education Peoria County Courthouse 324 Main St Room 401 Peoria, Illinois 61602 United States

- Previous
- Cancel Order

Submit Order

1. Confirm appointment details

2. Click "Submit Order"

1.

2.



Scheduling your Exam

Checkout - Step 4: Summary

Signed In as: Jack Learner
APICS ID: APICS2069416

Confirm Personal Information Agree to Policies Submit Order **Summary**

 An email confirmation has been sent to: jacklearner@apics.org

[Return Home](#)

 [Print Summary](#)

Exam Details

Description	Details	Order Information
Exam CPIMPart1: APICS CPIM- Part 1 Language: English Exam Length: 225 minutes	Appointment Wednesday, January 24, 2018 Start Time: 12:45 PM CST Location Peoria Regional Office of Education Get Directions	Order Number/Invoice 0045-5634-4747 Registration ID 327043351 Status Scheduled

APICS Policies

Admission Policy

Candidates must check in at the test center no later than 15 minutes before their scheduled appointment. Candidates who arrive past this time may be refused admission to the test center and may lose their exam appointment. Furthermore, they may be considered a no-show and may forfeit the full exam fee. We recommend that you become aware of the route and location of your exam site prior to your scheduled appointment.

You will need to bring two (2) forms of identification to the testing site. The first and last names on the primary and secondary identifications presented at the test center must match the first and last names identified in this email in order to receive admittance to the testing center. If you do not bring the required, valid IDs on exam day or the name above does not match your IDs, you will be denied admission to the examination and will forfeit the exam fee.

Candidates must bring a valid primary identification, bearing a future expiration date that includes a recent photograph and signature:

- driver's license (except in China)
- passport
- military ID
- state ID
- company ID (except in China)

Review the appointment summary and print, if desired

An email confirmation will also be sent