



Frequently Asked Questions

APICS Certified in Logistics, Transportation, and Distribution (CLTD) Instructor-Supported Online Course

About ASCM

The Association for Supply Chain Management (ASCM) is the global leader in supply chain organizational transformation, innovation and leadership. As the largest non-profit association for supply chain, ASCM is an unbiased partner, connecting companies around the world to the newest thought leadership on all aspects of supply chain. ASCM is built on a foundation of APICS certification and training spanning 60 years. Now, ASCM is driving innovation in the industry with new products, services and partnerships that enable companies to further optimize their supply chains, secure their competitive advantage and positively impact their bottom lines. For more information, visit ascm.org.

About APICS

APICS is the industry leader in supply chain certification, training and networking. For more than 60 years, APICS has provided world-class supply chain training and certification to foster supply chain talent and improve end-to-end performance. Now under the Association for Supply Chain Management (ASCM), APICS Certified in Planning and Inventory Management (CPIM); APICS Certified Supply Chain Professional (CSCP); and APICS Certified in Logistics, Transportation and Distribution (CLTD) designations continue to set the industry standard. For more information, visit apics.org. As an educational provider, Fox Valley Technical College (FVTC) works closely with the Association and the local Fox Valley Chapter of APICS to provide high quality online and classroom education.

What is the APICS CLTD?

The APICS Certified in Logistics, Transportation, and Distribution (CLTD) certification provides you with the information you need to meet today's supply chain logistics challenges. Created by ASCM with a team of subject matter experts, the CLTD designation covers a comprehensive body of knowledge that sets the global standard for best practices in logistics, transportation and distribution.

How much does the APICS CLTD Instructor-Supported online course cost?

There are two options to purchase. The first option is the Class Option, and anyone can register for this online course that includes instructor-supported online class, and the APICS learning system. The Class Option fee is \$2,150.00 for an ASCM Certification Upgrade Member, or \$2,450.00 for an ASCM Base Member/Non-Member. The member prices will not be applied retroactively. The Class Option does not include the APICS exam. The exam, for the Class option, would need to be purchased separately directly from ASCM.

Another option is the FVTC Package, which is available to ASCM Certification Upgrade Members **ONLY** for \$2,895.00. The cost includes the Instructor-supported online course, the APICS CLTD Learning System, Student Slidebook, with online access to the materials, and the APICS CLTD exam credit, & 2nd chance

exam (restrictions apply). Prior to gaining access to the course and receiving materials, the course fee must be paid in full or other payment arrangements must be completed.

How do I become an ASCM Certification Upgrade Member?

There are many benefits to becoming an ASCM Certification Upgrade Member. Please go to the ASCM website at www.ascm.org/membership for more information, and to purchase your membership online, or call ASCM directly at 773-867-1777 for more information.

Do I schedule my exam through Fox Valley?

No, the ASCM exam is proctored by another organization authorized by ASCM. For information about the CLTD exam process, please visit the [APICS website](#).

Can I take the APICS exam online?

APICS exams are administered by Pearson VUE. In 2021 the option of onVUE online proctoring became available. For more information go to <https://home.pearsonvue.com/apics>.

Are these “live” instructor led sessions or taped?

These are not live sessions, so you can login when it is convenient for you and complete your work throughout the week. Due to the wide geography of our students, it is difficult to have live sessions which work at a time convenient for all. Our course is designed to provide a variety of micro learning activities which aid in providing additional context, examples, and application to the APICS learning system reading assignments. These also improve on distance learning success for busy adult learners. The activities include slide player presentations with audio, interactive learning activities and games (drag & drop, sorting, or branching exercises), video content from targeted YouTube channels, Films on Demand subscription services, weekly vocabulary review matching exercises, and weekly multiple-choice assessments. You will also participate in a weekly assigned discussion board forum and connect with your class peers and instructor on critical course concepts. For a virtual tour of Week One of the course, please see the drop down for “Virtual Tour” on our CLTD webpage.

How much time will I spend each week completing the reading and assignments?

The amount of time that an individual will need to devote to study each week varies, based on the individual’s learning style and experience with the subject matter. Many students report spending between 6 and 8 hours each week reading and participating in this course. Some students will require more time, and some students work through the course much quicker if time allows.

When is the online class available?

Prior to gaining access to the course and receiving materials, the course fee must be paid in full or purchase order information must be completed. Each student has access to all online course activities at the time the course welcome letter is sent (approximately five days prior to course start date.) Our Instructor-Supported Online courses are asynchronous, meaning that the course content and activities are available to the student at their schedule. Courses are available 24/7. While there are weekly deadlines for graded activities, the individual activities can be completed at any time during the week, and most can be repeated for continued review.

How do I contact my instructor to ask questions? What type of experience do they have?

An instructor is assigned to each course, and contact information will be provided once you have access to the online Blackboard course. Instructors are available via email, or by phone appointment as necessary.

The instructor’s role is facilitating and summarizing discussions, reviewing and grading course assignments, providing feedback, and mentoring you through your studies and exam preparation.

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Our instructors are all supply chain industry experienced, APICS certified, and meet our college requirements for Faculty Quality Assurance. Many are also certified through the APICS Instructor Development Program. You may view individual instructor biographies on the Virtual Tour.

Are there “structured” date/times for the sessions or can we go at our own pace?

There are no structured meeting times (not a webinar course, no one time everyone has to log in), but the course is organized into a schedule of 12 weeks. Students who wish to progress ahead of the rest of the class for assignments are welcome to do so, but a primary component of the course involves the interaction and discussion with other group participants in weekly discussion board assignments. Those students who wish to progress ahead may miss out on some interaction with course peers.

How much interaction will I have with an instructor?

Your instructor will review and provide feedback to your assignments and discussion board posts typically within one day after due date. For general email or telephone inquiries, expect a response within one business day (depending on the time of inquiry.) All instructors post office hours and preferred method of contact, along with course announcements if their hours will vary during a given period.

How many weeks do I have to complete the course?

You have 12 weeks with your instructor’s assistance. You will also be provided with an additional four weeks of access to the FVTC Blackboard course materials after the course end date. You will maintain access to the <https://apics.partnerrc.com> portal for one year from the date of initial log in.

Does the APICS Learning System have an online component?

Yes, it does. Seven days prior to the class start date you will receive an email from APICS Learning System Customer Care. This email will instruct you to create your username and password for the web-based component of the APICS learning system at <http://apics.partnerrc.com>. Once you activate your Learning System account, you have the ability to view the digital version of the materials online right away with the E-Reader.

What if I already purchased the APICS CLTD Learning System?

You can email us at APICSOnline@fvtc.edu to let us know that you are interested in the APICS CLTD Instructor-Supported Online course and let us know that you already have your Learning System. Please provide the following information in your email so we can check your eligibility for a discount: first and last name, address, phone number, email address you provided when you purchased the Learning System, year of learning system and the date you purchased the learning system if known. We will then check to see if you qualify for a discount on the Class Option course fee. This discount **does not** apply to the Package Option.

If registered on-line, do we get hard copy participant materials, etc.?

Yes, you receive a hard copy of the materials. The CLTD learning system (2 books) and student slidebook, is included in the Fox Valley courses. Other copyright-cleared supplementary materials are available via PDF from the FVTC course. However, the learning system provides the majority of reading content for the course.

Are there any extra fees or cost related to the books?

Unfortunately, we have no control of charges, such as duties, tariffs, taxes imposed by the “Ship To” country. There may be additional charges for international book orders. This is the responsibility of the recipient to pay these costs.

Can my learning system books be shipped to a PO Box?

We are not able to ship books to a PO Box, or an APO address.

How do I register?

Register for the APICS CLTD course on-line at www.fvtc.edu/APICS-CLTD click on Register Now! If you need assistance, please phone us at 920-993-5150.

When does the next class begin?

We have specific start dates for the APICS CLTD Instructor-Supported Online courses, which can be found at www.fvtc.edu/APICS-CLTD. We schedule an APICS CLTD course to begin every six weeks.

What are the payment options?

You can pay with an e-check, MasterCard, American Express, Visa, and Discover credit cards. You can also select "Bill My Organization" as the payment option to have your company billed directly.

Is there a payment plan available?

FVTC does not have a payment plan for APICS courses. This CLTD course must be paid in full, or the option selected to "Bill my organization" before access is granted or materials can be ordered.

Is the class for academic credit?

Upon successful class completion of the APICS CLTD course, you will be awarded three (associate-level) credits, 54 hours. This credit will always be on your student transcript with Fox Valley Technical College should you want to transfer the credit to another program, or apply it to a program with FVTC.

Does the APICS CLTD qualify for Veterans Benefits?

Yes, some veteran's benefits cover the APICS CLTD course. Contact FVTC Veteran Services by email veterans@fvtc.edu or phone 920-735-5651 to inquire about your specific benefits.

Can I get Financial Aid for the APICS CLTD class?

No, the APICS CLTD course does not qualify as a fundable program for Financial Aid, this is not a program.

What is the Refund Policy?

Since we order and ship the learning system prior to class, the APICS CLTD class and any of the components is non-transferable and non-refundable after the materials have been ordered.

Who do I contact if I have additional questions about the APICS CLTD course?

Email us at APICSOnline@fvtc.edu, or phone 920-993-5150 or 1-800-735-3882 ext. 5150.