



# SCPro™

A CSCMP CERTIFICATION

## LEVEL ONE

### CORNERSTONES OF SUPPLY CHAIN MANAGEMENT

## GUIDELINES



Council of Supply Chain  
Management Professionals

*The World's Leading Source for the Supply Chain Profession.™*

## Council of Supply Chain Management Professionals (CSCMP)

The Council of Supply Chain Management Professionals (CSCMP) is the leading worldwide professional association of supply chain management professionals dedicated to education, research, and the advancement of the supply chain profession. The mission of CSCMP is to lead the evolving supply chain management profession by developing, advancing, and disseminating supply chain knowledge and research by:

- Providing opportunities for supply chain professionals to communicate in order to develop and improve their supply chain management skills
- Identifying and conducting research, which adds to the knowledge base of supply chain theory and practice
- Creating awareness of the significance of supply chain to business and the economy

### CSCMP SCPro™ Certification Program

CSCMP's SCPro™ is a rigorous, three-level certification program which offers supply chain professionals a concrete way to fully demonstrate a broad range of skills that command competitive salaries and titles while giving hiring managers an independent barometer of a candidate's commitment to and success within the supply chain management profession.

When you complete the three-level SCPro™ certification, you prove to your current employer and other supply chain organizations that you have end-to-end supply chain knowledge, have implemented measurable efficiencies, and can offer masterful analysis of real world business issues. In short, when you're an SCPro™, you're eminently marketable.

For additional information on the program, please visit [cscmpcertification.org](http://cscmpcertification.org).

### Requirements for SCPro™ Level One Certification

SCPro™ Level One is the **Cornerstones of Supply Chain Management** certification. Professionals with an SCPro™ Level One designation demonstrate a solid foundation of knowledge in all functions of supply chain management, such as demand planning, inventory, manufacturing, order fulfillment, procurement, service operations, supply management, transportation, and warehousing. Level One designees have proven they are knowledgeable and effective at collaborating with others to the benefit of the entire supply chain.

This introductory designation demonstrates a clear commitment to growing one's supply chain expertise. The criteria for obtaining an SCPro™ Level One certification are:

- Four-year college degree or four years of relevant work experience
- Pass the **Level One — Cornerstones of Supply Chain Management** exam

## Applying for Eligibility

Candidates must complete an application and be approved **before** taking the SCPro™ Level One — Cornerstones of Supply Chain Management exam. The application form, which must be submitted online, is available on the certification program web site at [cscmpcertification.org/application](http://cscmpcertification.org/application).

Applications should be submitted at least two weeks before the desired registration date. An e-mail notification of approval or denial will be sent within one week of receipt. The e-mail notification for approved applications provides a link to register for and purchase the exam. CSCMP also provides an identification number and password to use when scheduling the testing appointment.

Approved applications are valid for one year from the date of issuance. Candidates who do not pass the exam within the one-year time period must submit a new application in order to take the exam.

## Exam Preparation Materials

CSCMP has prepared study and reference materials that can help you prepare for the exam. For the most up-to-date information on the various study options available and the fees for each, please visit the program web site at [cscmpcertification.org/prepare](http://cscmpcertification.org/prepare).

## Exam Format

The exam is a closed book, four-hour (240 minutes) timed exam in a computer-based format. The actual test-taking time is three hours and 45 minutes (225 minutes) with the other 15 minutes allocated to complete a tutorial and post-exam survey. There are no scheduled breaks. You may take a five-to-ten-minute break, but the exam clock

will continue to run and reduce the time you have to answer questions.

The exam consists of 184 multiple-choice test questions that have four options for answers and only one BEST answer. Of the 184 questions, 160 will be scored and 24 will not be scored. These 24 pretest questions are randomly presented throughout the exam and are comparable to scored questions. Candidates should attempt to answer all 184 questions.

## Exam Content

The focus of the exam is to assess whether candidates have the foundational and functional knowledge in the fundamental elements of supply chain management. The exam covers eight supply chain content areas called Learning Blocks.

1. Supply Chain Concepts
2. Demand Planning
3. Procurement and Supply Management
4. Manufacturing and Service Operations
5. Transportation
6. Inventory Management
7. Warehousing
8. Order Fulfillment and Customer Relationships

There are 20 scored test questions in each Learning Block. Within the Learning Blocks, these test questions focus on six different types of content. The approximate percentage and number of scored questions by content type are as follows:

Processes	25%	40 Questions
Strategies	22%	35 Questions
Concepts	16%	25 Questions

Assessment	16%	25 Questions
Technology	12%	20 Questions
Global	9%	15 Questions

The supply chain content areas and content types for unscored questions will vary for each testing window.

## Registration and Testing Windows in 2012

In 2012, the exam will be offered in three time periods called testing windows. Each testing window is open for six weeks.

### Registration Dates

The dates when registration is open for the three testing windows are:

December 1, 2011 – March 1, 2012  
 May 1 – August 1  
 July 1 – October 15

### Testing Dates

The three testing windows for taking the exam are:

February 13 – March 24  
 July 16 – August 25  
 October 1 – November 10

## Exam Fee

The exam fee for first-time test takers is \$650.00 US for CSCMP members and \$975.00 US for nonmembers. CSCMP does not refund exam fees that have been paid.

Nonmembers can join CSCMP in order to obtain the CSCMP member rate. For current membership pricing, please visit the program web site at [cscmpcertification.org/prepare](http://cscmpcertification.org/prepare).

## Retake Fee and Policy

If you fail the exam, you must wait until the next testing window to retake it. You can take the exam a maximum of three times within a one-year time period. The fee for retaking the exam a second and third time is \$395.00 US, and you must pay this fee each time you retake it.

If you have not passed the exam after three attempts, you must wait one year from your last exam date to submit a new application. You must also pay the full exam fee, instead of the retake fee, to take the exam again.

Once you have successfully passed the exam, you cannot retake it.

## Testing Locations

All testing is done at authorized testing centers operated by Pearson VUE. Pearson VUE is the global leader in computer-based testing for information technology, academic, government, and professional testing programs around the world.

To find Pearson VUE testing centers, visit [pearsonvue.com/cscmp](http://pearsonvue.com/cscmp) for the most current list of locations.

## Scheduling Your Appointment

A testing appointment is scheduled for four hours. Appointments are scheduled directly with Pearson VUE, either on their web site at [pearsonvue.com/cscmp](http://pearsonvue.com/cscmp) or by calling the Customer Service Center between 7:00 am and 7:00 pm Central Time, Monday through Friday.

Phone numbers for the Pearson VUE Customer Service Center by region are:

+1 888.836.9444 US Region (Toll-Free)  
+44.161.855.7455 EMEA Region (Toll)  
+60.383.191.085 Asia-Pacific Region (Toll)  
8:30 am-6:00 pm AEST

If scheduling online, first-time test takers must create a Pearson VUE web account. Please note that account creation may require up to 24 hours.

Make your appointment as early as possible since appointments for each testing location are taken as available on a first-come, first-served basis.

Have the following information available when accessing the online registration form or calling the Pearson VUE Customer Service Center.

- Name exactly as it appears on your identification cards
- Identification number and password provided by CSCMP
- Contact information (mailing address, phone numbers, and e-mail address)
- Desired testing center location
- Three desired testing dates

Once the appointment is scheduled, Pearson VUE will e-mail a confirmation with additional information about the appointment, location, and testing center rules. Read the confirmation **carefully** as it contains important information about the testing center requirements, procedures, and restrictions.

Your contact information provided to CSCMP and Pearson VUE will be used for communications. If you want the

certification-related communications and information sent to your personal e-mail and mail address, please make sure your records are correct.

## Rescheduling an Appointment

To reschedule a testing appointment, the candidate **must** contact Pearson VUE at least 24 hours before the scheduled appointment time. Appointments **cannot** be rescheduled with less than a 24-hour notice and the exam fee will be forfeited.

### *Same Testing Window*

There is no charge to reschedule an appointment within the same testing window. Candidates who create a Pearson VUE web account can change their appointments on the Pearson VUE web site. Other candidates can call the Customer Service Center.

### *Different Testing Window*

To reschedule to a different testing window, there is a \$150.00 US administrative charge. There are no exceptions to this policy. The candidate must:

- Cancel the current testing appointment with Pearson VUE
- Contact CSCMP to select a new testing window
- Re-contact Pearson VUE to schedule a new appointment

## Canceling an Appointment

To cancel a testing appointment, the candidate **must** contact Pearson VUE at least 24 hours before his or her scheduled appointment time. There is a \$150.00 US administrative charge to cancel an appointment.

Appointments **cannot** be cancelled with less than a 24-hour notice and the exam fee will be forfeited.

## Special Arrangements for Candidates with Disabilities

Pearson VUE will accommodate candidates who require special arrangements because of current disabilities in compliance with the Americans with Disabilities Act (ADA). The ADA defines a “current disability” as “a medical condition or disorder (called an impairment) that substantially limits a person in doing basic activities (called major life activities).”

Candidates can request special arrangements on the application form or by contacting CSCMP’s Customer Service Center via e-mail or phone. Contact information is available at [cscmp.org](http://cscmp.org).

## Reporting to the Testing Center

On the day of your exam, you must arrive at your assigned testing center at least 30 minutes before your scheduled appointment time to complete identity verification and sign-in procedures. If you arrive more than 15 minutes late, you may be refused admission.

You must bring **two valid forms of personal identification**. One ID must be a government issued picture ID such as a driver’s license, passport, or state, national, or military ID. The other ID must have your signature on it, such as a credit card. The signatures must exactly match the name on your exam registration.

In addition, you should bring the confirmation letter e-mailed by Pearson VUE.

No personal items may be taken into the testing rooms. This includes all bags, books, notes, electronic devices, cell phones, pagers, watches, and wallets.

## Testing Center Security

Candidates must comply with testing center rules and regulations at all times. Candidates may be removed from testing rooms at the discretion of the proctor for any behavior that is deemed to be inappropriate, disruptive, or deceitful.

The test questions are copyrighted by CSCMP. Reproducing or copying test questions or answers or communicating exam content in any way is illegal and can result in removal from the testing room.

## Notification of Exam Scores

Each candidate receives a printed **CSCMP Exam Score Report** at the testing center upon completion of the exam. The score report includes candidate and exam identification information, the candidate’s scaled score, and whether the candidate passed or failed the exam.

The score report also lists each Learning Block with an indication of the candidate’s performance as Poor, Unsatisfactory, Good, or Excellent. If a candidate fails the exam, this can be used as a general guide to help determine the allocation of study time across Learning Blocks before retaking the exam.

## Exam Scores

Test questions are scored as either correct or incorrect and are weighted equally. There is no penalty for guessing, so candidates should attempt to answer

each question. Unanswered questions are scored as incorrect.

The total number of scored questions that are answered correctly will be converted into a scaled score. The scaled scores are from 200 to 700 in increments of ten, and the passing score is 500.

- If a scaled score is between 500 and 700, the candidate has **passed** the exam.
- If a scaled score is between 200 and 490, the candidate has **failed** the exam.

The scale range and passing score were established by supply chain and testing industry experts using a criterion-referenced methodology.

## **SCPro™ Level One Certification Package**

Once you pass the certification exam, you are granted SCPro™ Level One Certification. Your certification package will be mailed no later than two weeks after the testing window has closed. The packet includes:

- Congratulatory letter
- Certification diploma
- Information on how to maintain and/or renew your certification, including cycle times for renewal

## **Requirements for Continuing Education**

Once you are granted the SCPro™ Level One Certification, you must participate in continuing education programs to maintain an active certification status.

The certification cycle is three years. Your cycle begins – your anniversary date – is the last day of the open testing window in which you took your test (For 2012: March 24, August 25, and November 10).

Each year you must attain a minimum of 20 hours of professional continuing education credits for a minimum total of 60 hours over the three-year certification cycle. No more than 30 hours may be earned in any single year. Upon completion of the three years, a new three-year cycle begins. Continuing education credits cannot be earned **until after** you passed SCPro™ Level One Certification.

CSCMP's certification maintenance supports ongoing professional education for SCPro™ certified individuals. The purpose of this maintenance is to:

- Enhance ongoing professional development
- Encourage individual learning opportunities
- Offer a mechanism for maintaining and recording an individual's activities
- Support the global recognition of CSCMP's SCPro™ Certification

## **Continuing Education Credits and Programs**

Continuing education credits are the measure used to quantify the learning activities. Each continuing education activity yields one credit per one hour engaged in a learning activity.

CSCMP will provide a list of educational programs that will earn continuing education credits. The complete list

of programs with qualifying credits is available on CSCMP's certification web site.

CSCMP's Annual Global Conference – **15 continuing education credit hours**

CSCMP's Fundamentals of Supply Chain Management two-day workshop – **12 continuing education credit hours**

CSCMP's Supply Chain Management Essentials online self-study course – **13 continuing education credit hours**

CSCMP's Quick Courses – **1 continuing education credit hour**

## **Documentation for Continuing Education**

You are responsible for maintaining the documentation for the educational programs you attend. The application process for maintaining your certification includes submitting documentation:

- ~ Details of the educational program
- ~ Proof of registration (confirmation)
- ~ Proof of attendance (certificate of attendance or other document showing you were in attendance throughout the course of the program)

The completed certification renewal form with documentation will be submitted to CSCMP along with a \$50 renewal fee.

## **Certification Status**

There are three categories of certification status: active, suspended, or retired.

### ***Active***

You are an active SCPro™ Level One certified individual once you receive your credentials. You will remain active as long as you continue your supply chain education program and renew your certification every three years.

### ***Suspended***

If you do not reapply for certification or do not have the required 60 hours of continuing education credits on the three-year renewal date, your SCPro™ Level One Certification will be suspended. CSCMP allows a one-year suspended status during which you can earn the remainder of the 60 hours of continuing education credits. The documentation for the 60 hours of continuing education credits, along with the renewal form, should be submitted to CSCMP for approval. Note that during the suspension, you cannot use the SCPro™ Level One Certification designation.

Please note that even though you are suspended for one year and earn credits and reapply, your new three-year certification cycle is based on your original testing date and not on the end of the suspension period.



### ***Expired***

Your SCPro™ Level One Certification expires if you do not renew your certification. If you decide at a future date to renew your certification, you must submit an application form and retake the exam.

### **Use of SCPro™ Level One Certification Credential**

Once you have the SCPro™ Level One Certification, you may refer to yourself as SCPro™ Level One certified as long as you have an active status. You are authorized to use the SCPro™ denomination displayed on a business card, résumé, *curriculum vitae*, etc.

### **Disclaimer**

CSCMP reserves the right to change any of the policies, procedures, and requirements listed in these guidelines at any time. For the most up-to-date information about the SCPro™ Certification Program, please visit [cscmpcertification.org](http://cscmpcertification.org).

### **Questions**

If you have questions, please contact [SCPro@cscmp.org](mailto:SCPro@cscmp.org) or call +1 630.574.0985.

*\*Updated March 21, 2012*