AUTHORIZED TRAINING
PARTNER PROGRAM
BENEFITS, PRICING
& REQUIREMENTS

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CONTENTS

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WHY JOIN?

Becoming an **Authorized Training Partner (ATP)** with the **American Association of Procurement, Supply Chain, and Tourism Management (AAPSCM)**® offers an exceptional opportunity to expand your business and establish credibility as a trusted training provider. As an ATP, you gain visibility among AAPSCM® customers and are recognized as an approved provider of high-quality training programs. This partnership grants exclusive access to licensed course content, ensuring you deliver impactful and industry-relevant education and comprehensive instructor training to keep your team at the forefront of knowledge and innovation. By joining the ATP program, you can connect with a global network of procurement, supply chain, and tourism management professionals, enhancing your reach and creating new growth opportunities. AAPSCM® is committed to enabling its partners to succeed, providing marketing support, customer referrals, and a platform to showcase excellence in training delivery. Together, we can uphold the highest education standards and help professionals achieve their goals while fostering your organization's reputation and success in the industry.

1

As an **Authorized Training Partner (ATP)** with **AAPSCM®,** your organization will gain the prestigious endorsement of being an **AAPSCM®-approved training provider,** a distinction that resonates with customers seeking quality and reliability. AAPSCM® actively promotes its authorized partners through its website, a searchable partner database, and targeted marketing campaigns, ensuring your services are visible to a highly relevant audience needing certified training. Additionally, AAPSCM® educates candidates on identifying nonauthorized providers, further emphasizing the value and credibility of ATPs. This endorsement enhances your reputation and connects you with a broader network of professionals and organizations actively seeking trusted training solutions.

WHY JOIN?

2

ACCESS TO TURNKEY CONTENT

As an **Authorized Training Partner (ATP)** with **AAPSCM®,** you will gain exclusive access to turnkey licensed content, simplifying your training delivery process. This includes comprehensive course materials, practice test question-andanswer books, instructor and participant guides, and online learning assets such as quizzes, knowledge checks, and videos*. The content is fully maintained by AAPSCM®, eliminating the need for you to manage updates-ensuring your materials are always current and aligned with industry standards. This flexible content supports in-person and virtual instructor-led courses, providing the tools you need to deliver exceptional training experiences. Licensed content is available for all twenty-seven (27) of AAPSCM®'s core programs, allowing you to cater to a broad spectrum of professional development needs.

3

INSTRUCTOR TRAINING

As an **Authorized Training Partner (ATP) with AAPSCM®,** you and your team will benefit from the **Train the Trainer program** to ensure your instructors are fully prepared to deliver AAPSCM® exam prep training to the highest quality standards. This program equips instructors with the tools, knowledge, and confidence to teach AAPSCM® content while maintaining consistency and excellence effectively. Upon successful completion, your organization earns the official ATP endorsement from AAPSCM®, and your instructors receive a prestigious badge signifying them as **AAPSCM®-approved instructors.** This recognition enhances credibility and confidence in your training programs, further solidifying your reputation as a trusted and qualified training provider.

Program benefits – Choose Gold or Silver.
The **Authorized Training Partner (ATP)** program offers Silver and Gold tiers. Both provide authorization to teach AAPSCM®-licensed content and essential tools for practical training delivery. **The Gold (Premier)** package includes enhanced benefits to elevate your training programs and expand your business opportunities. These benefits include exclusive access to **Requests for Proposals (RFPs)** and comprehensive **channel management support** to help grow your business and establish stronger industry connections. For those who wish to focus specifically on supporting and training existing certification holders, the program also allows tailored offerings that align with this specialized objective, ensuring flexibility to meet diverse training needs.

BENEFITS

Welcome Kit for Authorized Training Partners (ATP)
The AAPSCM® Welcome Kit equips Authorized Training Partners with all the tools and resources needed to deliver exceptional training, support students, and maximize business success. This comprehensive package ensures ATPs are fully prepared and aligned with AAPSCM®'s high standards.

BENEFITS

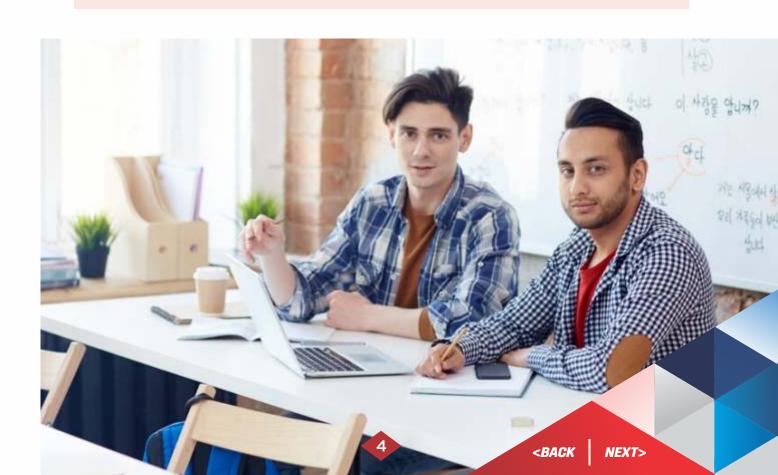## What's Included?

Branding and Marketing Tools
- AAPSCM® Brand Guidelines: Leverage official branding to maintain consistency and credibility.
- Marketing Tools: Access promotional materials to effectively market AAPSCM® programs and certifications.
- AAPSCM®-Approved Program Claims: Offer AAPSCM®-approved certifications and recertifications with confidence.

Intellectual Property and Content Access
- IP Licensure: Gain access to AAPSCM® standards for authorized use.
- Licensed Content: Includes instructor manuals, knowledge checks, and online learning assets to enhance training delivery.
- 1000 Exam Questions: Create customized practice exams with access to AAPSCM®'s question bank.

Training and Onboarding
- One-on-One Onboarding: Personalized support to familiarize partners and instructors with online tools and resources.
- Train the Trainer Complimentary Vouchers:

  - 2-Day Training: Covers technical content and modern classroom management techniques.
  - Badge: Issued upon successful assessment completion, recognizing instructors as AAPSCM®-approved trainers.

4

BENEFITS

Support and Engagement

- AAPSCM® Support Team Access: Direct assistance from the SC, USA team to address questions and provide solutions.

- QuarterlyInstructorWebinars:Reviewupdatestocontent,system functionalities, and new developments.

- Account Management (Premier Partners):

  - Quarterly performance reviews, lead generation strategies, and marketing and brand compliance monitoring.
  - Exclusivethoughtleadershipinsightsandindustrytrendsthrough webinars.

Performance and Visibility

- Performance Dashboard: Track progress and outcomes with detailed analytics.

- Preferred Partner Listing: Your company will be listed on www.aapscm.org as an official Authorized Training Partner.

COMPLIMENTARY VOUCHERS

The AAPSCM® Welcome Kit offers everything you need to deliver top-tier training, support your students, and grow your business while benefiting from ongoing collaboration and industry-leading resources.

Train the Trainer Complimentary Vouchers

As part of the AAPSCM® Authorized Training Partner (ATP) program, partners receive complimentary training vouchers to ensure their instructors are fully prepared to deliver high-quality, AAPSCM®-approved training programs. These training sessions cover Technical Content and Modern Classroom Management techniques.

Complimentary Vouchers Included

1	Complimentary Training Voucher (Silver Partners)	**2**	Complimentary Training Vouchers (Gold Partners

Training Details

- 2-Day Training: Comprehensive sessions designed to equip trainers with the skills and knowledge to deliver AAPSCM® content effectively.
- Badge Issuance: Upon successful completion and assessment, trainers will receive an official AAPSCM® Instructor Badge.

Additional Vouchers

Partners can purchase additional vouchers for expanding their training teams:

In-Person Training **USD 1,200**	Virtual Training **USD 1,000**	On-Demand Training **USD 499**

Course Materials

AAPSCM® offers premium course materials at an affordable price to support practical training delivery:

- **AAPSCM® Books:** Available for only USD 399.99

KEY DETAILS

These training and material options ensure that your team is well-equipped to deliver exceptional training programs, meeting AAPSCM®'s high standards while providing a flexible and scalable solution for growing your business.

Pricing Structure for Authorized Training Partners (ATP)

The **AAPSCM® ATP Program** features a **region-specific pricing model,** ensuring fairness and accessibility based on the location of your headquarters office.

KEY DETAILS

1 Region-Specific Pricing:

- Pricing is determined by the location of your headquarters office, regardless of where your services are delivered.
- Example: The European pricing structure will apply if your company is headquartered in Europe but provides AAPSCM® exam prep exclusively for our affiliate partners.

2 Transparent and Flexible:

- This pricing model ensures consistency and simplifies planning for training partners across global regions.

3 Aligned with Market Standards:

- Regional pricing reflects market dynamics, making the program accessible while maintaining high-quality standards.

For detailed pricing specific to your region, contact the AAPSCM® Support Team. This model ensures that partners receive fair and regionally competitive pricing, enabling seamless collaboration with AAPSCM® worldwide.

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

KEY DETAILS

As an Authorized Training Partner (ATP) with AAPSCM®, you must provide a course content license for each student participating in AAPSCM® exam prep or training programs. This fee covers access to high-quality digital or print course materials essential for effective training delivery. The total cost is calculated by multiplying the number of students by the region-specific license fee collected at student registration through the content provider's online marketplace. Additional charges apply for shipping hard copy materials, ensuring flexibility for partners. Each ATP must also purchase a one-time instructor kit for USD $99 per instructor, which includes access to course content and all future updates and revisions. This structure ensures students and instructors have consistent, up-to-date resources while supporting compliance with AAPSCM®'s standards.

COURSES	PRICE
American Certified Procurement Professional (ACPP)®	North America/Europe -$399.99
Chartered Procurement Manager (CPM)®	North America/Europe - $399.99
American Certified Supply Chain Professional (ACSCP)®	North America/Europe - $399.99
Chartered Supply Chain Manager (CSCM)®	North America/Europe - $399.99
Chartered Supply Chain Artificial Intelligence Analyst (CSAI)®	North America/Europe - $399.99
American Certified Digital Procurement & Analytics Professional (AC-DPA)®	North America/Europe - $399.99
American Certified Sustainable Procurement & Ethical Sourcing Professional (AC-SPESP)®	North America/Europe - $399.99

KEY DETAILS

COURSES	PRICE
American Certified Procurement Risk Management Professional(AC-PRMS)®	North America/Europe - $399.99
American Certified Strategic Procurement & Supplier Relationship Professional (AC-SPRS)®	North America/Europe - $399.99
Chartered Strategic Procurement & Supplier Relationship Manager(CSP-SRM)®	North America/Europe - $399.99
American Certified IT Procurement & Digital Transformation Professional(ACIPDT)®	North America/Europe - $399.99
American Certified Public Sector Procurement & Compliance Professional (AC-PSPC)®	North America/Europe - $399.99
American Certified Global Procurement & Cross-Border Supply Professional (AC-GPCS)®	North America/Europe - $399.99
American Certified Procurement Data Science & AI Professional(AC-PDS)®	North America/Europe - $399.99
American Certified Procurement Leadership & Change Management Professional (AC-PLCM)®	North America/Europe - $399.99
American Certified Procurement Automation & RPA Professional(AC-PARP)®	North America/Europe - $399.99
American Certified Tourism Professional (ACTP)®	North America/Europe - $399.99
Chartered Supply Chain Technology Manager (CSCT)®	North America/Europe - $399.99
Chartered Healthcare Procurement Solutions Professional (CHPP)®	North America/Europe - $399.99

KEY DETAILS

COURSES	PRICE
American Certified Supply Chain Cybersecurity Professional (AC-SCCP)®	North America/Europe - $399.99
Chartered Advanced Supply Chain Cybersecurity Manager (CA-SCCM)®	North America/Europe - $399.99
Chartered AI-Driven Sustainable Procurement Manager (CAI-SPM)®	North America/Europe - $399.99
American Certified Blockchain for Supply Chain Professional ®	North America/Europe - $399.99
Chartered Sustainable Supply Chain Manager (CSSCM)®	North America/Europe - $399.99
American Certified Digital Supply Chain Integration Professional (AC-DSCI)®	North America/Europe - $399.99
American Certified Global Supply Chain Risk and Resilience Professional(AC- GSRP)®	North America/Europe - $399.99
Chartered Sustainable Culinary Tourism Manager (CSCTM®)	North America/Europe - $399.99

The **AAPSCM® program pricing structure** is carefully designed to ensure that exam preparation is globally accessible and affordable for students, regardless of location. To maintain fairness, AAPSCM® monitors students' location and training completion. If training is hosted outside the designated region of the training provider, AAPSCM® will adjust billing by charging or refunding the difference accordingly. This proactive approach ensures consistency and fairness across the program. Pricing thresholds and adjustments are subject to evaluation and AAPSCM®'s discretion to maintain integrity and accessibility for all participants.

GENERAL PROGRAM REQUIREMENTS FOR AUTHORIZED TRAINING PARTNERS (ATP)

To ensure the quality and integrity of training delivery, AAPSCM® outlines the following requirements for Authorized Training Partners (ATPs) and their instructors:

Program Content and Training Standards

1. **Use of AAPSCM® Materials:**
- ATPs and instructors must use AAPSCM®-developed course content and materials for all training sessions.

2. **Trainer Certification:**
- Instructors must complete and pass the Authorized Training Partner Train the Trainer session.

3. **Instructor Credentials:**
- Instructors must hold certification in their teaching program and maintain good standing with AAPSCM® membership.

4. **Delivery Formats:**
- ATPs must be equipped to deliver in-person and virtual instructor-led courses.

5. **Brand Compliance:**
- ATPs and instructors must adhere to all AAPSCM® brand guidelines and policies.

6. **Issue Resolution:**
- ATPs must maintain a documented process for resolving student or customer issues.

7. **Legal Entity:**
- Organizations must be legally registered business entities that are active within their country and region.

Exam and Student Management

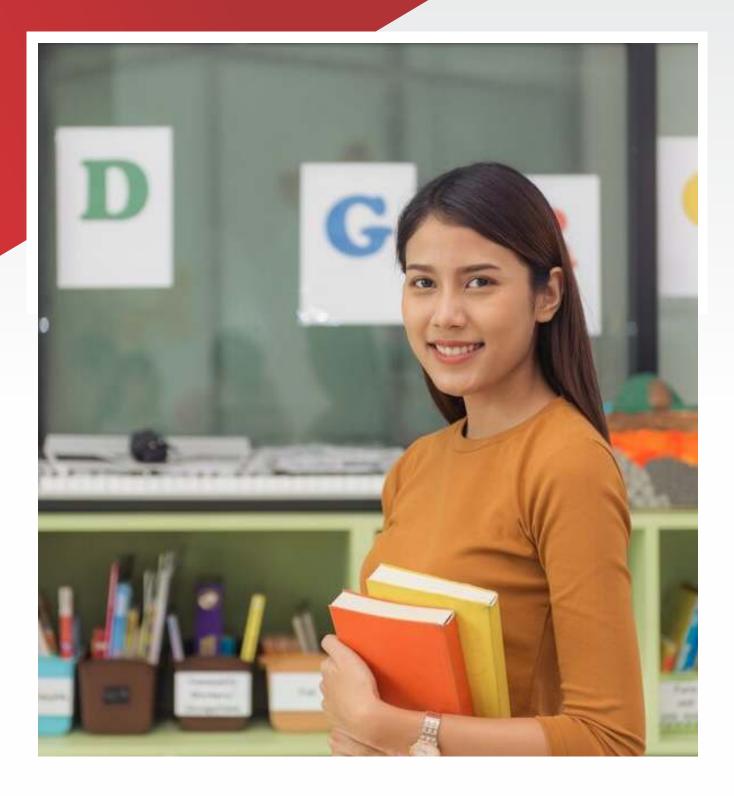8. **Performance Standards:**
- ATPs must pass a background check for performance, ensuring a minimum of 40 students monthly, as agreed upon in the partnership.

9. **Instructor Expertise:**
- Instructors must have demonstrated knowledge, education, or experience in procurement, supply chain, or tourism management to teach AAPSCM® prep courses effectively.

10. **Timely Fee Remittance:**
- ATPs must ensure the remittance of fees (course materials, practice test questions, and exam fees) at least two weeks before the exam date to allow for administrative checks and balances.

COMMITMENT TO EXCELLENCE

These requirements ensure that ATPs provide consistent, high-quality training while maintaining AAPSCM®'s reputation for excellence and professionalism. Adherence to these standards is essential for delivering a world-class learning experience to students globally.

CHAPTER PROGRAM REQUIREMENTS FOR AUTHORIZED TRAINING PARTNERS (ATP)

To maintain transparency and avoid conflicts of interest, AAPSCM® has established the following guidelines for chapters that wish to become Authorized Training Partners (ATPs):

Conflict of Interest Management

1. **Separation of Roles:**

- Chapters that become ATPs may not allow individuals in training charter roles, chapter management, or decision-making positions to serve as ATP-certified instructors or ATP owners.

- Similarly, ATP owners and instructors are prohibited from serving as chapter leaders or decision-making volunteers within the chapter while maintaining their ATP status.

Training and Certification Guidelines

2. **Request for Proposal (RFP) Process:**

- Chapters requiring certification exam prep training must follow a formal RFP process to identify and engage an Authorized Training Partner.

3. **Delivering Exam Prep:**

- If a chapter wishes to provide AAPSCM® exam prep training directly to its members or students without partnering with an ATP, it must join the Authorized Training Partner program to become eligible.

4. **Instructors from Non-Authorized Partners:**

- Chapters that are ATPs cannot recruit or select individuals from chapters that are not ATPs to serve as certified instructors on their behalf.

ENSURING INTEGRITY

Ensuring Integrity

These requirements clearly separate roles and responsibilities, promoting fairness, transparency, and accountability within the AAPSCM® network. Adhering to these guidelines helps maintain the program's integrity while supporting the professional growth of chapters and ATPs.

Program Restrictions for Authorized Training Partners (ATP)

To maintain quality and consistency in exam preparation, AAPSCM® has established the following restrictions for Authorized Training Partners (ATPs) regarding self-paced and on-demand content delivery:

Restrictions on Self-Paced Offerings

1. **AAPSCM® Exam Prep Materials:**

- ATPs may NOT offer on-demand, self-paced AAPSCM® exam prep courses (e.g., books or digital content) without prior approval from the AAPSCM® Board.

2. **Board-Approved Course Materials:**

- AAPSCM® has developed self-paced exam prep materials covering all six certifications to meet the needs of modern learners. These materials ensure consistency and high-quality preparation experiences across all learning modalities, including instructor-led and on-demand formats.

3. **Other Certification Offerings:**

- ATPs may provide on-demand, self-paced content for other AAPSCM® certifications outside the six core certifications, but only with explicit approval from the AAPSCM® Board.

LICENSED COURSE CONTENT

Commitment to Excellence

These restrictions ensure that all exam preparation adheres to **AAPSCM®'s standards of quality,** maintaining the value and credibility of certifications while meeting the diverse needs of learners. ATPs must seek prior authorization for self-paced offerings to align with program goals and policies.
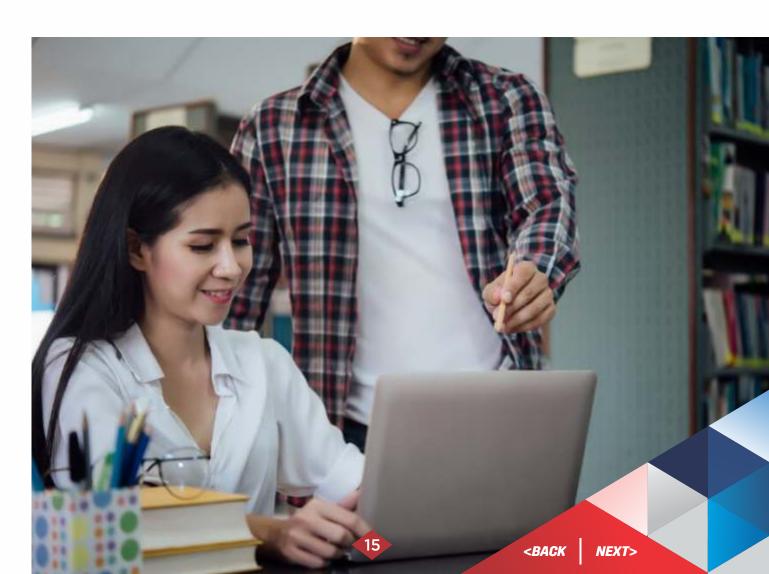
AAPSCM® Authorized Training Partner Program:

Licensed Course Content

Silver and Gold **Authorized Training Partners** delivering AAPSCM® exam prep courses must use **AAPSCM®-licensed course content** to ensure consistency and quality. These materials are designed to provide the comprehensive knowledge necessary for exam preparation and meet the standards customers expect.

Delivery Options

1. Course materials will be:

- Shipped directly to partners, or

- Made available as downloadable e- copies.

AAPSCM® AUTHORIZED EXAM PREP COURSE CONTENT

1. **Instructor Manual/Facilitator Guide**
- Detailed guide for instructors to facilitate effective course delivery.
2. **Instructor Slides**
- Professionally designed, ready-to-use presentation slides.
3. **Student Manual**
- A workbook containing instructional content, real-world activities, and exercises.
4. **Spotlight Videos and Media**
- Engaging supplemental materials to enhance the learning experience.
5. **Mastery Builders**
- End-of-chapter knowledge checks to assess and reinforce understanding of key concepts.
6. **Student Checklists**
- Online checklists to help students ensure all key concepts are covered during preparation.
7. **Exam Practice Questions**
- Over 1,000 practice questions to aid in exam readiness and skill assessment.

Program Benefits
- Ensures a consistent, high-quality learning experience.
- Provides AAPSCM®-approved content tailored to meet the demands of students and industry professionals.
- Equips learners with the comprehensive knowledge needed for certification success.

AUGMENTING AND DELIVERING AAPSCM® LICENSED COURSE CONTENT

Augmenting the Content

- The required licensed course content must remain unchanged and cannot be edited.
- Partners may supplement the provided content with:
  - Custom case studies.
  - Learning activities tailored to the audience.
  - Industry-specific training information.
- All supplemental materials must not alter the original AAPSCM® content.

Getting and Delivering the Content

Authorized Training Partners can acquire the licensed content through the online marketplace or directly from AAPSCM®, per the signed agreement. Materials are available in digital, print, or blended formats.

Content Formats:

1. Digital Format:
- Access keys are provided for both instructors and students for online use.
2. Print Format:
- Materials are printed and shipped by a third-party content provider using a global network of printers.
- Shipments are made via FedEx, DHL, or a carrier of your choice for fast and reliable delivery.

Shipping Information:
- **Student Manuals:**
  - Each manual weighs approximately 2.37 lbs. (1.08 kg).
  - Shipping rates are calculated based on weight and destination.
  - Partners can choose between AAPSCM®'s negotiated shipping rates or their preferred carrier.

This structured approach ensures consistency in content delivery while allowing customization to meet specific audience needs, supported by flexible purchasing and distribution options.

AUTHORIZED TRAINING PARTNER TRAIN THE TRAINER PROGRAM

Basic and **Premier Authorized Training Partners** delivering AAPSCM® Exam Prep are required to complete the corresponding **Train the Trainer** program. This program ensures instructors are well-qualified, understand the AAPSCM® content, and are equipped to meet the needs of modern learners.

Training Session Options

To support a global network of instructors, AAPSCM® provides flexible instructor- led training sessions:

1. **In-Person Training:**

• Delivered at designated locations for hands-on engagement.

2. **Virtual Training:**

• Conducted online to accommodate remote instructors.

Program Benefits

• **Complimentary Vouchers:**

- Basic and Premier program participants receive complimentary vouchers for these sessions as part of their package.

• **Additional Vouchers:**

- Partners can purchase extra vouchers as needed.

- Refer to the pricing structure (provided separately) for details on quantities and pricing for additional vouchers.

This program is integral to maintaining the high quality of AAPSCM® exam preparation and ensures that candidates receive instruction from knowledgeable and skilled trainers.

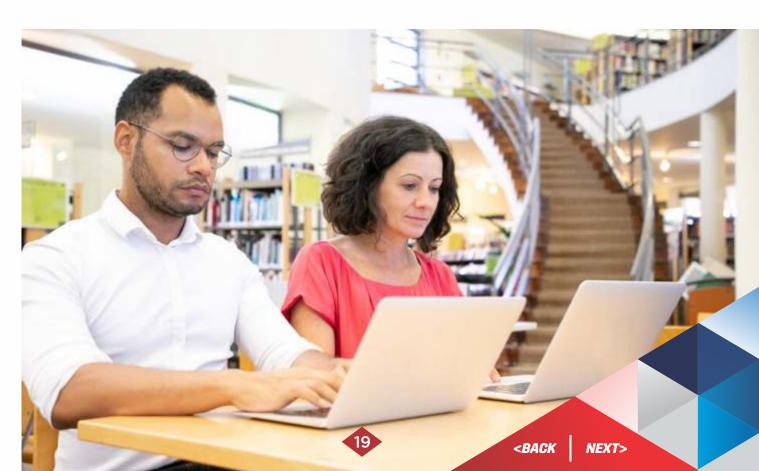# AAPSCM® EXAM PREP TRAIN THE TRAINER – DAY 1: TECHNICAL TRAINING

Duration: 2.5 hours

Focus: The first day of the **Train the Trainer** program is dedicated to the technical aspects of the AAPSCM® exam, providing instructors with the knowledge and tools needed to deliver training for all six AAPSCM® certifications effectively.

Key Topics Covered

1. **Overview of AAPSCM® Exam Content:**

•   Detailed explanation of exam structure and content for each certification.

2. **Certification-Specific Training:**

•   In-depth focus on the six AAPSCM® certifications, highlighting their unique objectives and requirements.

3. **Technical Training Approaches:**

•   Strategies to deliver effective, engaging, and impactful training sessions.

4. **Exam Preparation Best Practices:**

•   Guidance on how to prepare candidates for success, including study methods and resource utilization.

This session equips trainers with the expertise to confidently guide candidates through AAPSCM® exam prep while maintaining the program's high standards.

AAPSCM® EXAM PREP TRAIN THE TRAINER – DAY 2: FACILITATION TECHNIQUES

Duration: 2.5 hours

Focus: The second day of the **Train the Trainer** program emphasizes facilitation techniques, equipping instructors with the skills to effectively deliver courses tailored to modern learners' needs, preferences, and virtual environments.

Key Topics Covered

1. **Understanding Modern Learners:**

- Insights into how today's learners engage with and retain information. Adapting teaching methods to suit diverse learning styles.

2. **Meeting Delivery Preferences:**

- Strategies for balancing instructor-led and self-paced approaches.
- Techniques for fostering active participation and engagement in both physical and virtual settings.

3. **Facilitating Virtual Learning:**

- Best practices for delivering courses in a virtual environment. Utilizing digital tools to enhance interactivity and learning outcomes.

4. **Course Leadership Skills:**

- Managing discussions, pacing, and classroom dynamics.
- Building confidence in leading effective and impactful training sessions.

This session provides trainers with the tools and techniques to create engaging, learner- focused environments, ensuring successful course delivery across all platforms.

ADDITIONAL REQUIREMENTS FOR AAPSCM® EXAM PREP

To ensure quality and expertise in delivering AAPSCM® Exam Prep courses, the following requirements must be met by instructors:

1. Completion of Train the Trainer Program:

- Instructors must complete the Authorized Training Partner Train the Trainer – AAPSCM® Exam Prep program before offering any exam prep courses.

- Upon successful completion, instructors will receive an Authorized Training Partner Instructor badge, certifying their approval by AAPSCM®.

2. Relevant Professional Experience:

- Instructors must have procurement, supply chain, or tourism management experience to qualify as trainers for AAPSCM® Exam Prep courses.

3. Professional Bio Submission:

- Instructors are required to submit a professional bio for review and approval when registering for their Train the Trainer session. This ensures they meet the necessary qualifications and expertise standards.

These requirements ensure that instructors are well-prepared and experienced, maintaining the high standards expected by AAPSCM® and its certification candidates

Columbia, SC Chapter & Library Center
450 Ganton CT. Blythewood, SC 29016 USA
+1-(803)998-2189 | info@aapscm.org

Dallas, TX Chapter & Conference Center
1366 Gordon Heights Lane, Frisco TX 75033
+1-(833) 524-2846 | Fax:+1-(605)608-3078