AAPSCM®

AMERICAN ASSOCIATION OF PROCUREMENT & SUPPLY-CHAIN MANAGEMENT

Certification Framework

AAPSCM® Certifications show future employers that you have the skills, applicable knowledge, insights, and professional expertise to meet increasingly heightened procurement, supply chain and tourism management demands. With our certifications designed for all experienced workforce, discover our work in advancing the ethics and best practices of procurement, supply chain, and tourism management, the skills and opportunities for practitioners, and the results for corporations. We are the leading professional membership association for combined areas of procurement, supply chain, and tourism management professions, and the first to recognize hospitality and tourism and a unique accredited profession.

For Professionals

PROCUREMENT, SUPPLY CHAIN & TOURISM MANAGEMENT READY

ACPP®
American Certified Procurement Professional

ACTP®
American Certified Tourism Professional

ACSCP®
American Certified Supply Chain Professional

For Manager

ACPM®
American Certified Procurement Manager

ACTM®
American Certified Tourism Manager

ACSCM®
American Certified Supply Chain Manager

ACPP®

American Certified Procurement Professional

The American Certified Professional in Procurement Management (ACPP®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to meet increasingly heightened. Procurement management processes and ethics demands. ACPP® certification is a pre-requisite for ACPM® which is the standard certification for Managers in Procurement.

Why go for ACPP Certification?

ACPP® certification helps professionals acquire basic knowledge and skills of a procurement specialist. The ACPP® certification exam assumes that you have a close working relationship with the procurement process. It is assumed that the examination assesses your understanding of a formal process of obtaining goods and services Procurement Management Plan, Procurement Statement of Work (SOW), procurement documents, change requests, additional procurement documentation and lessons learned are the outputs of a Procurement Management Process.

Course Objective

The examination provides an overview of procurement fundamentals, basic definitions and discover why procurement is important to the firm, sourcing strategies, supplier relationship management, negotiations, evaluation metrics, difference between "Directs and Indirects", "basic" flow of procurement processesand more.

Course Module

You'll be better equipped to:

· Develop a strategic sourcing strategy

· Establish effective procurement policies

· Effectively score supplier capabilities and select optimal suppliers

This exam includes basic information on procurement, Importance of the procurement organization and its' role in the organization, cost vs. value, processes such as the use of RFQ, RFP, RFX, Differences between direct and indirect procurement, e-Procurement, and involving users and suppliers.

Value
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACPP® is applied towards the International Organization for Standardization (ISO) 9001 standard for quality management systems, providing a third-party affirmation of quality in the development, management, and governance of the certification.

When to Apply
Apply if you have 0-3 years' experience in Procurement Management

Certification Maintenance Requirements:
Must earn 10points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions

Education Requirements
· 23 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACPP® Basics online course fulfills this educational prerequisite.

0-3 YEARS EXPERIENCE

For Professionals

ACPP®
American Certified Procurement Professional

ACTP®
American Certified Tourism Professional

ACSCP®
American Certified Supply Chain Professional

AQPSCM®
AMERICAN ASSOCIATION OF PROCUREMENT & SUPPLY-CHAIN MANAGEMENT

ACSCP®
American Certified Supply Chain Professional

The American Certified Supply Chain Professional (ACSCP®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to understand how logistics and integrated supply chain can contribute to firm competitiveness. This certification explores the integration of key business processes from end user through original suppliers for the purpose of adding value for the firm, its key supply chain members, to include customers and other stakeholders. This certification is unique as it assures employers of your professional skills on how logistics and supply chain capabilities can be synthesized and leveraged to achieve superior supply chain and logistics performance in an organization.
This certification is a pre-requisite for ACSCM® which is the standard certification for Managers in Supply Chain.

Why go for ACSCP® certification?
ACSCP® certification helps professionals acquire basic knowledge and skills of a Supply Chain specialist. The ACSCP® certification exam assumes that you have a close working relationship with the Supply Chain Management process. It is assumed that the examination assesses your understanding of a formal process of integration of key business processes from end user through original suppliers for the purpose of adding value for the firm, its key supply chain members, to include customers and other stakeholders.

Course Objective
The ACSCP® Certification test fundamental concepts of supply chain management. All functional areas of supply chain management are explored in an integrated view of procurement, manufacturing and operations management, transportation and logistics, inventory and warehousing, demand planning, and scheduling

Course Module
You'll be better equipped to:

· 1. Conceptualize supply chain designs, which are aligned with business models for manufacturing and service companies.**(Module 1)**

· Apply concepts of the primary differences between logistics and supply chain management**(Module 2)**

· Apply knowledge to understanding the individual processes of supply chain management and their interrelationships within individual companies and across the supply chain**(Module 3)**

· Apply knowledge of the management components of supply chain management to the understanding of the tools and techniques useful in implementing supply chain management **(Module 4)**

This certification test approaches SCM from a professional perspective and introduces concepts in a format useful for management decision making. Basic terms, concepts, and principles are examined considering how they interrelate and interface within the firm and across the supply chain. Illustrations are taken from corporate applications of these concepts to show how supply chain management can be implemented.

★ **Value**
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACSCP® is applied towards the International Organization for Standardization (ISO) 9001 standard for quality management systems, providing a third-party affirmation of quality in the development, management, and governance of the certification.

🕐 **When to Apply**
Apply if you have 0-3 years' experience in Procurement Management

Certification Maintenance Requirements:
Must earn 10 points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions

Education Requirements
· 23 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACSCP® Basics online course fulfills this educational prerequisite.

For Professionals

ACPP®
American Certified Procurement Professional

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American Certified Supply Chain Professional

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ACTP®

American Certified Tourism Professional

The American Certified Tourism Professional (ACTP®)

Tourism is one of the world's leading industries and a major economic development tool, and as such, security (crime and terrorism) has a major impact on the tourism and event-oriented economies. Tourists today demand safety and security by well-trained professionals. The hospitality industry's number one job is to protect its guests. If it fails in this regard, all else become irrelevant. Real security involves training, education, investments in software and the understanding that security is not a simplistic discipline.

The American Certified Tourism Professional (ACTP®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to understand factors that impact how people spend their leisure time. The certification explores how to better support and develop opportunities for recreation and tourism that benefit the economy and environment as well as the mental, emotional, and physical well-being of people and communities.

This certification is a pre-requisite for ACTM® which is the standard certification for Managers in Tourism.

Why go for ACTP® certification?

The American Certified Tourism Professional (ACTP®) certification provides assessment in the areas of Hospitality, tourism management and marketing, Destination marketing and management, Sustainable tourism, Tourism and environment, Tourism planning and regional development, Entrepreneurship in Tourism and Hospitality

Course Objective

The ACTP® Certification test fundamental concepts andexplores how to better support and develop opportunities for recreation and tourism that benefit the economy and environment as well as the mental, emotional, and physical well-being of people and communities. To be able to recognize and address tourist related security and safety concerns and thus increase business

Course Module

You'll be better equipped to:

· To prepare hotel security officers to be tourism promoters for hotel management and hospitality. **(Module 1)**

· Apply concepts to interface with law enforcement in an increasingly more dangerous worldt**(Module 2)**

· Apply knowledge to demonstrate to the public that your business is interested in their well-being, safety, and security **(Module 3)**

This certification assessment in the areas of Hospitality, tourism management and marketing, Destination marketing and management, Sustainable tourism, Tourism and environment, Tourism planning and regional development, Entrepreneurship in Tourism and Hospitality

Value
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACTP® is applied towards the International Organization for Standardization (ISO) 9001 standard for quality management systems, providing a third-party affirmation of quality in the development, management, and governance of the certification.

When to Apply
Apply if you have 0-3 years of Hospitality and Tourism Management experience.

Certification Maintenance Requirements:
Must earn 10 points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions

Education Requirements
· 23 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACTP® Basics online course fulfills this educational prerequisite.

For Professionals

ACPP®
American Certified Procurement Professional

ACTP®
American Certified Tourism Professional

ACSCP®
American Certified Supply Chain Professional

aapscm®
AMERICAN ASSOCIATION OF PROCUREMENT & SUPPLY-CHAIN MANAGEMENT

ACPM®
American Certified Procurement Manager

The American Certified Procurement Manager (ACPM®) tests knowledge and skills of a procurement manager. ACPM examines project contracts and procurement processes and explores the stages of contracting and procurement in the project environment. The certification certifies your skills and techniques to develop a procurement plan, contract statement of work, contract evaluation criteria, request for proposals, and the processes of contract administration and closure.

Who is ACPM® certification for?
ACPM® certification is set up for managers. The certification helps managers acquire expertise knowledge and skills of a procurement expert. The pre-requisite for ACPM® is the ACPP® certification. The exam assumes that you have a strong and managerial working relationship with the procurement process. It is assumed that the examination assesses your understanding of a strategic procurement, procurement process, competitive bidding and negotiation, procurement, and supply management organization, make or buy, price and cost analysis, quality and inventory, supplier selection, supplier development and certification, services procurement.

Course Objective
The examination test members in major instructional areas in an advanced Procurement Management skills and explores the methods used by organizations to acquire the raw materials, components, supplies, equipment, facilities, and services needed to operate.

Course Module
You'll be better equipped in the following topics:

1. Procurement management **(Module 1)**
   - Planning of purchases and acquisitions
   - Bidding processes
   - Procurement decision analysis
2. Plan contracting **(Module 2)**
   - Contract statement of work
   - Contract closure and processes
   - Standard forms and templates
   - Evaluation criteria
   - Procurement management plan
3. Contract administration and change control **(Module 3)**
   - Contract management plan
   - Communication and relationships
   - Ethics
4. Logistics **(Module 4)**

★ **Value**
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACPM® is applied towards the International Organization for Standardization (ISO) 9001 and the ISO/ANSI 17024 standards with affirmation of quality in the development, management, and governance of the certification.

🕐 **When to Apply**
Apply if you have over three years' of Procurement management experience or you recently successfully completed the ACPP® or Practitioners who hold the ACPP® certification.

Certification Maintenance Requirements:
Must earn 30 points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions, Multiple Choice Questions

Experience Requirements
- 12 months working experience if you're a graduate of a college program (Masters, advanced degree or equivalent) in Procurement Management or its equivalent.
- 24 months experience leading Procurement Management administration or services (with afour-year degree undergraduate degree)

Education Requirements
- 32 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACSCM® online course fulfills this educational prerequisite.

3+ YEARS EXPERIENCE

For Managers

ACPM®
American Certified Procurement Manager

ACTM®
American Certified Tourism Manager

ACSCM®
American Certified Supply Chain Manager

AAPSCM®
AMERICAN ASSOCIATION OF PROCUREMENT & SUPPLY-CHAIN MANAGEMENT

ACSCM®
American Certified Supply Chain Manager

The American Certified Supply Chain Manager (ACSCM®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to understand how logistics and integrated supply chain can contribute to firm competitiveness. This certification explores ability to conceptualize, design, and implement supply chains aligned with product, market, and customer characteristics. Business competition is now between supply networks rather than individual corporations. The certification tests for managerial ability in administration of the flow of products, information, and revenue across supply chains, which differentiates the ability of supply networks to fulfill customer needs.

Who is ACSCM® certification for?

ACSCM® examination tests your managerial capabilities in logistics, digital coordination for supply chain integration, inventory management, risk pooling, procurement, product and process design, and international supply chain management, including logistics, digital coordination of decisions and resources, inventory and risk management, procurement and supply contracting, product and process design, and revenue management.

Course Objective

The examination test members in major instructional areas in an advanced Procurement Management skills and explores the methods used by organizations to acquire the raw materials, components, supplies, equipment, facilities, and services needed to operate.

Course Module

You'll be better equipped in the following topics:
1. Align supply chain integration strategy with the uncertainty conditions of supply and demand.
2. Optimally position the push-pull boundary to leverage economies of scale and economies of scope.
3. Evaluate distribution strategies to balance responsiveness and efficiency.
4. Evaluate strategic alliances for logistics and retailer-supplier relationships, such as vendor managed inventory.
5. Design implementation processes for partnerships, such as vendor managed inventory, that involve information sharing and shared governance of processes and infrastructure.
6. Evaluate outsourcing decisions by applying the buy-make framework.

The ACSCM® certification examination is the overall assessment of the understanding of the framework for SCM that requires cross-functional integration of key business processes within the firm and across the network of firms that comprise the supply chain

Value
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACSCM® is applied towards the International Organization for Standardization (ISO) 9001 and the ISO/ANSI 17024 standards with affirmation of quality in the development, management, and governance of the certification.

When to Apply
Apply if you have over three years' of Supply Chain management experience or you recently successfully completed the ACSCP® or Practitioners who hold the ACSCP® certification.

Certification Maintenance Requirements:
Must earn 30 points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions, Multiple Choice Questions

Experience Requirements
· 12 months working experience if you're a graduate of a college program (Masters, advanced degree or equivalent) in Procurement Management or its equivalent.
· 24 months experience leading Procurement Management administration or services (with a four-year degree undergraduate degree)

Education Requirements
· 32 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACSCM® online course fulfills this educational prerequisite.

For Managers

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ACTM®

American Certified Tourism Manager

Tourism is one of the world's leading industries and a major economic development tool, and as such, security (crime and terrorism) has a major impact on the tourism and event-oriented economies. Tourists today demand safety and security by well-trained professionals. The hospitality industry's number one job is to protect its guests. If it fails in this regard, all else become irrelevant. Real security involves training, education, investments in software and the understanding that security is not a simplistic discipline.

The American Certified Tourism Professional (ACTP®) certification shows future employers that you have the practical knowledge, insights, and professional expertise to understand factors that impact how people spend their leisure time. The certification explores how to better support and develop opportunities for recreation and tourism that benefit the economy and environment as well as the mental, emotional, and physical well-being of people and communities.

Who is ACTM® certification for?

ACTM® certification is set up for managers. The certification helps managers acquire expertise knowledge and skills of the tourism and hospitality industry along with the critical management principles that underlie the smooth operation of these operations.State the organization of the hospitality industry sectors, risks and crises in the hospitality industry and could suggest solutions and act on accordingly, current customer service needs and trends, Know the terms used in hospitality operations have knowledge of the social impact of the travel industry

Course Objective

The examination test members in major instructional areas in an advanced Tourism Management skills and explores the key hospitality issues, the development and management of tourist locations, event planning, marketing, and environmental issues related to leisure and travel.

Course Module

You'll be better equipped in the following topics:

1. Recognize and address tourist related security and safety concerns and thus increase business and understand areas of business that make up the hospitality and tourism industry.
2. Understand and evaluate tourism in society and using this knowledge to develop and apply the skills necessary for success in business as managers within the public and private sectors.
3. Understand parameters and characteristics of the hospitality and tourism industry
4. To develop those intellectual, vocational, and personal skills relevant to further learning challenges and to management careers in the hotel, hospitality, and tourism sectors
5. To acquire an increased international understanding about management related travel and tourism, and current trends affecting the hospitality and tourism industry

Value
Differentiate yourself as you come out of college or are new to the workforce by showing you are ready for greater responsibility. The ACTM® is applied towards the International Organization for Standardization (ISO) 9001 and the ISO/ANSI 17024 standards with affirmation of quality in the development, management, and governance of the certification.

When to Apply
Apply if you have over three years' of Tourism management experience or you recently successfully completed the ACTP® or Practitioners who hold the ACTP® certification.

Certification Maintenance Requirements:
Must earn 30 points per review training through our designated agencies per three-year cycle to maintain certification.

Exam Information:
1 hour, 100 questions, Multiple Choice Questions

Experience Requirements
· 12 months working experience if you're a graduate of a college program (Masters, advanced degree or equivalent) in Procurement Management or its equivalent.
· 24 months experience leading Procurement Management administration or services (with a four-year degree undergraduate degree)

Education Requirements
· 32 contact hours needed. A 4-day training with any of our accredited agency with transcripts transmission after completion or our ACSCM® online course fulfills this educational prerequisite.

3+ YEARS EXPERIENCE

For Managers

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Frequently Asked Questions

Frequently Asked Questions

- **Our AAPSCM Certification**
- **Exam Guidance**
- **AAPSCM Program Requirements**

• General Certification

Do I have to be a student member to apply for any of the AAPSCM® certifications?

No. You do not have to be a student member. However, you may register with any of our affiliate agents in your continent. We have agents in the GCC and middle eastern countries, Africa, Asia, North and South America. We also have agents in the Caribbean countries like Cuba, Jamaica or the Bahamas. You may also register online directly as a member and have a membership ID and pick the type of membership you are qualified for.

How do I earn anAAPSCM® certification?

To obtain any of our certifications, you must first meet the eligibility requirements outlined on these web pages and detailed in the certification handbooks. Then, you must pass an exam.

What are the eligibility requirements?

The eligibility requirements for each certification are mentioned on our website – www.aapscm.org and detailed in each respective certification handbook.

How do I complete the application?

All certification applications are available online on our website www.aapscm.org. Register for the membership you desire, pay the membership fee online and you will be sent your account information and unique ID to put you on the path to take the exam. You may also register with any of our affiliate training institute in your continent and get qualified with the 4-day training program

What supporting documentation should I send with my application?

When submitting an application, you do not need to send documentation. However, you will be required to send supporting documentation if your application is selected for a random audit. To find out more about our AASCPM® audit process, refer to the certification handbooks and the audit FAQs.

• Exam Guidance

Once I pass the exam or evaluations, what next?

You may refer to yourself as a certification holder. You will receive your digital badge through mail or directly mailed from our head office in South Carolina, USA to your agent. Your certification can be shared on social media and verified by employers. You will receive an ID card also with certified signature. Please refer to the "Use of Your AAPSCM®I Certification" section of the handbooks for more details.

How do I schedule a certification exam appointment?

Once you are eligible, AAPSCM® will e-mail you examination scheduling instructions with your eligibility code, which you will need when scheduling your exam appointment at a testing center or online.

Frequently Asked Questions

Where will the examination be given?
All AAPSCM® exams are offered at approved affiliate agents location centers worldwide. The test is available at those locations and will be taken online using the agents approved computer systems. We are vendor-neutral and only accredited training centers can offer our exams
for information about exam availability in your area, email us directly at exams@aapscm.org or call us directly. A live person will answer your phone call.
You can also take your certifications exam in the comfort of your home or office while being monitored by an online proctor through our accredited agents

Are the exams available in languages other than English?
Our certification exams are all in US English. Your agent or any of our accredited agents may translate instructions or course materials to any language on their own but the examination itself will be in US English

If I fail the exam, can I take it again?
If you fail the exam on your first attempt, you can re-take it two more times within your one-year eligibility period. Fees are associated with re-examination. Details for re-examination can be found in the certification handbook.

What happens if my eligibility expires, and I have not taken the exam?
Your application is valid for one (1) year from the date of approval. If you allow your eligibility to lapse, you must re-apply.

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