

## 请关注联韬微信公众号

想获得更多资讯和考前答疑，请关注联韬官方微信。微信号：**APICS**联韬供应链咨询，您也可扫描下面的二维码进行关注。

祝您考试成功！



# ASCMS



APICS首席合作伙伴

Web: [www.ascms.com](http://www.ascms.com)

Tel: 021-64458640

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上海联韬企业管理咨询有限公司

## Registration and Scheduling the exam

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## 注册和预约考试

# Registration and Scheduling the exam

## Request an Authorization to Test (ATT)

*Please note that all Authorizations to Test (ATTs) and exam credits purchased on or after July 1, 2014, will be valid for six months. Any ATTs purchased prior to July 1, 2014, will be valid for 12 months.*

To make the testing process easier for all of our candidates, APICS Certified in Production and Inventory Management (CPIM) and APICS Certified Supply Chain Professional (CSCP) exams will be offered exclusively in computer-based testing (CBT) format worldwide as of November 1, 2013. Exams in North America are scheduled with Pearson VUE, and exams outside of North America are scheduled with Prometric.

In order to proceed, all candidates must have an APICS ID number.

### Forgot ID number?

If you have an APICS ID number but do not recall the information, please access [My APICS](#) to view your APICS ID number which appears at the top of the page. You must be logged in to the APICS website to access the information.

### Not sure if you have an ID number?

Please contact APICS Customer Service at [service@apics.org](mailto:service@apics.org) or via phone at 800.444.2742 or 773.867.1778 to verify if a number has already been assigned to you and avoid creating a duplicate record.

### Need an APICS ID number?

Please access the [Register](#) page on the APICS web site. Fill out the required form and an email will be sent to you with your ID number. You do not need to be an APICS member to have an APICS ID number.

To review the policies and procedures for taking an APICS exam, please see our [bulletins page](#).

To schedule your exam appointment with our test vendors, you will need to request an Authorization to Test (ATT). Before you submit a request, please verify that your first and last names in your APICS profile match the identification that you will present at the test center. A list of valid forms of identification are listed below. You can view your profile in My APICS. There, you have the ability to change your last name. If you must update your first name, you can contact APICS Customer Service at [service@apics.org](mailto:service@apics.org), 1-800-444-2742 or +1-773-867-1777.

 [Access the Authorization to Test Request Form](#)

Computer-Based Testing  
Information Toolkit

Computer-Based Testing FAQs

How to obtain an ATT

Scheduling an exam with Pearson  
VUE

Scheduling an exam with Prometric

Computer-Based Testing: The  
Essentials

Members save up to 25% on APICS  
products

Join APICS and save on exams and  
courseware

Visit

[www.apics.org/att](http://www.apics.org/att)

and log in.

Click to access the  
Authorization to  
Test Request Form.

[www.ascms.com](http://www.ascms.com)

# Registration and Scheduling the exam

**Authorization to Test**

Please indicate whether you would like to request a new Authorization to Test or view/update an existing Authorization to Test.

Request a new Authorization to Test

View or update an existing Authorization to Test

CANCEL

BACK TO GED ADMIN

Select “Request a new Authorization to Test.”

(NOTE: This same process will apply for candidates who are updating their ATTs to choose a new window).

# Registration and Scheduling the exam

## Step 1: Verify name and contact information

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 here in order to receive admittance to the testing center. If you do not bring the required forms of identification on exam day or the name you register with does not match your identification, you will be denied admission to the examination and will forfeit the exam fee.

Acceptable forms of primary identification must include a recent photograph and signature. Examples are listed below:

- Driver's license (except China)
- Passport
- Military identification
- Other government-issued photo ID
- Employee identification card (except China)

Acceptable secondary forms of identification must include your signature. Examples are listed below:

- Credit card
- Check cashing card
- Social Security cards are NOT considered acceptable forms of identification.

Please verify that your first and last names match your forms of identification. Your middle name and suffix (if applicable) will be printed on any certificates you earn. Please also verify your email address and telephone number as listed here. Any edits you make to your email address and telephone number will only be used for this Authorization to Test and will NOT update your APICS record. You can view your profile in My APICS. There you have the ability to change your last name. If you must update your first name, you can contact APICS Customer Service at [service@apics.org](mailto:service@apics.org) or 1-800-444-2742 or +1-773-867-1777.

APICS ID: 1871347  
First or given name: Keely  
Middle or second name:  
Last or family name: Brennan  
Suffix:  
Email address:   
Telephone:      
Country code Area code Telephone number Extension



I agree that the name above matches my identification and that my e-mail address and phone number are correct.

RETURN TO OPTIONS

CONTINUE

Check the box to confirm that your information is correct and click “Continue.”

# Registration and Scheduling the exam

## Step 2: 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. (placeholder text)

- Basics of Supply Chain Management (BSCM)
- Master Planning of Resources (MPR)
- Detailed Scheduling & Planning (DSP)
- Execution & Control of Operations (ECO)
- Strategic Management of Resources (SMR)

Please select the country in which you plan to take the exam. A link to a list of the test center locations is provided below. You will select your test center location when you schedule your exam.

United States

[View a list of testing centers »](#)

By checking this box, I confirm that one of the testing centers in my selected country is viable.

CANCEL

BACK

CONTINUE

Select the appropriate module and confirm the country in which you will test, then click “Continue.”

# Registration and Scheduling the exam

## Step 3: APICS Code of Ethics and testing policies

If you engage in any of these forms of misconduct, at a minimum your exam will not be scored, your fees will not be refunded, and you will be prevented from retaking the exam for six months. Furthermore, acts of misconduct will be brought to the attention of the APICS Certification Committee and the APICS Ethics Committee, which may result in

- cancellation of your prior or current exam scores
- revocation of your certification
- discontinuation of your membership.

**No-show policy**

No-show candidates shall forfeit their exam fees. You may be considered a no-show on the day of your scheduled exam if

- you fail to reschedule or cancel your exam appointment within the appropriate time frame;
- you choose not to keep your exam appointment;
- you do not have an acceptable reason for your absence;
- the name on your identifications does not match the name you registered with and/or the name APICS has on file and you are not allowed in the testing room;
- you fail to check in at the test center at least 30 minutes prior to the scheduled appointment;
- you do not bring two forms of acceptable identification to the exam.

I have read and agree to the APICS Code of Ethics and testing policies.

CANCEL

BACK

CONTINUE

Agree to the APICS Code of Ethics and testing policies.

Click “Continue.”

# Registration and Scheduling the exam

## Payment information

Please select payment type below.

NOTE: Any edits to the billing information will only be used for this order and will not be applied to your APICS record. To change the address listed on your APICS record, edit your profile by clicking on My APICS.

**Billing Details**

Bill to:

Name: Keely Brennan

Address: 8430 W Bryn Mawr Ave  
Ste 1000

Country: United States

State/Province: Illinois

City: Chicago

Zip/Postal code: 60631-3417

Select payment type:

Exam credit

You have a matching exam credit that expires on 29 Dec 2014.

It is APICS' policy to share your scheduling information and pass/fail status with the organization that purchased your exam credit. Do you authorize APICS to share this information?

Yes  No

VISA  MasterCard  American Express  Discover

PayPal The safer, easier way to pay.

Wire transfer

Voucher

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

Campaign code:

### Exam Details

APICS ID	First or Given Name	Last or Family Name	Exam	Country	Authorization Expiration	Testing Window	Exam Fee
1871347	Keely	Brennan	SMR	United States	29 Mar 2015	30 Sep 2014 - 29 Mar 2015	\$250.00

(Exam fee will be paid by exam credit)

Exam fee: \$250.00  
Exam Credit: (\$250.00)

TOTAL DUE: \$0.00

CANCEL

BACK

REVIEW ORDER

Select the **exam credit** of payment and click “Review Order.”

**Attention:**

If the page doesn't show **exam credit**, pls contact ASCMS to buy first.

# Registration and Scheduling the exam

## Review Order

Please review the details of your order below. Please click the Submit order button to confirm and place your order.

Once your order has been submitted, you will receive a confirmation email with a summary of your request and information about receiving your Authorization to Test. The confirmation email will also serve as a receipt.

### Billing Information

**Name:** Keely Brennan  
**Address:** 8430 W Bryn Mawr Ave  
Ste 1000  
**City:** Chicago  
**State/Province:** IL  
**Country:** United States  
**Zip/Postal code:** 60631-3417  
**Email address:** kbrennan@apics.org  
**Telephone:** 1-773-8671749

### Exam Details

APICS ID	First or Given Name	Last or Family Name	Exam	Country	Authorization Expiration	Testing Window	Exam Fee
1871347	Keely	Brennan	SMR	United States	29 Mar 2015	30 Sep 2014 - 29 Mar 2015	\$250.00

Exam fee: \$250.00

TOTAL DUE: \$250.00

Payment to apply: Visa ending in 1111 \$250.00

CANCEL

BACK

SUBMIT ORDER

Confirm the purchase of the Authorization to Test by clicking on "Submit Order."

## Registration and Scheduling the exam

**Once the order is confirmed, APICS need 30 minutes to submit your info to Pearson VUE's scheduling exam system.**

**30 minutes later, please schedule your exam date and exam site.**

# ASCMS



Web: [www.ascms.com](http://www.ascms.com)

Tel: 021-64458640

E-Mail: [cpim@ascms.com](mailto:cpim@ascms.com)

上海联韬企业管理咨询有限公司

## Scheduling the exam site and exam time

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### 预约考点和时间

# Scheduling the exam site and exam time

MyAPICS

## Welcome to My APICS!

My APICS is your one-stop location to update your information, access member benefits and the member newsletter, APICS Connection, view your [order history](#), and more.

To update your information, click [Edit my profile](#) at right. You may also access your order history using the quick links at right.

Access your member benefits or join APICS now by clicking [Member benefits](#)—and don't forget to read the latest issue of [APICS Connection](#).

## My APICS

### Personal Information

APICS ID:	1944787
User name:	1944787
Prefix:	
First name:	Jason
Last name:	Kang
Suffix:	
Birthdate:	
Gender:	
Company:	APICS
Current APICS certifications:	

### My APICS Quick Links

- [Edit my profile](#)
- [Order history](#)
- [APICS member benefits](#)
- [APICS Connection](#)
- [Join APICS today](#)

### APICS Certification Resources

- [My APICS Certifications](#)
- [Request Authorization to Test \(ATT\)](#)

### APICS CPIM Study Tools

- [Access the tool](#)



Visit

[www.apics.org/myapics](http://www.apics.org/myapics)

and log in.

Click My APICS  
Certifications.

# Scheduling the exam site and exam time

## My APICS Certifications

Welcome to My APICS Certifications, the hub for APICS certification activities.

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](mailto:service@apics.org) or 1-800-444-2742 or +1-773-867-1777 from 8:00 a.m.–5:00 p.m. CT.

- Certification Status
- Download or Purchase Certificates
- Exam Authorizations and Credits

### Exam authorizations

You have the following Exam Authorizations to Test (ATT). To request another ATT or update one of your existing ATTs, visit the [Authorization to Test](#) form.

Program	Exam	Vendor	Window Start	Window End	Expiration Date	Status	Testing Country	
CPIM	BSC	PearsonVue	22-Nov-2014	21-May-2015	21-May-2015	Accepted	United States	<a href="#">Schedule</a>

### Exam Authorization Status Key

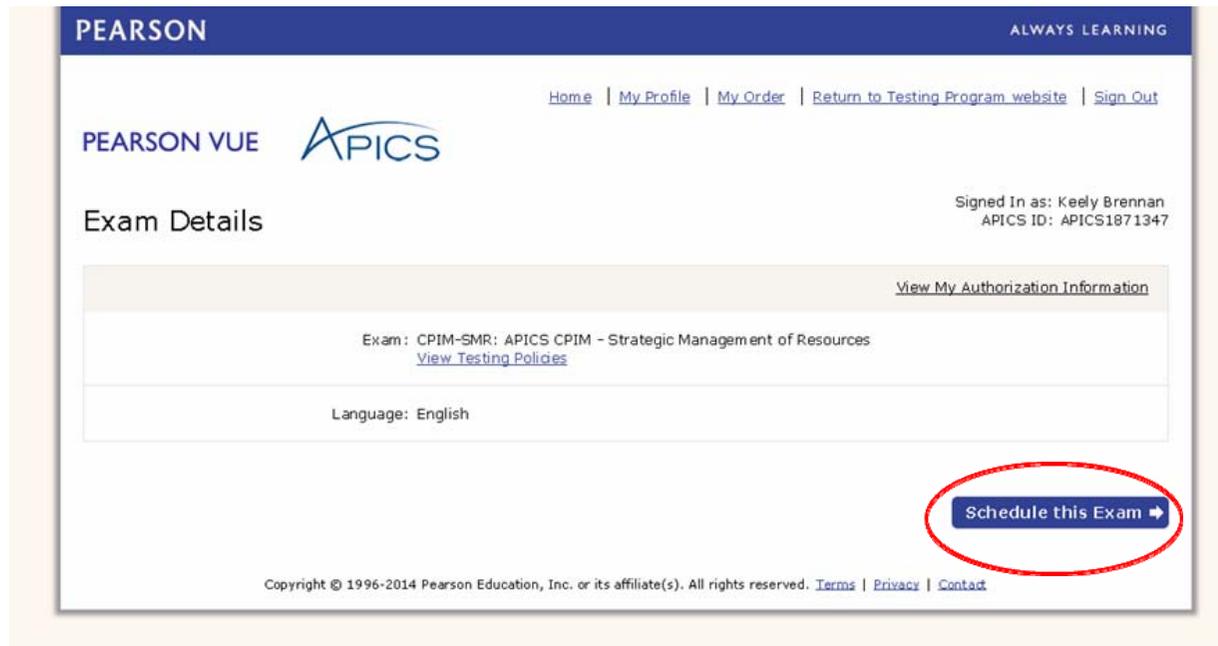
- Pending indicates the ATT payment is unpaid
- Submitted indicates the ATT was submitted to the exam vendor
- Accepted indicates the ATT was successfully received by exam vendor and the exam is ready for scheduling
- Scheduled indicates the ATT was used to schedule with exam vendor
- Finished indicates the ATT was used and the exam was completed
- Expired indicates that the ATT was not used before expiration date
- Canceled indicates that the ATT was canceled
- Error indicates that the ATT was submitted with incomplete information

- Exam History
- CSCP Exam Eligibility
- Download Reports
- Email Reports to a Third Party

Select “Exam Authorizations and Credits”

Select the appropriate module and click “Schedule” to access Pearson VUE’s scheduling page.

# Scheduling the exam site and exam time



Once the Scheduled link is clicked, you will be automatically redirected to Pearson VUE's scheduling page.

Click on "Schedule this Exam" to select a center, date, and time.

# Scheduling the exam site and exam time

Exam Selection: CPIM-SMR: APICS CPIM - Strategic Management of Resources | Language: English

Find test centers near:    
e.g., "5601 Green Valley Drive, Bloomington, MN" or "Paris, France" or "55437"

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

Test Center	Distance <sup>1</sup> <small>Show km</small>	Directions
<input type="checkbox"/> 1 Testworld- Config 43 - Craig CTT 700 Central Avenue Louisville, Kentucky 40208 United States	283.0 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> 2 zTest Lab - Config 10 - John Locke 123 Main Street Burnsville, Minnesota 55337 United States	334.4 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> 3 DSA Dummy Test Center - DO NOT USE 78 Finsbury Circus London EC2M 7DT United Kingdom	340.7 mi	<a href="#">Get Directions</a>
<input type="checkbox"/> 4 zTest Lab - Config 269 - Available 269 Main Street Bloomington, Minnesota 55437 United States	340.9 mi	<a href="#">Get Directions</a>
<input checked="" type="checkbox"/> 5 zTest Lab - Config 49 - John Todhunter VSS 5601 Green Valley Drive Bloomington, Minnesota 55437 United States	341.0 mi	<a href="#">Get Directions</a>

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

<sup>1</sup>Distance is a straight line calculated from the center point of your search criteria and does not reflect driving distance.



Select a test center and click "Next."

# Scheduling the exam site and exam time

PEARSON VUE APICS

Signed In as: Keely Brennan  
APICS ID: APICS1871347

Choose Appointment

Exam Selection: CPIM-SMR: APICS CPIM - Strategic Management of Resources | Language: English

**Test Center**  
zTest Lab - Config 49 - John Todhunter VSS  
5601 Green Valley Drive  
Bloomington, Minnesota 55437  
United States  
[Change Test Centers](#)

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

September 2014      October 2014

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
										1	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	

Show available appointments on

Available Start Times: Monday, October 20, 2014 at zTest Lab - Config 49 - John Todhunter VSS

Morning	Afternoon
<input type="button" value="06:00 AM"/>	<input type="button" value="12:00 PM"/>
<input type="button" value="06:15 AM"/>	<input type="button" value="12:15 PM"/>
<input type="button" value="06:30 AM"/>	<input type="button" value="12:30 PM"/>
<input type="button" value="06:45 AM"/>	<input type="button" value="12:45 PM"/>
<input type="button" value="07:00 AM"/>	<input type="button" value="01:00 PM"/>
<input type="button" value="07:15 AM"/>	<input type="button" value="01:15 PM"/>
<input type="button" value="07:30 AM"/>	<input type="button" value="01:30 PM"/>
<input type="button" value="07:45 AM"/>	<input type="button" value="01:45 PM"/>
<input type="button" value="08:00 AM"/>	<input type="button" value="02:00 PM"/>

Select a date and time.

Click "Next."

# Scheduling the exam site and exam time

The screenshot shows the Pearson VUE APICS website interface. At the top, the Pearson logo and 'ALWAYS LEARNING' tagline are visible. Below the navigation bar, the user is signed in as Keely Brennan with APICS ID: APICS1871347. The main content area is titled 'My Order' and displays a table with the following details:

Description	Details	Actions
<b>Exam</b> CPIM-SMR: APICS CPIM - Strategic Management of Resources  Language: English Exam Length: 180 minutes	<b>Appointment</b> Friday, October 31, 2014 Start Time: 06:00 AM CDT <a href="#">Change Appointment</a>  <b>Location</b> zTest Lab - Config 49 - John Todhunter VSS 5601 Green Valley Drive Bloomington, Minnesota 55437 United States <a href="#">Change Test Center</a>	<a href="#">Remove</a>

At the bottom right of the page, a blue button labeled 'Proceed to Checkout' with a right-pointing arrow is circled in red.

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Review appointment information for accuracy and click “Proceed to Checkout.”

# Scheduling the exam site and exam time

The screenshot shows the Pearson VUE APICS checkout process. At the top, the Pearson logo and 'ALWAYS LEARNING' tagline are visible. Navigation links include Home, My Profile, My Order, Return to Testing Program website, and Sign Out. The user is signed in as Keely Brennan with APICS ID: APICS1871347. The checkout process consists of four steps: 1. Confirm Personal Information (current step), 2. Agree to Policies, 3. Submit Order, and 4. Summary. A red box highlights the 'Next' button at the bottom right of the form.

PEARSON ALWAYS LEARNING

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

PEARSON VUE APICS

Signed In as: Keely Brennan  
APICS ID: APICS1871347

### Checkout - Step 1: Confirm Personal Information

- 1 Confirm Personal Information
- 2 Agree to Policies
- 3 Submit Order
- 4 Summary

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

Name: Keely Brennan

Telephone: +1 773-867-1749

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Confirm personal information and click “Next.”

# Scheduling the exam site and exam time

## Admission Policy

We ask that you arrive at the test center 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for an exam, you will be refused admission and you will forfeit your exam fee. All APICS candidates must present approved and legible identification before being admitted to the examination. If you arrive at the testing center without acceptable identification, you will not be allowed to test and you will forfeit your examination fee. Please be prepared to show two (2) valid (unexpired) forms of personal ID. Both must have your signature, and one of the two must have your photo. Examples of approved identification are listed in your APICS Registration Bulletin and below:

Primary identification, which must include a recent photograph and signature, such as a

- driver's license
- valid passport
- military ID
- police ID
- state ID
- company ID

Secondary identification, which must include your signature, such as a

- credit card
- check cashing card
- citizenship card
- APICS membership card

The name on all identification presented must match the name you used when you registered with APICS and scheduled your examination. If you think you may have a problem pertaining to your registration, please call Pearson VUE at 866-583-8949 immediately. If you wish to make any changes to your name, you must contact APICS directly. Pearson VUE cannot make any changes to your name in the system.

You will not be allowed to take any personal items with you into the testing room. This includes all bags, books not authorized by the testing program, notes, cell phones, pagers, watches and wallets.

## Reschedule Policy

If you wish to cancel or reschedule your exam, you must contact Pearson VUE at least 24 hours prior to your exam appointment. You may also cancel your exam appointment through the Pearson VUE website. Cancellation or reschedule fees may apply. Canceling or rescheduling an exam less than 24 hours is subject to a same-day forfeit exam fee. Exam fees are forfeited for no-shows. Exceptions may be made for medical or other emergencies. If you miss an exam because of a medical or other emergency, call Pearson VUE Customer Care immediately at 866-583-8949. The Pearson VUE representative will tell you how to submit written documentation of your emergency so that you will not be penalized as a no-show. Pearson VUE will not be held responsible for expenses incurred beyond the cost of the exam, including but not limited to travel expenses and lost wages on the day of the exam.

Pearson VUE's goal is to make your testing experience a pleasant one. We thank you for selecting Pearson VUE as your testing service provider, and look forward to serving you again. Please feel free to contact us with your comments or questions.



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

← Previous

Next →

Confirm your agreement to the APICS and Pearson VUE policies and click “Next.”

# Scheduling the exam site and exam time

PEARSON ALWAYS LEARNING

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

PEARSON VUE APICS

Signed In as: Keely Brennan  
APICS ID: APICS1871347

### Checkout - Step 3: Submit Order

1 Confirm Personal Information 2 Agree to Policies 3 Submit Order 4 Summary

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

#### Confirm Order Details

Description	Details
<b>Exam</b> CPIM-SMR: APICS CPIM - Strategic Management of Resources Language: English Exam Length: 180 minutes	<b>Appointment</b> Friday, October 31, 2014 Start Time: 06:00 AM CDT  <b>Location</b> zTest Lab - Config 49 - John Todhunter VSS 5601 Green Valley Drive Bloomington, Minnesota 55437 United States

← Previous    X Cancel Order    Submit Order →

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Confirm appointment details and click "Submit Order."

# Scheduling the exam site and exam time

PEARSON VUE APICS

Checkout - Step 4: Summary

Signed In as: Keely Brennan  
APICS ID: APICS1871347

1 2 3 4

Confirm Personal Information Agree to Policies Submit Order Summary

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

[Print Summary](#)

### Exam Details

Description	Details	Order Information
<b>Exam</b> CPIM-SMR: APICS CPIM - Strategic Management of Resources  Language: English Exam Length: 180 minutes	<b>Appointment</b> Friday, October 31, 2014 Start Time: 06:00 AM CDT  <b>Location</b> zTest Lab - Config 49 - John Todhunter VSS <a href="#">Get Directions</a>	<b>Order Number/Invoice</b> 0000-0325-5185 <b>Registration ID</b> 210112546 <b>Status</b> Scheduled

### APICS Policies

#### Admission Policy

We ask that you arrive at the test center 30 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. If you arrive more than 15 minutes late for an exam, you will be refused admission and you will forfeit your exam fee. All APICS candidates must present approved and legible identification before being admitted to the examination. If you arrive at the testing center without acceptable identification, you will not be allowed to test and you will forfeit your examination fee. Please be prepared to show two (2) valid (unexpired) forms of personal ID. Both must have your signature, and one of the two must have your photo. Examples of approved identification are listed in your APICS Registration Bulletin and below:

Primary identification, which must include a recent photograph and signature, such as a

- driver's license
- valid passport
- military ID
- police ID
- state ID
- company ID

Secondary identification, which must include your signature, such as a

- credit card

Review the appointment summary and print, if desired.

An email confirmation will also be sent.