

Certification in Transportation and Logistics (CTL)

by



AMERICAN SOCIETY OF TRANSPORTATION AND LOGISTICS, INC. ®

Information Booklet for 2010

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- Career enhancement
- Tangible measurement of professional accomplishment
- Learn the language of your customers
- Global recognition

Brought to you in India by:



KnoWerX Education (India) Private Limited

About KnoWerX

Since 1992, the founders of KnoWerX Education (India) Private Limited (KnoWerX) www.knowerx.com have been relentlessly working with a vision to be a leader in providing knowledge to run businesses better. The mission of KnoWerX is to empower and recognize individuals and organizations to be successful through life-long learning.

KnoWerX is a resource for individuals for best-practices knowledge and certification in respective areas. KnoWerX is also a resource for organizations for providing training to their employees and using consultancy services. KnoWerX is also putting its efforts in collecting, sorting, organizing and making available business process knowledge in easy to learn forms. The benefits to individuals are better ability to perform, better pay and faster growth. The benefits to organizations are better operational efficiency, more profit, higher growth and better ability to stay ahead than competition. The service providers additionally benefit by improving skills of their employees and having more satisfied customers.

More than 8,800 individuals have taken more than 21,600 certification exams through KnoWerX in India spanning across I.T. companies, consultancy firms, manufacturing companies, distribution companies, logistics service providers, BPO service providers, business schools, and other organizations. More than 60 corporate customers have tapped the knowledge of KnoWerX constantly through various training and consultancy assignments.

About AST&L

The American Society of Transportation & Logistics, Inc. (AST&L) www.astl.org is a not-for-profit premier professional organization for transportation and logistics professionals. Founded in 1946 in the United States of America by a group of industry leaders, AST&L strives to promote and ensure the highest level of global standards through professional certification in the field of transportation and logistics.

AST&L's mission is to promote and facilitate education and certification in the fields of transportation, logistics, and supply chain management. AST&L's membership of shippers, carriers, educators, consultants and third-party logistics individuals are dedicated to continuing education and are committed to raising the professional standards in the transportation and logistics industry.

About AST&L Certification

AST&L certification is a way to validate your knowledge and experience. AST&L provides transportation and logistics industry professionals with globally recognized credentials, the PLS (Professional Designation in Logistics & Supply Chain Management) and CTL (Certification in Transportation and Logistics).

AST&L's basic certification, the **Professional Designation in Logistics & Supply Chain Management (PLS)**, is targeted at the professionals seeking a basic understanding of the key strategies for improving customer service and increasing the efficiency of their logistics and supply chain operations. The level of certification requires a bachelor's degree or three (3) years of industry experience. The purpose of PLS is to recognize individuals who have completed a course of study examining the strategies for improving logistics and supply chain operations and are seeking to apply this knowledge within their profession. The PLS consists of one exam and requires recertification within five years. The PLS acts as a waiver toward the CTL certification.

AST&L's advanced certification, **Certification in Transportation and Logistics (CTL)**, requires a bachelor's degree along with passing six (6) of the eleven (11) exam modules. In the eleven (11) exam modules, three (3) are required modules and eight (8) are optional modules. The three required modules are: Transportation Economics and Management, Logistics Management, and, International Transportation and Logistics. The eight (8) optional modules are: General Management Principles and Techniques, Lean Logistics, Logistics Analysis, Supply Chain Management, Logistics and Supply Chain Strategy (waiver available for PLS designee), Finance and Risk Management, Warehousing and, Creative Component (a 3,000 to 5,000 word paper).



“The CTL certification gave me a lot of insight into various functions of logistics management. Though I had more than 20 years of experience in logistics management before doing this certification, I learnt a lot of new concepts while doing this course. Also, I understood the real meaning and purpose of some of the functions that I was performing as a logistics manager. In retrospect, I am of the opinion that if I had done the certification earlier, I would have definitely performed much better in my job.”

– K. L. Bhaskaran, CFPIM, CSCP, CPM, CTL
(Mr. Bhaskaran is a B. Tech. and MBA from IIM, Kolkata (1971). He retired from Tata Consultancy Services Ltd. as General Manager, Logistics. Now, he is a consultant and a trainer.)



“Logistics will be one of the most rapidly growing industries in India in times to come. Indian professionals have been waiting for CTL for quiet some time now. The certification helps to understand and expand one’s knowledge base on how the logistics business is conducted on the international level. It gave me an opportunity to further widen my horizon and build on to the complete supply chain knowledge base. I will recommend this certification program to upcoming supply chain leaders to envision and understand the supply chains of the future.”

– Alok Manaktala, CPIM, CIRM, CSCP, CTL, CPM
(Mr. Manaktala is a B. E. and M.S. Management Systems from Birla Institute of Technology. Currently, he is working as Director, Supply Chain in Federal-Mogul India.)

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Certification in Transportation and Logistics

AST&L's CTL Certification Program is the core of the Society. AST&L began the CTL Certification Program in 1948, known as the CPA of the transportation / logistics industry, and is constantly revising and updating the certification exams, keeping current with changes occurring in the field. This advanced level certification program offers the designation of CTL (Certified in Transportation and Logistics) to candidates who demonstrate their understanding of the fundamentals of the profession through the successful completion of three modules of required study material, as well as three elective modules. The Society's modules and associated examinations are prepared by a Board of Examiners consisting of Certified Educator Members within AST&L.

You may also want to visit <http://www.astl.org> and <http://www.itli.co.in>.

Prerequisites

You must have a bachelor's degree or three years of professional experience.

CTL Designation

Successful candidates are granted the designation of Certified in Transportation and Logistics (CTL). The CTL designation may be used just as similar recognitions are employed in accounting, insurance, medicine, law, and other professions. Either the full expression or the initials may be used after the individual's name on business cards, stationery, etc.

Exam Module Requirements

The certification program includes three required modules as well as three elective modules. All modules must be successfully completed by exam or waiver.

Required Modules for Certification

You may complete the required modules in any order; however, the suggested sequence for the required modules is spelled out below. Moreover, the Board of Examiners strongly suggests that the three required modules be completed prior to the three elective modules.

Transportation Economics and Management (TEM)

The Transportation Economics and Management (TEM) module has three primary areas of emphasis: (1) application of demand, cost, and pricing principles to transportation; (2) the operating, service and financial characteristics of the various modes and types of transportation; and (3) managerial issues in transportation. The objectives for the transportation economics and management module provide an understanding of:

- The relationship and cost trade-offs occurring between transportation and other logistics functions;
- How the operating and service characteristics of each mode affect cost, performance, and the products moved;
- The economic principles that provide a foundation for transportation costing and pricing;
- Shipper and carrier strategies employed to reduce costs and improve performance.

The text book for Transportation Economics and Management (TEM) module is:

- *Transportation*, 7th edition, John J. Coyle, Edward J. Bardi, and Robert A. Novack, Thomson Southwestern Publishing, 2010, ISBN 978-0-324-20214-4, 528 pages.

Please also refer to the Transportation Economics and Management (TEM) Study Guide that contains overview of Transportation Economics and Management examination, examiner information, topics and

support materials, chapter learning objectives, examination format, sample multiple choice examination questions and answers, and, sample essay examination questions and answers. The Transportation Economics and Management (TEM) Study Guide is available on request from KnoWerX on no charge basis once you register for the Transportation Economics and Management (TEM) exam.

Logistics Management (LM)

“Logistics is that part of supply chain management that plans, implements, and controls the efficient, effective forward and reverse flow and storage of goods, services, and related information between the point of origin and point of consumption in order to meet customers’ requirements.” (Council of Supply Chain Management Professionals, 2003). The Logistics Management (LM) module explores the different facets of this definition and has the following objectives:

- Understanding the functions comprising logistics, how these functions interact, and how logistics can be managed as a system to reduce total cost;
- Recognizing how logistics affects customer service, corporate performance and competitive advantage;
- Identifying the key logistics processes that span multiple enterprises and how managing logistics as a supply chain process creates values for the end-user and all key stakeholders;
- Developing effective strategies for logistics managers to improve corporate performance while simultaneously increasing customer service and improving corporate performance.

The text book for Logistics Management (LM) module is:

- *Supply Chain Management: A Logistics Perspective*, 8th edition, John J. Coyle, C. John Langley, Brian Gibson, Robert A. Novack and Edward J. Bardi, Thompson-Southwestern Publishing, 2008, ISBN 978-0-324-37692-0, 705 pages.

Please also refer to the Logistics Management (LM) Study Guide that amongst other things contains exam domain and preparation, topics and support materials, exam format, sample multiple choice exam questions and answers, and, sample calculated exam questions and answers. The Logistics Management (LM) Study Guide is available on request from KnoWerX on no charge basis once you register for the Logistics Management (LM) exam.

Upon making a proper application and paying the required fee, in lieu of the written test, waiver may be granted by the AST&L for the Logistics Management (LM) module to those candidates who are valid/maintained APICS CPIM/CFPIM designee.

International Transportation and Logistics (ITL)

The International Transportation and Logistics (ITL) module provides the foundation required for understanding the logistics processes required in moving goods and people across international boundaries, the transportation modes used in such movement, and current logistics issues in the global environment. This module has the objectives of:

- Understanding the key differences between domestic and international logistics and how these difference affect logistics practice and performance;
- Developing and evaluating different strategies to effectively manage logistics processes on a global basis;
- Recognizing the role and importance played by the many key logistics intermediaries that facilitate global trade.

The text book for International Transportation and Logistics (ITL) module is:

- *International Logistics*, 3rd edition, Pierre David and Richard Stewart, Atomic Dog Publishing, 2010. ISBN 978-0-7593-9573-2, 393 pages.

Please also refer to the International Transportation and Logistics (ITL) Study Guide that contains learning objectives, chapter outlines, suggested homework, key terms, practice quizzes, and, additional resources. The International Transportation and Logistics (ITL) Study Guide is available on request from KnoWerX on no charge basis once you register for the International Transportation and Logistics (ITL) exam.

Elective Modules for Certification

In addition to the three required modules, each candidate is to select three elective modules from the eight elective modules that are described below.

General Management Principles and Techniques (GMPT)

The General Management Principles and Techniques (GMPT) module promotes a fundamental understanding of four key business areas: accounting, finance, marketing, and information systems. This module stresses the application and use of these concepts in transportation and logistics management. Within this context, the objectives for the general management module include understanding:

- The interrelationships between general management concepts and the transportation/logistics function;
- Of basic accounting concepts and elements and the accountant's role in providing information to both internal and external users;
- Financial statements and comprehending the firm's financial positioning of assets, liabilities, and owners' equity within its business strategy;
- Accounting statements and developing additional data to support management decision-making;
- Financial ratios, cost of capital, inventory fundamentals, and strategies for managing the cash conversion cycle;
- How marketing contributes to improved performance in the marketplace;
- The critical role of marketing in organizations including organizational buying, demand forecasting, and marketing/distribution strategies for different stages of the product life cycle;
- How an information system is designed and its data requirements;
- The applications of information systems in areas such as electronic data interchange, artificial intelligence, and expert systems.

The text book for General Management Principles and Techniques (GMPT) module is:

- *Understanding Business*, 8th edition, Nickels, McHugh and McHugh, McGraw-Hill Irwin, 2006, ISBN 978-0-07-310597-0 student edition, 800 pages.

Please also refer to the General Management Principles & Techniques (GMPT) Study Guide that amongst other things contains exam domain and preparation, topics and support material, exam format, sample multiple choice exam questions and answers, and, examiner information. The General Management Principles and Techniques (GMPT) Study Guide is available on request from KnoWerX on no charge basis once you register for the General Management Principles and Techniques (GMPT) exam.

Lean Logistics (LL)

Coming soon.

The text book for Lean Logistics (LL) module is:

- *Lean Six Sigma Logistics: Strategic Development to Operational Success*, Thomas J. Goldsby, and, Robert Martichenko, J. Ross Publishing, 2005, ISBN 978-1-93-215936-3, 304 pages.

Logistics and Supply Chain Strategy (LSCS)

The Logistics and Supply Chain Strategy (LSCS) module satisfies the requirement for a Professional Designation in Logistics and Supply Chain Management (PLS). The objectives of the logistics and supply chain strategy module include understanding the:

- Supply chain concept;
- Approaches employed to obtain a competitive advantage through supply chain management;
- Techniques employed to improve the performance and efficiency of supply chains;

- Effect of interdependent activities and firms on overall performance and behaviour;
- Approaches for measuring performance in the supply chain;
- Strategies for managing the supply chain;
- Different inventory management approaches employed in the supply chain;
- An understanding of the trade-offs made in managing supply chain activities;
- Issues involved in managing supply chain processes;
- Role of logistics management and its effect on supply chain performance.

The text book for Logistics and Supply Chain Strategy (LSCS) module is:

- *Logistics and Supply Chain Management: Creating Value-adding Networks*, 3rd edition, Martin Christopher, Pitman Publishing, 2005, ISBN 978-0-273-68176-2, 320 pages.

Please also refer to the Logistics and Supply Chain Strategy (LSCS) Study Guide that amongst other things contains examiner information, objectives, topical outline and support materials, exam format, and, sample multiple choice exam questions and answers. The Logistics and Supply Chain Strategy (LSCS) Study Guide is available on request from KnoWerX on no charge basis once you register for the Logistics and Supply Chain Strategy (LSCS) exam.

Upon making a proper application and paying the required fee, in lieu of the written test, waiver may be granted by the AST&L for the Logistics and Supply Chain Strategy (LSCS) module to those candidates who are valid/maintained AST&L PLS designee.

Logistics Analysis (LA)

The Logistics Analysis (LA) module focuses on developing analytical skills and their application to transportation, logistics and supply chain management. The objectives for the logistics analysis module include:

- Understanding the techniques available for modelling logistics and supply chain systems;
- Analyzing logistics and supply chain systems by using several operations research techniques;
- Designing a supply chain network that achieves customer service or cost objectives;
- Forecasting and determining inventory requirements for dependent and independent inventory systems and across multiple echelons of supply;
- Simulating and optimizing network processes commonly encountered in logistics and supply chain management.

The text book for Logistics Analysis (LA) module is:

- *Business Logistics / Supply Chain Management* (and Logware CD Package), 5th edition, Ronald H. Ballou, Prentice Hall, 2003, ISBN 978-0-13-107659-4, 816 pages.

Please also refer to the Logistics Analysis (LA) Study Guide that contains overview of Logistics Analysis examination, examiner information, topics and support materials, learning objectives, examination format, sample multiple choice examination questions and answers, sample essay examination questions and answers, and, suggestions for taking the exams. The Logistics Analysis (LA) Study Guide is available on request from KnoWerX on no charge basis once you register for the Logistics Analysis (LA) exam.

Supply Chain Management (SCM)

“Supply chain management is the integration of key business processes from end user through original suppliers that provides products, services, and information that add value for customers and other stakeholders.” (Global Supply Chain Forum, 2000). The Supply Chain Management (SCM) module explores the key processes comprising the supply chain and the strategies managers have employed to collaborate with trading partners to increase the value created and gain a competitive advantage. The specific objectives for this module include gaining an understanding of:

- The differences between logistics and supply chain management;
- The key processes comprising the supply chain and their interrelationships;
- The management components and their effect on supply chain management;

- The strategies, tactics, tools and techniques that have been demonstrated to be the most effective in implementing supply chain management.

The text book for Supply Chain Management module is:

- *Supply Chain Management – Processes, Partnerships, Performance*, 3rd edition, Douglas M. Lambert, Editor Copyright, 2008, ISBN 978-0-9759949-3-1, 431 pages.

Please also refer to the Supply Chain Management (SCM) Study Guide that amongst other things contains exam domain and preparation, topics and support materials, learning objectives, acquisition of materials, exam format, sample exam questions and answers, and, examiner information. The Supply Chain Management (SCM) Study Guide is available on request from KnoWerX on no charge basis once you register for the Supply Chain Management (SCM) exam.

Upon making a proper application and paying the required fee, in lieu of the written test, waiver may be granted by the AST&L for the Supply Chain Management (SCM) module to those candidates who are valid/maintained APICS CSCP designee.

Finance and Risk Management (FRM)

Coming soon.

Warehousing (WH)

Coming soon.

The Creative Component (CC)

Transportation and logistics professionals are increasingly called upon to communicate in a myriad of formal and informal ways. The evolving complexity of the field, the development of electronic information systems, technological innovations, and the development of different management structures and styles, calls for creative communications skills. The Creative Component (CC) supports these requirements by:

- Exploring and examining an area of professional interest in-depth;
- Obtaining extensive knowledge in area related to the individual's professional field;
- Providing an opportunity to develop and display communications skills through either a formal research paper, an informal research project, or by analyzing a case;
- Applying analytical and communication skills in this area;
- Obtaining feedback and guidance from a leading academic in transportation and logistics.

The candidate must write an original, documented paper of 3,000 to 5,000 words in length on a special aspect of traffic, transportation, logistics or distribution management. Grading will be on a pass-fail basis. The candidate must submit the title and outline to be reviewed and approved by the Examiner. The subject should be one with which the candidate is familiar by virtue of employment, or one in which he/she is particularly interested or specifically qualified to write. A work-related case study would be a good choice for many candidates. It is recommended that the paper thoroughly cover a narrow subject, rather than superficially treat a "broad" one.

Masters or Doctoral Theses: The Society will accept a copy of a candidate's thesis as a qualifying submission if it directly addresses a facet of transportation, logistics, or supply chain management. The candidate must submit the title and outline to be reviewed by the Examiner to substantiate that the paper directly relates to the thrust of AST&L research papers. Upon acceptance of the outline, the candidate then submits a copy of the actual thesis to the AST&L.

There is no text book or study guide for the Creative Component (CC) module.

Time Limitation

The Board of Examiners realizes that many applicants are employed on a full-time basis and, as such, are limited in the amount of time available to prepare for the examinations. Without some guiding time requirement, however, candidates tend to lose the concept of the examination program and the material covered. Therefore, the Board of Examiners has established a five year maximum time limit for acceptance of completed requirements. The five year time period begins after the successful completion of the first examination, or receipt of the first waiver. The time limitation may not be waived without the approval of the Board of Examiners.

Exam Form and Format

Exam questions are in multiple choice format. The numbers of questions vary. The exam series includes questions relating to definitions, understandings of concepts, discussion of the relative merits of various issues, as well as development of approaches to hypothetical situations. See the current study guides for examples of questions. There is a three-hour time limit to complete each exam, although it may be completed in a shorter time period. A score of 70% or higher is required to pass the exam; a candidate who scores below 70% may take the exam again.

Exam Schedule

On an exam date, any of the three-hour exams can be taken in a morning administration. The schedule of each administration is as follows:

Reporting Time	Exam Begins (Approx.)	Exam Ends (Approx.)
08:30 a.m.	09:00 a.m.	12:30 p.m.

Sourcing Text Books

Most of the text books are usually not available readily in Indian book stores. You may:

- Place a special order with your book store to source these text books. The usual lead time for such orders is four to eight weeks.
- Go to <http://www.gettextbooks.com>, enter the ISBN number and search for various sources. Place an order on-line. The usual lead time for such orders is two to eight weeks.
- Contact someone who has completed his/her CTL certification and is willing to sell-off his/her text books. This lead time can be much shorter.

Exam Preparation Method

Candidates may prepare for the examinations in various ways. Candidates usually prepare individually by means of home study using text books. Other methods of preparation include group studies and corporate trainings.

The number of hours of study required to prepare for an exam depends on many factors, including but not limited to, one's background (education and/or work experience in similar field), learning ability, stress, study environment, etc. It can vary significantly from one person to another person.

Exam Registration and Waiver

Exam Registration Fees

The fee per module of CTL payable in advance before the registration deadline is Rs.11,140 (Rs.10,100 + 10.3% service tax, rounded off to Rs.10). The retake fee per module of CTL payable in advance before the registration deadline is Rs.8,360 (Rs.7,575 + 10.3% service tax, rounded off to Rs.10).

Full-time students of recognised universities and institutes pay a discounted fee of Rs.10,030 (Rs.9,090 + 10.3% service tax, rounded off to Rs.10) per module of CTL, payable in advance before the registration deadline. The corresponding discounted retake fee for full-time students is Rs.7,520 (Rs.6,818 + 10.3% service tax, rounded off to Rs.10) per module of CTL, payable in advance before the registration deadline.

Please note that AST&L members do not get discounts on the exam registration fees in India. Please also note that due to cost of administrative overheads, any excess fees paid will be refunded only if the excess amount is above Rs.100.

Important Dates

Exam Date	Registration Deadline	Change / Rescheduling Deadline	Cancellation Deadline	Medical Emergency Document Submission Deadline
30-Jan-2010	11-Dec-2009	15-Jan-2010	22-Jan-2010	09-Feb-2010
01-May-2010	12-Mar-2010	16-Apr-2010	23-Apr-2010	11-May-2010
07-Aug-2010	18-Jun-2010	23-Jul-2010	30-Jul-2010	17-Aug-2010
30-Oct-2010	10-Sep-2010	15-Oct-2010	22-Oct-2010	09-Nov-2010

Exam Centres

The Exams can be given in the following cities of India:

Bengaluru	Chennai	Delhi	Hyderabad	Kolkata
Mumbai	Nagpur	Nasik	Pune	As per need

Exam Registration Procedure

- Fill in the Examination Registration Form (in the prescribed MS-Excel sheet) & send it as an e-mail attachment to one of the e-mails nearest to your city *bengaluru@knowrx.com* | *chennai@knowrx.com* | *delhi@knowrx.com* | *hyderabad@knowrx.com* | *kolkata@knowrx.com* | *mumbai@knowrx.com* | *nagpur@knowrx.com* | *nasik@knowrx.com* | *pune@knowrx.com*. If you do not have the MS-Excel form, please download from http://www.itli.co.in/Exam_Registration_Form_200902.xls or send a request through e-mail. We will e-mail you immediately.
- Use one of the following three methods to make the payment:
 - Make the payment by Mumbai or at par cheque / DD payable at Mumbai, favouring “KnoWerX Education (India) Private Limited” & courier it along with the filled-up Examination Registration Form. OR
 - Deposit the cheque/DD (please do not deposit cash) favouring “KnoWerX Education (India) Private Limited”, in the bank account mentioned below & send your filled-up Examination Registration Form by e-mail to one of the e-mails nearest to your city *bengaluru@knowrx.com* | *chennai@knowrx.com* | *delhi@knowrx.com* | *hyderabad@knowrx.com* | *kolkata@knowrx.com* | *mumbai@knowrx.com* | *nagpur@knowrx.com* | *nasik@knowrx.com* | *pune@knowrx.com*. Please mention the payment details in your mail (cheque or DD number). OR
 - Make the payment by Electronic Fund Transfer from ICICI/HDFC bank to the respective bank account of KnoWerX. Send the filled-up application form with transaction details, by e-mail to one of the e-mails nearest to your city *bengaluru@knowrx.com* | *chennai@knowrx.com* | *delhi@knowrx.com* | *hyderabad@knowrx.com* | *kolkata@knowrx.com* | *mumbai@knowrx.com* |

nagpur@knowerx.com | *nasik@knowerx.com* | *pune@knowerx.com*. Please mention the payment details in your mail (transaction number in case of EFT).

- Account Details:
 - ICICI:
 - Account number: 1074 05 000014
 - Account name : KnoWerX Education (India) Private Limited
 - Account type : Current
 - Branch : Shop No. 54 and 55, Saraf Choudhary Nagar,
Thakur Complex, Kandivali (East),
Mumbai – 400 101
 - Branch code : 1074
 - MICR Code : 400 229 056
 - IFSC : ICIC0001074
 - HDFC:
 - Account number: 0182 2320 000422
 - Account name : KnoWerX Education (India) Private Limited
 - Account type : Current
 - Branch : Thakur Enclave Sankul, 90 Feet Road,
Thakur Complex, Kandivali (East),
Mumbai – 400 101
 - Branch code : 0182
 - MICR Code : 400 240 035
 - IFSC : HDFC0000182
 - Swift code : HDFCINBB

As we send all communications by courier, while specifying your mailing address in the Examination Registration Form, please be sure that someone is always there in the daytime to receive courier documents at that address, and hand-over to you the same day. Please avoid giving the address of a large organisation, as our experience shows that courier documents may get lost, or reach late, or handled carelessly. If a document returns back for whatever reason, we will resend it only after recovering a shipping and handling charges of Rs.100 fro you.

If you stay outside India and want us to courier to an address outside India, the courier charges will be charged extra. We prefer that you give us an address in India for couriering.

Exam Waiver

In lieu of the written tests, waiver may be granted under the following conditions. In all cases, the burden of proof is upon the applicant.

Application should be made to the Executive Office of AST&L through KnoWerX Education (India) Pvt. Ltd. through an e-mail. A scanned copy of the certificate based on which waiver is being sought is also required to be e-mailed. The waiver approval or denial takes approximately six to eight weeks. Current waiver criteria for exam modules are as follows:

Logistics Management (LM)

- A valid/maintained APICS CPIM/CFPIM Certification

Supply Chain Management (SCM)

- A valid/maintained APICS CSCP Certification

Logistics and Supply Chain Strategy (LSCS)

- A valid/maintained AST&L PLS Certification

Exam Waiver Fees

A non-refundable processing fee of Rs.5,570 per waiver (Rs.5,050 + 10.3% service tax, rounded to Rs.10) must be paid before review of each waiver can be considered.

Full-time students pay a discounted non-refundable processing fee of Rs.5,010 per waiver (Rs.4,545 + 10.3% service tax, rounded to Rs.10) before review of each waiver can be considered.

Please note that AST&L members do not get discounts on the exam registration fees in India. Please also note that due to cost of administrative overheads, any excess fees paid will be refunded only if the excess amount is above Rs.100.

Exam Waiver Procedure

- Send an e-mail requesting waiver for an examination and attach a duly filled Examination Registration Form (in the prescribed MS-Excel sheet) and a scanned copy of CPIM / CFPIM / CSCP / PLS certificate to one of the e-mails nearest to your city *bengaluru@knowerox.com* | *chennai@knowerox.com* | *delhi@knowerox.com* | *hyderabad@knowerox.com* | *kolkata@knowerox.com* | *mumbai@knowerox.com* | *nagpur@knowerox.com* | *nasik@knowerox.com* | *pune@knowerox.com*. If you do not have the MS-Excel form, please download from http://www.itli.co.in/Exam_Registration_Form_200902.xls or send a request through e-mail. We will e-mail you immediately.
- Use one of the following three methods to make the payment:
 - Make the payment by Mumbai or at par cheque / DD payable at Mumbai, favouring “KnoWerX Education (India) Private Limited” & courier it along with the filled-up Examination Registration Form and scanned copy of CPIM / CFPIM / CSCP / PLS certificate. OR
 - Deposit the cheque/DD (please do not deposit cash) favouring “KnoWerX Education (India) Private Limited”, in the bank account mentioned below & send your filled-up Examination Registration Form and scanned copy of CPIM / CFPIM / CSCP / PLS certificate by e-mail to one of the e-mails nearest to your city *bengaluru@knowerox.com* | *chennai@knowerox.com* | *delhi@knowerox.com* | *hyderabad@knowerox.com* | *kolkata@knowerox.com* | *mumbai@knowerox.com* | *nagpur@knowerox.com* | *nasik@knowerox.com* | *pune@knowerox.com*. Please mention the payment details in your mail (cheque or DD number). OR
 - Make the payment by Electronic Fund Transfer from ICICI/HDFC bank to the respective bank account of KnoWerX. Send the filled-up application form and scanned copy of CPIM / CFPIM / CSCP / PLS certificate with transaction details, by e-mail to one of the e-mails nearest to your city *bengaluru@knowerox.com* | *chennai@knowerox.com* | *delhi@knowerox.com* | *hyderabad@knowerox.com* | *kolkata@knowerox.com* | *mumbai@knowerox.com* | *nagpur@knowerox.com* | *nasik@knowerox.com* | *pune@knowerox.com*. Please mention the payment details in your mail (transaction number in case of EFT).
- Account Details:
 - ICICI:
Account number: 1074 05 000014
Account name : KnoWerX Education (India) Private Limited
Account type : Current
Branch : Shop No. 54 and 55, Saraf Choudhary Nagar,

Thakur Complex, Kandivali (East),
Mumbai – 400 101
Branch code : 1074
MICR Code : 400 229 056
IFSC : ICIC0001074

- HDFC:
Account number: 0182 2320 000422
Account name : KnoWerX Education (India) Private Limited
Account type : Current
Branch : Thakur Enclave Sankul, 90 Feet Road,
Thakur Complex, Kandivali (East),
Mumbai – 400 101
Branch code : 0182
MICR Code : 400 240 035
IFSC : HDFC0000182
Swift code : HDFCINBB

As we send all communications by courier, while specifying your mailing address in the Examination Registration Form, please be sure that someone is always there in the daytime to receive courier documents at that address, and hand-over to you the same day. Please avoid giving the address of a large organisation, as our experience shows that courier documents may get lost, or reach late, or handled carelessly. If a document returns back for whatever reason, we will resend it only after recovering a shipping and handling charges of Rs.100 fro you.

If you stay outside India and want us to courier to an address outside India, the courier charges will be charged extra. We prefer that you give us an address in India for couriering.

After You Have Registered

Confirmation Notice

After your registration has been processed, KnoWerX will provide you with a registration confirmation. If you have not received your confirmation within two weeks before the scheduled exam date, contact KnoWerX immediately. Each confirmation lists the candidate's name, address, and KnoWerX ID number; the test location; exam(s) to be taken; reporting time; and other important information. You should verify that the information on the confirmation is correct. If any information is not correct, you should contact KnoWerX immediately.

Changes

To change your selection of the exam you want to take or to change your exam centre within India, send a written request to KnoWerX no later than 14 days before the scheduled exam date (no fees is required to be paid). To reschedule your registration to the next available examination date in India (if the registration deadline for the next examination date has not already passed), send a written request to KnoWerX along with a processing fees of Rs.1,110 (Rs.1,010 + 10.3% service tax, rounded to Rs.10) no later than 14 days before the scheduled exam date. You may reschedule an exam registration for the next available examination date only once.

Cancellations

To cancel your registration, send a written request to KnoWerX no later than 7 days before the scheduled exam date. You will be refunded Rs.3,500 if normal registration fees was paid, and Rs.2,000 if retake registration fees was paid. You will receive the cancellation amount after 4 to 6 weeks after the exam date.

Medical or Other Emergencies on Exam Day

Only the following documented excuses are acceptable reasons for missing your scheduled exam:

- a serious illness (either yourself or an immediate family member)
- a death in the immediate family
- a disabling traffic accident

If you miss an exam for one of the reasons listed above, send a written explanation to KnoWerX within 10 days following your exam date. One of the following should accompany your written explanation:

- complete admission and discharge documentation from a large and recognised hospital including internal case papers, medical records, diagnosis, treatment, hospital bills, medical bills, pathology testing reports, receipts of all payments made, a certificate from attending doctor with his/her title, address, telephone number, and registration giving the reason for your absence and completion of treatment
- in case of domiciliary treatment, a certificate from attending doctor with his/her title, address, telephone number, and registration giving the reason why an admission in a hospital was not deemed necessary, dates of your first and follow-up visits to your treating doctor, medical records kept by the doctor, receipts of payments made to doctor, prescriptions, details of medicines given by doctor, bills of medicines purchased, reports of pathology testing reports, written reason from doctor if pathology tests not done, receipts of payments made to pathology lab, medical certificate from treating doctor giving the reason for your absence and completion of treatment
- a simple certificate from a physician with prescription and medical bills will not be acceptable. Diseases like cough, cold, mild fever, stomach upset, etc. will not be acceptable as excuses for absence. Please note that the request will be denied if solid and fool-proof evidence is not produced to KnoWerX. The decision of KnoWerX will be final.
- the appropriate death certificate
- an FIR of an accident lodged with local police

You have two choices after you have missed the exam:

- Reschedule your exam to the next exam date. For doing this, you must pay a processing fees of Rs.3,340 (Rs.3,030 + 10.3% service tax, rounded to Rs.10) to KnoWerX.
- Cancel your exam and take the refund. You will be refunded Rs.4,500 if normal registration fees was paid, and Rs.3,000 if retake registration fees was paid. You will receive the cancellation amount after 4 to 6 weeks after the exam date.

On the Day of the Exam

What You Must Bring

- A primary identification, which must include a recent photograph and signature, such as a
 - Valid driver's license
 - Valid passport
 - Valid voter's identification card
 - Valid PAN card
 - Valid company identification card
 - Recent notarized passport photograph with signature.

If you do not bring these items on exam day, you will be denied admission to the examination. You will be considered as absent or failing to appear for the exam, and you will forfeit the full exam fee. There are no exceptions to this policy.

- A secondary identification, which must include your signature, such as a
 - Valid credit card
 - Valid debit card
- Ballpoint pen with an extra blue/blank ink refill.

- A simple, nonprogrammable calculator.

During the Exam

No breaks are scheduled during any exam. If you must leave the room during an exam, notify the test centre manager before doing so. Timing will not stop during a break.

The specific rules pertaining to the conduct of the examinations are printed on the front of the examination book. Read them carefully before answering the first question. Candidates are expected to exercise honest and ethical behaviour during the exams.

Misconduct: The test centre manager is authorized to dismiss you from a test session for

- creating a disturbance
- giving or receiving help
- using notes, books, wristwatch calculators, digital assistants, or other aids
- attempting to remove scratch paper from the testing room
- attempting to remove test questions (in any format) from the testing room
- failing to follow the test centre manager's directions.

If you engage in any of these forms of misconduct, your exam will not be scored and your fees will not be refunded. Furthermore, acts of misconduct may result in

- cancellation of your prior or current exam scores
- revocation of your certification

In addition, because the entire question data bank, each exam form, and all exam materials are copyrighted and are the legal property of AST&L, legal action will be taken against anyone who violates the copyright laws by distributing examination content or materials through any form of reproduction. Oral or written communication during the exam is strictly prohibited.

After the Exam is Over

Pass-Fail Information

You will receive your exam results approximately four to six weeks after the exam date through an e-mail. If you have not received your results after eight weeks, contact KnoWerX. A score of 70% or higher is required to pass the exam; a candidate who scores below 70% may take the exam again.

Retaking Exams

If you fail an exam, you must wait 30 days before retaking the same exam.

AST&L CTL Certificate

Candidates who attain AST&L CTL status will receive a personalized certificate approximately six to eight weeks after receiving a passing score on the final AST&L CTL exam.

Frequently Asked Questions

Q: Why should I do AST&L certification?

A: Individuals go through AST&L certification programs for one or more of the reasons listed below:

- Career enhancement
- Tangible measurement of professional accomplishment
- Learn the language of your customers
- Global recognition

- An opportunity to acquire management qualification
- Demonstrate your understanding of the fundamentals of the profession
- Validate your knowledge
- Validate your experience
- Keep current with changes occurring in the field

Q: What are the benefits to organizations from AST&L certification programs?

A: Some of the benefits to organizations from AST&L certification programs are listed below:

- Create a common understanding, vocabulary, processes, and frameworks within their entity to address their transportation and logistics challenges and opportunities
- The proven knowledge and organizational skills to strategically streamline operations
- The tools to effectively manage global supply chain activities where suppliers, plants, distributors and customers are located around the world.
- The ability to interact with existing resources and your ERP system to increase the efficiency of the workplace environment
- Boost productivity, collaboration, and innovation
- The skills to create consistency and foster collaboration through best practices, common terminology, and corporate-wide communication.

Q: Will I get a job, an increment or a promotion after completing AST&L certification?

A: AST&L certifications help you increase your knowledge, like any other qualification, in management stream. So, it should lead to a new job, an increment or a promotion but this can not be said with certainty as these sway heavily in both positive and negative directions with changes in demand and supply equation of skilled man-power in the job market. In general, AST&L certified professionals are preferred over non-certified professionals in the relevant fields. This should in turn lead to better opportunities for you, compared to others, in the job market, increments and promotions, in the relevant fields.

Q: For which class of industry the AST&L knowledge is most useful?

A: The AST&L knowledge is useful to many classes of industries, including but not limited to:

- Mining and Quarrying
- Construction
- Manufacturing
- Wholesale Trade
- Retail Trade
- Transportation
- Warehousing
- Express Delivery Services
- Information (Media)
- Real Estate and Rental and Leasing
- Computer Systems Design and Related Services
- Management Consulting Services
- Business Schools
- Computer and Management Training
- Education
- Health Care
- Accommodation and Food Services
- Other Services, including Civic Organizations

Q: What is the difference between APICS and AST&L certification programs?

A: While APICS certification programs are more tilted towards materials management aspects of supply chain management and operations management, AST&L programs are more tilted towards logistics and transportation management aspects of the supply chain management. It is obviously better that an individual demonstrates knowledge of all aspects.

Q: Which certification program is suitable for me – CTL or PLS?

- A: PLS is basic certification and CTL is advanced certification. It is recommended to complete PLS first and then go for CTL. By doing PLS first, you not only get an additional designation, but you also get waiver for one of the CTL exams.
- Q: For which level of management the AST&L knowledge is most useful?
A: The AST&L knowledge is useful at all levels of management starting from junior managers to presidents. This knowledge helps to manage the transportation and logistics in most optimum way.
- Q: Is AST&L education is appropriate for me?
A: AST&L education is appropriate for individuals working in:
 - o Transportation
 - o Logistics
 - o Distribution
 - o Operations
 - o Supply chain management
 - o Procurement
 - o Materials management
 - o Purchasing
 - o Finance and cost accounting
 - o Manufacturing information systems
- Q: Do I have to be an AST&L member for taking AST&L certification exams?
A: No, you need not be an AST&L member.
- Q: Do AST&L members get a discount on the exam registration fees?
A: No, they do not get a discount.
- Q: Can I show up at the test site if I did not receive notification that I was registered?
A: No, you must contact KnoWerX first to confirm you are registered. No candidate will be allowed in the testing centre if he/she is not registered.

Who Should You Contact?

If you have any question, contact:

KnoWerX Education (India) Private Limited

C-1 Avon Plaza-I, Thakur Complex
Kandivali (East)
Mumbai – 400 101

[Toll free for sales inquiries \(within India only\): 1 800 10 36 400](tel:18001036400)

<i>bengaluru@knowrx.com</i>	(022)425 66 461	<i>chennai@knowrx.com</i>	(022)425 66 462
<i>delhi@knowrx.com</i>	(022)425 66 463	<i>hyderabad@knowrx.com</i>	(022)425 66 465
<i>kolkata@knowrx.com</i>	(022)425 66 466	<i>mumbai@knowrx.com</i>	(022)425 66 464
<i>nagpur@knowrx.com</i>	(022)425 66 467	<i>nasik@knowrx.com</i>	(022)425 66 468
<i>pune@knowrx.com</i>	(022)425 66 469	<i>info.tcd@knowrx.com</i>	(022)425 66 435



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