

# APICS CSCP Exam Eligibility Application Guidelines

## APICS CSCP Exam Eligibility Requirements

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

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

You must submit an application to document eligibility to take the APICS CSCP exam. APICS will review all applications and will notify applicants whether their application is approved or denied. Candidates whose applications are approved will receive notice of authorization to test. Candidates whose applications are not approved will receive notice that they are not eligible to test and information on why their applications were denied.

\*Related business experience: APICS defines "related business experience" as work that is directly connected to some aspect of the supply chain. This can include raw materials extraction, transportation and logistics, procurement, manufacturing, warehousing, distribution, retail, customer service, software design and support, and other areas that directly affect the supply chain. Workers who operate transportation or materials moving equipment or machines or processing equipment that require an intermediate level of training would qualify. Managers, officials, professionals, technicians, sales personnel, quality and quality control personnel, and skilled craft workers will generally be considered eligible.

Examples of work experience that would not qualify include clerical and administrative support positions such as data entry, duplicating machine operator, file clerks, office machine operators, secretaries, telephone operators, order clerks and/or unskilled labour positions where the duties require little or no independent judgment or specialized training.

\*\*Equivalent of a bachelor's degree: APICS defines the equivalent of a bachelor's degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned.

## Applying for APICS CSCP Exam Eligibility

### APICS CSCP Eligibility Applications

Please note the deadlines for submitting APICS CSCP Eligibility Application:

Exam Date	Eligibility Application Deadline	KnoWerX Recommended Deadline
12-Mar-2011	14-Jan-2011	07-Jan-2011
25-Jun-2011	29-Apr-2011	22-Apr-2011
03-Dec-2011	07-Oct-2011	30-Sep-2011

APICS will review all applications and notify you of your status within two weeks of receipt. Applications received by APICS after the deadline will not be considered for the upcoming administration. There is no processing fee associated with the applications.

### Application Procedures

1. Obtain an APICS customer number (also known as APICS ID) and a User Name and Password to be able to submit on-line eligibility application. If you do not have an APICS customer number, User Name and Password or if you cannot remember your APICS customer number, User Name and Password, send the following details to KnoWerX by e-mail to one of the e-mails nearest to your city [bengaluru@knowerx.com](mailto:bengaluru@knowerx.com) | [chennai@knowerx.com](mailto:chennai@knowerx.com) | [delhi@knowerx.com](mailto:delhi@knowerx.com) | [hyderabad@knowerx.com](mailto:hyderabad@knowerx.com) | [kolkata@knowerx.com](mailto:kolkata@knowerx.com) | [mumbai@knowerx.com](mailto:mumbai@knowerx.com) | [nagpur@knowerx.com](mailto:nagpur@knowerx.com) | [nasik@knowerx.com](mailto:nasik@knowerx.com) | [pune@knowerx.com](mailto:pune@knowerx.com)

Particulars	Maximum Length
First name(s)**	20
Middle name(s)**	20
Last name**	20 (should contain one word only)

Date of birth	dd/mm/yy
Mailing address	
Company name	40
Address line 1	40
Address line 2	40
City	20
Postal code	10
State	20
Country	20
Mobile number	20
Alternate daytime phone number	20
Personal e-mail address	50
Official e-mail address	50

\*\* The names should be specified carefully so that your name can appear correctly on your certificates. For example, if you want to get your certificates in the name of “Mehta Nistush Kumar”, you must mention first name as “Mehta” even though it is your surname, middle name as “Nistush” even though it is given name and last name as “Kumar” even though it is your middle name. Last name is mandatory and can contain only one word. and middle names are optional and can contain as many words as needed subject length restriction mentioned above.

Your APICS customer number remains the same throughout the certification process. Please keep it on and use it whenever you register for exams or order materials.

2. Once you have the APICS customer number (APICS ID), complete the eligibility application online.

- Go to

Step	Action	Time needed
1.	Obtain APICS customer number, User Name and Password	1 week
2.	Submit online eligibility application	1-2 days
3.	Get CSCP exam eligibility approval from APICS	2 weeks (3-4 weeks closer to registration deadline)
4.	Register for CSCP exam	1-2 days

your  
First  
to the  
file

<http://www.apics.org/apics/cscp/cscppapplication.aspx>. If you get a login prompt, login first and then copy and paste the above link in your web browser.

- Fill up the “Application” form. In order to ensure that your APICS CSCP eligibility application is processed, complete all requested information and submit your application prior to the eligibility application deadline mentioned above. There is no documentation required to be submitted with the form. However, APICS conducts random audit when you may be asked to submit the supporting documents.
- On successful submission of the application form, you will receive an auto generated e-mail. Forward this auto generated e-mail to KnoWerX, so that KnoWerX can do further follow-up with APICS. Forward the auto generated e-mail to one of the e-mails nearest to your city *bengaluru@knoWerX.com* | *chennai@knoWerX.com* | *delhi@knoWerX.com* | *hyderabad@knoWerX.com* | *kolkata@knoWerX.com* | *mumbai@knoWerX.com* | *nagpur@knoWerX.com* | *nasik@knoWerX.com* | *pune@knoWerX.com*.

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 <http://www.apics.org/CSCP>. Complete the application, which must contain your signature and the date. Return the completed application to APICS by the deadline listed above. Applications received after the deadline 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 you via e-mail of their eligibility status within two weeks of receipt of application. If you do not get any e-mail from APICS within 2 weeks, please contact KnoWerX. You will receive either an “*authorization to test notice*”, which indicates that your application was approved or a notice that the application was denied. If you receive an “*authorization to test notice*”, you may proceed with the APICS CSCP exam registration.

## **Who Should You Contact?**

If you have any question, contact:

### **KnoWerX Education (India) Private Limited**

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