

APICS Certified
Supply Chain Professional

[CSCP]

International Certification Bulletin

*Procedures for taking computer-based testing (CBT)
and paper-and-pencil exams outside North America*

The APICS CSCP Program

The APICS Certified Supply Chain Professional (CSCP) program is recognized worldwide as the premier supply chain management education and certification program.

The APICS CSCP program takes a broad view of operations, extending beyond internal operations to encompass the entire supply chain—from supplier, through the company, to the end consumer. The program provides professionals with the knowledge necessary to understand and manage the integration and coordination of end-to-end supply chain activities. The APICS CSCP program is divided into four modules to provide participants with the best possible educational assessment and knowledge base.

More than 8,000 professionals have earned the APICS CSCP designation since the program was introduced in 2005. By earning the APICS CSCP designation, you demonstrate that you have mastered the APICS supply chain management body of knowledge, and that you are committed to the profession. Individuals must pass one comprehensive exam to earn the APICS CSCP designation.

Certification Maintenance

To promote professional growth and lifelong learning, APICS CSCP designees must complete the Certification Maintenance program every five years. Complete details on how to maintain the APICS CSCP designation can be found in the Certification section of the APICS Web site at apics.org. Questions regarding the Certification Maintenance program should be emailed to certification@apics.org.

JOIN APICS AND SAVE

APICS members pursuing an APICS certification enjoy savings up to 25 percent on certification review courses and review materials. Also save on certification materials, multimedia, courseware, and training aids available through the APICS Bookstore. To join APICS today, call APICS Customer Support at (800) 444-2742 or (773) 867-1777 M-F, 8:00 a.m.-5:00 p.m. CT, or visit the APICS Web site at apics.org/membership/join.

ABOUT APICS

APICS The Association for Operations Management is the global leader and premier source of the body of knowledge in operations management, including production, inventory, supply chain, logistics, purchasing, and materials management. Since 1957, individuals and companies have relied on APICS for its superior training, internationally recognized certifications, comprehensive resources, and worldwide network of accomplished industry professionals. To learn more about the APICS community, visit apics.org.

ABOUT ACT

ACT is a not-for-profit assessment and research organization known for its commitment to high-quality services and on-time delivery. Since its founding in 1959, ACT has emerged as one of the foremost providers of educational testing and research services in the world. With more than 80 professional associations, agencies, and corporate clients, ACT processes more than 2 million registration forms and distributes 3.5 million test booklets each year.

ABOUT PEARSON VUE

APICS has retained the services of Pearson VUE to deliver the APICS CSCP computer-based testing (CBT) exams. With the world's leading test center network, Pearson VUE delivers more than four million high-stakes exams a year for clients in licensure, certification, regulatory testing, and academic admissions.

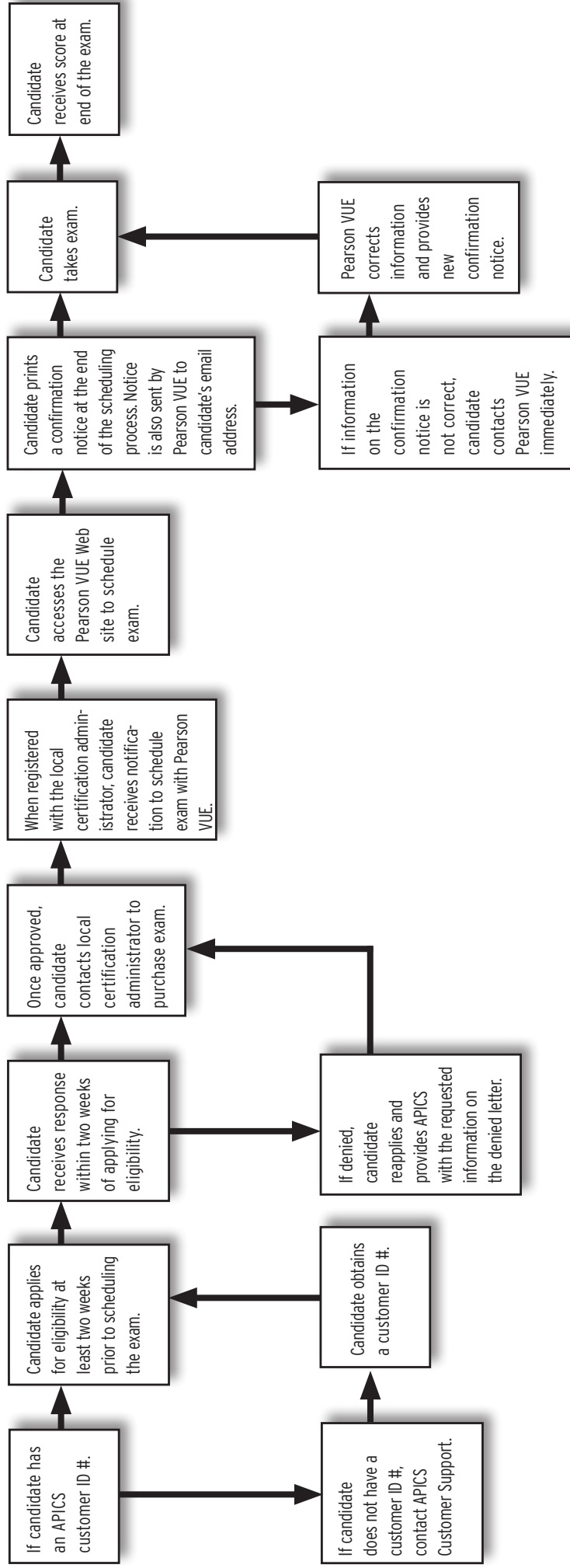
APICS INTERNATIONAL CERTIFICATION ADMINISTRATORS

Each APICS international certification administrator serves as the contact person for the APICS certification exams in a specific country. APICS certification administrators will assist candidates with any questions about the certification exams, registration procedures, and fees. Access the APICS Web site at apics.org/certification/administrators for the most updated list of international contacts.

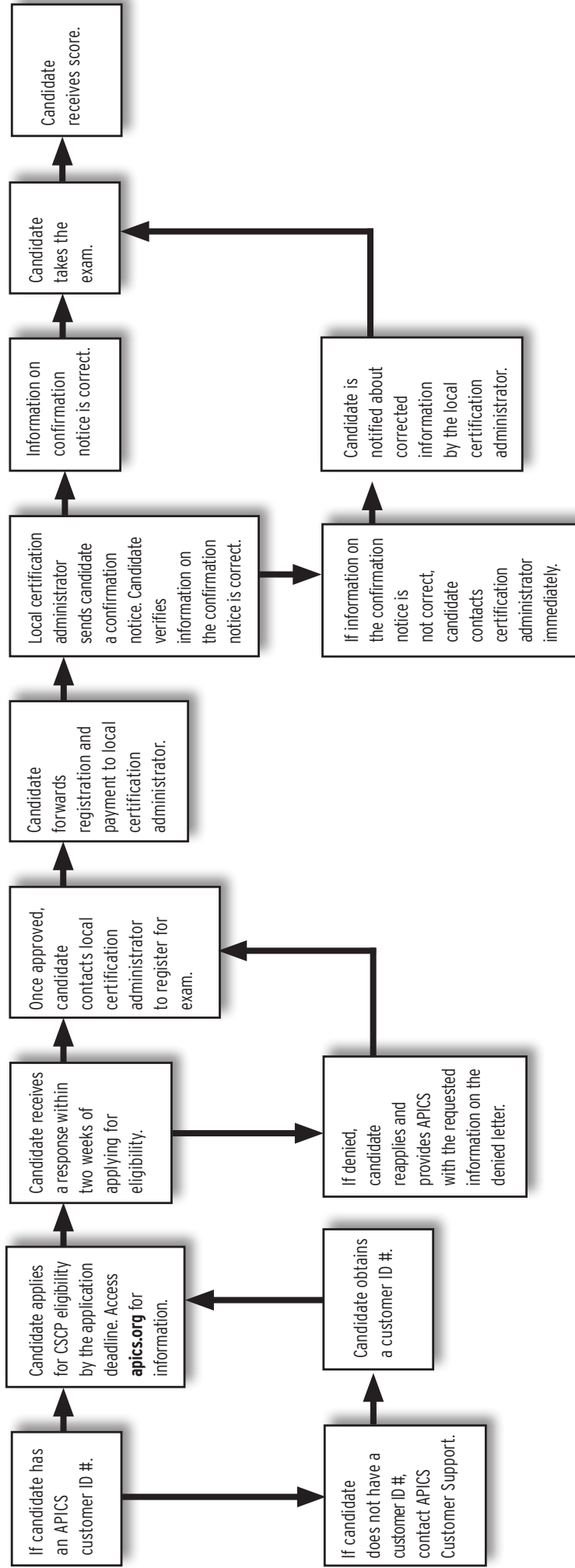
ATTENTION DOMESTIC CANDIDATES

To take an exam in the United States, Canada, or Mexico, contact APICS Customer Support and request the domestic APICS CSCP Certification Bulletin (stock #09056).

Registration Flowchart for CBT Exam



Registration Flowchart for Paper-and-Pencil Exam



APPLYING FOR ELIGIBILITY

Eligibility Requirements

To be eligible to register for and take the APICS CSCP exam, a candidate must meet **one** of the following criteria:

- Bachelor's degree or equivalent plus two years of related business experience, **or**
- CPIM, CFPIM, CIRM, or C.P.M. designation plus two years of related business experience, **or**
- Five years of related business experience.

There is no processing fee associated with the application.

Application Procedures

1. Obtain an APICS customer number. If you are already an APICS member, your membership number is your APICS customer number. If you cannot remember your APICS customer number or do not have an APICS customer number, contact the certification administrator for assistance. Your APICS customer number remains the same throughout the certification process. Please keep it on file and use it whenever you register for exams or order materials.

2. Complete the eligibility application online. Visit apics.org/cscpexam to access the online form. To ensure your APICS CSCP eligibility application is processed, complete all requested information and submit your application before the eligibility application deadline.

Or

If you do not wish to apply online, you may download a copy of the APICS CSCP eligibility application from the APICS Web site at apics.org/cscpexam. Complete the application, which must contain your signature and the date. Return the completed application to APICS by the schedule deadline as listed on the APICS Web site at apics.org for paper-and-pencil candidates or to be received two weeks before you plan to schedule a CBT exam. Applications received after this date will not be processed for that administration. Completed applications should be sent to:

APICS
CSCP Application
8430 West Bryn Mawr Avenue
Suite 1000
Chicago, IL 60631-3439
USA
or Fax: 1 (773) 639-3171

3. APICS will review applications and notify candidates via email of their eligibility status within two weeks of receipt. Candidates will receive either an authorization-to-test notice, which indicates that the candidate's application was approved, or a notice that the application was denied. Candidates who receive an authorization-to-test notice may proceed with the APICS CSCP exam registration. Candidates who receive a denied notice will have the opportunity to provide the required additional information. Please note that the two-week response time applies again in this case.

CONTENTS

The APICS CSCP Program

Applying for Eligibility	3
Eligibility Requirements	3
Application Procedures	3

Taking the Exam	4
Exam Format	4
Number of Exam Questions.....	4
Length of the Exam.....	4
Breaks.....	4
Misconduct.....	4
APICS Code of Ethics	4
Rescore Policy	4
APICS CSCP Score Range.....	4
APICS CSCP Qualifications.....	4
APICS CSCP Certificates.....	4

CBT Registration Process	5
Test Windows.....	5
CSCP Eligibility Applications	5
Exam Locations	5

Registering for the Exam	5
After You Have Registered	5-6
Confirmation Notice.....	5
Changes and Cancellations	5
No-Show Policy	5
Medical or Other Emergencies on Test Day	6
Inclement Weather	6

On the Day of the Exam	6
Reporting to the Test Center	6
What You <i>Must</i> Bring.....	6
What You <i>May</i> Bring	6
What <i>NOT</i> to Bring.....	6

When the Exam Is Over	6
Score Report Information	6

Paper-and-Pencil Registration Process	7
Test Dates.....	7
CSCP Eligibility Applications	7
Exam Locations	7

Registering for the Exam	7
After You Have Registered	8
Confirmation Notice.....	8
Changes and Cancellations	8
No-Show Policy	8
Medical or Other Emergencies on Test Day	8

On the Day of the Exam	8-9
Reporting to the Test Center	8
What You <i>Must</i> Bring.....	8
What You <i>May</i> Bring	9
What <i>NOT</i> to Bring	9

Taking the Exam	9
Exam Schedule	9

When the Exam Is Over	9
Score Report Information	9

Frequently Asked Questions	10
APICS CSCP Paper-and-Pencil Exam Registration Form	11

TAKING THE EXAM

Exam Format

The APICS CSCP exams will be administered using a linear testing approach. Candidates answer a predetermined number of questions to assess their knowledge in key areas.

Number of Exam Questions

The APICS CSCP exam consists of 175 multiple-choice questions (150 operational and 25 pretest). The pretest questions do not contribute to your total score but are necessary for research purposes. These pretest questions are randomly distributed among the scorable items and will be used for statistical purposes only. The pretest items are similar to the scorable items on the test, and candidates will not know which items will be scored and which will not. Candidates should answer all exam questions.

Length of the Exam

Candidates will have four hours to complete the exam.

Breaks

No breaks are scheduled during any APICS CSCP exam. If you must leave the room during an exam, notify the test center manager before doing so. Timing will not stop during a break.

Misconduct

The test center manager is authorized to dismiss you from a test session for

- creating a disturbance
- giving or receiving help
- using notes, books, wristwatch calculators, digital assistants, or other aids of any kind or using electronic devices, including mobile phones
- attempting to remove scratch paper from the testing room
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test center manager's directions.

If you engage in any of these forms of misconduct, your exam will not be scored and your fees will not be refunded. Furthermore, acts of misconduct will be brought to the attention of the APICS Curricula and Certification Committee and the APICS Ethics Committee. In addition, because the entire question data bank, each exam form, and all exam materials are copyrighted and are the legal property of APICS, legal action will be taken against anyone who violates the copyright laws by distributing examination content or materials through any form of reproduction. Oral, written, or electronic communication during the exam is strictly prohibited and punishable by law.

APICS Code of Ethics

Before you take an exam, you will be required to pledge to abide by the APICS Code of Ethics.

- To maintain and improve sound business practices and foster high standards of professional conduct
- To hold in professional confidence any information gained of the business of a fellow member's company and to refrain from using such information in an unethical manner
- To seek success without taking unfair advantage or using questionable acts that would compromise one's self-respect
- To neither engage in nor sanction any exploitation of one's membership, company, or profession
- To encourage and cooperate in the interchange of knowledge and techniques for the mutual benefit of the profession
- To be careful with one's criticisms and liberal with one's praise—to build and not to destroy
- When a doubt arises as to the right or ethics of one's position or action, to resolve such doubt according to generally accepted standards of truth, fair dealing, and good taste
- To maintain high personal standards of moral responsibility, character, and business integrity
- To uphold the high ideals of the association as outlined in the bylaws

Rescore Policy

All candidates have 90 days from the receipt of their score to challenge their score results. If you would like to request a rescore, please call APICS Customer Support at +1 (773) 867-1777 or send an email to service@apics.org and an associate will be happy to discuss the rescore process and related fees.

APICS CSCP Score Range

The APICS CSCP score range is from 200 to 350. A score of 300 or higher is required to pass the exam.

Fail = 200-299

Pass = 300-350

APICS CSCP Qualifications

Candidates must pass the APICS CSCP exam to earn the APICS CSCP designation.

APICS CSCP Certificates

Candidates who attain APICS CSCP status will receive a personalized certificate within four to six weeks of receiving a passing score on the APICS CSCP exam.

CBT REGISTRATION PROCESS

Test Windows

Please access the APICS Web site at apics.org for up-to-date information on the test windows.

Note: You must have an authorization-to-test notice to be able to register for the exam. Please apply at least two weeks before you plan to schedule your exam.

CSCP Eligibility Applications

Applications must be received at APICS at least two weeks before a candidate plans to schedule the exam. APICS will review all applications and notify candidates of their status within two weeks of receipt. Applications received less than two weeks before the time the candidate wants to schedule will not be expedited.

Exam Locations

Please access the Pearson VUE Web site at pearsonvue.com/apics/cscp for current site information in your area.

REGISTERING FOR THE EXAM

Candidates must have an authorization-to-test notice from APICS to register for the APICS CSCP exam. Registration fees vary by country. Please contact the certification administrator serving your area for information. Contact information can be found at apics.org/international. The APICS certification administrator has the right to withhold the registration confirmation or cancel the exam for any candidate who does not pay registration fees in full.

APICS offers computer-based exams for the APICS CSCP program in several locations worldwide. Please contact the local certification administrator in your area to purchase an exam. For those countries where there is no local certification administrator, please contact the APICS European Office. You can obtain contact information by accessing the APICS Web site.

1. Candidates must have an APICS customer number to be able to register for the exam. The customer ID number used during the application process is the same number candidates need to use to register.
2. Contact the local administrator to register for an exam. Access the APICS Web site at apics.org/international for the most updated list of international contacts.
3. Once you have registered with the local office, you will receive notification from APICS or the local administrator that you are able to schedule your exam with Pearson VUE.

If you schedule your exam over the phone with Pearson VUE, you will incur a \$10 (USD) fee. To avoid this charge, schedule your exam online at pearsonvue.com/APICS.

4. Candidates must access the Pearson VUE Web site at pearsonvue.com/APICS to schedule the exam.

5. You must have your APICS ID number available throughout the registration process. Pearson VUE requires APICS ID in the following format, APICS0000000. Candidates with a six digit ID number must add a 0 at the front of their ID number. Example: if your ID number is 123456, you need to enter it as APICS0123456.

6. Please ensure you provide an email address. This is a mandatory requirement to allow APICS to provide program updates.

AFTER YOU HAVE REGISTERED

Confirmation Notice

Once candidates complete the registration online at the Pearson VUE Web site, they will have an option to print a confirmation notice. Pearson VUE will also automatically email a confirmation notice to candidates upon completion of their registration. The confirmation notice lists the candidate's name, address, and APICS customer number; test location; exam name; and other important information. If any information on the confirmation notice is incorrect, call Pearson VUE Customer Care immediately and have this corrected before your exam date.

Changes and Cancellations

A cancellation fee of \$200.00 USD will apply to all cancellations received by the scheduled deadline. To cancel an exam, contact Pearson VUE at least 24 hours before your scheduled exam date. Pearson VUE will provide candidates with a cancellation letter. Candidates will need to contact the local office and request a refund minus the cancellation fee. The local certification administrator will provide instructions on how to proceed.

To reschedule an exam, contact Pearson VUE at least 24 hours before your scheduled exam date. There is a rescheduling fee of \$15.00 USD. Candidates must reschedule within the same window.

No-Show Policy

You are considered a no-show the day of your scheduled exam if

- you choose not to keep your exam appointment
- you do not have an approved medical or emergency reason for your absence.

If you fail to report for your scheduled exam and you do not have an acceptable reason for your absence, you will forfeit the exam registration fee.

Medical or Other Emergencies on Test Day

Only the following are acceptable reasons for missing your scheduled exam:

- a serious illness (either you or an immediate family member)*
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty

*NOTE: Definition of immediate family member

Spouse
Children
Siblings
Parents
Grandparents

If you miss an exam for one of these reasons, submit a written request to the local certification administrator for an excused absence due to an emergency along with documentation of the emergency within 10 business days after the exam date. One of the following should accompany your written explanation:

- a letter from a physician or other professional on letterhead (which includes the title, address, and telephone number of the professional) giving the reason for your absence
- the appropriate death notice
- documentation from the court or military

Inclement Weather

Pearson VUE centers will be closed or open late only in emergencies. If severe weather or a natural disaster makes the testing center inaccessible or unsafe, the exam will be canceled. You may call Pearson VUE Customer Care to check on the status of the day's exam.

Exams canceled because of bad weather can be rescheduled without an additional charge by calling Pearson VUE Customer Care.

ON THE DAY OF THE EXAM

Reporting to the Test Center

You should arrive at the test center approximately 30 minutes before the exam to allow time for check-in procedures. You will be considered absent or failing to appear for the exam if you arrive late; thus, you will forfeit the full exam fee. **There are no exceptions to this policy.**

What You Must Bring

A valid primary identification, which must include a recent photograph and signature such as a:

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

A valid secondary identification which must include your signature, such as a:

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

If you do not bring acceptable forms of identification on exam day, you will be denied admission to the examination. You will be considered absent or failing to appear for the exam, and you will forfeit the full exam fee. There are no exceptions to this policy.

What You May Bring

- You may bring a simple, nonprogrammable calculator
- You may bring a standard English-native language dictionary. The test center manager will inspect the dictionary before you are admitted to the testing room.

The test center manager will inspect these dictionaries before you are admitted to the testing room.

What NOT to Bring

- The *APICS Dictionary* may not be brought into the exam room.
- You may not bring books or papers of any kind into the exam room. Scratch paper or dry-erase boards will be provided to exam candidates.
- Protractors, compasses, rulers, stencils, digital assistants, and other aids are not permitted.
- Electronic assistants, including mobile phones, are not allowed.
- You may not eat, drink, or use tobacco during an exam.
- Visitors are not permitted at the test center.

WHEN THE EXAM IS OVER

Score Report Information

The score is available upon completion of the exam. Exam results and all personal information collected are confidential. Sensitive information will not be disclosed to parties other than APICS, Pearson VUE, and the certification administrator without your written consent. The APICS certification administrator is responsible for the security of candidate information.

NOTE: The examination answers, worksheets, and/or any other test or test-related materials remain the sole and exclusive property of APICS. These materials are confidential and are not available for review by any person or agency for any reason. APICS staff is not allowed to address specific exam question issues, and to do so would impair the confidentiality and validity of the APICS examinations.

PAPER-AND-PENCIL REGISTRATION PROCESS

Test Dates

Please access the APICS Web site at apics.org/cscpexam for up-to-date information on the test dates.

Note: You must have an authorization-to-test notice to be able to register for the exam. Please apply by the scheduled application deadline.

CSCP Eligibility Applications

Applications are due to APICS by the schedule deadline as listed on the APICS Web site at apics.org. APICS will review all applications and notify candidates of their status within two weeks of receipt. Applications received by APICS after the deadline will not be considered for that exam administration. There are no exceptions to this rule.

Exam Locations

Following are some of the countries where exams are available. For the most up-to-date information, access the APICS Web site at apics.org/international.

ARGENTINA
AUSTRALIA
AUSTRIA
BELGIUM
BRAZIL
BULGARIA
CHINA
COLOMBIA
COSTA RICA
DENMARK
DOMINICAN REPUBLIC
FRANCE
GERMANY
INDIA
INDONESIA
IRELAND
ITALY
JAPAN
KOREA, REPUBLIC OF
MALAYSIA
THE NETHERLANDS
NEW ZEALAND
PHILIPPINES
POLAND
PORTUGAL
SAUDI ARABIA
SINGAPORE
SOUTH AFRICA
SPAIN
SWEDEN
SWITZERLAND
TAIWAN

THAILAND
TURKEY
UNITED ARAB EMIRATES
UNITED KINGDOM

REGISTERING FOR THE EXAM

Candidates must have an authorization-to-test notice from APICS to register for the APICS CSCP exam. Registration fees vary by country. Please contact the certification administrator serving your area for information. An administrative fee is included in the registration fee charged to all international candidates registering for exams. The administrative fee, which covers costs incurred by APICS certification administrators, must be paid to the APICS certification administrator. The APICS certification administrator has the right to withhold the registration confirmation from any candidate who does not pay registration fees in full.

1. Contact the APICS international certification administrator in your area for up-to-date information on locations. The certification administrator will provide you with Information on registration fees, accepted forms of payment, registration deadlines, and general procedures.
2. You must have an APICS customer number to register. If you do not remember your APICS customer number, contact the certification administrator. The use of a single customer number enables APICS to accurately merge your testing information into your APICS records. The customer ID number used during the application process is the same number candidates need to use to register.
3. Complete the registration form.
4. Forward your completed registration form and registration fee payment directly to the certification administrator. Access the APICS Web site at apics.org/membership/associates for the most updated list.
5. Please ensure you provide an email address. This is a mandatory requirement to allow APICS to provide program updates.

AFTER YOU HAVE REGISTERED

Confirmation Notice

After your registration has been processed, you will receive a confirmation notice from the local certification administrator. If you have not received your confirmation within two weeks before the scheduled exam date, contact the certification administrator immediately. Access the APICS Web site at apics.org/international for the most updated list of international contacts. Each confirmation lists the candidate's name, address, and APICS customer number; test location; exam name; reporting time; and other important information. Candidates should verify that the information on the confirmation is correct. If any information is not correct, candidates should contact the certification administrator immediately.

Changes and Cancellations

To reschedule your registration to the next available paper-and-pencil administration in the same country (if the registration deadline for the next administration has not already passed), send a written request to the certification administrator no later than 35 days before the scheduled exam date. You may reschedule an exam registration for the next available administration only once during the year.

To cancel your registration, send a written request to the certification administrator no later than 10 business days before the scheduled exam date. Candidates will be charged a \$200 (USD) cancellation fee. Cancellation requests received after the deadline will not be accepted and if you do not attend the exam administration, you will forfeit your entire registration fee.

NOTE: Dates noted above are the dates APICS must receive the information from the local certification administrator. Fees noted above do not include additional administrative fees that the local certification administrator might need to charge. Candidates must contact the local certification administrator for updated information in their area.

No-Show Policy

You are considered a no-show on the day of your scheduled exam if

- you choose not to keep your exam appointment
- you do not have an approved medical or emergency reason for your absence.

If you fail to report for your scheduled exam and you do not have an approved reason for your absence, you will forfeit the exam registration fee.

Medical or Other Emergencies on Test Day

Only the following are acceptable reasons for missing your scheduled exam:

- a serious illness (either you or an immediate family member)*
- a death in the immediate family
- a disabling traffic accident
- a court appearance or jury duty
- unexpected military duty

*NOTE: Definition of immediate family member

Spouse
Children
Siblings
Parents
Grandparents

If you miss an exam for one of these reasons, send a written explanation to the certification administrator within 10 business days following your exam date. One of the following should accompany your written explanation:

- a letter from a physician or other professional on letterhead (which includes the title, address, and telephone number of the professional) giving the reason for your absence
- the appropriate death notice
- documentation from the court or military

ON THE DAY OF THE EXAM

Reporting to the Test Center

You should arrive at the test center approximately 30 minutes before the exam to allow time for check-in procedures. You will be considered absent or failing to appear for the exam if you arrive late; thus, you will forfeit the full exam fee. There are no exceptions to this policy.

What You Must Bring

1. A valid primary identification, which must include a recent photograph and signature, such as a
 - driver's license • police ID
 - military ID • company ID
 - passport
2. A valid secondary identification, which must include your signature, such as a
 - credit card • check cashing card
 - citizenship card • APICS membership card

If you do not bring acceptable forms of identification on exam day, you will be denied admission to the examination. You will be considered absent or failing to appear for the exam, and you will forfeit the full exam fee. There are no exceptions to this policy.

What You May Bring

- You may bring a simple, nonprogrammable calculator into the exam room.
- English-foreign language dictionaries are the only written materials that you may bring into the exam room. The test center manager will inspect these dictionaries before you are admitted to the testing room.

What NOT to Bring

- *APICS Dictionary* may not be brought into the exam room.
- You may not bring books or papers of any kind into the exam room. Scratch paper will not be provided but necessary calculations can be done directly in the exam booklet.
- Protractors, compasses, rulers, stencils, mobile phones, digital assistants, and other aids are not permitted.
- You may not eat, drink, or use tobacco during an exam.

TAKING THE EXAM

Exam Schedule

The confirmation notice will list the time when candidates will start the exam. Candidates need to arrive at the test center at least 30 minutes before the start time to allow time for the check-in procedures.

1:30 p.m. Report to the testing center if you are registered for the APICS CSCP exam.

2:00 p.m. Instructions will begin at this time. No candidates will be admitted after this time. Exam will begin after instructions are read.

6:00 p.m. Exam ends (approximately).

The certification administrator will advise you if the daily schedule for your exam changes.

WHEN THE EXAM IS OVER

Score Report Information

Score reports are released to the local certification administrator approximately 4 to 6 weeks after the exam. The local certification administrator is responsible for releasing the scores to the candidates. If you have not received your results after eight weeks, contact your certification administrator. Score reports indicate the exam name and the result of the exam—passing or failing. To ensure accuracy of scoring, ACT's quality control staff inspects every critical step in the scoring process and signs and dates each inspection. The quality control staff, which is independent of the staff conducting the scoring, inspects any unusually low scores and manually processes records of a random sample of candidates beginning with visual inspection of the answer sheets and continuing through verification of scores printed. The scoring and quality control measures used exceed industry standards.

Note: The examination answer sheets, worksheets, and/or any other test or test-related materials remain the sole and exclusive property of APICS. These materials are confidential and are not available for review by any person or agency for any reason. APICS staff is not allowed to address specific exam question issues, and to do so would impair the confidentiality of the APICS examinations.

Exam results and all personal information collected are confidential. Sensitive information will not be disclosed to parties other than APICS, ACT and the certification administrator without your written consent. The APICS certification administrator is responsible for the security of candidate information.

FREQUENTLY ASKED QUESTIONS

Is there an expiration date for approved eligibility applications or APICS authorization-to-test-notices?

No. Once a candidate's APICS CSCP exam eligibility application is approved and the candidate receives an authorization-to-test notice, he or she will not be required to reapply for eligibility to register for and take an APICS CSCP exam in the future.

What are the registration deadlines for each paper-and-pencil exam administration?

Candidates must contact the certification administrator serving their area. Please access the APICS Web site at apics.org/international for the most current contact information for your area.

What may I bring to the exam?

Other than an English-foreign language dictionary, No. 2 pencils, and a nonprogrammable calculator, you may not bring any materials into the exam room.

What if my name has changed since registration?

Bring appropriate documentation of this change, for example a marriage license, to the exam site. If you do not bring the appropriate documentation, you will not be permitted to test.

When can I register for a CBT exam?

Because CBT seats are limited, candidates are encouraged to register as soon as the CBT window has opened to ensure best selection of available dates and times. Access the APICS Web site at apics.org/certification for the most current information on the CSCP windows.

How can I provide feedback on the exam content?

If you would like to provide feedback on exam questions, write to cscpexam@apics.org

or

APICS CSCP Exam
8430 West Bryn Mawr Avenue, Suite 1000
Chicago, IL 60631-3439 USA

What should I do if I have a test center complaint?

If you have a complaint about your test center or the test center management, promptly write to APICS at cscpexam@apics.org

or

APICS CSCP Exam
8430 West Bryn Mawr Avenue, Suite 1000
Chicago, IL 60631-3439 USA

Can I show up at the test site if I did not receive notification that I was registered?

No. You must contact APICS first to confirm you are registered. No candidate will be allowed in the testing center if not registered.

Can candidates do a brain dump during the exam?

Yes, candidates are allowed to do a brain dump after the exam has officially started. This activity must be part of the total time allocation for the test and done on the blank pages provided in the test booklet.. Any brain dumping that has occurred prior to the start of the test is considered an outside resource being brought in and will not be allowed at the test site.

APICS CSCP PAPER-AND-PENCIL EXAM REGISTRATION FORM

FIRST NAME M.I. LAST NAME

APICS CUSTOMER SERVICE NUMBER* DATE OF BIRTH MONTH / DAY / YEAR

CURRENT JOB TITLE

Mailing Address (check one) Work Home

COMPANY NAME (ENTER COMPANY NAME ONLY IF YOU ARE PROVIDING YOUR WORK ADDRESS BELOW)

HOME ADDRESS

WORK ADDRESS

CITY STATE / PROVINCE

ZIP / POSTAL CODE COUNTRY

DAYTIME TELEPHONE DAYTIME FAX (if applicable)

EMAIL (EMAIL ADDRESSES ARE REQUIRED FOR ALL REGISTRATIONS)

EXAM DATE CITY NAME

PREFERRED ADDRESS:

Please indicate whether you are providing your work or home address by checking the appropriate box. Note that score reports will be mailed to the address you enter on this form. By signing and submitting this registration form, you accept the policies and agree to abide by the APICS Code of Ethics set forth in this APICS CSCP International Certification Bulletin.

SIGNATURE DATE

*If you do not know your APICS customer number, contact your certification administrator at least two weeks before the registration deadline. Contact the certification administrator serving your country for local registration deadlines and registration fees. Send the completed form along with your registration fee payment to the APICS international certification administrator for your country. Visit apics.org/certification/administrators for more information.

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Whom should I contact?

Contact your local certification administrator if you

- want to register to take an exam
- want to change, cancel, or reschedule your exam test date
- have a question about or correction to your confirmation notice
- have a question about a payment method
- missed your scheduled exam
- wonder if your exam has been canceled because of bad weather
- need assistance with unresolved registration problems
- need answers to questions about credit card charges
- need special accommodations for an exam
- need an APICS customer number
- need to order the *APICS CSCP Exam Content Manual* or other publications
- need information about the CSCP program
- need information about obtaining your APICS CSCP designation domestically
- need to take a review course to prepare for an APICS CSCP exam

Email APICS at cscpexam@apics.org if you

- need information about the CSCP eligibility application
- need to know the status of your CSCP eligibility application
- need help with a complaint about a test center or a testing experience
- want help with any unresolved testing problems

All pricing policies and procedures in this bulletin are subject to change.



8430 West Bryn Mawr Avenue
Suite 1000
Chicago, IL 60631-3439
USA

P (773) 867-1777
T (800) 444-2742
F (773) 639-3008

apics.org