

APICS ONLINE TESTING PROCEDURE

1. You must obtain an APICS ID number first from APICS. Go to www.apics.org or call 1-800-444-2742.
2. Once you have the APICS ID, you may start from step 7. Go to www.pearsonvue.com
3. Select "1. Select category: View All, 2. Select Your Program: APICS The Association for Operations Management"
4. You can read all FAQs for additional information if needed.
5. Select: "Locate Test Center for CPIM" and click on the button for Canada
6. There you may find the test center under Ontario is located at: 21 St. Clair Avenue East, Suite 501, test center no. 5481.
7. **IMPORTANT:** You'll need to Provide "**Candidate Information**" BEFORE you log in. Click on the "Submit" button once you have completed all required fields. Note: "Registry Number" is the same as your *APICS ID#* given to you.
8. You may click on the live link above on "Candidate Information" or copy the link to your browser: <https://www.catglobal.com/catglobal8/TestTaker/NewVendorCandidate.asp?clientID=109>
9. If you already have login id, proceed with login on the right column and click on "view schedule" to reschedule your exam.
10. If you are entering the system from www.catglobal.com please make sure you choose APICS testing before you proceed.
11. Your account information is verified then you'll see a confirmation screen; proceed as directed
12. Once you complete the information online, you will be given an ID and password, record and keep this information for later use. It should be like APICS1234567 and 1234567 respectively where 1234567 is your APICS ID #.
13. Then use the menu on the screen to proceed for registration. If you have the ID generated already, simply login from the right hand side menu item.
14. Select a test, for example: "*CPIM Basics of Supply Chain Management*" or another one.
15. Select language (only option is English at this time).
16. Select a testing location (test center), Country=Canada, City=Toronto, Test center =5481-Toronto, click continue.
17. Select a date and time and click on the time to continue. You may have to scroll down to next month(s) to see what days are available first.
18. Review your selection (shopping cart), information displayed and proceed to check out.
19. Pay for the APICS exam, select payment method = voucher, 7% GST should now show 5%, ignore all that.
20. Enter your voucher number if you have it like this one: EXAM12345678APICS.
21. Once approved and confirmed then print receipt information on the screen. You should receive an email confirmation as well. You are now scheduled to take the exam. Good luck!
22. If you have a problem, call 1-800-274-8399 wait for all options, press 4 and ask for help.

For additional information you may contact Al Bukey at 416.322.2000 or abukey@abcconsulting.com