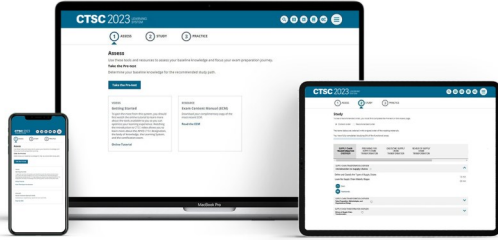


APPROACH YOUR BOSS FOR SUPPORT

To earn the APICS Certified in Transformation for Supply Chain (CTSC) designation



You know the benefits that CTSC certification and the CTSC Learning System will bring to you and your organization. Now it's time to ask for the support of your manager. We can help!

Use this document to make a case for your training request, draft discussion points for a meeting, and craft an initial email to your boss.

Making Your Case for Training Support

Before you approach your boss, consider your answers to the questions below. It will be much easier for your employer to approve your request if you can show that this training will not only benefit you and your career, but the entire organization. Use these questions and answers as discussion points for a meeting.

- 1** What are the current initiatives at your company or within your department? How can supply chain transformation training help you meet these challenges and influence your company's business objectives?
- 2** Will you complete the CTSC Learning System only for professional development and skills? Or are you also interested in pursuing CTSC certification and taking the CTSC exam?
- 3** What parts of the CTSC Learning System interest you the most and how will your new skills and knowledge benefit your company? Even if training isn't currently a high priority at your company, discussing how it will benefit your department and your company can help your supervisor justify the investment. Use the **Module Content Outline** to point out specific topics.
- 4** How much will your training cost in terms of out-of-pocket expenses? Will your training qualify for any tuition reimbursement or assistance programs, department training budgets, or state-funded training grants?

Preparing a Budget

Doing some research in advance and preparing a budget will help your supervisor make an informed decision. We also recommend you provide your supervisor with the **Top Five Reasons Your Organization Will Benefit** document.

5 Ways Your Organization Will Benefit From Your CTSC Certification

There are many reasons to pursue the APICS Certified in Transformation for Supply Chain (CTSC) designation. Once you and your supervisor or professional development goals, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain the CTSC certification.

- 1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT**
In recent years, supply chains have faced significant disruption and supply chain professionals need to become transformational leaders. The CTSC certification recognizes this trend and is equipping professionals with skills in systems thinking, digital fluency and analytical methods for all types of supply chains. Achieving my certification means I'll be ready to take on new roles and responsibilities.
- 2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY**
When I prepare for the certification exam with the CTSC Learning System, I won't be simply memorizing a textbook. I'll be applying concepts and understanding best practices for handling supply chain situations. I'll be learning from the experience of other supply chain transformation professionals, sharpening my skills and boosting my productivity and effectiveness.
- 3 THE CERTIFICATION IS DEVELOPED WITH EMPLOYERS IN MIND**
The CTSC assesses individuals based on a comprehensive body of knowledge, best practices and standards for those leading a supply chain transformation. This certification will reflect what I need to know and how to apply it to be more effective in my organization. Growing the influence of supply chain transformation through certification is a worthwhile investment that also increases our reputation as an organization.
- 4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY RECOGNIZED**
We live and work in a global economy and my skills need to be globally applicable. Earning this certification will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.
- 5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR SUPPLY CHAIN PROFESSIONALS**
APICS has represented the supply chain, operations and logistics community for over 60 years, and has 45,000+ members worldwide. Training of this caliber and reliability provides an opportunity from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.

APICS

ESCM
ASSOCIATION FOR
SUPPLY CHAIN
MANAGEMENT

CTSC
CERTIFIED IN TRANSFORMATION FOR SUPPLY CHAIN

CTSC Certification: Employer Funding Email Template

Do you want to reach out to your employer about funding your certification preparation? You may want to start out with sending an email to your manager. We've provided an email template below with three different messaging options to help get you started.

<REPLACE AND/OR REMOVE BLUE TEXT PRIOR TO USING THIS TEMPLATE>

Subject: Training Opportunity

Alternative 1: Help Meet Corporate Goals

I've been thinking about <<insert organization name>>'s commitment to <<insert company strategy/goal>> and how our team can be a proactive player in its achievement.

I've found a great training program that teaches <<key topics addressing strategy/goal>> which I feel are vital knowledge areas and skills that can help me and others on our team make a difference.

Alternative 2: Help Meet Personal/Team Goals

I know you're always on the lookout to find great training programs that will help our team stay at the forefront of supply chain best practices. I've found a program that will help me <<and the rest of the team>> meet <<our/my>> 2023 training goals while building our credibility within the organization and beyond.

Alternative 3: Value of Training/Credentials

I'm writing you in hopes that you will support my goal of advancing my knowledge and practical skills. The return on investment in professional development can be exponential, both from an individual and organizational standpoint. I've found a program that is practical and extremely relevant to my position.

The APICS CTSC Learning System is a professional development and certification preparation program based on the APICS Certified in Transformation for Supply Chain (CTSC) designation. This program assesses individuals based on a comprehensive body of knowledge, best practices, and standards for those going through a supply chain transformation. The topics covered in the program were developed by APICS, subject-matter-experts and business leaders worldwide with a goal of improving job effectiveness. In addition, I'd have the flexibility to study on my own through a self-study format or enroll in a local course.

The CTSC will not only help me increase my supply chain transformation knowledge, but it will also help me make a positive impact on our organization in many ways, including:

- [Include examples here](#)
- [Include example here](#)

Thanks for considering this educational opportunity. I would be happy to discuss it further in person.

Sincerely,

<<insert your name>>



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CTSC

CERTIFIED IN TRANSFORMATION FOR SUPPLY CHAIN

CERTIFICATION ROAD MAP

Earning the APICS Certified in Transformation for Supply Chain (CTSC) designation demonstrates knowledge of supply chain strategies, processes and technologies applied to managing an end-to-end transformation project. This road map is a step-by-step guide on how to become a CTSC leader.

STEPS

1 Decide if CTSC is right for you

To be successful, supply chain professionals need to become transformational leaders who are system thinkers, digitally fluent and adept at using new generations of tools in all types of supply chains.

APICS CTSC credential holders gain the skills to effectively manage supply chain transformation activities that involve their extended enterprise, including the web of suppliers, manufacturers, distributors, retailers and transportation carriers.

CTSC content is broken into 4 modules:

- Module 1: Supply Chain Transformation Overview
- Module 2: Preparing for Supply Chain Transformation
- Module 3: Executing Supply Chain Transformation
- Module 4: Review of Supply Chain Transformation

2 Choose your learning option

All certification prep starts with the APICS Learning System, but we offer different study options to help you find the right study method for your schedule and learning style. Choose between self-study, instructor-led or instructor-supported.

Self-study

Allows you to study on your own when and where your schedule allows by combining printed books with the online interactive platform. Self-study is ideal for self-starters and those with variable schedules.

Instructor-led

Classes are offered in-person and online by APICS partners worldwide. Instructor-led classes allow you to learn from an APICS recognized instructor and benefit from valuable peer discussion.

Instructor-supported

Online classes are ideal for those who want instructor support but can't attend classes at a set time. You will have an instructor, but there is no required meeting time, so you can complete the assignments on your own schedule.

Corporate or group training

Training programs are built to suit your organization's specific learning styles, schedules, group sizes and locations.

3 Prepare for the exam

The APICS CTSC Learning System is a comprehensive professional development and certification preparation program that includes digital materials and online interactive tools to prepare for the exam. The learning system follows a three part Assess, Study, Practice methodology to help you retain the information.

Assess:

Measure your knowledge with the online assessment.

Study:

Study the learning system modules, flashcards and practice quizzes.

Practice:

Build exam day confidence with a CTSC practice test. Studying with the APICS Learning System increases your preparedness and chances of passing the exam.

4 Schedule and pass your exam

The exam consists of 150 questions, and you will have 3.5 hours to complete them. APICS exams are administered via computer-based testing (CBT) at Pearson VUE test centers worldwide, and online through the OnVue system.

5 Display your new credential with pride!

Use your certification credential letters at the end of your name on your resume, LinkedIn profile and business cards.

Ready to get started?

Purchase the CTSC Bundle. Become a member and add-on the certification upgrade to save on your purchase.

Visit ascm.org/ctsc to get started!

CTSC pricing

CTSC Bundle includes CTSC Learning System, Exam and a 2nd Chance Exam

Bundle: \$2,990

(Includes CSCP Learning System, Exam and a 2nd Chance Exam)
ASCM Members with Certification Upgrade — \$2,145