



## Authorized Training Partner Program

### Benefits, Pricing & Requirements



**Begin >**

\*All program benefits, pricing and requirements are subject to change within AAPSCM®'s sole discretion.

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## Why become an Authorized Training Partner?

**It's simple!** Authorized Training Partners gain visibility among AAPSCM® customers as approved training providers, as well as exclusive access to licensed content course materials and instructor training.

We are committed to enabling our customers to find quality training, while helping you to succeed and grow your business in the process.

1

### ENDORSEMENT FROM AAPSCM®

As an Authorized Training Partner, you will stand out as a AAPSCM®-approved training provider—a quality customers want.

AAPSCM® will promote authorized partners through our website, searchable partner database and marketing efforts, which provides visibility to an audience in need of your services. We will also teach candidates how to identify nonauthorized providers to ensure they choose endorsed Authorized Training Partners.

2

### ACCESS TO TURNKEY CONTENT

As an Authorized Training Partner, you will receive turnkey licensed content, course materials, practice tests questions and answers books, including instructor and participant guides and online learning assets like quizzes, knowledge checks and videos\*. Content management is maintenance-free. You never need to update course materials again—we do it for you. This content can be used for both in-person and virtual instructor-led courses. We offer licensed content for all our six programs

3

### INSTRUCTOR TRAINING

The Authorized Training Partner Train the Trainer program sets you up for success and prepares you to deliver AAPSCM® exam prep training content to our quality standards. Completion of this training grants the official Authorized Training Partner endorsement from AAPSCM® and also provides your instructors with a badge that shows they are AAPSCM®-approved instructors.

\*Content format varies by topic (AAPSCM)® Prep

## NINE OUT OF TEN

of our customers state that they look for AAPSCM®-approved instructors when searching for AAPSCM® exam prep and training

## FOUR OUT OF FIVE

customers feel it is important to be taught AAPSCM®-developed content



## Program Benefits — Choose Silver or Gold

The program offers two tiers: Silver and Gold. Both provide authorization to teach AAPSCM®-licensed content and the tools to support the training. The Premier package includes additional benefits to augment your training as well as opportunities to grow your business through exclusive access to RFPs and channel management support. If you wish to focus solely on supporting and training existing certification holders, you may offer

Benefits	Silver	Gold
<b>Welcome Kit:</b> Welcome Kit: Includes AAPSCM® brand guidelines and marketing tools	✓	✓
Ability to offer AAPSCM® approved Programs and recertifications claims for students	✓	✓
Access to IP licensure for all AAPSCM® standards	✓	✓
One-on-one onboarding for partners and instructors to understand the program's online tools and resources	✓	✓
Access to the AAPSCM® support team from SC, USA	✓	✓
Quarterly support with instructor-focused webinars for partners and instructors to review updates to content, systems functionality and anything new	✓	✓
Quarterly account management support meetings with Premier partners discussing performance reviews, lead generation and marketing and brand compliance monitoring, plus webinars providing thought leadership and industry trends		✓
Exclusive access to AAPSCM® thought leadership and perspectives during quarterly webinars		✓
Access to 1000 AAPSCM® exam questions to create practice exams		✓
Access to performance dashboard		✓
Access to licensed content including instructor manuals, knowledge checks and online learning assets	✓	✓
Your company listed on <a href="http://www.aapscm.org">www.aapscm.org</a> as a preferred Authorized Training Partner	✓	✓
Train the Trainer complimentary vouchers <ul style="list-style-type: none"> <li>• 2-day training – Technical Content and Modern Classroom Management</li> <li>• Badge issued upon successful assessment completion</li> </ul>	1 complimentary training voucher	2 complimentary training vouchers
	<b>ADDITIONAL VOUCHERS *</b> In-Person Training - US\$999 Virtual Training - US\$699 On-Demand Training - US\$499	
Course Materials for only \$350 for AAPSCM® books		✓

\*After using complimentary training vouchers, Authorized Training Partners must pay for any additional Train the Trainer course attendance for instructors. Instructor payments are not accepted.





## Pricing Structure \*

### Region-Specific Pricing

Pricing is based on the location of your headquarters office. For example, if you are headquartered in Portugal, but exclusively provide AAPSCM® exam prep for UAE citizens, apply the European pricing.

Region	Silver	Gold
	Annual Fee (USD)	Annual Fee (USD)
North America/Europe	US\$4,999	US\$6,999
Asia Pacific/Latin America	US\$2,799	US\$4,799
India/Middle East/Africa	US\$1,699	US\$2,799

### 12-Month Program Membership and Renewal

Partners will renew their membership annually, and be invoiced every 12 months

### Per Person Fee: Course Content License Per Student (Required for Partners Providing AAPSCM® Exam Prep)

This fee covers the cost of each individual course content license per student, which provides access to the digital or print course materials required to deliver AAPSCM® exam prep or training. To calculate the total fee, multiply the number of students by the license fee for your region. The fee will be collected when you register your students through our content provider's online marketplace. Additional fees apply for shipment of hard copy materials. Each Authorized Training Partner must purchase instructor kits for each instructor. This is a one-time fee of US\$99 for access to the content, which would include future revisions and updates.

Course Content	Per Person Fee by Region		
	North America/ Europe	Asia Pacific/ Latin America	India/Middle East/ Africa
AAPSCM® EXAM Prep** (Does not include cost of exam)			
American Certified Procurement Professional (ACPP)® American Certified Supply Chain Professional (ACSCP)® American Certified Tourism Professional (ACTP)® American Certified Procurement Manager (ACPM)® American Certified Supply Chain Manager (ACSCM)® American Certified Tourism Manager (ACTM)®	US\$350	US\$350	US\$350

The program pricing structure is designed to make exam prep globally accessible and affordable for students. We have visibility into where students are located and completing their training and will proactively monitor this. If you are hosting training outside of your region, we will bill or refund you the difference accordingly to ensure fairness across the program. Thresholds are subject to evaluation and AAPSCM®'s discretion.

\* Quoted prices are exclusive of tax.

\*\* If you deliver exam prep for other certifications you will not be required to pay the per person fee.



## AAPSCM® Program Requirements

These program requirements were created to provide consistent and high-quality training for our members and students. All partners must adhere to these requirements to participate in the program.

General Program Requirements	AAPSCM® Exam
1. Authorized Training Partners and instructors must use AAPSCM®-developed course content and materials.	✓
2. Instructors must complete and pass the Authorized Training Partner Train the Trainer session.	✓
3. Instructors or trainers must be certified in the certification they are teaching and be in good standing with AAPSCM® membership.	✓
4. Authorized Training Partners must be able to provide in-person and/or virtual instructor-led courses.	✓
5. Authorized Training Partners and instructors must adhere to all AAPSCM® brand guidelines and policies.	✓
6. Authorized Training Partners must have a documented issue-resolution process for students or customers.	✓
7. Organizations must be a legal business entity and active in their own country and region.	✓
8. Authorized Training Partners must pass a background check for performance – minimum of 40 students monthly and be consistent per the agreement.	✓
9. Instructors must have procurement, supply chain or tourism management knowledge or education or experience to teach AAPSCM® prep courses.	✓
10. Authorized Training Partners must ensure quick remittance of fees including both course materials, practice test questions and exam fees at least two weeks before the exam scheduled date. This would allow for administrative checks and balances.	✓

Chapter Program Requirements
Institutions who created Chapters in their domain that become an Authorized Training Partner may not permit their training charter or management members or those in a decision-making role within the chapter to serve as Authorized Training Partner-certified instructors, nor can they be the Authorized Training Partner owner, in order to avoid conflicts of interest.
Authorized Training Partner owners and instructors cannot serve as a chapter leaders or decision-making volunteers within a chapter while they are still an Authorized Training Partner owner or certified instructor.
Chapters that need certification exam prep training can follow a Request For Proposal (RFP) process to find an Authorized Training Partner.
If a chapter wants to deliver AAPSCM® exam prep to their members or students without partnering with an Authorized Training Partner, they need to join the Authorized Training Partner program.
Chapters that are Authorized Training Partners cannot select individuals from chapters who are not authorized partners to become certified instructors for them.

### Program Restrictions

AAPSCM® Authorized Training Partners may NOT deliver on-demand, self-paced AAPSCM® exam prep offering (e.g., books) without prior authorization from AAPSCM® Board or approval from the Board. AAPSCM® has developed a self-paced AAPSCM® exam prep offering covering all the six certifications known as course materials. This allows us to address the needs of modern-day learners and ensure consistent, high-quality exam prep experiences for both instructor-led and on-demand modalities. However, at this time you may provide on-demand, self-paced content for other AAPSCM® certifications with approval.

## AAPSCM® Authorized Training Partner Program Licensed Course Content

Silver and Gold Authorized Training Partners that deliver AAPSCM® exam prep courses are required to use AAPSCM®-licensed course content. These course materials will be shipped directly to the partners or an e-copy allowed to be downloaded. This ensures a consistent, high-quality learning experience and provides the AAPSCM®-approved content customers asked for—and the comprehensive knowledge needed to prepare for these exams.

**The AAPSCM® Authorized Exam Prep Course content includes the following digital offerings:\***

- Instructor Manual/Facilitator Guide
- Instructor Slides
- Student Manual: Workbook with instructional content and real-world activities
- Spotlight Videos and Media: Supplemental student materials
- Mastery Builders: End-of-chapter knowledge checks to ensure comprehension of key concepts
- Student Checklists: Online lists for students to ensure adequate coverage of key concept
- More than 1000 AAPSCM® exam practice questions

\* Print copies are available for purchase (shipping fees apply).





### Augmenting the Content

The required licensed course content **CANNOT** be edited. You may *supplement* the content with your own case studies, learning activities and industry-specific training information, as long as the provided materials are not altered.

### Getting and Delivering the Content

You will be able to purchase content in online marketplace and in your choice of digital, print or blended formats. Or provided directly by AAPSCM® according to the agreement signed

**Digital** – You and your students receive digital access keys.

**Print** – Our third-party content provider will print materials using their global network of printers, and ship via FedEx or DHL to ensure the quickest turnaround and best negotiated rates. You may also choose your own shipping carrier.

You may also choose your own shipping carrier. Below is a breakdown of expected shipping rates for student manuals, which weigh approximately 2.37 lbs. (1.08 kg) each. All prices are in US dollars.



AUTHORIZED TRAINING PARTNER TRAIN THE TRAINER



Authorized Training Partner Train the Trainer

Basic and Premier Authorized Training Partners that deliver AAPSCM® Exam Prep must complete the corresponding Authorized Training Partner Train the Trainer program. This ensures our candidates are being taught by qualified instructors who understand the content and can meet their needs as modern-day learners.

Training Session Options

To accommodate our global network of instructors, we offer instructor-led training for both in-person and virtual sessions. Basic and Premier program participants receive complimentary vouchers for these sessions. Please refer to the pricing structure on [page 5](#) for information about quantities and purchasing additional vouchers

Here’s what you can expect from the course.

AAPSCM® Exam Prep Train the Trainer

Day 1: Technical (7.5 hours)	Day 2: Technique (7.5 hours)
Technical aspects of the AAPSCM® exam, with an added focus on each of the six certifications we offer and how to approach the training	Facilitation techniques: How modern learners learn, meeting delivery preferences and leading courses in a virtual environment

Additional Requirements for AAPSCM® Exam Prep

- Instructors must complete the Authorized Training Partner Train the Trainer – AAPSCM® Exam Prep prior to offering any AAPSCM® Exam Prep courses. Once completed, instructors will receive an Authorized Training Partner Instructor badge to show they are approved by AAPSCM®.
- Instructors must have either procurement, supply chain or tourism experience to teach AAPSCM® Exam Prep courses and must submit a professional bio for review and approval when registering for their Train the Trainer session.

**South Carolina Office (HQ)**

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Our representatives are available to assist you  
Monday through Friday,  
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